

HOLBROOK MIDDLE-HIGH SCHOOL



STUDENT, PARENT/GUARDIAN HANDBOOK SY 2023-2024

HOLBROOK MIDDLE-HIGH SCHOOL
245 SOUTH FRANKLIN STREET
HOLBROOK, MA 02343
781-767-4616

WEBSITE: [HMHS](http://www.hmhs.org)

CHAPTER 622 – TITLE IX – SECTION 504 – CONTINUING POLICY STATEMENT

The Holbrook Public Schools do not discriminate on the basis of race, color, sex, religion, national origin or handicap in its educational activities or employment practices as required by Chapter 622 and Title IX of the 1972 Federal Education Amendments and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) and the Americans with Disabilities Act.



Greetings Students, Parents and Guardians,

We are proud to present the 2023-2024 Student, Parent/Guardian Handbook for the Holbrook Middle-High School.

We are excited to be heading into the 7th year in this wonderful facility and working on continuing habits and traditions that complement our Holbrook pride culture. Please make sure you review our mission statement which is used to drive the function of our school to ensure students, teachers and families are all united moving forward.

All students are encouraged to access our college preparatory curriculum, which is aligned to the Massachusetts Curriculum Frameworks and which meet the admissions standards for the Massachusetts State University system. Additionally, we offer programming that will allow students to explore new fields and to follow their passions. We are committed to ensuring that each student has the foundation skills necessary to build his/her own future as global citizens.

Thank you,

Mr. Josh Tarsky
Principal

Mr. Luke Riso
Interim Assistant Principal



Accredited by the New England Association of Schools & Colleges

IMPORTANT PHONE NUMBERS

Main Office (& Absence Reporting)	(781) 767-4616
Guidance Office	(781) 767-4679
Nurse's Office	(781) 767-1612
Athletic Department	(781) 767-1958
Superintendent's Office	(781) 767-1226

If you need this document translated, please contact the Central Office at 781-767-1226.

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ADDITIONAL CONTACT INFORMATION

Section 504/ADA District Coordinator
Homeless Student Coordinator
Title VI District Coordinator
Civil Rights Coordinator
Title IX Coordinator

Rob Compton
Director of Special Education and Pupil Personnel
245 South Franklin Street, Holbrook, MA 02343
781-767-1226

BELL SCHEDULE

Time	M	T	W	Th	F
7:40-8:33 53min	A	B	C	D	E
8:36-9:29 53min	B	C	D	E	F
9:32-10:25 53min	C	D	E	F	A
10:28- 10:54 26 min	Flex	Flex	Flex	Flex	Flex Code Blue/ homeroom
Lunch 10:57-12:20 Lunch 1 10:57-11:22 Lunch 2 11:26-11:51 Lunch 3 11:55-12:20 Lunch-25 min class 54 min	D	E	F	A	B
12:23-1:15 52min	E	F	A	B	C
1:18-2:10 52min	F	A	B	C	D

EARLY RELEASE SCHEDULE

7:40-11:15

Times	Classes
7:40-8:07 (27 minutes)	Block A
8:10-8:37 (27 minutes)	Block B
8:40-9:08 (28 minutes)	Block C
9:11-9:37 (26 minutes)	Flex
9:40-10:08 (28 minutes)	Block D
10:11-10:39 (28 minutes)	Block E
10:42-11:15 (28 minutes)	Block F

PURPOSE OF THE STUDENT, PARENT/GUARDIAN HANDBOOK

This handbook has been prepared to create a better understanding among students, parents/guardians and teachers of the basic policies and practices used in the operation of Holbrook Middle-High School.

No handbook can fully set forth all the policies and practices of a school. Therefore, this book should not be considered as the ultimate authority on any matter. This does not diminish its usefulness, and instead merely takes notice of the fact that school officials are obligated to assess and respond to every situation in the light of how it affects the education and development of not only individual students, but the student body as a whole. **The administration reserves the right to alter any of the recommended consequences for actions prescribed within this student, parent/guardian handbook, so long as students are accorded appropriate due process.**

The Massachusetts General Laws and/or applicable Federal Laws will supersede the provisions of this handbook to the extent that any provision of this handbook is in conflict with those laws.

OVERVIEW OF RIGHTS AND RESPONSIBILITIES

Students and all members of the School Community at Holbrook Middle-High School have a right to be treated with dignity and respect. We try to promote a supportive, caring and educational environment that allows each student to grow personally, socially and intellectually. All students, regardless of race, color, sex, religion, national origin, sexual orientation, gender, gender identity, disability or homelessness, have equal access to the general education program, extracurricular activities and the full range of any occupational/vocational education programs offered by the district.

All members of the school community have the responsibility to conduct themselves in a way that demonstrates a respect for all individuals; their rights, and their property. All members of the school community must also understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This behavior is expected during all curricular, co-curricular, athletic, and special events of the school, both on and off campus, including school sponsored trips and during transportation to/from school or any school event.

The administration reserves the right to restrict a student's participation in co-curricular or athletic activities because that participation is a privilege, not a right.

Because the school is interested in maintaining the quality and integrity of its programs throughout the school year, infractions of school rules that occur after May 1st of any school year may be subject to further penalties in addition to those listed below. These include but are not limited to, removal from school activities, senior class activities and/or participation in graduation activities or ceremonies.

The Code of Discipline Section provides a list of the types of behavior that may lead to disciplinary action. These have been categorized into three levels (1, 2, and 3) based on the seriousness of their consequences. It is not possible to list every type of behavior or circumstance that may lead to discipline. Any conduct that substantially disrupts the educational mission or functioning of the school, whether or not listed in the Code of Discipline, may result in disciplinary action.

Each teacher also develops rules for individual class rooms. These rules must be consistent with the Student Handbook and approved by the Principal.

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HMHS Mission Statement

Here at Holbrook Middle-High School our core values and beliefs are to:

Challenge ourselves,
Aspire to excellence, be
Resilient, and
Engage with others.

To support the belief that all students should be effective problem solvers, clear communicators, and responsible citizens, our 21st century learning expectations are as follows:

Academic Expectations

Students will...

- Read insightfully and critically for a variety of purposes.
- Write effectively for a range of purposes and audiences.
- Solve problems by working independently or collaboratively.
- Communicate confidently and clearly through masterful engagement and exemplary command of subject matter.

Civic Expectations

Students will...

- Solve problems by working independently or collaboratively.
- Understand, value, and respect cultural differences and diversity.

Social Expectation

Students will...

- Exhibit and uphold tolerance and respect.
- Consistently demonstrate honesty and integrity.
- Use technology in an informed and ethical manner.

SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

- Be Respectful
- Be Responsible
- Be Prepared
- Be Safe

High Expectations = High Achievement

SCHOOL-WIDE RUBRICS: LEARNING EXPECTATIONS

School-Wide Rubrics Performance Ratings:

- Exceeds Expectations-criteria is clearly and substantially surpassed.
- Meets Expectations-criteria is met. A job well done!
- Does Not Meet Expectations (Needs Improvement)-some criteria were met and other criteria were not.
- Does Not Meet Expectations (Unacceptable)-no criteria were met.

HMHS Reading Rubric

Assignment: _____

Student Name: _____

Date: _____

Period: _____

	Reading Rubric	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations/Needs Improvement	Does Not Meet Expectations/Unacceptable	
Criteria "In Play"	Point Value→					Points Earned/Teacher Comments
	Criteria					
	Analyzing & Inferring Meaning	Displays insightful and consistent analysis of literal and inferential meaning	Displays proficient analysis of literal and inferential meaning	Displays comprehension of literal meaning and insufficient analysis of inferential meaning	Displays limited comprehension of only literal meaning	
	Making Connections	Consistently draws insightful conclusions and makes relevant connections from text to text and from text to life	Consistently makes relevant connections from text to text and from text to life	Inconsistently makes relevant connections from text to text and from text to life	Rarely or never makes relevant connections from text to text and from text to life	
	Distinguishing Critical Elements	Distinguishes critical elements of a text, and recognizes how they are utilized and their effect	Distinguishes and recognizes a majority of critical elements of a text and their effect	Distinguishes and recognizes some critical elements of a text and their effect	Recognizes few or none of a text's critical elements	

Overall Feedback:

Total Points Earned: _____

HMHS Writing Rubric
Assignment: _____

Student Name: _____

Date: _____

Period: _____

	Writing Rubric	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations/Needs Improvement	Does Not Meet Expectations/Unacceptable	
Criteria "In Play"	Point Value→					Points Earned/Teacher Comments
	Criteria					
	Organization	Displays sophisticated and original organization	Displays logical and appropriate organization	Displays some evidence of organization	Displays incoherent organization	
	Topic Development	Consistently uses specific, relevant, and accurate details and insightfully develops topic	Generally uses relevant and accurate details and thoroughly develops topic	Occasionally uses relevant and accurate details and has limited topic development	Rarely uses relevant and accurate details to develop topic	
	Language	Demonstrates exemplary command of standard conventions of language such as grammar, punctuation, and mechanics	Demonstrates fluency in standard conventions of language such as grammar, punctuation, and mechanics	Demonstrates inconsistent grasp of standard conventions of language such as grammar, punctuation, and mechanics	Demonstrates little or no grasp of standard conventions of language such as grammar, punctuation, and mechanics	
	Vocabulary	Effectively uses rich, precise vocabulary throughout writing	Effectively uses vocabulary throughout writing	Occasionally makes effective use of vocabulary throughout writing	Ineffectively and inconsistently uses vocabulary throughout writing	

Overall Feedback:
Total Points Earned: _____

HMHS Communication Rubric
Assignment: _____

Student Name: _____

Date: _____

Period: _____

	Communication Rubric	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations/Needs Improvement	Does Not Meet Expectations/Unacceptable	
Criteria "In Play"	Point Value→					Points Earned/Teacher Comments
	Criteria					
	Content Knowledge	Exhibits an exemplary command of subject	Exhibits command of subject	Exhibits limited command of subject	Exhibits little or no command of subject	
	Delivery & Engagement	Delivers and engages masterfully, confidently, and consistently with fluency, presence, tone, and style	Delivers and engages consistently with fluency, presence, tone, and style	Delivers and engages inconsistently, with limited fluency and presence, and/or inappropriate tone and style	Delivers and engages rarely if at all	
	Organization & Presentation	Very clearly organizes presentation and makes exemplary use of visuals/ props/ technology	Clearly organizes presentation and makes appropriate and effective use of visuals/ props/ technology	Does not clearly organize presentation and/or makes limited or generally ineffective use of visuals/ props/ technology	Inadequately organizes presentation and makes little or no effective use of visuals/ props/ technology	

Overall Feedback:
Total Points Earned: _____

HMHS Technology Rubric
Assignment: _____

Student Name: _____

Date: _____

Period: _____

	Technology Rubric	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations/ Needs Improvement	Does Not Meet Expectations/ Unacceptable	
Criteria "In Play"	Point Value→					Points Earned/Teacher Comments
	Criteria					
	Gathering & Application	Always effectively uses technology to gather, evaluate, and apply knowledge	Consistently uses technology to gather, evaluate, and apply knowledge	Inconsistently and ineffectively uses technology to gather, evaluate, and apply knowledge	Rarely or never uses technology to gather, evaluate, and apply knowledge	
	Communication & Collaboration	Always uses technology to clearly communicate and to work collaboratively and efficiently	Consistently uses technology to communicate and to work collaboratively	Inconsistently uses technology to communicate or to work collaboratively	Rarely or never uses technology to communicate or to work collaboratively	
	Responsible Use	Always demonstrates and applies a mindful and keen understanding of ethics, legality, and safety issues in using technology	Always demonstrates and applies an understanding of ethics, legality, and safety issues in using technology	Generally demonstrates and applies an understanding of ethics, legality, and safety issues in using technology	Does not demonstrate or apply an understanding of ethics, legality, and safety issues in using technology	

Overall Feedback:
Total Points Earned: _____

HMHS Civic & Social Expectations Rubric
Assignment: _____

Student Name: _____

Date: _____

Period: _____

	Civic & Social Expectations Rubric	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations/Needs Improvement	Does Not Meet Expectations/ Unacceptable	
Criteria "In Play"	Point Value→					Points Earned/Teacher Comments
	Criteria					
	Attendance	Almost never absent or tardy	Few absences and rarely tardy	Regularly absent or tardy	Absent or tardy beyond acceptable school guidelines	
	Responsibility	Always prepared with all appropriate material. Always works diligently and is accepting and understanding of his/her role in achieving success	Regularly prepared with all appropriate material. Regularly works diligently and is accepting and understanding of his/her role in achieving success	Often unprepared, shows little resolve to work diligently and is not always accepting or understanding of his/her role in achieving success	Regularly unprepared and is not accepting or understanding of his/her role in achieving success	
	Etiquette	Always conducts him/herself in an appropriate manner in all school and community settings	Regularly conducts him/herself in an appropriate manner in all school and community settings	Often does not conduct him/herself in an appropriate manner in school or community settings	Does not conduct him/herself in an appropriate manner in school or community settings	
	Respect	Always exhibits and upholds a regard for tolerance and respect	Always exhibits a regard for tolerance and respect	Sometimes exhibits a regard for tolerance or respect	Exhibits blatant disrespect or intolerance	

Overall Feedback:
Total Points Earned: _____

COMMUNICATION

CONTACT INFORMATION

Communications are sent based on information reported in the Aspen Family Portal. Please be sure to update your contact information, phone numbers, and email addresses. It is essential that parents/guardians inform the office, in writing, immediately of any changes.

COMMUNICATION PLATFORMS

Blackboard Connect, a computerized telephone message system, along with other communication platforms such as Aspen, Constant Contact, email, and social media, are used to expand communication between HMHS and parents/guardians of our students. Through these resources, parents are notified of a school closing due to inclement weather, as well as meetings and other important information. In the case of HMHS closing or having a delayed start due to bad weather, parents/guardians and students will receive a telephone call early in the morning or, in some cases, the night before.

BULLETINS, ANNOUNCEMENTS, POSTERS

All notices of club activities, meetings and special events will be placed in the daily announcements. All announcements, posters and bulletins of school related activities are to be approved by the class or club advisor, as well as, administration before being posted.

NO SCHOOL ANNOUNCEMENT

When it is necessary to close school because of storm conditions, announcements will be made through Blackboard Connect, an automated phone network system. Information will also be available on the school website and on local television stations: WBZ (4) WHDH (7) WCVB (5).

EMERGENCY DISMISSAL

If a determination is made that an emergency dismissal is necessary, students will be dismissed and sent home.

OPEN HOUSE

An Open House is held annually in the fall, usually in September. Parents/Guardians are encouraged to attend the Open House to meet staff and become aware of the expectations for all students.

PARENT/GUARDIAN-TEACHER CONFERENCES

Parent/Guardian-Teacher Conferences are scheduled a minimum of two times per year. Conference dates will be communicated to families via email and posted on the school website. However, if circumstances relating to the classroom are to be discussed, it is extremely important that the situation be discussed with the teacher as soon as possible. Please contact your child's teacher in advance.

MEETING REQUESTS

All meetings with administration and/or staff are by appointment only. Please contact the main office to schedule a date and time if you wish to meet with the Principal, Assistant Principal, or staff.

VISITORS

Visitors to HMHS must check in through the office upon arrival. All visitors will need to show a photo ID for scanning through the security system prior to gaining admission to the building. Visitors are required to wear a visitors pass, plainly visible while present in the building. HMHS reserves the right to decline entry if there is a concern of disruption to the school day or for the safety of students and staff. Students are prohibited from opening a door to allow an outside person to gain entry. Students are expected to know that there is an entry process that must be followed. Any efforts by a student to circumvent this entry process by opening a door or by any other means may result in discipline for the student.

Students may not bring visitors to attend classes. Teachers may bring visitors to class for educational purposes so long as the visit is approved by the Principal in advance. Students who anticipate enrolling at HMHS may arrange a day visit through the Guidance Office after securing permission from an administrator.

BUILDING USE

Holbrook Middle-High School is owned by the community and is available for activities and programs after the normal school day. All organizations must file a "Use of Facilities" form if that use will occur after school hours on weekdays, anytime during the weekend or during school vacation days. This form is available through the district website or at the school offices. This application must be filed in time for approval at a school committee meeting prior to the scheduled event. All student groups must have faculty or parental supervision while using the facilities after school and must be responsible for the care of school property. Use of facilities may include costs of custodial/maintenance services.

SURVEILLANCE CAMERAS

Surveillance cameras are located throughout the HMHS campus and anyone on school property may be videotaped.

STUDENT INFORMATION and SERVICES

DUES & FEES

Athletic Fees - \$50 per sport (max of \$100 per student)

This fee is set by the School Committee. The money pays towards athletic transportation, referees/umpires and the replacement of equipment and uniforms when needed.

Activity Fee - \$50 – reduced lunch \$37 – free lunch \$25 Payment Plans are available, \$5 minimum to start
Activity fee goes towards items that benefit the students. Funds have been used to pay for peer mediation programs, buses for field trips, enrichment materials and various class activities. The activity fee also pays for certificates of achievement, student planners and prevention programs explaining the dangers of domestic violence, dating violence, suicide and drug and alcohol abuse.

Class Dues - High school students, grades 9-12, are required to pay class dues each year. These dues help to offset class events, materials for Homecoming floats, class event decorations, and other class costs each year and culminate in senior year events.

Grade Level	Dues
Freshman - 9th	\$10
Sophomore - 10th	\$15
Junior - 11th	\$20
Senior - 12th	\$25

BUS TRANSPORTATION

In order to be provided with bus transportation, pupils in grades 6-12 must reside at least one (1.25) mile from the school. The following rules apply to all bus riders. Students are **not permitted** to change buses for any reason unless there is an emergency.

- In order to ensure their safety and the safety of others, bus drivers are in complete charge of buses while transporting children. A bus monitor may be assigned on various routes to assist the bus driver.
- In order to ensure their safety and the safety of others, students must cooperate with drivers and/or monitor in every way.
- Bus students will be picked up and discharged at their assigned stops on regular bus routes. Any variation from this procedure requires a parental note and administrative approval in advance.
- In case of infractions of rules set forth in this policy, the school bus driver or monitor shall report, in writing, the name or names of the offending students and the nature of the offense to the assistant principal.

The following actions will be considered infractions of the rules governing conduct:

- Throwing objects, fighting, indecent or abusive language, possession or use of tobacco products, vapes, alcohol, or other drugs, physical or verbal abuse of other students or the driver, refusal or intentional failure to obey the driver or posted rules, defacement of the bus, inappropriate or unsafe behavior at the bus stop.

If a student misbehaves on the bus, the driver or monitor will submit a bus discipline report to the building administrator. Students who misbehave can be suspended from riding the bus and from coming to school. The following guidelines will be considered in determining consequences for misconduct on the bus. However, even a single incident of serious misconduct can result in exclusion from the bus on a long term basis. If a student is suspended from riding the bus, he/she is expected to be in school and transportation will be the responsibility of the parents/guardians.

First Suspension – The building administrator will review the bus discipline report, hold a hearing with the student, suspend the student from school* and/or bus for one school day, call parent/guardian, and send a follow-up letter home. The student may return to school or ride on the bus without a parent meeting if the student is cooperative in addressing the behavior.

Second Suspension – The building administrator will review the bus discipline report, hold a hearing with the student, suspend the student from school* and/or from the bus for three consecutive school days, call the parent, and send a follow-up letter home. A parent meeting with the principal will be scheduled.

Third Suspension – The building administrator will review the bus discipline report, hold a hearing with the student, suspend the student from school* and/or the bus for five school days, call the parent, send a follow-up letter home, and review the student's discipline history. A parent meeting with the principal will be scheduled.

*In the event of a suspension from school, the procedures relating to suspension set forth on pages 28- 38 of this Handbook will be followed.

UNSUPERVISED AREAS

Students are not allowed in unsupervised areas. Locker rooms, music rooms, gym, library, empty classrooms and corridors can pose a safety hazard or invite inappropriate behavior when adult supervision is not present. Students found in unauthorized and/or unsupervised areas are subject to search and school discipline.

EVACUATION DRILLS/LOCKDOWN DRILLS

Directions for fire drills and lockdown procedures are posted in each room. Read each sign carefully and be familiar with alternate plans to be followed if exits are blocked or winter weather mandates different routes.

Whenever the fire alarm rings, students will exit the building quickly without talking and report to a designated area outside of the building where teachers will take attendance. In the event the alarm rings during passing or lunch, students will report to their previous class teacher outside of the building where attendance will be taken.

Fire departments are required to conduct fire drills in schools four times a year. One of the drills must happen within three days of the start of school.

ASSEMBLIES

Assemblies, musicals, dramatic productions, sports events, in school field trips, and other group activities are held to enhance student learning and to foster a creative and enjoyable atmosphere. Attendance is a privilege and courteous behavior is expected of each student. Students are expected to follow the Code of Conduct at all events. Students will sit with their teachers at all assemblies.

CLASSROOM MAINTENANCE

It is the responsibility of students to assist in maintaining the order and cleanliness of classrooms and open indoor spaces. Basic maintenance of floors, desks, and counters must take place at the end of each class.

COPY MACHINE USE

Copy machines are for faculty use. Unsupervised students are not allowed to use the copy machines.

LIBRARY MEDIA CENTER

The mission of the Holbrook Middle-High School library is to teach life-long learning through the power of information. The library is open from 7:15 am to 3:00 pm Monday through Thursday and from 7:15 am to 2:15 pm on Friday. The library closes 15 minutes past dismissal time on early release days. The library is closed on days when faculty and department or PLC meetings are held. This is announced to students the week prior.

Students can visit the library during the school day with a pass from a teacher. Students are encouraged to use the media center for their recreational interests as well as their academic needs. Classes can use the library by appointment. Books can be checked out for 2 weeks and renewed for an additional period of time. Students are expected to be socially responsible when borrowing materials from the library. Borrowed items should be returned in the condition they were borrowed. Lost or damaged items must be paid for at the replacement cost of the item.

For more information on the Media Center, please visit the Media Center website at <http://www.holbrook.k12.ma.us/olc/teacher.aspx?s=38>

LOST AND FOUND

Any materials found should be left at the school office. Any student searching for lost articles may check the Lost and Found before and after school. Regularly throughout the year, lost and found items will be donated.

ONLINE/DISTANCE EDUCATION

Online/Distance education courses will be available to students in grades 9-12 with priority for placement going from grade 12 to grade 6. Students may choose from any of the 400 available courses.

WORK PERMITS

If you are younger than 18 years of age, you must obtain a work permit before starting a new job. It is necessary to have a job before an Employment Permit can be issued. The Employment Permit Application must be signed by the employer, the minor's physician (only if the minor is age 14 or 15), parent/guardian and minor. The minor returns the application to the guidance office along with a birth certificate. Once these steps are completed, a work permit can be issued.

GUIDANCE SERVICES

Each student is assigned a Guidance Counselor. Counselors will meet with students at least once per year. A counselor may make an appointment with a student by sending the student a pass. A student may come to the guidance office and arrange an appointment with his/her guidance counselor. Guidance Counselors will ensure that all students grade 6 – 12 receive and have access to counseling information. Guidance Counselors encourage students to consider programs of study, courses, extracurricular activities, career and occupational opportunities on the basis of individual interest, abilities and skills. Guidance staff provide limited-English-proficient students with the opportunity to receive guidance and counseling in a language they understand.

FUND RAISING

All proposed fundraising activities that involve students in selling activities must be registered and receive prior approval from the Superintendent of Schools. Fundraising approval forms are available in the Middle-High School office.

HEALTH SERVICES

The Health room and services of the school nurse are available to all students in case of sudden illness or accident. Students who need to see the nurse should inform their teacher and obtain a pass to the nurse's office. The teacher will phone the nurse's office before sending the student. It is the expectation that parents/guardians will comply with nurse recommendations and make every effort to pick up a sick child within thirty minutes.

MEDICATIONS

Students may not self-medicate during school hours unless self-administration protocol has been completed with the school nurse. All medicines of any type must be taken under the supervision of the school nurse. Massachusetts General Law (MGL Chapter 112, Section 80B) requires that the following forms be on file in a student's health record before the school nurse can begin to give any medication at school:

- * Signed consent by the parent/guardian to give the medication.
- * Signed medication order. The written order should be taken to your child's licensed physician (physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed at the beginning of each academic year, or as needed.
- *(Medicines must be delivered to the school in a pharmacy or manufactured-labeled container by a parent or guardian or responsible adult designated by the parent or guardian. Please ask the pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to the school health office.

LOCKERS

Lockers are the property of HMHS and are subject to inspection at any time.

Each student may receive a locker assignment and no student should change a locker assignment without permission from the Assistant Principal. Students should not share a locker. Students are expected to secure the locker at all times. Students are responsible for the contents of the assigned locker. Students should not bring items of exceptional value including clothing to school. If an item of value must be brought to school, it may be stored in the main office for safekeeping. The school cannot be responsible for money or valuable items left in student lockers.

RELIGIOUS HOLIDAYS

Whenever practical, HMHS will avoid scheduling field trips, special presentations, speakers, tests, or due dates for major assignments on days when there is likely to be reduced attendance due to a religious holiday (Chapter 151C of Massachusetts General Laws). Students absent due to observance of a religious holiday may make up all work.

STUDENT RECORDS

Holbrook Public Schools Annual Notice, The Family Education Rights and Privacy Act, Massachusetts Student Records Regulations

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting their guidance counselor.

(a) The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request.

(b) **Access to Student Records by Non-Custodial Parents** – As set forth in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records unless the school or district has been given documentation that:

1. the non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. the non-custodial parent has been denied visitation or has been ordered to supervised visitation, or 3. the non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

Information about the procedures to be followed in releasing records to non-custodial parents is available from the Principal. Please see the complete text of the amended regulations available on the Department of Education's website, www.doe.mass.edu/lawsregs/.

(c) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

(d) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Holbrook Public Schools and who need access to a record in order to fulfill their duties. The Holbrook Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.

As required by federal law, the Holbrook Public Schools routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the principal. Absent receipt of a written objection from the parent or eligible student within 10 (ten) school days after the issuance of the student handbook, this information will be released without further notice or consent.

(d) The **right to file a complaint** concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.

ACADEMIC INFORMATION

CURRICULUM

Holbrook Middle-High School offers a curriculum involving students in the development of skills to help them become responsible and productive citizens. The basic curriculum consists of English, Mathematics, Science, and Social Studies. Electives may include: Physical Education, Computers, Health, Art, Music, Spanish and Business. Teachers follow the standards outlined within the Massachusetts Curriculum Frameworks. These documents are available for your review at: [Current Curriculum Frameworks](#).

COURSE LOAD

All students carry a full schedule of six periods per day. Assignments will be made based on the student's past academic performance, availability in the desired class, and the student's schedule. In accordance with state law, physical education is taught as a required subject in all grades for all students each year.

- Courses elected by fewer than fifteen students will generally not be offered. The superintendent and/or school committee may grant approval for any exception.
- When a student withdraws from a course before the issuance of progress reports for the first time in that class, no record of the course appears on the permanent record card. Students who withdraw after the first progress report will have a WD listed as the final grade on the permanent record.

COURSE SELECTION CHANGE

Allocation of staff, rooms and the number of sections offered of each course are determined by the number of student requests received for a specific course. Students should understand the importance of selecting an appropriate academic schedule that interests and challenges them.

Once the course starts, course changes present a significant disruption to teaching and learning. Therefore, students are generally committed to remain in the courses they request for the entire year, or in the case of semester-based courses, for the entire semester. We do, however, understand that on occasion extenuating circumstances exist that require a course change request to be considered.

A change request will not be considered for circumstances such as poor attendance, tardiness, inadequate class participation, failure to do homework, lack of effort or teacher preference.

Once the school year has begun, schedule changes will be allowed for the following reasons:

- An obvious error in the schedule
- A change because of passing a failed course during summer school or outside of school.

Changes in class schedules for other reasons are discouraged. However, a request for a change in schedule will be honored if the following circumstances are present:

- Problems created by the cancellation of an offering
- A teacher-initiated level change after the midpoint of the first term. Any action taken must have the approval of the Department Head and Guidance Counselor. Parents/Guardians will be notified of the change.

Note: Other than those exceptions listed above, no changes will be made in a student's program after three weeks (15 school days) of the beginning of any course.

REPORT CARDS

All courses are graded. Progress Reports and Report Cards will be accessible online via the Aspen Family Portal.

HONOR ROLL

Honor rolls are prepared at the end of each marking period. To achieve high honors, a student must receive 90-100 in all subjects. To achieve honors, the student must receive at least 80 in all subjects.

HOMework POLICY

I. Purpose:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Holbrook Middle-High School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

II. Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load.

III. Late Work Policies

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy.

- Partial credit
- No credit
- Miss reward activity
- Communication with parents

MAKE-UP POLICY

Students who miss homework because of an absence will receive the opportunity to make up for missed work. The student has the responsibility to see each teacher within two days upon returning to school. Absence from class does not relieve the student from the obligation of meeting previously established due dates for long-term essays, term papers, or projects. Students who have been absent should see teachers before or after class, not during class, to make arrangements for make-up work. Teachers will consider the nature and length of absence when determining due dates for the make-up assignments. It is the student's responsibility to complete all make-up work in a timely fashion. Students who are suspended from school are responsible for making up all work upon return to school. Students who are absent one day and miss a test or a quiz should be prepared to take that test or quiz within two school days of their return.

When extended absences occur near the end of a term, the principal may authorize an incomplete grade if appropriate. Students who miss semester or final exams through absence should make up any missed exam at the earliest convenient date.

GRADUATION REQUIREMENTS

Students are required to obtain a total of 120 credits; with specific distribution in the following areas as listed below. Additionally, students are required to complete a Senior Capstone and obtain a competency determination on the Massachusetts Comprehensive Assessment System (MCAS).

Distribution of Areas	Years	Credits
English	4*	20
Mathematics	4	20
Social Studies	3**	15
Science	3	15
Physical Ed.	1	5
Language or Business	2***	10
Capstone	YES	5

*The four English courses that satisfy this requirement are exclusive of electives.

**Specific course requirements include World History II, and US History I & II.

**** Language requirement for students with an individual education plan may be waived with the approval of the IEP team. Students would be required to complete 2 years (4 semesters) of business courses.



All seniors will be required to take the Capstone course. A key focus of this Capstone and Communications course is a Senior Capstone Project in which students must demonstrate competency with research and presentation. Students may choose their topics; however, selections require the prior approval of the capstone advisors. Students must earn a minimum grade of 65% on both the Capstone Project and the overall Capstone course to successfully meet the project requirement and to earn course credit.

The Senior Capstone allows students to demonstrate not only what they know, but also what they can do. Students should be able to independently demonstrate an application of the skills they have acquired throughout their high school academic career. Students will be guided through the process of researching, implementing, writing, and presenting their project to a panel of faculty and administrators. Time management, organization, use of technology, and communication skills are needed to successfully meet the minimum requirement. A complete description of the Capstone course can be found in the Program of Studies.

COMPETENCY DETERMINATION

The Massachusetts Education Reform Law of 1993, state law, [G.L. c. 69, § 1D](#), requires that all students who are seeking to earn a high school diploma, including students educated at public expense in educational collaboratives and approved and unapproved private special education schools within and outside the state, must meet the [Competency Determination \(CD\) standard](#), in addition to meeting all local graduation requirements.

Students must earn a passing score on the MCAS tests in English Language Arts (ELA) and Mathematics, and one of the Science and Technology/Engineering (STE) tests (Biology, Chemistry, Introductory Physics, and Technology/Engineering) to meet their CD requirement (exceptions due to the COVID-19 pandemic are noted below).

RANK-IN-CLASS

All classes are included in Rank in Class (RIC). Classes in the core academic subjects (English, Math, Science, Social Studies, and World Language) receive weighted grades according to whether they are college prep, honors, or advanced placement. All other courses receive a comprehensive weighting (see the table below). Weighted grades are used to recognize achievement in the more difficult courses of study.

RIC is cumulative over the four high school years and includes only courses taken at HMHS during the academic year. The school calculates class rank at the end of sophomore and junior years and again after the first semester in the senior year. The first semester senior RIC also determines the Valedictorian and Salutatorian. A student must complete the equivalent of four semesters of coursework in classes at HMHS to qualify for either honor.

To calculate RIC, convert each grade to the 4.0 scale using the table below. That number is multiplied by the number of credits for the course. The total points for all courses are added together and then divided by the total number of credits the student has attempted. That number is the weighted GPA that is placed in rank with the weighted GPAs of other students in the graduating class.

Numeric Grade	College Prep	Honors	Advanced Placement
100	4	4.5	5
99	3.9	4.4	4.9
98	3.8	4.3	4.8
97	3.7	4.2	4.7
96	3.6	4.1	4.6
95	3.5	4	4.5

94	3.4	3.9	4.4
93	3.3	3.8	4.3
92	3.2	3.7	4.2
91	3.1	3.6	4.1
90	3	3.5	4
89	2.9	3.4	3.9
88	2.8	3.3	3.8
87	2.7	3.2	3.7
86	2.6	3.1	3.6
85	2.5	3	3.5
84	2.4	2.9	3.4
83	2.3	2.8	3.3
82	2.2	2.7	3.2
81	2.1	2.6	3.1
80	2	2.5	3
79	1.9	2.4	2.9
78	1.8	2.3	2.8
77	1.7	2.2	2.7
76	1.6	2.1	2.6
75	1.5	2	2.5
74	1.4	1.9	2.4
73	1.3	1.8	2.3
72	1.2	1.7	2.2
71	1.1	1.6	2.1
70	1	1.5	2
69	0.9	1.4	1.9
68	0.8	1.3	1.8
67	0.7	1.2	1.7
66	0.6	1.1	1.6
65	0.5	1	1.5
64.5	0	0	0

GRADUATING WITH HONORS

In order for a student to be considered an honor student at graduation, they must have earned an overall GPA of 3.5.

EARLY GRADUATION

In very rare circumstances, there are students who may be able to expedite their graduation. The early graduation option is at the discretion of the Principal. Please contact the Principal for criteria and qualifications.

ACADEMIC GOOD STANDING (GRADES 9-12)

High school promotion is based on the accumulation of credits toward meeting graduation requirements. In order to

be in good standing and on track to graduate with their entering class, students must earn the following number of credits:

Sophomore in good standing – 30 credits by the end of Freshman year

Junior in good standing – 60 credits by the end of Sophomore year

Senior in good standing – 90 credits by the end of Junior year

Transferring students will have their previous school's transcript evaluated and the graduating class will be based upon equivalent credit earned/credit attempted standards. Any student whose graduation with his/her class appears to be in jeopardy will be informed during the fall of senior year. Additionally, parents will be notified at this time.

SUMMER SCHOOL REQUIREMENTS

Students who fail one or more courses, must make up credits in order to be considered in academic good standing. For a student to be eligible for summer school, they must have achieved a minimum grade of 50% for the year. Students who do not attend summer school in Holbrook, must attend a summer school program approved by the Principal. A maximum of twenty (20) credits earned in summer school may be applied to the total number of credits required for graduation.

MIDDLE SCHOOL PROMOTION/RETENTION

Students must pass all major subjects. Sixth, seventh and eighth grade students who fail all major subjects will be retained in their current grade regardless of whether they attend summer school. Sixth, seventh, and eighth grade students who fail two or more major subjects during the school year, may be retained. In addition, a student who fails English or math in grade six, seven or eight must attend summer school in the failed subject in order to be promoted to the next grade. An eighth grade student who has failed any major subject two years in a row may not be promoted to the ninth grade unless the eighth grade failure is made up through a summer school program approved by the Principal.

ACADEMIC TESTING

The SAT Reasoning Test (Scholastic Aptitude Test)

The SAT Reasoning Test is a three hour and forty-five minute test designed to measure the critical thinking skills students need for academic success in college. It is divided into three sections:

- Critical reading, which has sentence completion and passage-based questions
- Math, which is based on the math that college-bound students typically learn during high school
- Writing, which has multiple-choice questions and a written essay

The MCAS - Massachusetts Comprehensive Assessment System

As mandated by the Education Reform Law, MCAS testing evaluates how well students are meeting the state's learning standards in the curriculum frameworks. Students take tests in English Language Arts, Mathematics, and Science & Technology. Students participate in testing each spring in grades 6, 7, 8, 9, and 10.

Advanced Placement Exam

The Advanced Placement exam is given to all students enrolled in an AP course. The fee for an AP exam is \$94. Students who have taken an AP exam are not expected to take a final exam in the same AP Course. More information about the Advanced Placement exam can be obtained through your guidance counselor or through www.collegeboard.com.

SCHOOL REGULATIONS

ATTENDANCE

Students are required to attend school on a daily basis. Students not in attendance at school may not attend after school activities or be on school property. In the event of a parent/guardian not calling when a student is absent, the school will attempt to contact the parent/guardian at home or work to notify the parent/guardian of the absence. Parents/Guardians must ensure students attend school every day and on-time. When necessary, parents/guardians should communicate with the school in the event of an absence by phoning between 7:30 and 8:30 a.m. **Please submit any medical or legal (e.g. court appearance) documentation to the office within 3 school days of the absence.**

To participate in any co-curricular activity, practice, or game, a student must not be marked absent for the day. If extenuating circumstances exist, a parent may appeal in writing to the Principal prior to the activity, practice, or game, in order for the student to participate. The Principal has the discretion to grant or deny the request to participate and will decide in a timely fashion. School sanctioned activities including field trips and athletic events, resulting in a dismissal/physical absence from school, are not considered absences for the purpose of this policy.

If at any point during the school year a student exceeds twelve (12) unexcused absences, has a daily attendance rate less than 94%, has excessive tardiness, the student may be placed on social suspension (exclusion from certain school activities and functions including but not limited to school dances, proms, field trips, and sporting events).

ATTENDANCE & CREDIT

HMHS may withhold credit for a class in which a student has unexcused absences totaling more than 3 days per quarter, 6 days per semester course or 12 days per year course. Students that exceed the allowed number of absences will be required to attend an attendance recovery program held during the summer and at the student's expense.

Attendance is tracked quarterly, students are expected to be present in school to support their learning. A student who misses more than three days in a quarter, unexcused, will receive an attendance failure for the quarter.

Grades 9-12 Attendance Failure Quarterly Procedures:

1. Students have three (3) school days to turn in an excuse note.
2. Students must make-up any work missed during their absence.
3. The absences will be excused or unexcused according to the rules (see excused list below)
4. If a student is passing a class but has 4 or more unexcused absences per quarter, they will receive an **X** on their report card instead of their numerical grade for that class. **X** is a failing grade of 64%.
5. Please note, attendance is taken for each period of the day. It is possible to receive an **X** for individual classes due to cutting class, being tardy to school, or for an unexcused dismissal.
6. Students can "earn back" their **X** grade if they have 3 or fewer unexcused absences the following quarter. If they do not earn back their grade, the **X** will become permanent and calculated as a 64%.
7. Students who have 4 or more unexcused absences in Quarter 4 and will receive an **X** as an attendance failure but could earn the grade back if the cumulative absences for the year in that class are 12 or less unexcused absences.

Excused absences/dismissals/tardies shall include:

- medically documented illness or injury
- medical appointments
- registry appointment
- court appearances
- religious holidays
- death of a family member; and
- college visits for juniors and seniors (appropriate college documentation required)

Other absences are considered unexcused.

Parents/Guardians will be notified when a student has missed three or more classes/periods (unexcused) in a quarter or who has five or more unexcused absences in the school year. A meeting will be scheduled with the building

Principal (or his/her designee), the Parent(s)/Guardian(s) and the student to develop an agreed upon action plan to improve the student's attendance, with input from relevant school personnel and officials from relevant public safety, health and human services and nonprofit agencies. *[M.G.L c. 76 §1B effective 2014]*

If a student reaches the maximum number of unexcused absences in a year (13), a NO CREDIT letter will be sent home. Any student seeking an MCAS waiver must have 95% attendance to be eligible to apply.

ATTENDANCE – DISMISSAL

HMHS may refuse dismissal from school pending parent/guardian verification. Only a parent/guardian may authorize a student dismissal. Student dismissal raises safety concerns to the school and disrupts academic work. We ask parents to limit dismissals to medical, legal, or emergency reasons. ***Students who are dismissed early from school may not participate in co-curricular activities unless there are extenuating circumstances explained to and approved by the principal in writing. Students will be considered absent for the day if dismissed before 11:15AM (half day).***

Students should bring dismissal notes from parents/guardians to the office before school on the day of the dismissal. Dismissal notes should include the same information as absence notes, and should indicate if the student plans to return to school that day. Students must sign out in the office before leaving school. Any student who leaves the school without following the dismissal procedure is subject to consequences identified in the Code of Discipline.

ATTENDANCE & CO-CURRICULAR ACTIVITIES

To participate in any co-curricular activity, practice, or game, a student must not be marked absent for the day. If extenuating circumstances exist, a parent may appeal in writing to the Principal prior to the activity, practice, or game, in order for the student to participate. The Principal has the discretion to grant or deny the request to participate and will decide in a timely fashion.

ATTENDANCE – EIGHTEEN YEAR OLD STUDENTS

Students who are eighteen (18) years old may sign themselves out of school according to state law. Students must sign out in the school office and give a reason for leaving. When possible, the office will make a courtesy call to the parents/guardians of 18 year olds who sign themselves out.

Students must fulfill their primary obligations as students and should be present in school except for emergency situations. Students who abuse the right to sign out of school as adults will be requested to attend a meeting with their parents/guardians and a school administrator. Students who continue to abuse this right will be suspended according to the Code of Discipline. Students who sign out of school are not allowed on school property or at a school event until the beginning of the next school day unless special circumstances are agreed upon with the administration.

ATTENDANCE – EXTENDED ABSENCE FOR ILLNESS

In the event of an extended absence, the school nurse will act as a liaison, if necessary, between home and school. Students may be eligible for Home or Hospital Instruction in cases of extended absences for illness, as described below:

Upon receipt of a physician's written order that a student must remain at home or in hospital on a day or overnight basis for medical reasons for a period of not less than fourteen school days during any school year the principal or designee will arrange for the provision of educational services in the home or hospital. The medical statement from the physician must include, at a minimum, the date the student was admitted to a hospital or confined to home, the medical reason and expected duration of the confinement, and what medical needs should be considered in planning the student's educational services.

The services will be provided with sufficient frequency to allow the student to continue progressing in his or her educational program, as long as such services do not interfere with the medical needs of the student. The Principal will coordinate such services with the Special Education Administrator for students who are eligible for special education. Home/hospital services are not considered special education unless the student has been determined eligible for special education and the home/hospital services are included on the student's IEP.

If, in the opinion of the student's physician, a student eligible for special education services is likely to remain at home, in a hospital, or in a pediatric nursing home for medical reasons for more than 60 school days in any school year, the Special Education Administrator will without undue delay convene a Team to consider evaluation needs, and, if appropriate, to amend the existing IEP or develop a new IEP suited to the student's unique circumstances.

ATTENDANCE – TARDINESS

Late arrival to school and/or class creates a significant disruption to the learning process not only for the late student but also for all students in the classroom.

Tardiness to school:

After 7:40 a student must sign in at the Main Office and marked tardy.

Exceptions may be made for extenuating circumstances. When such circumstances exist, the parents/guardians must write a note indicating the date, reason for tardiness, and parent's signature for consideration by the Principal. To be considered, the note must be received no later than the next school day following the tardiness. In addition, tardiness due to a verified doctor's appointment or court appearance will excuse the student from disciplinary consequences. During inclement weather, the administration reserves the right to adjust the tardy policy.

Tardiness to class:

After the bell rings indicating the start of each respective block, any student that enters that class after that bell is deemed tardy for purposes of this policy. Unexcused tardiness after 20 minutes will be considered as an absence from class.

Tardiness consequences:

After the 5th tardy in a quarter, including any combination of tardiness to school and tardiness to class will result in an hour detention. Each additional tardy, after the fifth, will add a half hour detention. Detention hours will accumulate from tardies during each term and reset at the start of each term. Accrued detention hours carry over from term to term and over the summer unto the fall the following year and thereafter until served.

Detention Hours and Social Suspension:

Students who accumulate detention hours from behavior infractions or attendance issues are expected to serve those detentions in a timely fashion. A student has till the end of the second school day, after being assigned a detention, to serve that detention. Students who fail to serve detention hours within this allotted time will go on the social suspension list. Students on the social suspension list are ineligible to participate in athletics, extracurriculars, field trips, and any school sponsored event until the student serves those detention hours.

ATTENDANCE - TRUANCY

Students between the ages of 6 and 16 years of age are required to attend school regularly during the hours and terms of the school under the Massachusetts General School Law. *Under Massachusetts State Law, Chapter 76, Section 2 provides for duties of parents as follows: Every person in control of a child shall cause him to attend school on a daily basis and, if he fails to do so for seven days sessions or fourteen half-day sessions within a period of six months, he shall, on complaint by a supervisor or attendance officer, be punished.* The school may take legal action in the event a student of mandatory school age is absent without excuse for periods set for the by statute.

While students age 16 or over are not mandated by law to attend school, a failure to do so while enrolled may lead to both short term and long term consequences. No student age 16 and above will be considered to have permanently left school until the administrator of the school last attended by the student (16 years or older):

- Sends notice within a prescribed timeline from the student's tenth consecutive absence to the student and parent or guardian in both the primary language of the home, to the extent practicable, and English, which contains information prescribed in G.L. c. 76, § 1. Among other things, the notice must initially offer at least 2 dates and times for an exit interview.
- Convenes an exit interview which may proceed without the parent or guardian if the superintendent or designee has made a good faith effort to include the parent or guardian.
- Includes a team of school personnel in the exit interview such as the principal, guidance counselor, teachers and other relevant school staff, and gives the student information about the benefits of earning a high school diploma, the detrimental effects of leaving school, and alternative education programs and services available to the student.
- Provides annual notification of the right to return to school.

CODE OF CONDUCT GUIDELINES

CARE OF SCHOOL PROPERTY

Students have a responsibility to keep the school building, its furnishings and all textbooks, equipment and materials in their possession free from needless destruction and mistreatment. Any student who marks, damages, mutilates or destroys any school property will be required to make financial restitution and will face the possibility of court action. Students who have outstanding financial obligations may be prevented from participating in extracurricular events. Seniors with outstanding obligations will not be allowed to participate in the graduation ceremony.

APPROPRIATE AND RESPONSIBLE USE OF ELECTRONIC DEVICES

The use of cell phones and other electronic devices can negatively impact student's learning with lost instruction time, distraction, and potential violations of privacy. ***Students are not allowed to use cell phones and/or personal electronic devices within the classrooms unless directed by the teacher as part of instruction. All cell phones and electronic devices are to be powered off/silenced and out of sight during class time.*** High School students may use cell phones and personal electronic devices during their assigned lunch period. High School students may use their cell phones on passing between classes. Middle School students may not use their cell phones at any point during the school day.

At no time, except with the express permission of administration, are students permitted to place or receive standard phone calls during school hours, including during lunch and breakfast. Students who utilize cell phones or other electronic devices in classes without permission or in a manner that is disruptive will face school consequences. Further, students are hereby reminded that the Holbrook Middle-High School and its staff are not responsible if items that a student brings to school are lost, stolen or damaged.

Use of an electronic device, including a cell phone to make a video or audio recording at school or a school sponsored event is not permitted at any time without prior approval of an administrator or teacher. Given privacy considerations for both students and staff in a school setting, students are prohibited from taking, publishing, sharing, or saving audio or video footage taken at school or school sponsored events unless authorized to do so by an administrator or teacher. Students who fail to comply with this rule and who thus take unauthorized video or audio are subject to the full range of consequences outlined in the HMHS Code of Discipline. Students are specifically warned not to take or distribute video or audio that captures other students violating school rules. If any student has a concern about such violations, the student should report the matter immediately to a teacher or administrator, rather than taking and distributing recordings.

Electronic devices, such as cell phones, can be a disruption to the educational process. Students that use electronic devices in an inappropriate or disruptive manner will face school consequences. Teachers may ask students to put away or turn in any visible electronic device they believe is disrupting the educational process at any time. Any

student who refuses to turn in their cell phone /i-pod/MP3/i-Pad/tablet, smart watch or other electronic device will be sent to the office. The student will be disciplined appropriately including but not limited to:

- Failure to surrender electronic device to teacher or staff members upon request – **Office Detention**
- Failure to surrender electronic device to Principal/ Assistant Principal upon request – **Suspension**

DRESS

No style or type of clothing may detract or endanger the health, safety, or welfare of the school community, limit participation in any activity, or disrupt an environment conducive to the educational process. The stomach must be covered, shorts and skirts must be to mid-thigh, and no bare feet are allowed. Pants must be worn at or above the waist. Hats are not allowed to be worn in the building during the school day. Some examples of what should not be worn are listed below. This is not a complete list.

Individual attire that is disruptive to the educational process or causes distraction to others will not be tolerated.

- Any clothing which displays tobacco or alcohol advertising, profanity, racial slurs, disruptive images or words, drug or gang related symbols.
- Clothing or accessories that display offensive images or words that would be considered socially, culturally, or ethnically inappropriate and/or disrupt the educational process.
- Shirts that are unbuttoned or low enough to reveal the chest/stomach.
- Sheer fabrics that can be seen through.
- Clothing that reveals undergarments or skin.
- Tube tops, halter tops, tank tops and backless shirts.
- Sun glasses, goggles, hats, hoods, or visors.

Students who wear clothing in violation of the Student Handbook must comply with an administrator's request to change the offending item. A student in violation of the dress code may call a parent/guardian for appropriate clothing or sign out sweatpants and a T-shirt, provided by the school. Parents/Guardians will be informed upon a student's refusal to comply and the Code of Discipline will be invoked if the violation continues.

** Students with medical concerns or religious beliefs that impact this dress code should meet with the Principal.*

Failure to comply with an administrator's request to change attire that violates the standards set forth above will result in:

- If a parent/guardian can be reached, the student will be sent home from school.
- If a parent/guardian cannot be reached, a disciplinary hearing will be scheduled with the student and parent/guardian to determine disciplinary consequences ranging from **office detention, extended office detention to suspension.**

DANCES

Dances are school-sponsored events that are held to benefit the climate and culture of the school. The Code of Conduct governs the behavior of students at dances. Tickets are sold in advance only. Dances are a privilege and students in non-compliance with the Code of Conduct during the school day may lose the privilege of attending school dances. Students should treat chaperones with respect.

At High School dances, students must arrive no later than 30 minutes after the beginning of the dance, and leave no earlier than 30 minutes prior to the end of the dance. Students who leave the dance may not return and must leave school property. Students who wish to bring a guest who is not a student at HMHS to a dance must fill out a Guest Form permission slip for submission to the Assistant Principal prior to purchasing a ticket for the guest. The Principal, or designee, reserves the right to deny permission for any non-student to attend school dances. Non-students will be held to the same standards of conduct, as outlined in this handbook, as HMHS students while attending the dance. Middle school, grades 6-8, students may not attend high school dances.

At middle school dances, students may not leave a school dance unless a parent, guardian or adult sibling dismisses the student. Only Holbrook Middle-High School students, grades 6, 7, & 8, may attend middle school dances.

When entering and/or leaving a school dance students may be subject to a breathalyzer test. Students who test positive for alcohol, or students who refuse to take a breathalyzer test upon determination that there is reasonable cause to suspect they have consumed alcohol, will be subject to all school rules relating to the use and/or possession of alcohol.

DRIVING AND PARKING REGULATIONS

The speed limit on school property is 15 mph. Students must exercise extreme caution at all times. Failure to do so will result in suspension of the privilege of driving to school, detention, or suspension from school. Students must register their cars with the main office and should only park in the designated student parking area. Students with repeated parking violations will be assigned office detention and may lose driving privileges while on-campus. Students may not go out to vehicles during the school day unless dismissed or given permission by an administrator. Students that have lost parking privileges are subject to having their vehicles towed from the school lot.

REQUIRING THE USE OF HELMETS FOR BICYCLE RIDERS AND THEIR PASSENGERS

THE COMMONWEALTH OF MASSACHUSETTS, Chapter 85: Section 11B. Bicycles; operation and equipment; regulations; federal product safety standards, effect; races; violations; penalties

Section 11B 1/2. Any person 16 years of age or younger operating in line skates, a skateboard, a scooter or other manually-propelled wheeled vehicle or riding as a passenger on any such manually-propelled vehicle on a public way, bicycle path or on any other public right-of-way shall wear a helmet. Such helmet shall fit the person's head and be secured by straps at all times while operating in line skates, scooters, skateboard or other manually-propelled wheeled vehicle and shall meet the standards for helmets established by the American National Standards Institute (ANSI Z 90.4) or subsequent standards or the Snell Memorial Foundation's 1984 standard for use in bicycling or subsequent standards. A violation of this section shall not be used as evidence of contributory negligence in a civil action.

FOOD AND BEVERAGE

No food or drinks except bottled/flavored water is permitted outside of the cafeteria or inside of classrooms. Students will not be allowed to have fast food delivered to the school during classes, lunch or after school.

GAMBLING

Gambling is against state law. Gambling objects such as playing cards and dice are prohibited from school property unless these objects are being used in an authorized school project. Unauthorized gambling objects will be confiscated and discarded.

LEAVING THE SCHOOL BUILDING

Any student who needs to leave the building, for any reason or any length of time, must receive authorization from an administrator. Failure to get appropriate authorization may result in consequences according to the school Code of Discipline.

LIABILITY

Students are personally liable for actions which result in the loss or damage of property of others or the school and for behavior which interferes with the rights, civil rights, and education of other students. Students who experience or witness any violation of rights or property should report those incidents to a member of the faculty or administration.

RESTROOM USE

Students will be issued an eHallpass account for restroom use. Except for emergency situations, students should not be given passes during the first ten minutes or last ten minutes of class. If a student requests a pass and must leave during this time the teacher may require him/her to make up the time missed after school. Students that fail to make up *emergency restroom use time* may be assigned a full teacher detention. Medical excuses, as supported by a doctor's certification, will be honored for lavatory use with no make-up time required. Only one student at a time is allowed to go to the restroom during class time. Teachers may limit the number of lavatory passes and should refer students who abuse restroom privileges to the office.

CODE of DISCIPLINE

The goal of the Holbrook Middle-High School Discipline Code is to create an orderly and productive academic environment essential for the effective, efficient and safe operation of the school. The intention of this Code is to provide the students with notice of the school's standards and guidelines for consequences for violations of the rules

and regulations. **It is not possible to list every type of behavior or circumstance that may lead to discipline.** Students are expected to recognize that any conduct that substantially disrupts the educational mission or functioning of the school, whether or not listed in the Code of Discipline may result in disciplinary action. Incidents that take place outside of school that impact the order and operation of the school may result in school discipline.

Levels of Disciplinary Offenses: Holbrook Middle-High School recognizes three levels of disciplinary offenses. Although most disciplinary violations are included within these three categories, the listed offenses are not exhaustive and the school retains the right to identify acts of misconduct and assign them to levels of disciplinary offenses deemed appropriate by the Principal. In all cases, students will be afforded appropriate due process.

Holbrook Middle-High School-Wide Behavioral Matrix

Level 1 Behaviors	Level 2 Behaviors	Level 3 Behaviors Immediate referral to Administrator
<ul style="list-style-type: none"> ● talking in class ● not working in class ● minor/mild disruptions ● Dress Code violations ● minor verbal altercations ● unprepared for class ● sleeping in class ● food/drink issues in class ● horseplay with others ● not following teacher directions ● off task-non disruptive behaviors ● mutual name calling ● negative attitude ● inappropriate gestures ● inappropriate language ● throwing objects (non-threatening) ● loud talking in classroom ● general rudeness to others 	<ul style="list-style-type: none"> ● refusal to sit in assigned seat ● electronic violations ● cheating/dishonesty ● cutting/skipping some or all of class ● profanity ● loud talking or minor disruption in the hallway ● throwing objects (threatening or endangering) ● leaving without permission ● failure to serve teacher detention two consecutive times ● Level 1 Behaviors after all possible interventions have been documented and utilized within the classroom 	<ul style="list-style-type: none"> ● Level 2 Behaviors after all possible interventions have been documented and utilized within the classroom ● blatant disrespect to staff ● major disruption ● physical fighting ● assault ● intimidation ● weapons ● bomb threats ● drugs ● tobacco ● vandalism ● gross insubordination ● refusal to surrender electronic devices, headwear, or other illegal items ● bullying ● under the influence of a substance ● sexual harassment ● threats to staff or students
Responses/Interventions (to be used by teacher)	Responses/Interventions (to be used by teacher and/or administrator)	Responses/Interventions (to be used by administration and support staff/team)

<ul style="list-style-type: none"> • verbal warning • take a walk/move to another desk area • student conference with teacher in hallway • teacher detention with parent contact • parent conference with teacher • student conference with administration 	<ul style="list-style-type: none"> • student conference with teacher • parent contact • office detention • student conference with administration • extended office detention • parent conference with administration • suspension 	<ul style="list-style-type: none"> • parent contact • student conference with administration • extended office detention • parent conference with administration • suspension • possible exclusion
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Unlawful Acts:

These offenses include acts of a serious nature, which may violate federal or state laws, including, but not limited to: assault, assault & battery, arson, bomb threats, false alarms, fighting, making threats, possession, use, or distribution of controlled substances, vandalism; possession of dangerous weapons or objects, harassment based on protected classifications (see pages 32 & 33), smoking or other use of tobacco, vape pens, theft, violation of another student's or staff member's civil rights, or violation of the Acceptable Use Policy.

Penalty: Depending on the severity determined by the administration, these offenses generally result in out-of-school suspension for up to 10 days, long term suspension, or expulsion. (See also, M.G.L. c. 71, §37H and §37H1/2 under "Additional Laws, Policies and Practices").

REPORTING SUSPECTED CRIMINAL ACTIVITY TO THE POLICE

Some conduct that may lead to school discipline may also constitute criminal activity. Suspected criminal activity of a serious nature will be reported to the police department, as set forth in the following:

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is established between the Holbrook Public Schools ("HPS"), Holbrook Police Department ("HPD"), and the Norfolk County District Attorney's Office ("NCDAO") regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within HPS facilities or at any school related activities. The MOU is intended to foster and ensure an environment in which students, teachers, parents, and administrators may participate in the educational process without fear of violence or other illegal activity. Toward that end, there shall be a "zero tolerance" policy regarding serious acts of violence, weapons, and drug distribution within HPS. A zero tolerance policy means that such incidents will not be tolerated in the public schools of Holbrook and will be referred for evaluation and/or prosecution in an expedited fashion. In addition, this MOU will set forth a procedure for the discretionary reporting of activities and conduct of particular concern or interest to the HPS. Finally, this MOU will establish a protocol to foster and facilitate regular communication and cooperation between the parties in areas of mutual concern.

This MOU is an internal document between the parties and does not confer any rights, privileges or obligations nor is it enforceable as against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties of the MOU will be protected by all laws relating to privacy and confidentiality. This MOU is in addition to, and does not supplant, policies of the HPS with regard to disciplinary procedures and codes of student conduct which are now or may be formulated and published in any student handbook.

DUE PROCESS AND IMPLEMENTATION OF DISCIPLINE

TEACHER DETENTION

Teachers will hold detention for incidents in their jurisdiction that cause a disruption-in class or in public areas of the school. Students are expected to report for a 15-minute teacher detention on the day assigned or for longer detentions on the following day. Students who fail to report to teacher detention should be referred to the Assistant Principal. Any student removed from class for disciplinary reasons will, at a minimum, be assigned an after school detention with the teacher (other consequences may be assigned according to the Code of Discipline).

OFFICE DETENTION

Office detention will be scheduled Monday through Thursday for a period of up to two hours per day after school from 2:20-4:20 PM. In special circumstances, morning detentions may be held from 6:45-7:40 AM. A student who is assigned an office detention will be notified two days in advance but may choose to serve the detention on the same day of notification. A student who fails to report to office detention may be assigned additional office detentions or an extended three hour office detention. Students who are dismissed or absent on the day of their detention are expected to fulfill their detention on the day of their return.

EXTENDED OFFICE DETENTION

Extended Office Detention (EOD) typically takes place on Tuesday and Thursday from 2:20 to 5:20 p.m. Students who are assigned Extended Office Detention should bring academic work to complete during the session. Students that fail to report to a scheduled Extended Office Detention will face suspension.

SUSPENSION

Students may be suspended at the discretion of the Assistant Principal or the Principal, subject to applicable procedural requirements as described below. Except in the case of the “Statutory Offenses” as described in M.G.L. ch. 71, §37H and 37H1/2 and set forth below, students may not be suspended more than 90 days in a school year, and school staff will avoid suspensions of more than 10 days until alternatives such positive behavioral interventions and supports have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports. Examples of the type of conduct that may lead to suspension include use of force towards students, bullying, harassment or hazing, vandalism, fire setting and use or possession of tobacco products or alcohol on school facilities, grounds, and buses and repeated violations of school rules and the directions of authorized school personnel.

A student who is subject to an out of school suspension is prohibited from being on school property or at a school sponsored event for the duration of the suspension. The duration of the suspension continues until 7:30 am of the day the student may return to school to attend classes.

Participation in co-curricular activities: A suspended student loses the right to participate in co-curricular activities, including athletics and music for a period of seven (7) school days following the conclusion of the suspension. This shall include one game or event but not more than one. Student-athletes will be allowed to practice during this time period after the suspension has been served.

Students who are suspended will be expected to make up all work missed while suspended, and no academic penalty will be accrued if the work is made up satisfactorily. If the student is excluded from school for more than ten (10) consecutive days the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan.

EXPULSION

Students may be suspended or expelled from school for the following conduct governed by state statute, sometimes referred to as “Statutory Offenses.” (See provisions of M.G.L. c. 71, §37H)

Possession of a controlled substance. See also Drug Policy on page 33/34

Possession of a dangerous weapon. (A “weapon” is defined as any object which, regardless of its inherent, primary and/or common usage, is employed by an individual, to kill, to maim, to injure, to threaten, to intimidate and/or to otherwise endanger the physical, mental and/or emotional welfare of another person. EXAMPLE: A ball-point pen, when used to complete written assignments, IS NOT a “weapon.” The same pen, however, when wielded by a student, in an effort to either threaten and/or inflict bodily harm upon another student, will be considered a weapon. See also Weapons Policy on page 58 .

Assault on educational staff. Students should note that “assault” includes not only offensive physical contact, but also threats of such contact.

Students charged with or convicted of a felony. A student may be suspended/expelled, if charged/convicted of a felony, even when based on actions that did not occur on school property or school related events if the Principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. Any student charged with a felony **MUST** meet with the principal. (See the provisions of M.G.L. c. 71, §37H ½ on page 39)

PROCEDURES RELATING TO SUSPENSION FOR CONDUCT OTHER THAN STATUTORY OFFENSES

A. In-School Suspension For Less Than 10 Cumulative Days During A School Year

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student’s in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent/guardian to a meeting to discuss the student’s academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent/guardian after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the administrator to discuss the student’s academic performance and behavior, strategies for student engagement and possible response to the behavior. Such a meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent/guardian 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.
4. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the Principal for the purpose set forth above, if such a meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address

provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent/guardian.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at page 33.

B. Procedures For Short-Term, Out-Of-School Suspensions (10 Cumulative Days Or Less In A School Year)

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a short-term out-of-school suspension (10 days or less in a school year) an administrator will provide the student and his/her parent/guardian oral and written notice and an opportunity to participate in an informal hearing.

1. Notice: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- 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 administrator 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;

Written notice to the parent/guardian 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 school and parent.

2. Efforts to Involve Parent/Guardian: The administrator will make reasonable efforts to include the parent/guardian in the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.

3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: The administrator will provide written notice to the student and parent/guardian of his/her 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. The notice of determination may be in the form of an update to the original written notice of hearing.

C. Procedures For Long-Term Suspension

Except in the case of an Emergency Removal provided on page 40 prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in Section C above, plus the following:

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense;
- c) 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;
- d) the right to cross-examine witnesses presented by the school district;
- e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- f) the right to appeal the administrator's decision to impose long-term suspension to the superintendent.

2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian 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 school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

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;
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 (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the Superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent/guardian 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/guardian 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

- b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will last more than 90 school days in a school year nor extend beyond the end of the school year in which such suspension is imposed.

D. Exception For Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if 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 administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent/guardian 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 administrator, student, and parent/guardian.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may 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.

E. Appeal To The Superintendent

If a decision by an administrator, following the parent/guardian meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the Superintendent. In order to do so the student or parent/guardian must file a notice of appeal with the Superintendent within five (5) calendar days with a seven (7) day postponement option. The Superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The Superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will 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/guardian and Superintendent to participate. The Superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.

- The Superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The Superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will 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/guardian upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The Superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the Superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

STATUTORY OFFENSES - PRINCIPAL'S AUTHORITY FOR EXPULSION

Mass. Gen. Laws, Chapter 71 Section 37H (Controlled Substances, Dangerous Weapons And Assaults On Educational Personnel) states as follows:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
2. 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.
3. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in 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).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. 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 the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

SHORT TERM SUSPENSION PENDING FORMAL HEARING FOR OFFENSES UNDER SECTION 37

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or

assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

The informal hearing will take place prior to the first day of the short term suspension unless the student presents a danger or substantial disruption to the educational process, and will include the following:

- a. Oral or written notice of the charges.
- b. If the student denies the charges, an oral or written explanation of the evidence against him/her.
- c. An opportunity to present his/her version of the relevant facts.

If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the first day of suspension. (*Goss vs. Lopez*, 419 U.S. 565, 1975).

Mass. Gen. Laws, Chapter 71 Section 37H1/2 (Felony Complaints And Felony Convictions) States As Follows:

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen on chapter seventy-six:

1. 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 the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his 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. 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(s)/guardian(s) within three (3) calendar days of the student's request for an appeal. 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 (5) calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a 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 substantial detrimental effect on 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. 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 (5) calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) 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 a decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Upon expulsion of such a student, no school or school district shall be required to provide educational services to such student.

3. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. 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 the school or provide educational services to the student in an education service plan, under section 21 of chapter 76. When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2 above. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

ADDITIONAL PROCEDURES FOR STUDENTS WITH DISABILITIES

The Individuals with Disabilities Education Act (IDEA) provides eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below.

In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion, as determined by the Team. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent(s) to a new IEP. The Team must also conduct a functional behavior assessment and develop or revise a behavioral plan for the student.

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days, such setting to be determined by the Team. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Similar procedures apply to students with plans under Section 504 of the Rehabilitation Act of 1973.

Additional information regarding the procedural protections for students eligible for services under laws providing for services for students with disabilities can be obtained from the Director of Pupil Personnel Services who can be reached at the Holbrook Public Schools Central Office.

TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY

Purpose

The District's experience with the use of technology has been very positive and the vast majority of students use the system appropriately. However, inherent in the use of computer networks and the Internet is the potential for misuse and abuse. This Acceptable Use Policy (AUP) is reviewed and approved by the School Committee to comply with existing law and balance the desire to use technology with the need to protect the District from unnecessary liability.

Personal Safety

Information on our website such as news and information about our students may include photographs, written work, and/or artwork. In addition, Technology projects may include student web pages and Webcams. This information will be known as "public information."

Any parent/guardian may write to their school Principal requesting that we not post “public information” related to their child. The request must clearly state the student’s name. This request must be submitted annually after the first day of the school year. The student’s name will be posted on the “Web Posting Exception List” and made available for internal use only. Users may not post information for any student listed on the “Web Posting Exception List.”

No one is permitted to release “personal information” via the web or e-mail such as last names, addresses, phone numbers or other identifying information. Exceptions will be granted for transmitting of personal information to the “Commonwealth of Massachusetts,” other official agencies or organizations sanctioned by Holbrook Public Schools. Any release of “personal information” must be approved by the Superintendent.

Illegal Activities

Users are subject to all State and Federal laws related to the use of the Internet and Computer systems. Violation of these laws will be reported to the proper authorities. These laws cover the following:

1. Users will not attempt to gain unauthorized access to the District computing systems through the network or any other methods.
2. Users will not attempt to log on to another person’s account.
3. Users will not transmit or use viruses or other malware.
4. Users will not deface or intentionally alter hardware or destroy computers.
5. Users will not issue threats or unlawfully harass or bully others via the internet or school computers.

All illegal activities are subject to criminal and civil prosecution provided under State and Federal laws.

6. Users will not disable, deactivate, or attempt to bypass network services of software programs.

Copyright Information

All materials available on the Internet are protected by copyright. Copyright laws automatically protect “original works of authorship fixed in any tangible medium of expression” such as literary and musical works and graphics. A copyright notice does not have to be affixed and no registration is required. You should ask for permission to copy something and list your source!

Security

Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent unauthorized attempts by another user. Your password shall not be given out or told to anyone. It is your password and will protect you and your files. When you are done with a computer, you must log off to protect access to your files and to the system. If a student feels that their password has been compromised, they should contact an administrator to request their password be changed.

Communications and Storage

Holbrook Public Schools monitors online communications through “sniffing” or other means to the following applications: e-mail, Internet use, chats and other network traffic. In addition, we monitor what you store on our computer systems and servers. By agreeing to the Acceptable Use Policy, you are giving us consent to monitor and intercept your communications including the examination of files on our systems and servers.

Posting Information

Posting of information may be done in two fashions. The first is official information, which is designed to represent the views of the Holbrook Public Schools. In posting of official information, the user has no First Amendment rights to express his/her personal views. The second form of posting is through e-mail and personal web pages, which must be preceded by a disclaimer noting that it represents only the personal view of the user. This type of posting is subject to First Amendment rights. Regardless of which way information is posted, the user must comply with the section titled “Personal Safety.”

Web Content Filtering

The Holbrook Public Schools use a web content filter to remove questionable sites that may be deemed offensive or for non-educational use. This filter is in place as required by Federal Law.

Computer Etiquette

- When you sit down at a computer, inspect it for any problems and report them right away to the teacher in charge of the computer. This is important because you will be responsible for any damage that is found that was not reported by you.
- Teachers will keep a log of where each student sits. Damage to computers shall be reported. You will be responsible for damaging public property.
- If something becomes broken, report it right away.
- No food or drinks are permitted in a computer lab or near the computers. All trash shall be disposed of properly.
- Students shall not use school computers for the purpose of bullying other students (*i.e.* cyber-bullying). Students who engage in such conduct will be subject to disciplinary action as provided for in this student handbook.
- Computers are provided for your schoolwork. Gaming, streaming movies, music or other media or surfing for personal reasons should be done on a personal device.
- Do not alter the computer settings. These changes may make it more difficult for the next person that sits down at that computer.
- Do not download software or copy software from home or any other source. You may only use the software provided on the computers. If you have a request, then please contact the Principal or Assistant Principal in writing. If you ignore this section and install unauthorized software, then you are subject to the same provisions under Illegal Activities.
- At any time a computer may be reloaded and any information on it will be destroyed. You may only store information on your Network File Share or on removable media.

Violations

Due process shall be used as provided by State and Federal Laws. Holbrook Public Schools will give the user notice of the alleged misconduct and opportunity to tell their side of the story. However, the Director of Technology (and Principal) reserves the right to revoke computer privileges of any user without notice or a particular reason. Consequences for the violation of the "Acceptable Use Policy" will be determined by the School Administration in cooperation with the Director of Technology.

ALCOHOL/DRUG POLICY

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.: M.G.L.71:2A; 71:96; [272:40A](#)

CROSS REFS.: IHAMB, Teaching About Alcohol, Tobacco and Drugs
[GBEC](#), Drug Free Workplace Policy

In order to safeguard the individual and general welfare and safety of all students, Holbrook Middle-High School has established the following guidelines for dealing with alcohol and controlled substance cases. No one may possess, be under the influence of, distribute, sell, or ingest alcohol or a controlled substance as determined by an administrator on any school premises or while attending an authorized school related activity. At the discretion of the administration, police K-9 dogs may be used to search the school premises and/or individual possessions and school lockers used by students.

In the event that a faculty or staff member suspects any student to be under the influence or in possession of a controlled substance, the adult should keep the student under observation and call or send for an administrator. The administrator may consult other administrators, the school nurse, and/or the superintendent of schools to help make a determination using the following protocols.

Suspicion of being under the influence of alcohol or a controlled substance

1. Opinion of a second person (principal, assistant principal, school nurse, and/or teacher).
2. At the discretion of an administrator, a breathalyzer or saliva drug test may be administered.
3. Parent/guardian requested to take the student home.

Possession or Use of Alcohol or a Controlled Substance while in School, or prior to Arrival at School, or at a School Sponsored Activity

1. Opinion of a second person (principal, assistant principal, school nurse, and/or teacher).
2. At the discretion of an administrator, a breathalyzer or saliva drug test may be administered.
3. Parent/Guardian requested to take the student home.
4. Immediate suspension from all school programs.
5. Parent/Guardian must confer with school administration on a student's return.
6. Referral to rehabilitation programs or counseling sessions.
7. Notification of local police department.

Selling or Distribution of Controlled Substances or Alcohol

1. Notification of local police department.
2. Immediate suspension from all school programs. An expulsion hearing may be held.
3. Parent/Guardian must confer with the school administration before a student is readmitted.

Penalties

For a first alcohol or controlled substance offense, a student will receive an appropriate out-of-school suspension (5 to 10 days). For a second alcohol or controlled substance offense, a student will receive a ten day out-of-school suspension. In addition, a hearing to consider long term suspension (alcohol) or expulsion (controlled substances) may be held.

TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on non-use by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.

- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.: M.G.L. 71:1 ;71:96

CROSS REFS: GBEC, Drug Free Workplace Policy, JICH, Drug and Alcohol Use by Student

TOBACCO FREE ENVIRONMENT

The Education Reform Act, effective June 18, 1993, prohibits the use of tobacco at all times at all schools and grounds, as well as at school functions and activities (Mass.Gen.Laws Chapter 71, Section 37H). No one is allowed to smoke or to use smokeless tobacco on school buses, school property, before or after school, at any time during the school day, or at co-curricular or athletic events. This includes e-cigarettes, vapor pipes, or any electronic nicotine delivery systems. If a violation of this Tobacco Free Schools Policy is substantiated, the school will take steps reasonably calculated to prevent recurrence. The response should be individually tailored to all of the circumstances, including whether the persons involved are students.

According to the Department of Health and Human Services, "cigarette smoking is the most devastating, preventable cause of disease and premature death in the United States." Second hand smoke that non-smokers involuntarily inhale, is a contributing factor to the cause of many avoidable fatal illnesses such as heart disease and lung cancer. Smokeless tobacco is yet another contributor to cancer. All tobacco products found on school property will be confiscated and are not subject to return.

CHEATING POLICY

Cheating violates the spirit of Holbrook Middle-High School's Mission, Academic Expectations, and Statement of Purpose. In order to obtain the appropriate benefit of the educational environment each student must put forth their best effort. Cheating seriously hinders the ability of a teacher to diagnose or remediate the work of a student. Therefore, cheating will not be tolerated and will be addressed in the following manner.

Teachers will define what constitutes cheating in areas where the definition is not clear (e.g. plagiarism, homework, group work, etc.). Use of technological resources like Google Translate, ChatGPT, Photomath, and other AI generator software are not substitutes for student demonstration of learning and may be considered cheating. Cheating in a testing situation includes: looking at another student's paper, copying information from another student or from notes on one's person or in one's possession, talking during a test, having a copy of a test or quiz prior to the test being administered, knowingly providing or receiving information among students.

Penalty: A student caught cheating will receive a zero for the assignment in question. When cheating is suspected, the teacher will discuss the matter with each student involved before making a determination. The teacher should report any instance of cheating to the student's parents/guardians and the Assistant Principal for school discipline. Students and parents/guardians will have the opportunity to discuss all documented offenses with the teacher, Assistant Principal, or Principal.

NO FIGHTING POLICY

HMHS has a policy of no tolerance for violence. This simply means that no student will be allowed to resort to fighting or hitting for any reason while at school or at any school event. Any student who decides to settle a problem by hitting or fighting will receive a suspension from school. When it can be determined that one student instigated or initiated a fight he or she may face additional penalties. There will be no exceptions to this rule, and it will be discussed with students the first day of school. Even fighting off of school grounds may lead to suspension,

particularly when the fight was generated at school or a school sponsored event or when the fight has a substantial, disruptive effect on the school environment. Students that fight during school may also be criminally charged under Massachusetts General Laws.

Students and parents/guardians are expected to recognize that the no fighting or hitting rule covers all situations. A student who hits others will be suspended, even *if another student hit him or her first*. If a student is ever hit at school, he or she must find a non-violent way to react. This includes blocking the student who hits, getting away from the student, and letting a staff member know that the incident occurred. Students must not retaliate but instead must refer a student who hits others to school staff for discipline.

Students who observe a fight break out must immediately report the fight to the nearest faculty member. All students must move away from the fight area and thereby provide access to administrators and faculty arriving on the scene. Students who encourage fighting, gather to watch a fight, or record the fight may also be subject to suspension. Students who fail to comply with a request to leave the area of a fight may be subject to disciplinary action.

TEEN DATING VIOLENCE POLICY

For purposes of this policy, the term *teen dating violence* occurs whenever a student who is in grades 6-12 uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Students who experience this type of violence are encouraged to seek assistance from a guidance counselor, a teacher or administrator. Teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Even teen dating violence that takes place outside of school can have a serious impact on the school environment and could thus lead to exclusion from school.

ADDITIONAL LAWS, POLICIES AND PRACTICES

Mass. Gen. Laws, CHAPTER 71, §37L, Report of Dangerous Weapon - Any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the superintendent who shall file copies of said weapon report with the local chief of police, the department of social services or its equivalent in any school district, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however that said counseling should be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

GUN FREE SCHOOLS ACT - In accordance with the Gun Free Schools Act of 1994, any student who is determined to have brought firearms to school or to a school-related event will be excluded from the Holbrook Public Schools for a period of not less than one year, except as determined by the Superintendent on a case-by-case basis. The definition of a firearm includes but is not limited to guns (including a starter gun, bombs, grenades, rockets, missiles, mines and similar devices). 20 U.S.C. §8921

SEARCH AND SEIZURE - Student lockers remain the property of the school and are subject to search at any time. In addition, a student and their personal effects may be subject to reasonable search and seizure by a school official when there is a reasonable basis for believing that the search will reveal evidence of a violation of school rules or the law. A student's presence in an unauthorized area is an important factor in determining whether there is

reasonable basis to conduct a search of the student. Should a student refuse to voluntarily comply with a request for a search, the student may be detained until parents and/or police can arrive at the school to assist, as appropriate, in the investigation.

QUESTIONING OF STUDENTS - School officials have the authority, as deemed necessary, to interview students regarding matters that are relevant to the school environment.

NON-DISCRIMINATION

Holbrook Public Schools does not discriminate on the basis of race, color, religious creed, national origin, sex/gender, sexual orientation, gender identity, age (in the case of employment), ancestry or disability in its admission or access to, or treatment or employment in its programs or activities.

The Holbrook School Committee is committed to providing all students and employees with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

It is the policy of the Holbrook School Committee to oppose and prohibit, without qualification, unlawful discrimination and harassment based on race, color, religion, national origin, marital status, sex/gender, sexual orientation, gender identity, age, ancestry or disability. Any unlawful discrimination or harassment of any member or guest of the Holbrook school community is a violation of this policy.

Holbrook Public Schools will act to investigate all complaints and may discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

DISCRIMINATION

Discrimination consists of actions taken against another which treat them unequally because of race, color, religion, national origin, disability, sexual orientation, gender identity, or gender bias. Every student and employee is entitled to equal educational/employment opportunities. A student or employee may not be denied the same rights as others or subjected to discipline because of his or her race, color, religion, national origin, disability, sexual orientation, gender identity or gender.

Students. For students, discrimination includes, but is not limited to, unequal treatment with regard to course registration, guidance counseling, course instruction, and extracurricular activities and athletic programs.

Students with disabilities are protected under federal and state law from discrimination. Such students are entitled to: (1) have their programs and activities in a physically accessible location; (2) be ensured "effective communication," including, where necessary, the provision of additional aids and services; and (3) reasonable modification of a school's policies and practices, where necessary, to receive an equal opportunity education. Students with special educational needs may be entitled to an individualized educational program.

Employees. For employees, discrimination includes, but is not limited to, unequal treatment with regard to promotion, salary or discipline. Employees are protected under federal and state law from discrimination due to disability.

Others. Any person visiting or attending an event at Holbrook Public Schools will not be discriminated against based on race, color, religion, national origin, disability, sexual orientation, gender identity or gender.

COMPLAINT PROCEDURE FOR DISCRIMINATION

Any student or staff member who feels he or she has been a victim of discrimination because of race, color, sex, religion, national origin, disability, sexual orientation, gender identity or gender bias, should make a report to the Complaint Officer, Director of Pupil Personnel, 781-767-1226, or the Building Principal. Civil Rights Complaint Forms are available in all school principal's offices and in the central office.

ALTERNATIVE COMPLAINT PROCEDURES

In addition to, or instead of, filing a discrimination complaint through this policy, a person may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit.

Agencies that consider complaints regarding discrimination or abuse

Massachusetts Department of Education (DOE)

350 Main Street
Malden, MA 02148
781-388-3000

The state DOE's Problem Resolution System allows students, parents and others to file a complaint if they believe they have been harassed or discriminated against.

Massachusetts Office of the Attorney General, Civil Rights Division

One Ashburton Place
Boston, MA 02108
617-727-2200

The Attorney General's Civil Rights Division reviews complaints of harassment, intimidation and discrimination in schools and determines appropriate legal action, including obtaining a restraining order.

United States Department of Education, Office for Civil Rights

John W. McCormack Building
Post Office and Courthouse, Room 701
Boston, MA 02109

The Office of Civil Rights receives and investigates complaints of discrimination and harassment.

Massachusetts Commission Against Discrimination (MCAD)

One Ashburton Place
Boston, MA 02108
617-727-3990 or 413-739-2145

The MCAD investigates complaints about discrimination in any public school program or course of study. Filing must occur within 6 months of the alleged discriminatory educational practice or harassment incident.

Massachusetts Department of Children and Families (DCF)

1-800-KIDS-508: Statewide Child Abuse/Neglect Reporting Line
1-800-792-5200: Child at Risk Hotline/evenings, nights and weekends

DSS investigates reports involving a student under 18 years old who suffers physical or emotional injury from abuse (including sexual abuse) or severe neglect (including malnutrition).

United States Department of Justice

Community Relations Service (CRS)
99 Summer Street, Suite 1820
Boston, MA 02110
617-424-5715

CRS is a specialized federal conciliation service that assists school districts to manage and prevent racial and ethnic conflicts and disruptions in schools.

HARASSMENT

It is the policy of the Holbrook School Committee, as an agent of the Town of Holbrook, to promote a learning environment and workplace that is professional and which treats all of those who learn and work here with dignity and respect. All forms of harassment, as defined below, are unlawful and will not be tolerated in Holbrook Public Schools. Because the Holbrook School Committee takes allegations of harassment seriously, all complaints of harassment will be responded to promptly and, if harassment is found to have occurred, disciplinary action as described below may be taken.

Harassment in school or the workplace occurs when a student's or adult's behavior or inappropriate language is so severe and pervasive as to create a hostile, offensive or intimidating school or work environment by which a student's participation in school activities, or staff member's terms and conditions of employment, are adversely affected or are reasonably feared to be adversely affected. Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates or belittles any individual because of race, color, religion, national

origin, marital status, sex, gender identity, sexual orientation or disability. Such conduct includes, but is not limited to, unsolicited derogatory remarks, or requests for sex, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or display or circulation by any means of sexually suggestive written materials, forms of correspondence or pictures.

Definitions

Racial and Color Harassment. Racial or color harassment includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

Religious (Creed) Harassment. Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition or religious clothing, religious slurs, or graffiti.

National Origin Harassment. Harassment on the basis of national origin is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.

Marital Status Harassment. Harassment on the basis of marital status is unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

Sexual Orientation Harassment. Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation, such as negative name-calling and imitating mannerisms.

Disability Harassment. Includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interfering with necessary equipment.

Gender Identity Harassment. Harassment on the basis of gender identity is unwelcome verbal, written or physical conduct directed at the characteristics of a person's gender identity, which may include ascribing a pronoun or name associated with a person's physiology or assigned sex at birth when the following that person's declaration of a sincerely held core identity of a different gender.

Sexual Harassment. Consists of unwelcome or unsolicited sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature, when such conduct unreasonably interferes with school or work performance or creates an intimidating, hostile, offensive, or uncomfortable educational or work environment for either student or staff. It is sexual harassment if submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, or submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual. Such conduct, even if it occurs off school grounds, may warrant discipline, depending on the circumstances.

There are two major categories of sexual harassment recognized by the courts:

Quid pro quo: Quid pro quo harassment occurs when an employee with authority or control over students or the terms and conditions of another employee's work offers him/her a work or educational benefit or educational advantage in exchange for sexual favors or gratification. Conversely, if an employee is denied a work benefit or advantage due to his/her refusal to respond to or rejection of requests for sexual favors or gratification, he or she is subjected to quid pro quo harassment. Thus, either submission to, or rejection of, unwelcome sexual advances may result in quid pro quo harassment if the terms or conditions of one's education and employment are impacted. Examples of such impact may include but are not limited to: grade manipulation, academic punishment or restriction of access to school programs or opportunities, termination; demotion; denial of promotion; transfer; alteration of duties, hours, or compensation; or unjustified performance reviews. If a supervisor with authority or control over the terms and conditions of employment clearly indicates that an employee must submit to unwanted sexual advances or provide unwanted sexual favors to keep the job, get promotions, raises, assignment, etc.

Hostile environment: Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's participation in academic or school sponsored activities, work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Except for extreme cases, such as grabbing in a sexual way, a single incident does not constitute sexual harassment. Usually hostile environment cases involve repeated, pervasive, and harmful incidents which are harmful to the victim's emotional well-being.

Additionally, actionable harassment by non-employees may arise if an employer tolerates sexual harassment by non-employees, when prompt, effective and reasonable remedial action by the employer could reduce or eliminate the incidents.

RETALIATION

It is unlawful to retaliate against any person who reports alleged harassment or against any person who files or makes a complaint of harassment, testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. An alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

STUDENT COMPLAINT PROCEDURE FOR HARASSMENT

1. Any student who believes that he/she has been harassed by another student, should report the incident to the Principal, Guidance Department or any staff member. The Holbrook Public Schools acknowledges its obligation to investigate and address such complaints, it also acknowledges that communication, mediation, education, and counseling may sometimes be effective in resolving harassment complaints between and among students.

2. Any student who believes that he/she has been a victim of harassment by a member of the school staff should make a report to the Harassment Complaint Officer, the Director of Pupil Personnel, 781-767-1226, or the Building Principal. Harassment Complaint Forms are available in each school principal's office and in the central office.

Informal option for resolving Student-to-Student Complaints of Harassment.

The Holbrook Public Schools acknowledges its obligation to investigate claims of student peer harassment and, if found, to take steps necessary to prevent recurrence and to mitigate the effect on the targeted, and potentially other students, in order to provide an appropriate educational environment for all. That being said, some claims of harassment between and among students can reasonably be addressed using informal techniques such as communication, mediation, counseling, and/or education. Thus, the counselor or administrative staff may propose such an informal option in appropriate circumstances, with the understanding that the informal option is never appropriate for severe or persistent harassment, or when there is retaliatory behavior or a significant imbalance in power between the parties. Informal procedures may include, but is not limited to:

With the presence of staff, a face-to-face or written communication between the alleged target and the student aggressor that includes:

1. An exact description of the behavior, including when and where it occurred:
2. A description of how the behavior made the victim feel – embarrassed, intimidated, angry, etc.:
3. A request that the behavior stop because it is harassment and is against the law; and
4. A statement that the behavior stops, nothing further will be said and no further action will be taken.
5. An agreement by the aggressor that the conduct will in fact stop

If resolution is reached, both parties are expected to sign a statement. The Guidance Counselor will document the complaint, the meeting and resolution. This documentation shall be kept in the Guidance Office. Within a reasonable time following this meeting, the Guidance Counselor or other staff member will meet with the complainant to confirm resolution of the situation.

In the event either student does not wish to participate or in the event participation does not lead to a resolution, the complaint will be forwarded to the Principal or Harassment Complaint Officer for formal investigation and disciplinary action, where appropriate.

Further, the student has the option of filing a Harassment Complaint form with the complaint officer, Director of Pupil Personnel, 781-767-1226. Harassment Complaint forms are available in each School Principal's office and in the central office.

Formal Complaint Procedure

When a student harassment complaint is received by the Principal or the Harassment Complaint Officer (hereinafter, "Administrator"), the complaint procedure is as follows:

Step 1

The complainant will be encouraged to fill out a Harassment Complaint Form. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. All oral complaints will be investigated and the office receiving the complaint will promptly review with or send to the complainant a written summary of the complaint to ensure accuracy. If a student under 18 years of age is involved, his/her parents shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interest of the student.

Step 2

If the Holbrook Public Schools deems necessary, it may take immediate steps, even prior to investigation, to protect the complaining student, the alleged aggressor, witnesses, students, and school employees pending completion of an investigation of alleged harassment and may make any appropriate referrals for assistance, including but not limited to counseling, rape crisis intervention, etc. Such steps may include, but are not limited to separating the parties in the workplace or school environment. In taking such pre-investigation measures, the District will balance the respective rights of the individuals impacted. Consideration will also be given to whether the nature of the complaint mandates a report to the Department of Children and Families and/or to law enforcement, and if so what impact such reporting obligation may have on invention by school officials.

Step 3

A prompt, neutral investigation shall be completed by the Administrator or designee within 14 calendar days from the date of the complaint or report. The harassment officer shall advise the complaining party and the alleged perpetrator(s) that the investigation shall be as confidential as practicable and that no retaliatory action will be tolerated. The investigation may consist of personal interviews with the complaining student, the alleged aggressor and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether alleged conduct constitutes a violation of this policy, the Administrator should consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigation will be completed as soon as practicable, but no later than fourteen (14) calendar days from the complaint or report. The Administrator shall make a written report to the statement of investigatory steps taken and conclusion as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Step 4

Following the investigation, the Administrator shall take (or recommend to the Superintendent) what action, if any, is required. Holbrook Public Schools shall take appropriate action in all cases where the Administrator concludes that this policy has been violated, which may include but is not limited to, warning, exclusion, suspension, expulsion, transfer, termination, discharge or any other remedial action, including but not limited to, training, education, or counseling. School Committee policy, state and federal law including, but not limited to, the due process protections for all individuals in the school setting, as well as those additional protections relating to individuals with disabilities will apply.

Step 5

The complaining student and the alleged aggressor shall be informed of the results of the investigation, including whether the allegations were found to be factual, whether there was a violation of the policy. If a violation of the policy is found, complaining students shall be informed of the steps taken to prevent recurrence and to mitigate the impact of the harassment on the targeted student. Steps may also be necessary to mitigate the potential impact of harassment on other students. Thus, such steps may address individual students, groups of students or the entire student body.

Information about whether disciplinary action was taken will not be shared with the complaining student or his/her parents/guardians—unless it involves a “stay away” or other directive that the student must be aware of in order to report violations.

The Superintendent and/or School Principal shall retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

Confidentiality

Holbrook Public Schools recognizes that both the complaining student and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as practicable, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

STUDENT ACTIVITIES **CO-CURRICULAR PROGRAM**

Co-curricular activities form an integral part of the school’s educational program. The co-curricular program provides each student with an opportunity to pursue established interests and to develop new interests. To participate in any co-curricular activity, practice, or game, a student must be in school for the whole day. If extenuating circumstances exist, a parent/guardian may appeal in writing to the Principal prior to the activity, practice, or game, in order for the student to participate. The Principal has the discretion to grant or deny the request to participate and will decide in a timely fashion. In the event of weekend or holiday co-curricular activities, students must be present on the school day preceding the event. Students who are absent on the day before a vacation should expect to miss one day of co-curricular activities during the vacation period.

Students running for class officer must meet eligibility standards at the time of the election, and maintain eligibility for the duration of the elected term. Students who fail to maintain eligibility will forfeit their class officer status for the remainder of the term of office.

Student co-curricular participants are subject to school rules and regulations governing student behavior as cited in the Student, Parent/Guardian Handbook. All participants are reminded that they must be good citizens in order to represent their school and community in co-curricular activities. Violations of school rules resulting in suspension from school will automatically preclude student involvement in co-curricular activities for the length of the suspension.

Students who represent the school in co-curricular activities should be aware that significant violations of the code of conduct may result in their partial or total exclusion from their activities – a determination made by the Principal/Assistant Principal and the Advisor/Coach/Athletic Director.

Eligibility

High School and Middle High school students may NOT fail any course at any time in the term prior to or during the athletic or event season. Attendance failures are considered failing grades. To be eligible for Fall Activities, a student must have passed all classes for the previous academic school year. Students that attend summer school may become eligible for participation.

Appeal Process: The procedure to appeal an athletic rule or policy violation is as follows.

- 1) All initial appeals will be made in writing to the Principal within 48 hours of the violation.
- 2) In order to file an appeal a student must meet the following minimum requirements

- Attendance must be in good standing at the time of the appeal. Suspensions from school will be considered unexcused or preventable absences for the purpose of this calculation.
- Have not failed more than 1 course. Attendance failures (X) are considered failing grades.
- Currently be maintaining above a 2.0 Grade Point Average

3) Students that are granted a waiver will automatically be placed on ***Academic Probation***. Students that do not fulfill the terms of the probation agreement as defined by the coach/advisor/ athletic director/administration will be removed from the team/club/activity or program. This decision will take immediate effect and will not be subject to further appeals. Student attendance/tardy will be monitored. Excessive tardies or absences as determined by the administration will be grounds for removal.

Students on academic probation must adhere to the goals and terms of the waiver. The expectations of the waiver are:

- If you drop in any area, you have one week to improve.
- Target grades are given.
- Go for extra help as needed before or after school. Arrange with your teacher.
- Meet with each of your teachers about this contract.
- Provide a written weekly progress report each Friday morning to the Assistant Principal (Therefore, get your update every Thursday from your teachers.)
- Use the *Weekly Progress Report* form available in the Guidance Office.
- Student behavior will also be monitored and reported. Disciplinary action may result in immediate removal from the team at the discretion of the coach, Athletic Director, or principal.

The following co-curricular activities **may** be offered each year:

Art Club	Mock Trial
Athletics	National Honor Society
Chess Club	National Junior Honor Society
Class Officers	Robotics
Executive Board	School Newspaper
Games	Student Advisory Council
Gay Straight Alliance (GSA)	Student Council
Harvard Model Congress	Student Representative to the School Committee
Health & Fitness	Student Representative to the School Council
Jazz Band	Theatre
Literary Magazine	Yearbook
Media Club	

ATHLETIC PROGRAM

SPORTS OFFERED

Students have the opportunity to try-out for the following teams (subject to sufficient participation numbers):

FALL	WINTER	SPRING
Football	Girls' Basketball	Softball
Girls' Soccer	Boys' Basketball	Baseball
Boys' Soccer	Winter Cheerleading	Track
Volleyball		
Fall Cheerleading		
Cross Country		

RULES AND REGULATIONS FOR ALL STUDENT-ATHLETES

1. **Physical Examination**

All students must pass a physical examination within one year before participating in any sport.

2. **Parental Permission**

All students must have written parental permission to participate in any sport.

3. **Academic Eligibility**

High School and Middle High school students may NOT fail any course at any time in the term prior to or during the athletic or event season. Attendance failures are considered failing grades.

To be eligible for Fall Activities, a student must have passed all classes for the previous academic school year. Students that attend summer school may become eligible for participation.

A student receiving special education or Chapter 504 services may be declared academically eligible by the principal provided that all other eligibility requirements are met.

Appeal Process: The procedure to appeal an athletic rule or policy violation is as follows.

- 1) All initial appeals will be made in writing to the Principal within 48 hours of the violation.
- 2) In order to file an appeal a student must meet the following minimum requirements
 - Attendance must be in good standing at the time of the appeal. Suspensions from school will be considered unexcused or preventable absences for the purpose of this calculation.
 - Have not failed more than 1 course. Attendance failures (X) are considered failing grades.
 - Currently be maintaining above a 2.0 Grade Point Average
- 3) Students that are granted a waiver will automatically be placed on **Academic Probation**. Students that do not fulfill the terms of the probation agreement as defined by the coach/advisor/ athletic director/administration will be removed from the team/club/activity or program. This decision will take immediate effect and will not be subject to further appeals. Student attendance/tardy will be monitored. Excessive tardies or absences as determined by the administration will be grounds for removal.

Students on academic probation must adhere to the goals and terms of the waiver. The expectations of the waiver are:

- If you drop in any area, you have one week to improve.
- Target grades are given.
- Go for extra help as needed before or after school. Arrange with your teacher.
- Meet with each of your teachers about this contract.
- Provide a written weekly progress report each Friday morning to the Assistant Principal (Therefore, get your update every Thursday from your teachers.)
- Use the *Weekly Progress Report* form available in the Guidance Office.
- Student behavior will also be monitored and reported. Disciplinary action may result in immediate removal from the team at the discretion of the coach, athletic director, or principal.

4. **Student-Athlete Conduct**

All student-athletes at Holbrook Middle-High School should conduct themselves in a manner that reflects pride, respect and a high level of citizenship. Unacceptable conduct such as theft, vandalism, disrespect, unsportsmanlike conduct, immorality, violation of the law, and discrimination, will not be tolerated. These acts tarnish the reputation of everyone associated with the team, school and community. The Athletic Director and Principal/Assistant Principal in consultation with the Coach will determine any penalty (ranging from partial to total exclusion from the athletic program) when violations of the code of conduct occur.

5. **MIAA Chemical Health Rule**

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product (including e-cigarettes); marijuana, steroids; or any controlled substance,

regardless of the quantity. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

The minimum **PENALTIES** are:

First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs.

If after the second or subsequent violations, the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that the student is attending or issue a certificate of completion. If the student does not complete the program, the penalty reverts back to 60% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year.

NOTE: The Norfolk District Attorney’s Office successfully petitioned the Massachusetts Interscholastic Athletic Association (MIAA) for a change to its rules governing chemical health and substance use. Page 61 of the MIAA Rule Book now reads: ***Prior to any chemical health violation a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.*** This change in the rule removes a substantial barrier to students who wish to self-refer for help and treatment. The DA’s Office believes the new rule complements efforts to support SBIRT training county-wide, including for athletic trainers. The hope is that interceding in substance misuse, particularly opiate usage by way of SBIRT and lowering barriers to self-reporting, will lead to prevention of future addiction and overdose cases.

6. MIAA Bona Fide Team Member Rule

A *bona fide* member of the school team is a student who is regularly present for, and actively participates in, all team practices and competitions. *Bona fide* members of a school team are precluded from missing a school practice or competition in order to practice or compete with an out-of-school team.

Penalties: Any student who violates this rule for the first time shall be declared ineligible for the next two consecutive interscholastic events or two weeks of a season in which the student is a participant, whichever is greater. This penalty is effective from the date of his or her last participation in a high school sport.

7. Team Selection

Holbrook Middle-High School Athletics makes every effort to include as many students as possible. However, there are some sports where team membership is limited. Students cut from a sport are encouraged to join another sport during the same season. Once team selections have been finalized, a student may not quit a team and join another team during the same season. A student-athlete may participate in only one MIAA interscholastic sport per season.

8. Insurance

The Holbrook Public School System provides insurance coverage for those participating in senior high school interscholastic athletics. This policy covers the expenses incurred for each injury or accident that are not covered by a family plan.

The Holbrook Athletic Department makes every effort to provide a safe environment at all practices and games. However, because of the nature of athletics, injuries may occur.

9. School Attendance

To participate in any co-curricular activity, practice, or game, a student must be in school for the whole day. If extenuating circumstances exist, a parent may appeal in writing to the Principal prior to the activity, practice, or game, in order for the student to participate. The Principal has the discretion to grant or deny the request to participate and will decide in a timely fashion.

10. Suspensions

Any student suspended from school may not practice, play or be with the team on the day(s) in which he/she is serving the suspension. Students suspended from school may not play in the next scheduled competition. (see p. 27)

11. Equipment Responsibilities

Students are responsible for returning all school issued equipment and uniforms immediately after the season ends. Students are financially responsible for any missing equipment. Students who do not return equipment and/or uniforms at the end of one season are not eligible to participate in a subsequent season until the materials are returned or paid for.

12. Season Limits

Holbrook Middle-High School adheres to the season limits as set by the MIAA. The first day of practice for the fall season may begin no earlier than August 26th. The first day of practice for the winter season may begin on the Monday after Thanksgiving. The first day of practice for the spring season may begin on the third Monday in March. Each season will end upon completion of the schedule or tournament play.

***No team may practice or compete under the supervision of an athletic staff member between seasons as defined above. The Holbrook School Committee does not sponsor any student activity or preparation prior to these dates and school department personnel will not be authorized to participate in such activities.

13. Attendance at Practice

All athletes are expected to attend every practice and game. An excused absence from any practice will not result in penalization. Any absence without prior approval from the coach will be deemed an unexcused absence. The penalty for an unexcused absence is as follows:

First and Second Offense - The student may be suspended from the next contest. He//She must attend the game with the team.

Third Offense - The student may be dismissed from the team.

14. Weekend Practice

Teams may have practice only once (Saturday or Sunday) during a weekend.

15. Vacation Policy

Vacations during the season are discouraged. Students who plan vacations during a sports season must understand that their playing time will suffer due to their absence from practices and games.

A student absent from a practice or a game due to a vacation with his/her family must:

- Notify the head coach prior to the season, with a note from his/her parent(s)/guardian(s).
- Be willing to assume the consequences regarding their status as a starter, 2nd string, etc.

A student absent from a practice or a game due to a vacation apart from his/her family must:

- Notify the head coach prior to the vacation, with a note from his/her parent(s)/guardian(s).
- Practice one day for each practice and contest missed prior to returning to competition.
- Be willing to assume the consequences regarding their status as a starter, 2nd string, etc.

16. Transportation

Transportation is provided to all athletic contests. Students are expected to ride with their teams. If an unusual circumstance occurs and a parent/guardian must transport his/her child, they must notify the Athletic Director in advance with a written note.

CAPTAINS' CODE

Being a Captain is the highest honor an athlete can receive. Teammates choose Captains to provide leadership for the team and Captains accept great responsibility with the role. The position may not always be fun but it will always be gratifying.

A Captain must be a leader and role-model on and off the field/court. A Captain represents the team, coach, school, and community. A captain must take pride in the program by setting an example as a team motivator and being the hardest worker. Captains must help build and maintain team morale and school spirit.

An individual may lose the position of Captain by not living up to the standards of the Captains' Code; or for any violation of an athletic policy; or for any conduct that warrants a suspension from school and/or sport. This action will be determined by the Principal, Athletic Director, and Coach.

Student Leadership Contract

Includes ALL appointed and elected leadership roles

Examples: class officers, captains, student government representatives, etc.

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

John Quincy Adams

To be selected or elected into a position of leadership at Holbrook Middle-High School is a great honor and responsibility. As a result, students serving in this capacity are expected to conduct themselves in an exemplary manner both in and out of school.

Based on the discretion of your advisor/coach and/or administration, any student who has a discipline record of concern or who has been involved in any issue of concern, inside or outside of school, may lose the privilege to serve in a leadership role.

As a leader I will:

- execute good leadership skills and assume the overall responsibility of my leadership position and duties.
- lead by the example I set - I will model dedication, humility, and dependability.
- demonstrate citizenship by being responsible, respectful, and cooperative.
- strive to motivate my peers.
- hold myself accountable for my words and actions.
- communicate effectively with my advisor/coach and the administration when applicable.
- accept additional responsibilities as determined by my advisor and/or coach.
- remain academically eligible at all times.
- commit to being chemical free – I will not use tobacco, alcohol or other controlled substances.
- set a positive example for other students by following the school rules and fully supporting the HMHS's Student Handbook.

I accept full responsibility for my own conduct, on and off school property and online, and I recognize that I am accountable for my actions as a leader of the student body. I realize that in this position, others will frequently judge my conduct. Therefore, any incidents that reflect negatively on the school may result in my dismissal from my leadership position.

SELECTED FEDERAL AND STATE LAWS

Title VI of the Civil Rights Act of 1964- discrimination on the basis of race, color, and National origin.

Title VII of the Civil Rights Act of 1964- discrimination in employment.

Title IX of the Education Amendments of 1972 - discrimination based on sex.

Section 504 of the Rehabilitation Act of 1973 - discrimination based on disability.

Age Discrimination Act of 1975 - discrimination based on age.

American Disabilities Act of 1990- discrimination based on disability.

Massachusetts General Law C. 151 B 85 - discrimination based on race, color, sex, religion, national origin or sexual orientation.

Massachusetts General Law C. 151 B 84 - discrimination in employment.

Massachusetts General Law C. 151B 134- prohibition of sexual harassment.

Massachusetts General Law C. 151 C - Fair Educational Practices Act - prohibition of sexual harassment.

Massachusetts General Law C. 21 48 IC - right of freedom from sexual harassment.

Massachusetts General Law C. 12 1311 H and I - prohibition of threats, intimidation and coercion in violation of civil rights.

Massachusetts General Law C. 265 837- use of force or threat of force or in violation of civil rights.

Massachusetts General Law C. 265 839 - assault and battery or damage to property for the purpose of intimidation in violation of civil rights.

Massachusetts General Law C.29 1--Sex education.

Family Education Rights and Privacy Act of 1974- right to privacy of educational records.

Massachusetts's law provides for a mandatory minimum sentence of two (2) years imprisonment and a fine of not more than 510,000 for anyone convicted of selling controlled substances within 1000 feet of school property.

In addition, any student who has been involved in the sale, use, distribution, of drugs or has committed an assault of any type on another student, staff member or administrator, or has been involved in weapons violation will be subject to exclusion from participation in school activities or events.

FALSE FIRE ALARMS/TAMPERING

MGL, Chapter 268, Section 32

"Interference or tampering with police or fire signal system; false alarms."

Whoever opens a signal box connected with a police signal system for the purpose of giving or causing to be given a false alarm, or interferes in any way with such box by breaking, injuring, defacing the same; or, without authority opens, tampers, meddles with such box, or with any part of parts thereof, or with any police signal wires, or with anything connected therewith, or with such purpose, want only and without cause tampers or meddles with a signal box connected with a fire signal system shall be punished by a fine no less than one hundred dollars nor more than five hundred dollars or by imprisonment for not more than two years, or both. Any student who interferes, tampers with a fire signal system, or is connected with false alarms in any way, will be subject to suspension and or possible expulsion.

WEAPONS

Chapter 1-0, Chapter 269, Section 10, Chapter 648 and Chapter 71, Section 37L

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

HAZING

Chapter 269, Section 17 - Crime of Hazing; Definition; Penalty

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine or not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, 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, beverages, drug and other substances, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Added by St. 1985, C. 536.

Chapter 269, Section 18 – Duty to Report Hazing

Whoever knows that another person is the victim of hazing in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars. Added by St. 1985, c. 536.

Chapter 269, Section 19 – Hazing Statutes to be Provided; Statement of Compliance and Discipline Policy Required

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public and private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary school, the board of education, certifying that such institution has completed with the provisions of this section and also certifying that said school has to adopt a disciplinary policy with regards to the organizers and participants of hazing. The Board of regents and in case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney any such institution that fails to make such report. Added by St. 1985, c. 536.

**HOLBROOK PUBLIC SCHOOLS
POLICY PROHIBITING BULLYING**

The Holbrook Public Schools is committed to maintaining a school environment where students are free from bullying and cyberbullying and the effects thereof. We further recognize that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment. Acts of bullying and cyberbullying are prohibited:

- (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create 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.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying also is prohibited.

Definitions

Aggressor is a student or a staff member who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students or by a staff member 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 himself or of damage to his 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.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying also includes:

- (i) the creation of a web page or blog in which the creator assumes the identity of another person;
- (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- (iii) 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 above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment, as defined in M.G.L. c. 71, s. 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student against whom bullying, cyberbullying or retaliation has been perpetrated.

B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Holbrook Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students or staff who engage in bullying or retaliation will be subject to disciplinary action, however, with respect to students disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, expulsions from school or termination from employment as determined by the school officials, subject to applicable procedural requirements.

Nothing in this policy is intended to prevent the school officials from taking disciplinary action [] for conduct that does not meet the definition of bullying or cyber-bullying, as defined above, but nevertheless is inappropriate for the school environment or a staff member's position.

C. Reporting Obligations

Reporting by Staff: A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee. In the event of an allegation against the Principal, the matter should be reported to the Superintendent and if against the Superintendent, to the Chair of the School Committee.

Reporting by Students, Parents/Guardians, and Others: The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the School Principal or designee (or in the case of an allegation against the Principal, to the Superintendent and if against the Superintendent, to the Chair of the School Committee). An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to Parents/Guardians: In the event the Holbrook Public Schools determines that bullying or retaliation has occurred, the Principal or designee must promptly notify the parent/guardian of the target and the aggressor of that determination and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the Principal receiving the report shall inform the Principal of the other student's school, who shall notify the student's parents/guardians of the report and procedures. There may also be circumstances in which the Principal/designee contacts parents/guardians prior to an investigation and determination of bullying.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school official has a reasonable basis to believe that the incident may involve criminal conduct, the school official will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Holbrook Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued. In making the determination whether notification to law enforcement is appropriate, the principal may consult with the police officer designated as the liaison to the school and any other individuals the principal deems appropriate. The principal shall document the reasons for his or her decision to notify law enforcement. Nothing in this section shall be interpreted to require reporting to a law enforcement agency in situations in which bullying and retaliation can be handled appropriately within the school district or school.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Holbrook Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Holbrook Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

Reporting to Other Agencies: In certain cases, bullying of a student may constitute child abuse under Massachusetts law. The Holbrook Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

D. Investigation

An appropriate school official shall promptly investigate a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered. Parents of the target or aggressor may also be contacted prior to the investigation if the applicable school official deems appropriate.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

Confidentiality: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

E. Determination

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct, whether the aggressor is a student or staff member and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- Holding parent conferences;
- Transferring student's classroom or school;
- Limiting or denying student access to a part, or area, of a school;
- Enhancing adult supervision on school premises;
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;

Providing relevant educational activities for individual students or groups of students. Guidance Counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs.

Personalized Action Plan for students and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.

Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.)

Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students.

Closing the Complaint and Possible Follow-Up

School officials will promptly provide notice to the parent/guardian of a target and a student aggressor about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents/guardians—unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

If appropriate, within a reasonable time period following closure of the complaint, the school officials will contact the target to determine whether there has been any recurrence of the prohibited conduct.

If either party is dissatisfied with the results of the investigation, he/she may direct his/her concerns in writing to the Superintendent or designee for further consideration. In addition, regardless of the outcome, school officials will inform parents about the Department of Elementary and Secondary Education Program Resolution System (PRS) and how to access that system. Information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

The above language is intended to be consistent with the Holbrook Public School's Bullying Prevention and Intervention Plan. A copy of the complete Plan is available on the school website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR 26.00

MGL 71:37O

MGL 265:43, 43A

MGL 268:13B

MGL 269:14A

CROSS REFS.: AC, Nondiscrimination

ACAB, Sexual Harassment

JBA, Student-to-Student Harassment

JICFA, Prohibition of Hazing

JK, Student Discipline Regulations

Adopted: October 17, 2007

Amended: August 25, 2010

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Incident Report to be filed in the disciplinary record and incident entered into the <electronic database>.

Directions: Bullying/Harassment/Intimidation are serious offenses and will not be tolerated. If you are a student, the parent/guardian of a student, a volunteer or visitor, and wish to report an incident of alleged bullying/harassment/intimidation, complete this form and return it to the Principal or Administrative Designee at the student's school. All school employees are required to report alleged violations. Contact the school for additional information or assistance at any time. This form can be completed anonymously by omitting signature and name and returning to the <appropriate location>.

Every reported act of bullying/harassment/intimidation will be investigated, and parents/guardians will be informed.

Name of Student Target: _____ Grade/School: _____

Name(s) of Alleged Offenders	Grade	School	Is she/he a student?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Incident Date: ____/____/____

Where did the incident occur? (Check all that apply)	What happened during the incident? (Check all that apply)	Did a physical injury result from this incident? (Check one)
<input type="checkbox"/> School Bus/Stop	<input type="checkbox"/> Taunting <input type="checkbox"/> Retaliation	<input type="checkbox"/> No
<input type="checkbox"/> To/From School	<input type="checkbox"/> Threat <input type="checkbox"/> Humiliation	<input type="checkbox"/> Yes, medical attention required
<input type="checkbox"/> Text/Phone/Internet/ Social Media	<input type="checkbox"/> Intimidation <input type="checkbox"/> Exclusion	<input type="checkbox"/> Yes, medical attention NOT required
<input type="checkbox"/> School sponsored activity	<input type="checkbox"/> Stalking <input type="checkbox"/> Physical Contact	Student absent from school as a result of the incident?
<input type="checkbox"/> Event off school property	<input type="checkbox"/> Theft <input type="checkbox"/> Cyber-bullying	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> School Grounds <input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	Number of days absent: _____

Describe the incident: (use the back of this sheet for additional space) _____

Are you: ☐ Student ☐ Faculty/Staff ☐ Parent/Guardian ☐ Other: _____

Leave blank if reporting anonymously.

Person reporting incident: (Please Print) _____

Telephone/Cell Information: _____

Signature: _____

Date: _____

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, Safety/Conduct Plan to be filed in the disciplinary record and incident entered into the <electronic database>.

Directions: After the determination that an act of BHI has occurred and after appropriate discipline has been enforced, the Principal or Administrative Designee develops a safety/conduct plan with the student. The parent/guardian is involved in the development of the plan. Teachers/Teams are notified of the incident, parties involved and their roles in the incident. **Please check the appropriate box.**

<input type="checkbox"/> Safety Plan for Student/Victim	<input type="checkbox"/> Conduct Plan for Aggressor Student
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Name of Student: _____ Grade: _____ School: _____

Brief description of incident: _____

Check-In Person: _____

Frequency and duration will not be less than two (2) times per week for a period of four (4) weeks.

Number of times Weekly: _____ Number of Weeks: _____ / _____ / _____ TO _____ / _____

For more than three (3) objectives/strategies, attach additional sheets. When objectives/strategies involve seeking outside counseling/assistance, provide a list of qualified agencies. As Progress Reports are completed they should be attached to the Action Plan.

Objective/Strategy #1:			
Implementer: _____			
Steps: _____			

Progress Report Dates	One:	Two:	Three:
Teachers/Team Notified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy to parent/guardian <input type="checkbox"/> Yes <input type="checkbox"/> No	Objective Met <input type="checkbox"/> Yes <input type="checkbox"/> No Date:
Implementer Signature:		Date:	
Student Signature:		Date:	
Parent Signature:		Date:	

SUPPORT AND REFERRALS

Domestic Violence

Child at Risk	1-800-792-5200
Children's Protective Services	1-508-494-3700
DOVE (24 hour hotline)	1-617-471-1234

Eating Disorders

Nutrition Hotline	1-800-322-7203
Anorexia, Bulimia Care, Inc.	1-617-259-9767
Bayview Center	1-617-770-3022
Overeaters Anonymous	1-617-641-2303
Walden Behavioral Care	1-781-380-0695

Family Counseling

South Bay	1-508-521-2200
National Runaway Hotline	1-800-231-6946
Family & Community Resources	1-508-583-6498
Northeast Family Counseling	1-508-546-2660

Gambling

Gambler's Anonymous/Gamanon	1-617-843-1388
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Pregnancy

Crittenton House	1-617-782-7600
Planned Parenthood	1-617-731-2525
Adoption Connection	1-508-587-8110

Rape and Sexual Assault

Boston Area Rape Crisis Center	1-617-492-7273
Children's Hospital Sexual Abuse	1-617-735-6611 (24 hrs)
	1-617-735-6940 (days)
Youth Hotline (a part of DOVE)	1-617-773 HURT

Sexuality

AIDS Action Line	1-800-235-2331
Boston Alliance of Gay & Lesbian Youth	1-617-227-4313
Mass. Dept. of Public Health (STD Division)	1-617-522-3700
x408	
STD/Operation Venus	1-800-272-2577

Smoking

The American Lung Association	1-508-947-7204
The American Cancer Society	1-800-952-7664
Quit Smoking Program	1-508-586-2600 x2297

Substance Abuse

Massachusetts Drug & Alcohol Hotline	1-800-327-5050
NORCAP	1-800-331-2900
SADD	1-508-481-3568
Gosnold	1-508-584-5190
High Point	1-508-742-4420

Substance Abuse Support Groups

Alanon/Alateen	1-617-843-5300
Alcoholics Anonymous	1-617-426-9444
Narcotics Anonymous	1-617-569-0021

Suicide

Samaritans	1-617-247-0220
Samaritans	1-617-247-8050
Code Hotline	1-508-263-8777
Brockton Crisis	1-508-580-0801

Parenting

Parental Stress Line	1-800-632-8188
Toughlove	1-800-333-1069
Teen Parenting Program	1-617-738-9034