

Derek Swenson

Superintendent



Ryan Powers

Assistant Superintendent

BRIDGEWATER-RAYNHAM REGIONAL SCHOOL DISTRICT



Williams Intermediate School



Bridgewater Middle School



Raynham Middle School

Bridgewater-Raynham Regional School Committee Members

Dr. Susan Prewadowski, Chairperson
Mr. Michael Dolan - Vice Chairperson
Mr. L. Anthony Ghelfi – Secretary/Clerk
Mr. Richard Florence
Mrs. Rachel King
Mr. Jason Hammond
Mrs. Lillian Holbrook
Mr. Kevin Moreira

In an effort to provide you with a current view of our schools, we encourage you to access this website:
www.bridge-rayn.org

Table of Contents

PART ONE: GENERAL INFORMATION

[Vision and Mission](#)
[Principal's Message](#)
[Contact Information](#)
[School Hours](#)
[District Calendar](#)
[School Conferences](#)

[School Cancellation/Delay Information](#)

PART TWO: ATTENDANCE

[Attendance](#)
[Tardies](#)
[Arrivals](#)
[Dismissal](#)
[Make-up Work](#)
[Religious Holiday Observances](#)
[Vacations](#)

PART THREE: ACADEMICS

[Grade Level Structure](#)
[Academic Intervention](#)
[After School Assignment](#)
[Homework Assignments](#)
[Honor Roll](#)
[National Junior Honor Society](#)
[Progress Reports](#)
[Report Cards](#)
[Student Advancement, Placement, and Retention](#)
[Student Promotion](#)
[Student of the Month](#)
[Textbooks](#)

PART FOUR: STUDENT SERVICES

[Health Services](#)
[Medication Policy](#)
[Health Examinations](#)
[Mental Health](#)
[Screening Programs](#)
[Hearing and Vision Tests](#)
[BMI Screening Program](#)
[Postural Screening](#)
[Head Lice](#)
[SBIRT](#)
[Immunization Requirements](#)
[First Aide](#)
[AED](#)
[Food Allergies](#)

[Health Education](#)
[Health Insurance](#)
[Hospitalization](#)
[Student Emergency Forms](#)
[Health Regulations](#)
[School Physician/School Nurse](#)
[Guidance](#)
[Lunch](#)

[Emergency Drills](#)
[Transportation](#)

PART FIVE: STUDENT LIFE

[Code of Conduct](#)
[Courtesy](#)
[Classroom Behavior](#)
[Corridor Rules](#)
[Dress Code](#)
[Gum Chewing](#)
[Care of School Facilities](#)
[Discipline and Consequences](#)
[Electronic Devices](#)
[Internet - Acceptable Usage](#)
[Extra Curricular Activities](#)
[Athletics](#)
[Co Curricular Activities - Field Trips/Assemblies](#)

PART SIX: LOCAL, STATE, & FEDERAL POLICIES/RULES

[Students with Disabilities](#)
[Suspension, Expulsions and Due Process - Chapter 71](#)
[General Administrative Authority](#)
[Bullying and Harassment](#)
[Title IX](#)
[Hazing](#)
[AHERA](#)
[AIDS](#)
[Student Records](#)
[Chapter 622](#)
[Section 504 of Rehabilitation Act](#)
[Parent Notification Relative to Sex Education](#)
[Classroom Observations](#)
[Wellness - food offerings](#)
[Acceptable Use Policy](#)
[Google Apps for Education](#)
[McKinney Vento Homeless Policy](#)

PART SEVEN: INDIVIDUAL SCHOOL POLICIES

Part I: GENERAL INFORMATION

Vision Statement

The district, in partnership with its communities, will provide outstanding educational opportunities and resources for all students to achieve academic excellence in order to realize their potential and to succeed as responsible citizens in a global society.

Mission Statement

The mission of the Bridgewater-Raynham Regional School District is to provide excellence in education for all students in a safe learning environment.

Cultural Diversity

Diversity brings depth and richness to the educational environment of the Bridgewater-Raynham Regional School District. Research indicates that students gain substantial academic, social, and other educational benefits when provided with diverse educators and role models.

The Bridgewater-Raynham Regional School District is committed to sustaining a workplace and learning environment that is welcoming, accepting, and free of discrimination for all--regardless of race, color, national origin, sex, sexual orientation, religious beliefs, disability, genetic information, gender identity or age.

In order to effectively serve all students, Bridgewater-Raynham Regional School District strives to understand the issues that make school more challenging for some. To this end, Bridgewater-Raynham Regional School District:

- wants to understand how to make school more safe and welcoming for all regardless of their differences.
- must actively work to remove barriers to student learning.
- needs to understand how to work more effectively with diverse groups of parents so they can support their children's success at school.
- must ensure that all students have access to quality educational programs and that equity exists between program offerings at schools across Bridgewater-Raynham Regional School District.

It is also the policy of Bridgewater-Raynham Regional School District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, lifestyles, and roles open to our students. One of the objectives of curriculum and teaching strategies is to reduce stereotyping and eliminate bias on race, color, national origin, sex, sexual orientation, religious beliefs, disability, genetic information, gender identity or age.

District and School Contact Information

Office of the Superintendent 166 Mount Prospect Street (Rear) Bridgewater, MA 02324 508-279-2140	Office of Student Services Grades PK – 12 Office #: 508-279-2140 x124 166 Mount Prospect Street (Rear) Bridgewater, MA 02324	Central Registration Grades K – 12 Office #: 508-279-2140 x139 166 Mount Prospect (enter via Mitchell Elementary School) Bridgewater, MA 02324
Bridgewater-Raynham Regional High School Grades 9-12 Main Office #:508-697-6902 415 Center Street Bridgewater, MA 02324	Raynham Middle School Grades 5-8 Main Office #: 508-977-0504 420 Titicut Road Raynham, MA 02767	Bridgewater Middle School Grades 7-8 Main Office #: 508-697-6902 x11120 415 Center Street Bridgewater, MA 02324 **Note: 7 th grade is currently housed at the Williams Intermediate School and 8 th grade is currently housed at the High School**
Williams intermediate School Grades 4-6 Main Office #: 508-697-6968 200 South Street Bridgewater, MA 02324	LaLiberte Elementary School Grades 2-4 Main Office #: 508-824-2731 697 Pleasant Street Raynham, MA 02767	George Mitchell Elementary School Grades K-3 Main Office #: 508-279-2100 166 Mount Prospect Bridgewater, MA 02324
L. B. Merrill Elementary School Grades K-1 Main Office #: 508-824-2490 777 Pleasant Street Raynham, MA 02767	Pre-School Program @ Raynham Middle School Grade PK Main Office #: 508-977-0504 420 Titicut Road Raynham, MA 02767 <u>*Prescreening required before registering*</u>	

School Hours

Full Day Schedule					
School	Teachers' Day Begins	Students Enter the Building	Students' Day Begins (Late Bell)	Students' Day Ends	Teachers' Day Ends
BRRSD Pre-school	8:30 AM	8:40 AM	8:50 AM	3:05 PM	3:20 PM
Merrill Elementary	8:50 AM	8:55 AM	9:05 AM	3:25 PM	3:40 PM
Mitchell Elementary	8:50 AM	8:55 AM	9:05 AM	3:25 PM	3:40 PM
Laliberte Elementary	8:50 AM	8:55 AM	9:05 AM	3:25 PM	3:40 PM
Williams Intermediate	8:05 AM	8:10 AM	8:20 AM	2:40 PM	2:55 PM
Raynham Middle	8:05 AM	8:10 AM	8:20 AM	2:40 PM	2:55 PM
Bridgewater Middle	8:05 AM	8:10 AM	8:20 AM	2:40 PM	2:55 PM
Bridgewater-Raynham Regional High School	7:20 AM	7:19 AM	7:26 AM	2:00 PM	2:10 PM

Half Day/Early Release Schedule					
	Teachers' Day Begins	Students Enter the Building	Students' Day Begins (Late Bell)	Students' Day Ends	Teachers' Day Ends
BRRSD Pre-school	8:30 AM	8:40 AM	8:50 AM	11:00 AM	11:55 AM
Merrill Elementary	8:50 AM	8:55 AM	9:05 AM	12:05 PM	12:15 PM
Mitchell Elementary	8:50 AM	8:55 AM	9:05 AM	12:05 PM	12:15 PM
Laliberte Elementary	8:50 AM	8:55 AM	9:05 AM	12:05 PM	12:15 PM
Williams Intermediate	8:05 AM	8:10 AM	8:20 AM	11:20 AM	11:30 AM
Raynham Middle	8:05 AM	8:10 AM	8:20 AM	11:20 AM	11:30 AM
Bridgewater Middle	8:05 AM	8:10 AM	8:20 AM	11:20 AM	11:30 AM
Bridgewater-Raynham Regional High School	7:20 AM	7:19 AM	7:26 AM	10:40 AM	10:45 AM

District Calendar

The District Calendar can be found on the District's website at

http://www.bridge-rayn.org/for_parents/adademic_calendar_and_important_dates

School Conferences

Parent-Teacher conferences will be held during the fall and spring of each year. These dates are listed on the district's school calendar. Parents/Guardians are highly encouraged to attend their child's conference at least twice a year. Parents/guardians can request a meeting at any time during the school year should the need arise.

School Cancellation/Delay Information

In extremely bad weather, when it is deemed wise to have no school or when a delayed opening is appropriate, such notice shall be broadcast over multiple media outlets as well as posted to the District's website and Facebook page.

If school is delayed, please refer to the chart below for the delayed start times.

Delayed Start Times				
School	Students' Normal Day Begins (Late Bell)	1 Hour Delay (60 Minutes)	90 Minute Delay	2 Hour Delay (120 Minutes)
BRRSD Pre-school	8:50 AM	9:50 AM	10:20 AM	10:50 AM
Merrill Elementary	9:05 AM	10:05 AM	10:35 AM	11:05 AM
Mitchell Elementary	9:05 AM	10:05 AM	10:35 AM	11:05 AM
Laliberte Elementary	9:05 AM	10:05 AM	10:35 AM	11:05 AM
Williams Intermediate	8:20 AM	9:20 AM	9:50 AM	10:20 AM
Raynham Middle	8:20 AM	9:20 AM	9:50 AM	10:20 AM
Bridgewater Middle	8:20 AM	9:20 AM	9:50 AM	10:20 AM
Bridgewater-Raynham Regional High School	7:26 AM	8:26 AM	8:56 AM	9:26 AM

PLEASE DO NOT seek "NO SCHOOL" information the night before the day in question as a decision is usually not reached until conditions are assessed early in the morning.

School Cancellation/Delay Information

It is a school system policy to hold school on stormy days. The decision as to whether or not a child should attend school shall be left to parental discretion. In the case of inclement weather, the Superintendent's office may utilize the option of delaying the opening of school by one and one-half (1 ½) or two (2) hours. This option may be used in place of a school cancellation if weather prediction and the cleaning of roads, sidewalks and parking lots warrant it. In the event that the Superintendent's office utilizes a delayed opening, all school schedules may be delayed one and one-half or two hours for staff and students. This means all bus pick-ups will occur 1 ½ or 2 hours later than usual. Bus pickups will be at the same designated locations at the delayed times. School property must be plowed and shoveled and staff will also be arriving late. Please drop off children at school 1 ½ or 2 hours later than usual.

In the case of severe weather forecasts or impassable roads, school may be cancelled. When it is deemed wise to have no school or when a delayed opening is appropriate, such notice shall be broadcast over radio stations between 6:45 a.m. and 7:15 a.m. Notification will also be made to home phones, cell phones, and/or e-mail through the School Messenger Communication System.

Students should not call either the school or the fire station regarding cancellation of school.

School Dismissal

Parents are alerted to the fact that occasionally due to severe weather or other emergency conditions, school may be dismissed during the school day at any time. It is impossible for the school system to notify all parents prior to an emergency dismissal. Therefore, it is suggested that parents work out plans with friends or relatives to care for their children in anticipation of such an emergency dismissal. School Messenger, our call alert system, will be used to notify parents

PART TWO: ATTENDANCE

School Attendance

Parents and teachers should encourage children to attend school regularly. All students are assigned a full schedule and are expected to follow that schedule. Students who do not attend a scheduled class or event may be subject to suspension for each class or activity not attended.

Student attendance follows **MGL Chapter 76:**

Every person in control of a child described in section one shall cause him to attend school as therein required, and, if he fails so to do for seven day sessions or fourteen half day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars. No physical or mental condition capable of correction, or rendering the child a fit subject for special instruction at public charge in institutions other than public day schools, shall avail as a defense unless it appears that the defendant has employed all reasonable measures for the correction of the condition and the suitable instruction of the child. The Boston juvenile court shall have jurisdiction within the territorial limits described in section fifty-seven of chapter two hundred and eighteen of complaints hereunder. The Worcester juvenile court shall have jurisdiction, concurrent with the central district court of Worcester, of complaints hereunder. The Springfield juvenile court shall have jurisdiction, concurrent with the district court of Springfield, of complaints hereunder. The Bristol county juvenile court shall have jurisdiction, concurrent with all of the district courts of Bristol County, of complaints hereunder, and the presiding judge of said court shall establish hearing dates on a circuit basis to be held in such respective courts. Complaints hereunder brought in other district courts shall be heard in the juvenile sessions thereof.

Tardiness

Arriving to school on time in the morning is essential. Students should recognize the importance of punctuality. Doors open at 8:10 a.m. and students must be in homeroom by 8:20 a.m. Students arriving in homeroom after 8:20 a.m. must report to the office for a tardy pass. Students are expected to provide a dated and signed doctor's note or proof of attendance at a legal proceeding to excuse a tardy. Once checked in at the office, students should report to their homeroom teacher before going to a scheduled class. If a student arrives at school after 11:40 a.m., he/she will be marked absent and tardy for the day. If a student is habitually late for school, a parental conference may be required, and repeat offenders will be subject to discipline. Various steps and procedures will be outlined with the parent and enforced by the office of the Principal.

Arrivals

Upon arrival at school each day, students should go to their locker and then report directly to homeroom. We request that parents advise the school, by phone, when their child is to be absent for any reason. This will eliminate needless telephoning by the school nurse. Calls may be left on the answering machine anytime between 5:00 p.m. and 7:15 a.m. Without such notification, the nurse or office personnel may call the parents' home or workplace to inquire about the nature of the student's absence. A student's absence or tardiness must be reported by a written note in accordance with the "Code of Conduct" contained in this book.

Unless there are unusual circumstances, no student should be absent more than 8 days per school year. "Skip days" are unauthorized and not permitted

Dismissal

All requests for dismissals are to be brought to the office before school begins. If a student is dismissed before 11:40a.m., he/she will be marked absent and dismissed for the day. No student shall ever be excused early or at the close of school from his/her normal bus assignment merely by verbal request of the student even though the student may state that the parent who shall have legal custody of the student in the case of divorce or separation shall have authorized the request. It is extremely important that whenever a student shall be either dismissed early from school or shall be taking a route home other than his/her normal route, that an administrator feels the request for dismissal originated from the parent who has legal custody of the student in the case of divorce or separation and not from an unauthorized person.

Make-Up Work

Students who are absent are required to make up the work missed in each class. A minimum of three days absence from school must pass before a parent can request an assignment sheet.

The procedure for all make-up work is as follows:

1. For short-term absence (one or two school days) the student is responsible for completing all school work and any tests or quizzes that were missed, within one day of returning to school.
2. For long term absence (three or more school days) the student will have up to one week, but no longer than one week, to complete all missed work including tests and quizzes. The number of days a student may have up to one week shall be determined by and at the discretion of each subject teacher. All make-up work after that time can be graded as a zero. The teacher has the right to grade all incomplete work as a zero.

Religious Holiday Guidance

State and federal laws require schools to make reasonable accommodation to the religious needs of students and employees in observance of holy days. Mass. General Laws [Chapter 151B, section 4 \(1A\)](#) addresses this issue with respect to employees. With respect to students, Mass. General

Laws [Chapter 151C, section 2B](#) reads in relevant part as follows:

Any student in an educational or vocational training institution...who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

Schools may meet their obligation to accommodate students by excusing individual absences for religious observance, or by adjusting the school calendar to provide a school year of at least 180 school days while taking into account possible days of low attendance due to religious holidays. (MA DESE,12/06/17)

Therefore, the Bridgewater-Raynham Regional School District will implement the following practices:

Students who are absent for religious reasons will be marked as excused only when a parent and/or legal guardian has provided a note explaining the absence.

Students who are unable to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. Students will be excused from said work and granted extensions only when a parent and/or legal guardian has provided a note explaining why the student was unable to complete the assignment. Students will have up to the number of days absent plus one additional day to complete missed assignments. For example, if a student is absent for two school days, the student will have 3 days to make up the missed assignments.

**Please note, it is the teacher's discretion to determine what work requires completion. **

Vacations

Parents, who plan vacations other than those built into the regular school calendar, do so at risk to their child's education. Students are responsible for work and content missed while on vacation and it is their responsibility to see their individual teachers upon **return** to make arrangements to make up work missed. If the student does not complete the work within the same number of days the student was absent, the teacher has the right to grade all missed work as a zero, including tests and quizzes.

PART THREE: ACADEMICS

Academic Intervention

In the event that students are not working to their potential an intervention plan will be put into place to ensure homework completion and academic effort. These interventions, although mandatory, would follow initial communication by the team with the family over the concerns and suggestion for their child's progress.

Level 1 It is mandatory that students stay for extra help and it is recommended that they attend Homework Club.

Level 2 In addition to the interventions above, students will be mandated to attend homework club. Students will report to teachers for extra help, as needed, then report to homework club afterward.

Level 3 If students are still not showing academic progress, the administration will institute an academic contract focusing on work production, behavior, and effort. Reports will be collected weekly and if the guidelines are not met, students will be required to stay after school to complete any missing work.

These interventions are important to ensure our students' future success. As students improve and increase their personal responsibility, the levels of intervention will be reduced.

After School Assignment

If a student is required to stay for more than one after-school assignment, he/she will stay for the teachers in the following order:

1. After school extra help session with a teacher
2. Detention for a classroom teacher
3. Office detention
4. Extra-curricular activities

It is the responsibility of each student to know where he/she is to report, and for which teacher he/she is to stay after school.

If a student cannot stay for an after school assignment, he/she **must present written documentation** from home prior to the assigned date with a substantial reason. This written documentation **must** be submitted to the office in the morning on the day the student is assigned to stay. A parental call may take the place of a note. It is the responsibility of the parent to provide on-time transportation at the close of extra help.

Homework Assignments

Homework is an extension of the curriculum that improves student performance by reinforcing material presented in the classroom. It is an important link between school and home that allows parents to become involved with their children's education.

Homework gives students the opportunity to practice skills without the pressure of time and to apply principles based upon work begun in the classroom. It may enrich school experiences and promote a permanent interest in learning. A secondary goal of homework is to stimulate individual initiative and personal responsibility, and maintain enthusiasm for learning.

Homework also encourages students to organize their time, to work independently, to use good study skills and to develop self-discipline.

The teacher shall be responsible for helping students and parents understand the reasons for homework and his/her procedures for giving and evaluating homework assignments.

The care with which a homework assignment shall be given, the quality of the responses of students, and the nature of the follow-up activities in the classroom shall be of greater importance than the quantity of work in a homework assignment.

The amount of homework and the length of time available to the student to complete the assignment shall be appropriate to the age, ability and maturity of the student.

A student shall not be given a homework assignment which requires resources and references which are not accessible to him/her. Also, homework should not be assigned to an individual or a class for disciplinary reasons.

At the middle school level, a teacher shall be aware that homework requirements shall vary according to subject matter at the high school level and shall work primarily toward preparing a student for this task. Teaching teams should take care that a schedule of homework is worked out amongst the middle school teachers, so that a student shall not be overburdened on any given night and under-burdened on another.

The time required to complete homework assignments will vary at all grade levels according to the nature of the subject being studied and the needs and abilities of the students. [The following is a guideline for weekly homework assignments.]

Kindergarten	½ to 1 hour
Grades 1-2	1½ to 3 hours
Grade 3-5	3 to 6 hours
Grade 6-8	4 to 9 hours
Grade 9-12	5 to 10 hours

Honor Roll

Please check with your individual school's administration to see if the school participates in an honor roll program. Please note, it is up to the individual schools to have an honor roll system and is not a District decision.

Junior Honor Society

Students in grades 7 and 8 may be recommended for induction to the JHS provided all necessary requirements are fulfilled in a timely manner. Bylaws for the NJHS will be made available to interested parties at the main office.

Progress Reports

An academic progress report provides a means of communication between teachers and parents concerning the progress of a student. These reports issued midway through each marking period, are distributed through the Parent Portal.

Report Cards

Report cards are issued four times a year. Letter grades A, B, C, D, and F are used to designate a student's progress.

A+= 97 – 100 B+ = 87 – 89 C+ = 77 – 79 D+ = 67 – 69 F = 59 or below
A = 93 – 96 B = 83 – 86 C = 73 – 76 D = 63 – 66 I = Incomplete
A- = 90 – 92 B- = 80 – 82 C- = 70 – 72 D- = 60 – 62

Student Promotion Policy

It is helpful for parents and students to be aware of the criteria for promotion to the next grade:

1. Regular attendance
2. Passing grade in all subjects
3. Age appropriate social development
4. Completion of all required coursework

These criteria will be reviewed at the end of the first marking term and each marking term thereafter. Students not meeting this standard will be considered for non-promotion by the building principal.

At the end of the 4th marking term, a student who has not received a passing grade in no more than two subjects will attend an approved summer school program with prior approval of the principal. Students who fail three or more subjects may not attend summer school and will not be promoted.

Students who have failed one or two subjects, may attend a recognized summer school for courses offered in Language Arts, Math, Science, Social Studies and Spanish.

A student must have a 90% summer school attendance record and attain a grade of C or better to receive credit for the course. Students must successfully attain credit in each failed course during summer school in order to be promoted.

Placement of a student in grade level, team, classroom or instructional group is the sole responsibility of the principal.

The principal considering the individual student's accomplishment in relation to grade level expectations will make the final promotion decision, with input from parent, staff and student.

Student of the Month

The Student of the Month award recognizes the many deserving students in our school. A Student of the Month:

- 1 Continues to maintain high academic standards or has made significant improvement in raising his/her academic standards.
- 2 Has demonstrated through his/her actions, the value of school citizenship, cooperation and respect for adults and/or teachers.
- 3 Sets an example for fellow students of the value of hard work, honesty and empathy.

PART FOUR: STUDENT SERVICES

Health Services

The basic purpose of the health program is to assure that each child attains the greatest benefit from the educational opportunities provided by the school and grows into a healthy adult in the future. Policies have been developed to protect the health and promote the safety of all children while in school.

FOR YOUR CHILD'S PROTECTION, PLEASE KEEP HER/HIM AT HOME IF SHE/HE SHOWS SIGNS OF NOT FEELING WELL. WE HAVE NO FACILITIES FOR KEEPING ILL CHILDREN IN OUR SCHOOLS.

Any student who is sick or hurt in school should report to the nurse's office. If the school nurse feels that a student should be dismissed, the parent or guardian will be called.

Medication Policy

It is more desirable for medication to be administered in the home. However, any pupil who is to receive medication at school must comply with the following school regulations:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken. (Form A) (This includes psychotropic medications.)
2. Written permission from the parent or guardian of the pupil requesting that the school district comply with the physician.
3. Medication must be brought to school by the pupil's parent or guardian in a container appropriately labeled by the pharmacy with the child's name affixed to the container. Unused medication must be brought home in the same manner.
4. Short-term medications that are to be administered for less than 10 days require the parent to sign consent forms B or C.
5. A locked cabinet will be provided for the storage of medication.

Health Examinations

Physicals are scheduled for the entering child, pupils in grades 3 and 6, and 10, children demonstrating special needs and for all new pupils in our system. We strongly urge that the child's own physician perform this very important examination for reasons of privacy, required immunizations, a more thorough appraisal, immediate treatment if necessary, and to develop the good health practice of seeing a physician at regular intervals. **A current physical of not more than 12 months previous, is required of all athletes before participating in any sport.**

Mental Health

If a student is determined by the school guidance counselor, nurse or school administrator to be a safety risk to self or others, or evidence of self-injury is found, the student shall be referred for services. Documentation, by a certified mental health professional, of the student's safety to return to the school setting will be required. A re-entry meeting will be scheduled.

Screening Programs

All screening programs begin in the fall of each year. Dates vary based on availability of the screener and the classroom schedules. Parents may opt-out of any screening procedure with a written note to the school nurse.

Hearing and Vision Tests

Hearing and vision tests are done annually for all pupils by a screener who is trained by the Department of Public Health. If your child fails the first screening, she/he will then be given an individual re-test by the school nurse who will notify you if there is a failure. Extensive follow-up work is done by the school nurse to insure each child will receive needed care. If you need help in making arrangements to have your child seen by a physician, please call your school nurse. In addition to the routine vision and hearing screening, individual tests are given by the school nurses throughout the year as needs are indicated by parental request, classroom teachers, other Pupil Personnel and private physicians.

BMI

BMI screening is required in grades 1, 4, 7, and 10 by the Massachusetts Department of Public Health. The result of your child's BMI screening is strictly confidential, and will not be discussed with anyone other than you. All height and weight are done in a confidential manner. Parents may choose to opt-out if they notify the school nurse in writing.

Postural Screenings

Postural Screenings (for curvature of the spine) in grades 5 through 9 are conducted by the physical education teachers as mandated by the MA Department of Public Health. It is NOT a diagnostic service, but a program to identify young people who should have further medical evaluation. Follow-up is done by the school nurse who will notify you of any unusual findings.

Head Lice

Your child will now be in close contact with many of his/her team members. Head lice are communicable and can easily be spread in such conditions. A child with lice will be excluded from school until cleared for re-entry by the school nurse. A child may only be re-entered into school after evidence of satisfactory treatment has been determined. If evidence of nits are found the child will be refused re-entry. Transportation must be provided by the parent.

SBIRT - (Screening, Brief Intervention, Referral to Treatment)

In March, 2016, the Massachusetts Legislature passed bill House, No. 4056 which outlines the requirements for public schools in the Commonwealth to engage in substance use prevention and education.

Recent legislation has mandated that we provide the SBIRT screening at the Middle level. The CRAFFT screening tool is used, and is the most commonly utilized substance use screening tool in Massachusetts for adolescents. Student screening sessions will be brief (approximately 5 minutes), and will be conducted confidentially in private, individualized sessions by the school nurse or mental health professional with each 8th grade student. Students who are not using substances will have their healthy choices reinforced by the screener. The screener will provide brief feedback to any student who reports using substances, or is at risk for future substance use. If needed, the student will be referred to our Guidance department for further evaluation. All students will receive some educational material and a resource list at the time of the screening.

Immunization Requirements

See chart on this link: <http://www.mass.gov/eohhs/docs/dph/cdc/immunization/guidelines-ma-school-requirements.pdf>

First Aid

First aid, as defined by the American Red Cross, is the immediate and temporary care given in case of accident or sudden illness. Our first aid regulations are reviewed annually, approved by the school physician and distributed to all school personnel responsible for the care of your child at the start of each school year. The school is not responsible for diagnosis or treatment, therefore, request to “have the nurse check” something that has happened at home will, in turn, be referred to you for a visit to your physician.

A.E.D

A school based public access defibrillation program is available. Automated external defibrillators are positioned throughout the building to provide early defibrillation following sudden cardiac arrest according to EMS protocol.

Food Allergies

If your child has moderate to severe food allergies, it would be well to teach your child to question her/his lunch at school - (or any food eaten out of the home) i.e. - nuts or peanut butter in cookies. To avoid all concerns, it would be best for your child to bring lunch from home.

Health Education

School health services personnel act as a resource for parents, pupils and teachers in providing counseling and materials regarding special needs of pupils as well as classroom units in health education such as nutrition, menstruation and smoking.

Pupil Health Insurance

If your child is not covered by a health insurance plan, please contact the school nurse for free or low-cost insurance options.

Hospitalization

Parents should notify the school nurse of any hospitalization for illness or surgery. A note from the doctor will be necessary to return to school so follow-up care can be provided as necessary.

Student Emergency Forms

Each year you will be required to complete a student emergency form giving information regarding work phone numbers, neighbors' names (in case you are not at home), means of transportation, phone number, etc. Also, we request information regarding any emergency treatment your child may need for allergies, medication prescribed by a physician or any condition your child may have requiring our special consideration. This sheet should be filled out and returned to the school promptly. Your school nurse may call you to more fully understand your child's situation. Information to her/his teachers is given in a professional, confidential manner.

1. Children will only be dismissed by person(s) listed on the student emergency form
2. There must be 2 alternate numbers to call
 - It is important for the school to be informed during the school year of any changes in numbers
3. In the event your child is injured and ambulance transportation has been arranged, treatment cannot be instituted until a parent is reached.

Concussion Policy

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, identification, training, management and return to activity decisions regarding students who incur head injuries while involved in school or extracurricular athletic activities ¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through twelve. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health as found on our district website under *Athletics*: coaches; certified athletic trainers; school physicians; school nurses; athletic directors; directors of school marching bands; employees or volunteers working with coaches; and students who participate in an extracurricular activity and their parents. In addition, all coaching staff in the Bridgewater-Raynham Regional School District shall maintain current CPR certification.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that the MDPH receives an affirmation on school district letterhead that the district has developed policies that have been approved by the School Committee no later than March 1, 2012 in accordance with 105CMR201.000. This policy shall be updated and reviewed at a minimum of every two years. The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer detention period:

1. Verification of completion of annual training and receipt of materials;
2. DPH Pre-Participation Forms with receipt of materials, or school based equivalents;
3. DPH Report of Head Injury Forms, or school-based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents;
5. Re-Entry Plans for Academics and Return to Play Athletic Activities

This policy also applies to volunteers who assist with extracurricular activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of the law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate, as many high school athletes were previously unaware of the signs, symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

¹ Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, AD, Marching Band Director, including but not limited to: Skiing, snowboarding, baseball, basketball, cheerleading, field hockey, football, rugby, lacrosse, track, fencing, swimming, golf, gymnastics, marching band, tennis, ice hockey, wrestling, volleyball, softball and squash.

Student athletes or students in the general population who receive concussions may appear to be “fine” on the outside, when in actuality they have a brain injury and are not able to return play or academics. Incurring a second concussion can prove to be devastating to a student who has not healed from an initial head injury. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a neurological injury known as Second Impact Syndrome.

The following procedures and protocols will outline how our district is implementing the requirements of the new Concussion Law. This protocol will also be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage all sports-related concussions. This protocol will also be reviewed annually by the Athletic Trainer, Athletic Director, Nurse Leader and all of the athletic and nursing staff. The Concussion Education for our athletes, coaches, parents, volunteers and all others required by law is a top priority. Any changes in this document will be approved by the school committee and given to athletic staff, nursing staff, coaches and all school personnel. An accurate summary of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS; M.G.L. 111:222; 105 CMR 201.000

Review done by Health Advisory Council, Nurse Leader, Athletic Director and Athletic Trainer 12/2017

District Protocol for Physical Restrictions during Academic Day

- All students with a chronic health condition that impairs their mobility,(Muscular Dystrophy, Spina Bifida, congenital anomalies, etc.), will have an Individualized HealthCare Plan and an Emergency Safety Plan.
- Any student who arrives at school with a casted extremity, or wearing a splint, immobilizer or boot,shall be sent to the school nurse for the development of an IHCP or Accommodation Plan as needed. Teachers will be notified of any accommodations that have been put in place. If parents have immobilized an extremity without consulting a physician, a phone call will be made to the parent for clarification.
- Any student with a casted extremity or wearing a boot, immobilizer or splint will **not** be allowed to participate in Physical Education or recess to ensure their safety and the safety of others.

- In order to resume all activities, the student will need a note from their doctor. Doctor's notes will indicate when a child may resume full participation in all activities. **It is full participation or no participation.**
- Students will be excused from Physical Education (due to illness or injury) if a note is sent from the parent. If subsequent days are needed limiting activities, a doctor's note will be required.

The school nurses will assess each individual student using sound professional nursing judgment. Any questions regarding this protocol can be directed to the Nurse Leader or Building Administrator.

Health Regulations

Communicable Diseases Control. Teachers and nurses are alert for contagious diseases and signs of illness. Your child may be requested to see a physician for diagnosis (to obtain a certificate to return to school) if there is some question of contagion. Our school physician will do this (with no treatment involved) at no charge.

EACH AND EVERY ABSENCE REQUIRES EITHER A NOTE FROM THE PARENT OR A PHYSICIAN.

According to School Health Regulations, your child will be required to have a certificate of readmission from your family physician or school physician **AFTER SHE/HE HAS BEEN EXCLUDED FROM SCHOOL WITH A CONTAGIOUS DISEASE.** These certificates may be issued by the school physician by appointment only at no charge.

Pupils absent 5 days or less with a non-contagious disease may be readmitted with a note from the parent. Pupils absent more than five days with a non-contagious disease may be readmitted with a certificate from the family physician or school physician.

School Physician

George F. Gagne, M.D.
481 Bedford St. Bridgewater, MA 02324
Tel.# (508) 697-3123

Guidance

The Guidance Department is organized and prepared to assist students with personal, educational and adjustment issues. Students wishing to see their counselor should get a pass to the guidance office from their classroom teacher. Parents/Guardians wishing to make an appointment with their child's guidance counselor may call the school to do so.

All eighth grade students planning to apply to either Bristol Plymouth Regional Technical High School or Norfolk County Agricultural School should contact their guidance counselor as soon as possible.

Lunch/ Cafeteria

The School Lunch Program was created to provide every student with a nutritionally balanced meal during the regularly scheduled lunch periods. Additional information regarding the lunch program can be found at

<http://chartwellsk12.compass-usa.com/BridgewaterRaynhamSchoolDistrictFoodService>

Menus are available on the school website. Free and reduced price lunches are available for eligible families. Applications for free and reduced lunch will be available in the Main Office as well as the website.

Cafeteria Behavior: All students using the school cafeteria are expected to behave in an appropriate manner by respecting the rights of fellow students. All students are expected to pass to and from the cafeteria quietly, especially while moving through areas where classes are in session. Improper behavior in the cafeteria will lead to loss of eating privileges in the cafeteria. Repeated offenses could lead to suspension from school.

Emergency Drills

A.L.I.C.E

The school and school district uses the A.L.I.C.E. response protocol in the event an active intruder situation occurs on one of our campuses. A.L.I.C.E. stands for *Alert, Lockdown and barricade, Inform, Counter, and Evacuate*. The A.L.I.C.E Training Institute defines each response as follows:

ALERT is when you first become aware of a threat. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

LOCKDOWN and barricade entry points into your room in an effort to create a semi-secure starting point if evacuation is not an option.

The purpose of **INFORM** is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes.

COUNTER is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved

EVACUATE to a safe area. Evacuating takes people out of harm's way and hopefully prevents students, staff, and/or civilians from having to come into any contact with the shooter.

Fire drill: A fire drill is practice to prepare for any emergency that would require the evacuation of the school. These drills will be strictly supervised and may take place at any time. The classroom teacher is in charge and will lead the class out of the building to a designated area a reasonable distance away. Students are required to remain quiet and to stay with the classroom teacher at all times. Attendance will be taken outside. To emphasize the seriousness of such fire drills, the school will hold several such practices throughout the year.

Shelter in Place: Shelter in place means tightened security. This means it has been deemed necessary to take extra security measures within the school building,

Transportation

Riding the school bus to and from school and school related functions is a privilege extended to qualified students by the Bridgewater-Raynham School Committee.

Students should be at their bus stop five minutes prior to their scheduled pick up. Students should wait well back from the roadway until the bus has completely stopped, the door has been opened and the lights are flashing before approaching the bus.

1. Students will only be picked-up and unloaded at their regularly scheduled bus stops.
2. Students shall enter the bus in an orderly fashion, go directly to a seat and remain seated until the destination is reached and the bus is at a complete stop. On reaching their destination, students shall leave the bus in an orderly fashion and get safely away from the bus.
3. Bus windows may be opened only with the permission of the bus driver. Students shall keep hands, arms, heads and belongings inside the bus.
4. There will be no smoking or tobacco products and related paraphernalia on the school bus.
5. If it is necessary to cross the street, the student shall cross in front of the bus.
6. Students are expected to help the driver in keeping the inside of the bus clean by not eating, drinking, littering, or throwing objects around the bus.
7. Students shall keep their hands off the person and property of others.
8. Students shall keep the aisles clear. Books, lunch boxes, athletic equipment and musical instruments should be placed under the seat or held by the student.
9. In order not to distract the driver, students shall converse quietly.
10. Students are not to touch any safety equipment on the bus. The emergency door is for emergency use only.
11. The bus driver shall have the same authority as the classroom teacher and as such, has the right to establish reasonable rules on the bus, including the right to assign seats to the students.

Any violations of the above rules and regulations should be reported in writing by the bus driver to the administrator of the school that the student attends. Please note that each bus may have surveillance equipment installed. Under no circumstances should the driver put pupils off the bus going to or coming from school. When incidents are reported to the administrator, he/she will take appropriate measures to correct the problem, which may include suspension of bus privileges. When such action has been taken, it will then become the responsibility of the parents to provide transportation for the child to and from school each day. Continued misbehavior may result in a student losing her/his bus riding privilege for an indefinite period of time.

School Bus Suspension: A student's privilege of riding the bus will be suspended and possibly lose transportation if his/her behavior becomes detrimental to the safety of any person on the bus. No warnings will be given.

The usual school bus suspension procedure is as follows:

1. First Offense: One-day suspension from riding the bus
2. Second Offense: Two-day suspension from riding the bus
3. Third Offense: Three-day suspension from riding the bus.

In addition, the parent(s) must meet with the student, bus driver or bus company representative and principal before the privilege of riding the bus is restored.

Subsequent offenses may result in a long-term suspension or expulsion from riding the bus.

PART FIVE: STUDENT LIFE

Code of Conduct

The purpose of the code of conduct is to establish and maintain a safe secure, pleasant and orderly school environment. The Bridgewater-Raynham Regional School District does not discriminate based on a student's race, color, sex, religion, national origin, disability or sexual orientation.

The atmosphere of a school reflects the attitudes of its students and staff toward the school and one another. The school's atmosphere depends on the caring, cooperation, and respect of its members on a day-to-day basis. It is our goal that students will learn self-discipline, self-control, and an understanding of the consequences of behavior so they will develop the maturity and good judgment necessary to become productive citizens of their school and their community.

The discipline code applies to any student who is on school property, who is in attendance at school or at any school sponsored activity.

Courtesy

Being courteous to teachers, school employees, other students, and visitors is a respectful practice in our school district.. Each of us should strive to be considerate of others at all times, and each student should respect teacher's judgments. Students who are rude, discourteous, or insubordinate will be subject to disciplinary action. **Swearing or the use of inappropriate language that is severely degrading, humiliating or embarrassing to another student is strictly prohibited.**

Use of such language will result in disciplinary action as determined by the administration.

Classroom Behavior

In addition to the general school conduct code, teachers will enforce fair, firm and consistent discipline within their classrooms. Any student sent out of the room by the classroom teacher or by a substitute will receive consequences ranging from detention to suspension, depending on the nature of the infraction and the number of offenses.

Corridor Rules

In order to ensure a smooth passing between periods, students should keep to the right when leaving classrooms, walking in the corridors and especially on the stairs. There will be no yelling or running in the corridors. Students should be very careful not to come in physical contact with any other person when passing through corridor doors. **Misbehavior in the corridors or on the stairs will result in disciplinary action.**

Dress Code/Physical Education Attire

The school recognizes the First Amendment's guarantee of expression applies to students. A student's style of dress is an individual statement of who they are. School, however, is a preparation for life and we believe that there is a relationship between good dress habits, work habits, and appropriate behavior. Reasonable regulations of student attire can further the school's educational mission by minimizing disruptions and help create an environment which reflects the serious and important purpose of education.

Students are expected to dress in a manner that does not disrupt the educational process and to wear clothing suitable for a school environment. Staff may request a student to alter dress deemed inappropriate or excessively revealing. Final determination of a dress code infraction will be made by school administration. The following procedures of dress will be adhered to at all times:

- a.) Clothing and accessories which promote drugs, alcohol, tobacco, sex, violence, profanity, and/or are deemed "gang" related will not be allowed.
- b.) Safe and appropriate footwear will be worn at all times for health and safety reasons.
- c.) Hats, caps, stocking hats, hoods, bandanas in any form, and head coverings are not to be worn in school.
- d.) Undergarments should not be visible.

Upon the first violation of the dress code, the student will be instructed to call home for a change of clothes or given appropriate garments to wear. Repeated violations may result in further disciplinary action. Physical education outfits are recommended for neatness, comfort and freedom of movement. All students must wear sneakers for gym. Jewelry should not be worn during physical education classes.

Gum Chewing

Chewing gum in the building or outside during physical education classes is not allowed.

Care of School Facilities

All students should take pride in their school and themselves so that no damage or destruction occurs. Students responsible for defacing lockers, desks or other school property will be referred to administration. Girls' and boys' lavatories are to be kept clean. Students responsible for removing fixtures, defacing or damaging the restroom facilities will also be referred to administration. Students will be held liable for school property, which is damaged, defaced, or broken, and their parents will be billed for the repair of the damaged property. Consequences for the action will also be given to all student(s) involved.

DISCIPLINARY INFRACTIONS & CONSEQUENCES

Infractions

There may be times when a student's behavior will not meet the expectations that are set forth by the school and disciplinary action will be taken. The goal of discipline is to hold the student accountable for his/her behavior while increasing their self-awareness. The discipline process is viewed as a learning

experience which gives students the opportunity to reflect on his/her behavior and make better choices in the future.

Our system of discipline is progressive in nature. The building administrators will use his/her discretion to increase the consequence levied depending on the severity of the offense, the frequency of the offense, and the student's prior disciplinary record. Administrators will assign a consequence that is aligned with the seriousness of the infraction.

Infractions include but are not limited to:

- a) tardiness to school and classes
- b) use of unauthorized electronic devices including but not limited to cell phones and ipods
- c) misbehavior in a class, homeroom, the cafeteria, or in the corridor
- d) swearing
- e) failure to report to a teacher or office detention assignment
- f) misbehavior in office detention
- g) violation of dress code
- h) any behavior that is deemed disruptive to the learning process
- i) smoking or possession of tobacco products or related products
- j) possession of paraphernalia or facsimiles, (look alike) or use/possession of any controlled substances including alcohol, marijuana or unauthorized prescription medications
- k) bringing dangerous articles or materials to school
- l) civil rights violations
- m) physical or verbal intimidation or threats of physical harm
- n) causing physical harm
- o) profane or obscene language/gestures directed at a staff member
- p) truancy
- q) leaving school building without permission
- r) opposition to authority
- s) repetition of offense after notice
- t) failure to report for office detention
- u) violation of Internet policy
- v) graffiti, vandalism, arson, destruction of school property
- w) cheating / plagiarism / forgery
- x) repeated disruption of class
- y) dishonesty
- z) bullying/harassment

Drugs and Alcohol

Use, possession, or sale/distribution of alcoholic beverages or controlled substances is forbidden by school policy and state law. The regulations are in effect during the school day and at all co-curricula activities, including athletics, and school functions.

Use and/or possession of alcoholic beverages:

- a) notification of parents
- b) mandatory parental conference
- c) 5 day suspension out-of-school
- d) not allowed to attend or participate in any school events or cocurricular activity, including athletics, for 30 days.

A determination will be made by the administration as to whether a referral should be made to an appropriate treatment program.

Distribution of and/or sale of alcoholic beverages :

- a) notification of parents
- b) mandatory parental conference
- c) notification of police department

- d) 10 day suspension out-of-school
- e) not allowed to attend or participate in any school events or co-curricular activities, including athletics, for 30 days.

Use and/or possession of a controlled substance

- a) notification of parents
- b) mandatory parental conference
- c) 5 day suspension out-of-school
- d) notification of Police Department
- e) not allowed to attend or participate in any school events or co-curricula activity, including athletics, for 30 days.

A determination will be made by the administration as to whether a referral should be made to an appropriate treatment program.

Distribution of and/or sale of controlled substance

- a) notification of parents
- b) mandatory parental conference
- c) notification of Police Department
- d) 10 day suspension out-of-school with a possible recommendation for an additional 5 days
- e) review of case by School Committee for possible exclusion;
- f) not allowed to attend or participate in any school events, co-curricula activities or athletics for 30 days

No Smoking Policy and Smokeless Tobacco Policy

Bridgewater-Raynham Regional School District is committed to having a smoke free/ tobacco-free environment for its students, staff and guests. Our general population will not be exposed to the hazards of secondary smoke. Smoking or possession of tobacco-related products, including e-cigarettes, and/or paraphernalia (including, but not limited to matches, lighters, rolling papers, etc.) is prohibited on school property and at all school sponsored activities. State law bans smoking on school property.

SCHOOL/POLICY MEMORANDUM OF UNDERSTANDING

The Bridgewater-Raynham Regional School District and the Bridgewater Police Department agree to coordinate their efforts to prevent student drug and alcohol abuse in school, on school grounds, at school functions, and on school buses. The building principal or designated school official will act as the resource person for referral of all drug or alcohol related incidents. School nurses and guidance counselors will act as support personnel during the referral process. Staff members are to report all incidents of the use or possession of any drugs or alcohol by students.

Students seeking voluntary drug/alcohol assistance will be referred to the appropriate resource person or treatment center. However, students should be advised that there is no confidentiality protection under the law.

School Procedure and Response

1. Student suspected of being under the influence of drugs or alcohol. No contraband found.
 - a. Teacher will refer student to assistant principal.
 - b. Assistant principal will notify parents and encourage counseling or treatment if appropriate.
 - c. School nurse will examine student to determine the physical condition of the student.
2. Student found or admitting to being under the influence of drugs or alcohol. No contraband found.

- a. Teacher will refer student to the assistant principal.
- b. School nurse will examine student to determine the physical condition of the student.
- c. Assistant principal will notify parents and recommend counseling or treatment.
- d. School discipline code will be enforced.
- e. Police department will be notified.

3. Student selling, distributing or found in possession of drugs or alcohol.

- a. Teacher will refer student to assistant principal.
- b. Assistant principal will notify parents and recommend counseling or treatment.
- c. School discipline code will be enforced.
- d. Police will be summoned and contraband will be turned over to the police department.

In order to maintain a safe school environment the administration may perform:

- Student searches
- Locker/property searches
- Canine drug searches (in conjunction with the Bridgewater-Raynham Police Department)

Dangerous Weapons

A student found to be in possession of a dangerous weapon on school property shall be subject to “Student Discipline Procedures as required by the Educational Reform Act” as listed in Section III, I of this handbook. Dangerous weapons include but are not limited to: guns, knives, toy guns, replica guns, paintball guns, water pistols, toy knives, sling shots, pea shooters, firecrackers, M-80’s, stink bombs, etc.

Possession of Firearms

Possession of a firearm on school property is a crime as indicated in the paragraph below-G.L. c269, s.10 by Chapter 150 of the Acts of 1987:

“Whoever not being a law enforcement officer, and notwithstanding 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 building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of 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.”

Tiered Disciplinary System

The Bridgewater-Raynham Regional School district strongly believes that the consequences for violating the conduct code be appropriate for the infraction. Therefore, we have designed a progressive disciplinary system with a variety of options for dealing with behavioral issues. The following information describes the nature of each consequence. The administration reserves the rights to make decisions regarding the type of consequence individual students receive for various conduct violations.

Teacher Detention

Teacher detentions are assigned at the discretion of the teacher for minor infractions and violations of procedural and conduct policies of the classroom.

Lunch Detention

During a lunch detention, students will eat in an area designated by the administration.

Office Detention/Saturday Detention

Office detentions are assigned for repeated minor infractions or any violation of the conduct code as deemed appropriate by the administration. Office detention is generally held after school until 3:30 P.M. Students will be given twenty-four hours notice in order that they may arrange for transportation home. Students given detention are to report immediately at the close of the regular school day. Detention will be orderly and silent with all participants seated. Students are required to complete school and/or homework throughout the detention period. If a student violates the rules of detention, further consequences will be given as deemed appropriate by the administration. Failure to report to office detention will result in further disciplinary consequences. Please note, administration may require students to attend Saturday detention when necessary as deemed by the administration.

Community Service

Community Service is a consequence reserved for times that the administration feels it is appropriate for the student to give back to the school community by completing tasks related to the offense. Community Service is assigned only after permission of the parent has been obtained, and is always supervised by an adult.

Social Exclusion

Administrators reserve the right to deny attendance to co-curricula activities for any student that has not earned the privilege of participation. Any student who falls behind academically due to a lack of effort on his/her behalf, violates an academic contract, presents excessive truancy issues, is a habitual offender of school rules and policies, is suspended, or has an unmet financial obligations to the school may be socially excluded. Students who are identified for exclusion will forfeit the privilege of attending, or participating in activities conducted by the school.

Students that have been excessively disciplined during the school year may forfeit all privileges pertaining to school extra-curricular activities for the remainder of that academic year. In cases, however, where students have displayed marked improvement in conduct and effort and upon recommendation of the school staff, the student may be allowed to attend the next school event.

In-school Suspension

A student assigned to In-School suspension will attend school during the regular school hours, but will not be allowed to attend her/his classes, or eat lunch with classmates. She/he will be assigned to the designated in-school suspension area with at least one staff member, and work will be provided by the classroom teachers.

Students will be required to complete work in each assigned subject area. Work not done during the day will be completed for homework. Tests and quizzes will be given in the designated area. Work not completed will result in a zero as a grade. Students are expected to be quiet and respectful during their time in suspension. Any student referred to the office from in-school suspension will be required to complete an additional day of suspension.

Out of School Suspension

Serious violations of the Code of Conduct will result in out-of-school suspension. Behavior such as fighting, committing assault, stealing, vandalism, possessing or using alcohol, possessing or using drugs, explosives or other prohibited materials, making false alarms, bomb threats, lewd or threatening behavior, inappropriate language, disrespect of a staff member, any form of bullying, and any other behavior deemed inappropriate by the administration, may result in suspension. In cases of repeated

violations of other disciplinary rules, suspension may be imposed as a last resort after other attempts have been made to resolve the problem.

When a student is suspended, the parent/guardian will be notified by telephone, if possible, and by letter in the student's and/or parent's primary language. If the suspension occurs during the school day, the parent/guardian may be required to transport the student home. Suspended students will not be permitted in school, on school grounds or at school events without prior approval by the administration.

Any student receiving a suspension within the last 30 days of school may be ineligible for end of the year activities.

Schoolwork will be available, and must be picked up in the main office. The student is responsible for making arrangements to make up all tests and quizzes. Any work that is not made up will result in a zero as a grade.

Due Process

Short Term Suspensions: No student will be suspended without participating in an informal hearing before the administration. At this hearing, the student will be informed of the reason(s) for the suspension and will be given an opportunity to respond. In cases which require the immediate removal of a student, the informal hearing will be held as soon after the suspension as possible.

When a student is suspended, the following procedure will be followed:

1. **Provide notice to student and parent/guardian:** In every instance of suspension, the school will notify parent/guardian of the student by telephone and in writing about the suspension and state the cause(s) leading to the suspension.

This notification shall include:

- a.) the number of days of suspension
- b.) the re-admittance date
- c.) the reason(s) for suspension as provided in the Code of Conduct
- d.) The notice may also include a request by the administration for a conference with the parent/guardian relative to the reason(s) for suspension.

2. **Provide an explanation of evidence:** In every instance of suspension, the student will be informed of the reason(s) for the suspension.

3. **Opportunity to be heard:** In every instance of suspension, an informal hearing will be held with the administration. At this informal hearing, the student will be given the opportunity to respond to the infraction.

4. **Opportunity to complete class work, assignments or examinations:** In every instance of suspension, the student will be given the opportunity to complete any class work including, but not limited to, examinations that may have been missed during the suspension period.

5. **Participation in co-curricular Activities:** In every instance of suspension, the student may neither attend nor participate in co-curricular during the period of suspension.

Long Term Suspensions and Exclusions

1. Students shall be entitled to the following procedural rights when facing long-term suspensions (in excess of ten (10) days) or exclusions:

- a.) written notice of the charges (in the student's primary language) containing a complete statement of the facts, a list of witnesses and a description of their testimony
- b.) the date, time and place of the hearing before the proper administrator(s)
- c.) the right to be represented by a lawyer or advocate (at the student's expense) at the hearing prior to the suspension or exclusion
- d.) adequate time to prepare for the hearing
- e.) access to the relevant documented evidence prior to the hearing
- f.) the ability to call and question witnesses at the hearing
- g.) a reasonably prompt written decision including specific grounds for the decision.

2. The testimony and proceedings in any hearing on long-term suspension or exclusion may be recorded electronically or otherwise. In addition, the student or parent may request that the proceedings be interpreted into their primary language.

3. The school committee shall conduct hearings under Massachusetts General Laws Chapter 76, Section 17 in student exclusion cases not covered by Chapter 71, Section 37H or 37H ½. 4. Pursuant to Massachusetts General Laws Chapter 76, Section 16, any pupil who has attained age eighteen, or the parent, guardian or custodian of a pupil who has not attained said age of eighteen, who has been excluded from school shall on application be furnished by the school committee with a written statement in the student's primary language of the reasons therefore, and thereafter, seek to have the exclusion reviewed in Superior Court

Electronic Devices

The use of electronic devices is strictly prohibited at all times. This includes but is not limited to cell phones, ipods, Smart Watches and ipads. These devices should be turned off at all times, and kept concealed.

Should a student be seen with an electronic device, on or off, it will be confiscated. The electronic device must be picked up by a parent, as it will not be returned to the child. Repeat offenders will receive further consequences as deemed appropriate by the administration.

Taking pictures or videotaping of students or staff with any form of electronic device is prohibited. Any student found videotaping or taking pictures of students or staff will have their electronic device confiscated, the pictures will be deleted by an administrator, and the electronic device will only be returned to a parent or guardian. Any student found taking pictures or videotaping a student or staff member will result in disciplinary action. This includes any student that disseminates or post any pictures or videos of any student or staff member.

While it is understood that devices are turned on during the bus ride home in order to communicate with parents, students should remember that these devices should be handled responsibly. During the bus ride home, students should not be viewing inappropriate material or videoing/photographing other students. Any unauthorized usage of these devices during the school day, including the bus ride home will result in disciplinary action.

Internet Usage

The use of the Internet is a privilege, not a right. This privilege may be revoked at any time for abusive conduct. Below are examples of behavior resulting in loss of Internet privileges and/or disciplinary action.

1. Sending hate mail, making discriminatory remarks, and any other antisocial behavior.
2. Creating web sites that contain inappropriate content.
3. Using the Internet for illegal activities such as accessing or processing pornographic materials.
4. Using the Internet for financial or commercial gain (ex. Gambling)
5. Giving out personal information, including, but not limited to, name, address, age, sex, telephone number and e-mail address.
6. Playing games on the Internet.
7. Using the Internet for personal e-mail, instant messenger or chat rooms.
8. Using the Internet to harm other people.
9. Interfering with other people's computer work/Trespassing in other people's files.
10. Using someone's name without his or her permission
11. Not conforming with copyright laws.
12. Issues of plagiarism.
13. Using other people's computer resources without authorization.
14. Accessing inappropriate test files, or any files dangerous to the integrity of the local network.
15. Vandalism – Vandalism includes willful destruction or abuse of hardware, software, data and network integrity of the school network and Internet, and spreading harmful programs such as viruses.
16. Attempting or aiding others in attempting to exceed authorized access to restricted or protected programs, files, data, computers, or network resources.
17. Downloading and using software for which you have not paid.

Students are reminded that the making of threats on the Internet from home or school is a crime.

Extra Curricular Activities

Participation in athletic and co-curricular activities is considered a privilege granted to students. Since students participating in interscholastic teams and other co-curricular activities represent the Bridgewater-Raynham Regional School District School, their academic and behavioral performance must be exemplary. A student's academic performance and/or behavior while in school on or on school grounds will affect her/his right to participate in such activities.

In order to participate in interscholastic teams, or in other co-curricular activities that require a similar commitment of time, no subject grade below "D-" and a conduct grade below 3 in any subject may be received during the previous marking term.

After being selected for a team or activity, any student who receives a grade of "F" or a conduct grade below 3 in any subject for progress reports or report cards for that term will be removed from the team or activity immediately.

Students must be present in school to participate in extracurricular activities that day. If an emergency situation occurs which requires a student to be absent from school on the day of an extracurricular activity, the principal may allow that student to participate in such activity. Such an emergency might include a funeral or a doctor's appointment. If a student is serving a suspension, either in or out of school, he/she may not participate in any school sponsored extracurricular activities on that day.

Athletics

Prior to students trying out for the middle school sports program, parents/guardians need to review and sign off on the procedures of middle school sports of the Bridgewater-Raynham Regional School District.

1. Students must present coaches with updated physical information (within the last year) before trying out.
2. Concussion training must be completed by the coaches prior to tryouts. Concussion training includes watching the video, doing computer training, and parent sign off.
3. The fee of \$300 must be paid in full to the coaches within one week of a player being notified he/she has been chosen for the team. There must be a minimum of fifteen players or the sport will be cancelled.
4. Coaches will post the dates and times for tryouts for the sport they are coaching a minimum of one week prior to the date of the tryout.
5. Coaches must post the school's eligibility requirements for students to participate in regards to academics and student conduct.
6. Coaches must post the following guidelines surrounding the fee for a student to participate:
 - A. The \$300 fee must be paid in full one week after being notified that he/she has been chosen as a member of the team.
 - B. Any student who does not pay the fee to play within one week will forfeit his/her spot on the roster, and the spot will be awarded to the next student on the rank ordered alternate roster.
 - C. Coaches will not issue a uniform to any student prior to receiving payment in full.
7. Once a student has been chosen as a member of the team, the coach must send home a copy to the parents/guardians of the guidelines above in regards to payment for the fee to play sports in the middle school as well as academic and conduct eligibility requirements.

Co-Curricular Activities, Field Trips, Assemblies

Participation in school sponsored activities is based on student attendance, academic and behavioral performance. Students are expected to behave in the proper manner at all school sponsored function, including assemblies, field trips, fun days, and other school activities. Misconduct, as viewed by teachers, staff and/or administration, may result in detention, suspension, or in the student no longer being allowed to participate in such activities. Administrators and teachers may make rules of conduct for participants in co-curricular activities.

PART SIX: LOCAL, STATE & FEDERAL POLICIES/RULES

Disciplining Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations Require that additional provisions be made for students with disabilities. The principal shall notify the Director of Special Education of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

School personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 consecutive days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 days in the same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement) equivalent to discipline imposed on students without disabilities for the same offense. IDEA 2004, section 615 (k) (1) (B).

After a child with a disability has been removed from his or her placement for 10 school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and the child must receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modification, that are designed to address the behavior violation so that it does not recur.

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the district, the parent, and relevant members of a child's IEP, any teacher observation, and any relevant information provided by the parents to determine if:

- (a) If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or
- (b) If the conduct in question was the direct result of the district's failure to implement the IEP

The conduct must be determined to be a manifestation of the child's disability if the district, the parent, and relevant members of the child's IEP team determine that a condition in either paragraph (i) or (ii) of this section was met. The TEAM will make a finding, a manifestation determination, as to the relationship between the student's misconduct and his/her disability condition, conduct a functional behavioral assessment if appropriate, and modify or amend the IEP to provide special education series during the suspension, or to include a behavioral intervention plan. If the district, the parent and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP team must:

1. Either:

- (a) Conduct a functional behavioral assessment unless the district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred and implement a behavioral intervention plan for the child, or
- (b) If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it as necessary to address the behavior.

2. Except as provided in 34CFR 300.530(g) of this section return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral plan.

There are some special circumstances in which the district may unilaterally remove a student and place them in an Interim Alternative Education Setting without regard to whether the behavior is determined to be a manifestation of the child's disability. Specifically school personnel may remove a student to an interim alternative education setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

1. Carries a weapon to or possesses a weapon at school, on school premises or to or at a school function under the jurisdiction of the district
2. Knowingly possesses or used illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the district **or**
3. Has inflicted serious bodily injury upon another person while at school, on school premises or at school function under the jurisdiction of the district.

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the district must notify the parents of the decision, and provide the parents the procedural safeguards notice described in 34 CFR 300.504. The building principal will notify the Director of Special Education, and then will notify the Department of Elementary and Secondary Education as required by law as to the course of action. Subsequent amendments to state or federal law will supersede contrary handbook provisions.

A student not yet eligible for Special Education may be protected under IDEA 2004 regulations if the district can be deemed to have had knowledge that the student had a disability. The district must be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred:

1. The parents of the child expressed concern in writing to a supervisory or administrative personnel of the appropriate educational agency, or to a teacher of the child, that the child isn't in need of special education and related services

2. The parent of the child requested an evaluation of the child pursuant to Sec.300.300 through 300.311 or

3. The teacher of the child or other personnel of the district expressed specific concerns about a pattern of behavior demonstrated by the child directly to the Director of Special Education of the agency or to other supervisory personnel of the agency.

The district would not be deemed to have knowledge if:

1. The parent of the child

a. Has not allowed an evaluation of the child pursuant to 34 CFR 300.300 through 300.311 or

b. Has refused services under IDEA or

2. The child has been evaluated in accordance with Sed. 300.300 through 300.311 and determined to not be a child with a disability under this part.

If the district does not have knowledge that a child is a child with a disability (in accordance with paragraphs) (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under 34 CFR300.530, the evaluation must be conducted in an expedited manner.

Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of 34 CFR 300.530 through 300.536 and IDEA 2004 section 612 (a)(1)(A).

The parent of a child with a disability who disagrees with any decision regarding placement in this context or the manifestation determination under or a district that believes the maintaining the current placement of the child is substantially likely to result in injury to another child or others may appeal the decision by requesting a hearing from the Massachusetts Department of Elementary and Secondary Education Bureau of Special Education Appeals.

Discipline of Students with Disabilities Under Section 504

1. As a nondiscrimination statute, Section 504 prohibits the district from disciplining students with disabilities more harshly than nondisabled students would be disciplined under similar circumstances. In addition, students identified with disabilities under Section 504 may not be expelled or suspended

from school for more than 10 school days in a school year for misconduct that is a manifestation of the student's disability.

2. If a suspension will not exceed 10 consecutive days and will not result in the student receiving more than 10 cumulative school days of suspension during the current school year, the student may be disciplined in the same manner as a nondisabled student under similar circumstances. The student may be suspended beyond 10 school days, consecutively or cumulatively, only if the Section 504 team determines that the behavior in question was not a manifestation of the student's disability.

3. If a proposed suspension will exceed the 10-day limit, the Section 504 Team should meet and make a manifestation determination in accordance with the district's Section 504 manifestation determination procedures.

4. However, a manifestation determination review is not required, regardless of the length of the suspension or expulsion, if the student is a current user of alcohol or illegal drugs and the behavior resulting in disciplinary action is an alcohol or drug infraction. Under those circumstances, the student may be disciplined in the same manner as other students under similar circumstances.

Student Suspensions, Expulsions and Due Process

Serious violations of the Code of Conduct will result in suspension from school.

A suspension from school is the action taken by the school district to discipline the student.

Generally, a suspension may be imposed when a student's behavior creates a threat to her/his own safety, or for other serious violations of the Code of Conduct. Behavior such as fighting, committing assault, stealing, vandalism, possessing or using alcohol, possessing or using drugs, explosives or other prohibited materials, making false alarms, bomb threats, lewd or threatening behavior and language, may result in suspension. In cases of repeated violations of other disciplinary rules, suspension may be imposed as a last resort after other attempts have been made to resolve the problem.

When a student is suspended, the parent/guardian will be notified by telephone, if possible, and by letter in the student's and/or parent's primary language. If the suspension occurs during the school day, the parent/guardian may be required to transport the student home. Suspended students will not be permitted in school, on school grounds or at school events without permission.

G. L. Chapter 71, Section 37H

Offenses:

- On school premises or at school-sponsored events or activities:
 - Possession of a dangerous weapon
- Possession of a controlled substance
- Assault on a member of the educational staff

Consequence:

- o Exclusion for amount of time up to expulsion;
- o Principal or his/her designee may suspend and not expel as he or she deems appropriate.

Due Process:

- o Constitutional due process;
- o Prior notice to student of charge and written notice of right to hearing;
- o Right to representation at hearing; and to present evidence and witnesses at Hearing

Appeal from Principal or his/her designee's Decision:

- o Right to appeal **expulsion** decision to superintendent
- o Timeline for requesting appeal: ten days from date of expulsion
- o Right to counsel at hearing
- o Superintendent can make factual determinations as well as determine consequence

Provision of Education Services:

Provide every student an opportunity to make academic progress during the period of suspension (whether in-school or out-of-school) or expulsion, to make up assignments, and earn credits missed. A district that suspends or expels a student for more than 10 consecutive days must provide the student and the parent with a list of alternative educational services.

See G. L. c. 76, Section 21 and 603 CMR 53.13 for details, including required notice.

G. L. Chapter 71, Section 37H^{1/2}**Offenses:**

1. A felony charge or felony delinquency complaint against a student.
2. Conviction, adjudication, or admission or guilt with respect to such felony.

Consequence:

1. Felony charge or felony delinquency complaint: suspension for a period of time deemed appropriate by Principal or his/her designee *if* the Principal or his/her designee determines the student's continued presence would have a substantial detriment on the general welfare of the school.
2. Felony or felony delinquency conviction or adjudication or admission of guilt with respect to such felony: removal for a period of time up to expulsion (i.e. permanent exclusion) *if* the Principal or his/her designee determines that the student's continued presence would have a substantial detriment on the general welfare of the school.

Due Process (for either suspension or expulsion):

- o Constitutional due process;
- o Written notice of the charges and of the reasons before the suspension takes effect;
- o Principal or his/her designee may determine the appropriate amount of time for suspension;
- o Written notice of the right to appeal to the superintendent;
- o Suspension remains in effect pending appeal to the superintendent.

Appeal from Principal or his/her designee's Decision to Suspend or to Expel:

- o Timeline for requesting later than 5 calendar days following the effective date of the suspension/expulsion
- o Superintendent must hold hearing within 3 calendar days of receipt of request and issue a decision within 5 calendar days.
- o Superintendent may overturn or alter the decision.

A student may appeal a suspension decision and the subsequent expulsion decision (following the conviction, adjudication or admission of guilt) regarding the same offense.

Provision of Education Services:

Same as in G. L. Chapter 71, Section 37H

G. L. Chapter 71, Section 37 H ³/₄

Offenses:

Any offense that is not addressed in 37 H or 37 H ¹/₂

Consequence:

- o May not suspend a student from school long-term (i.e. more than 10 days) until other remedies and consequences have been considered; consider ways to re-engage the student in learning
- o Consequences other than suspension may draw from evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and behavioral interventions and supports
- o No student may be suspended for more than 90 school days in a school year

Due Process:

- o Except for in-school suspension and emergency removals, prior oral and written notice of the charge to the student, and to the student's parent, and the opportunity for a meeting/hearing with the Principal or his/her designee before suspension takes effect. Consult 603 CMR 53:08 for details on notices
- o Consult 603 CMR 53:07 for emergency removal process and 603 CMR 53:10 for in-school suspension process
- o Explicit requirement to translate notice of the charges and the reasons in primary language of the home if other than English, or other means of communication where appropriate
- o Principal or his/her designee must make and document reasonable efforts to include the parent in meeting/hearing with the student
- o Principal or his/her designee must audiotape the hearing if requested by the parent and all those attending the hearing must be informed of the taping

- o Following hearing, Principal or his/her designee must provide a written decision; and if a long-term suspension imposed, must inform student and parent in writing of the right to appeal to the superintendent and the process to be followed; translate notice of appeal rights in primary language of the home, or other means of communication where appropriate
- o Before any out-of-school suspension of a student in preschool or grades K-3, Principal or his/her designee must notify superintendent in writing of the alleged misconduct and the reasons for suspending the student out-of-school.

Appeal from Principal or his/her designee's Decision:

- o Timeline for requesting appeal: written request not later than 5 calendar days following effective date of suspension; parent can request extension for up to 7 calendar days, which must be granted
- o The superintendent must hold hearing within 3 calendar days of the parent's request for a hearing. The student or parent may request up to 7 additional calendar days. If so, the superintendent must allow the extension. The superintendent may have the hearing without the parent if the superintendent has made a good faith effort to include the parent
- o The student has the right to present oral and written testimony, to cross examine witnesses, and to counsel at his or her expense at the hearing
- o The superintendent must audiotape the hearing and notify hearing participants that the hearing will be taped
- o The superintendent determines the facts and consequences, if any, but cannot impose a consequence greater than the Principal or his/her designee decided. A written decision is due within 5 calendar days of the hearing.

15 General Administrative Authority

Other unacceptable behavior and subsequent consequences not specified will be dealt with at the discretion of the administration, consistent with the established Discipline Policy of the Bridgewater-Raynham Regional School District and the General Laws of Massachusetts.

Anti-Bullying Policy

The Bridgewater-Raynham Regional School District is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying.

In accordance with Ch.71,Section 370 of Massachusetts General Laws, the Bridgewater-Raynham Regional School District has implemented a plan to educate, prevent, and respond to bullying. Bullying and harassment will not be tolerated and is prohibited.

Bullying is **repeated** written, verbal or electronic expression, or physical act or gesture directed at a student or staff member by one or more student(s) or staff member(s). This unwanted behavior may cause:

- Physical or emotional harm
- Damage to the victim's property
- Reasonable fear, intimidation, humiliation, ridicule or insult
- Violation of rights of the victim at school
- Disruption of the educational process for that student or the school

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. For further definition, see M.G.L. c71S370.

Reporting Bullying

The Bridgewater-Raynham Regional Schools will respond and investigate all suspected report of bullying with the goal of preventing future incidents. Students may report suspected bullying incidents by:

- Completing a Harassment or Bullying Reporting Form and providing it to a
- Guidance Counselor, Principal, or Assistant Principal
- Report verbally in person to one of the above listed. A form will be completed at that time
- Harassment or Bullying Reporting Forms will be given to the Assistant Principal or Principal
- Forms may be found on the District website and are available at the school.
- Reports may be made anonymously; however, this may limit the ability to contact the individuals making the report when necessary. Also, no disciplinary actions can be taken against a student solely on the basis of an anonymous report

Parent / Guardian and Staff Resources

- Parents may report by completing a Harassment or Bullying Reporting Form, which can be found on the District website
- Teachers and Staff will assist in keeping students safe in school by recognizing and addressing behaviors that may be inappropriate. To assist in the prevention of bullying incidents, teachers and staff will report all suspected behaviors that may be considered bullying.

Report Response Procedure

- Person receiving the report (principal/designee) will assess for the safety of the victim
- The Principal/designee, will review the incident and proceed with but not limited to interviews of reporters or targets, note witnesses and/or adults who may have been present, determine online involvement, and query about behaviors which may be threatening in the context of the bullying
- After determining the seriousness of the incident, the Principal/designee will interview the alleged aggressor
- If determination that a criminal charge may be pursued, immediate notification will be made to the School Resource Officer

Response Action Plan

- Disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior

- Depending on the seriousness of the incident and the repetition of bullying behaviors, school response may include:
 - Notification of parents/guardians
 - Notification of the School Resource Officer
 - Detention, after school, and/or suspension and expulsion
 - Other interventions may include mediation and/or individual intervention for the target and the aggressor such as counseling, parent/student meeting
 - Consequences will also consider progressive discipline recognizing the seriousness, age and frequency of a student's behaviors requiring disciplinary action

- A plan with the goal of restoring a sense of safety for the target and the aggressor will be developed if necessary. Factors to be taken into consideration may include:
 - Where the incident has taken place
 - Unstructured areas and adults who have contact with the student reporter

- Parents of the target and the aggressor will be notified verbally and in writing. In accordance with the Family Educational Rights and Privacy Act and Massachusetts State Law, 606CMR23.07(4) school officials cannot share the specific disciplinary procedures against any child except your own, and actions being taken that affect another child or the content of communication with another child's parent or guardians or any contract with a child who is not your own.

- Reporting form and action plan will be kept on file In the event of further incidences involving the students involved, this documentation will be considered.

Harassment Policy

It is the goal of the Bridgewater-Raynham Regional School District to provide equal employment for all employees, to prevent any unlawful discrimination or harassment, including sexual harassment, of any individual working at or attending our schools, and to provide a mechanism by which individuals can bring any concerns about discrimination or harassment to the District's attention.

We expect all individuals to treat each other with dignity and respect. We are committed to maintaining a safe and secure environment in which staff and students are all treated with respect. The Bridgewater-Raynham Regional School District will not condone or tolerate any harassment, discrimination, or different treatment, of or among staff or students based upon characteristics that include but are not limited to: **Age, Disability, Sex (including sexual orientation), Gender Identity, Religion, Race, Nationality, Creed, Color and Homelessness.**

Not only does the Bridgewater-Raynham Regional School District prohibit discriminatory treatment of its staff and students by supervisors and administrators, we also will not tolerate discriminatory treatment among staff or among students, including harassment.

Harassment and Retaliation

Harassment, including sexual harassment, in any form or for any reason is absolutely forbidden and violates Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Civil Rights Act of 1972, G.L. c.151B, and c.278s 3A of the Acts of 1996. The Bridgewater-Raynham Regional School District will not tolerate retaliation against any individual who has brought harassment or other inappropriate behavior to our attention. Retaliation is strictly forbidden, and if any individual is found to have retaliated against any individual for filing a complaint and/or cooperating in the investigation of any complaint, such action shall be grounds for separate discipline.

Harassment includes verbal or physical conduct which may or does offend, denigrate, or belittle any individual because of, or due to, any of the characteristics listed above. Such conduct includes pictures, jokes, comments, innuendoes, graffiti, or any other behavior which creates an environment which is offensive and impairs the ability of the employees to work, and students to learn.

The Committee recognizes that employees and students have legal rights under Massachusetts and federal anti-defamation laws that are not superseded by this policy.

The student and the employee retain all state and federal protection throughout a harassment investigation; and, both can seek the remedies afforded them by state and federal law at any time. The Committee shall take the necessary steps to ensure that the parties involved shall have the utmost protection of privacy; that is, only those persons with a need to know will be informed of the complaint.

Definitions

While all types of harassment are prohibited, sexual harassment requires particular attention.

Massachusetts General Laws, Chapter 151B, Section 1 (18):

The term "sexual harassment" shall mean sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when; (a) submission to or rejection of such advance, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive environment. Discrimination on the basis of sex shall include, but not be limited to sexual harassment.

Massachusetts General Laws, Chapter 151C, Section 1(e):

Sexual harassment means any sexual advances, requests for sexual and other verbal or physical conduct of a sexual nature; (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly services or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or

conduct have the purposes or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Title VII of the 1964 Civil Rights Act:

Unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature constitute sex harassment when; 1) submission to such conduct is made a term or condition of employment, 2) submission or rejection of such conduct is used as a basis for employment decisions or 3) such conduct unreasonably interferes with work performance, or creates an intimidating, hostile or offensive working environment.

Examples of Sexual Harassment:

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse;
2. Subtle unwelcome pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional unwelcome brushing against an employee's (co-workers)/ student's body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. Any sexually motivated unwelcome touching;
8. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life. Comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
9. Displaying sexually suggestive objects, pictures, cartoons;
10. Unwelcome leering, whistling, sexual gestures, suggestive or insulting comments;
11. Inquiries into one's sexual experiences;
12. Discussion of one's sexual activities

Investigation

The *Harassment Investigator* is the person appointed by the Committee to investigate charges of *harassment*. The *Harassment Investigator* shall both be an employee and person the students feel comfortable approaching with such a charge. The Bridgewater-Raynham Regional School District's

Harassment Co-Investigators are:

Assistant Superintendent and annual appointee
166 Mt. Prospect Street, Bridgewater, MA. 02324
(Telephone # (508)-279-2140)

Complainant and Respondent:

Complainant is the person bringing forth the charge of harassment.

Respondent is the person charged with harassment.

Reasonable Man/Reasonable Woman Standard:

The *Harassment Investigator* shall employ either a *reasonable man* or a *reasonable woman* standard, depending upon the sex of the *complainant*, when investigating a charge of harassment. That is, would a *reasonable man* or a *reasonable woman* perceive the conduct of the *respondent* as harassment.

Reprisal:

A *reprisal* is an action that is retaliatory in nature. Any other form of harassment shall be considered a reprisal. For example, *respondent* is a supervisor/teacher and gives *complainant* an undeserved negative evaluation/grade because *complainant* brought the claim of harassment against the *respondent*.

Employee(s):

Employee(s) shall be read to mean: administrators, teachers, clerical, cafeteria workers, educational assistants, custodial staff, and anyone else employed by, or a volunteer of the Committee.

Harassment may encompass an accumulation of incidents, and not just one incident; i.e. a joke, etc. that may seem innocuous when said the first time but continues after *complainant* states that she/he is offended by that type of remark/joke/etc. The following *Procedure* section refers to an "incident" of harassment but also means the accumulation of "incidents" to the point of harassment.

Persons who need to know:

Persons who need to know shall include, at the appropriate time(s), the *respondent*, any witnesses, the *Harassment Investigator*, the representatives present in the investigation interviews, the complainant's parent(s)/guardian(s) if *complainant* is a student, the Superintendent, and the Committee.

Procedure:

When complainant is a student:

If a student confides in an employee that the student, or another student, has been treated inappropriately by either another student or an employee of the Committee, the employee shall **immediately** bring the matter to the attention of the building Principal or Assistant Superintendent. If the Principal/Assistant Superintendent determines that the actions meet the criteria of harassment, the *Harassment Investigator* will immediately be contacted.

The Harassment Investigator shall:

- (1) notify the student and her/his parent(s)/guardian(s) that the student's claim of harassment has been referred to the *Harassment Investigator* for an investigation.
- (2) notify the proper authorities, if the situation warrants such obligation.
- (3) notify the *respondent* of the charge against her/him and inform her/him that she/he may have a representative present when interviewed by the *Harassment Investigator*.
- (4) interview the *complainant* with parent(s)/guardian(s) and/or legal representation present.

- (5) interview the *respondent* with union representation or legal representation present, if requested.
- (6) interview the employee who notified the Investigator of the claim of harassment.
- (7) interview any witnesses to the harassment; and,
- (8) submit a written determination to the Superintendent.
- (9) re-interview the *complainant* and the *respondents*, under the same circumstances as the first interview, if the *Harassment Investigator* believes more information or clarification is necessary. Or, the *Harassment Investigator* may permit the *complainant* and the *respondent* the equal opportunity to submit written reports with any additional information.

The *Harassment Investigator* shall document the statements of the *complainant*, the *respondent*, and the witnesses, as to (a) the date(s) of the alleged incident(s); (b) the dates of the meetings with the interested parties; and (c) the persons present at the meetings.

Complainants, *respondents*, and witnesses shall have the opportunity to review their statements and confirm that the *Harassment Investigator* has reported their statements and the meetings accurately. The parties shall then sign their statements. In the case of a minor student, the student's parent(s)/guardian(s) shall co-sign the statement.

The Superintendent shall:

- (1) notify the *complainant* and the *respondent* that a determination has been made; and,
- (2) determine whether action needs to be taken if action is taken, the Superintendent shall notify the Committee in the same manner as she/he would in other serious matters.

Action shall consist of but not be limited to one of the following:

- (1) warning
- (2) suspension
- (3) dismissal, following all due process procedures
- (4) expulsion

SHOULD HARASSMENT BE OF THE LEVEL OF ASSAULT OF A MINOR, THE PROPER AUTHORITIES WILL BE NOTIFIED AT ANY POINT IN TIME DURING THE INVESTIGATION. THE SCHOOL COMMITTEE'S INVESTIGATION, THROUGH ITS *HARASSMENT INVESTIGATOR*, SHALL BE SEPARATE BUT THE SCHOOL COMMITTEE WILL COOPERATE WITH THE AUTHORITIES.

When the complainant is an employee:

If an employee believes that she/he has been harassed, she/he shall report the incident immediately to the *Harassment Investigator*, or a person with whom the *complainant* feels the most comfortable reporting such a matter (e.g. union representative, supervisor). If the harassment is not reported to the *Harassment Investigator* initially, the person to whom it was reported shall notify the *Harassment Investigator* immediately upon learning about the harassment.

After the report of harassment, the *Harassment Investigator* shall immediately begin the investigation. The investigation shall consist of:

- (1) interviewing both the *complainant* and the *respondent*, individually and privately, unless the presence of a union representative or other legal representative is requested.
- (2) documenting the statements of both the *complainant* and the *respondent* by noting:
 - (a) the date(s) of the alleged incident(s);
 - (b) the date(s) of the meetings with the *complainant* and the *respondent*;
 - (c) the persons present at the meetings, and ;
 - (d) the names of persons given as witnesses.
- (3) interviewing any witnesses named by either the *complainant* or the *respondent*, individually and privately, unless the presence of a union representative or other legal representative is requested.
- (4) documenting the statements of the witnesses, who will sign-off as to the validity of the statements; and,
- (5) re-interviewing the *complainant* and the *respondent*, under the same circumstances as the first interview, if the *Harassment Investigator* believes more information or clarification is necessary. Or, the *Harassment Investigator* may permit the *complainant* and the *respondent* the equal opportunity to submit written reports with any additional information.

The *complainant* and the *respondent* shall both verify the *Harassment Investigator's* documentation of their individual statements as to the incident(s) of harassment, by signing the *Harassment Investigator's* notes of the meeting(s), making any corrections to their own statements, if necessary.

The *respondent* shall be informed of the *complainant's* identity and shall also be informed that reprisals against the *complainant* shall/will not be tolerated.

Within a reasonable time of the submission of the complaint of harassment and completion of the investigation:

- (1) the *Harassment Investigator* shall file a written report which shall include her/his findings of fact with the Superintendent.
- (2) the Superintendent shall determine what action shall be taken, if any.
- (3) if the charge is substantiated, the action to be taken shall consist of, but not be limited to, one of the following:
 - (a) warning
 - (b) suspension
 - (c) dismissal
 - (d) expulsion
- (4) the action of the Superintendent shall be taken as soon as possible following the submission of the *Harassment Investigator's* report.
- (5) if action is taken, then said action shall be placed in the *respondent's* personnel file.

If the *Harassment Investigator's* findings do not substantiate the charge of harassment, then the charge is not placed in the *respondent's* personnel file.

When complainant is an employee and respondent is a student:

If an employee believes that she/he has been harassed by a student, the employee shall report the incident(s) immediately to the *Harassment Investigator*.

After the report of harassment, the *Harassment Investigator* shall immediately commence the investigation. The *Harassment Investigator* shall:

- (1) notify the parent(s)/guardian(s) of the student *respondent*;
- (2) interview the *complainant* with union representation or legal representation present, if requested;
Harassment Investigator may permit the *complainant* and the *respondent* the equal opportunity to submit written reports with any additional information.
- (3) interview the student *respondent* with parent(s)/guardian(s) and/or legal representation present;
- (4) document the statements of both the *complainant* and the student *respondent* by noting
 - (a) the dates of the alleged incident(s),
 - (b) the dates of the meetings with the *complainant* and the *respondent*, (c) the persons present at the meetings, and,
 - (d) the names of persons given as witnesses;
- (5) interview any employee witnesses named by either the *complainant* or the *respondent*, individually and privately, unless the presence of a union representative or other legal representative is requested;
- (6) interview any student witnesses, named by either the *complainant* or the *respondent*, with either parental approval or the parent(s)/guardian(s) and/or legal representative present;
- (7) document the statements of the witnesses, who will sign-off as to the validity of the statements; and,
- (8) re-interview the *complainant* and the *respondents*, under the same circumstances as the first interview, if the *Harassment Investigator* believes more information or clarification is necessary. Or, the *Harassment Investigator* may permit the *complainant* and the *respondent* the equal opportunity to submit written reports with any additional information.

The *complainant* and the student *respondent* shall both verify the *Harassment Investigator's* documentation of their individual statements as to the incident(s) of harassment, by signing the *Harassment Investigator's* notes of the meetings, making any corrections to their own statements, if necessary.

Within a reasonable time of the submission of the complaint of harassment and completion of the investigation:

- (1) the *Harassment Investigator* shall file a written report which shall include her/his findings of fact with the Superintendent;
- (2) the Superintendent shall determine what action shall be taken, if any; (3) the action to be taken may include, but not be limited to:
 - (a) an apology to the victim;

- (b) participation in a workshop in awareness of harassment;
 - (c) detention;
 - (d) researching and writing a paper on the topic of harassment;
 - (e) counseling;
 - (f) suspension or expulsion -- the procedure for suspension will follow the procedure set forth in the Student Handbook for serious offenses.
- (4) the action of the Superintendent shall be taken as soon as possible following the submission of the *Harassment Investigator's* report;
- (5) if action is taken, then said action shall be placed in the student *respondent's* file.

If the *Harassment Investigator's* findings do not substantiate the charge of harassment, then the charge is not placed in the student *respondent's* file.

Safeguards

REPRISAL AGAINST THE *COMPLAINANT* OR ANY WITNESSES AFTER *NON - FINDING* SHALL NOT BE TOLERATED. BOTH THE *COMPLAINANT* AND THE *RESPONDENT* SHALL BE PROVIDED WITH A COPY OF THE *HARASSMENT INVESTIGATOR'S* REPORT. CONFIDENTIALITY WILL BE MAINTAINED TO THE BEST ABILITY OF THE *HARASSMENT INVESTIGATOR*. THE PERSONS WHO NEED TO KNOW WILL BE THE ONLY ONES TO BE TOLD THE NAMES OF THE PARTIES.

If either the *complainant* or the *respondent* is dissatisfied with the results of the investigation of the harassment charge, she/he may discuss her/his dissatisfaction directly with the Superintendent. If still dissatisfied, she/he may turn to the grievance procedure set forth in the applicable collective bargaining agreement.

At all times, the parties retain all rights under state and federal laws, and are free to avail themselves of those rights.

If an individual believes that she/he has been subjected to harassment, she/he may file a formal complaint with either or both of the government agencies set forth below. Using the District's complaint process does not prohibit an individual from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

The United States Equal Employment Opportunity Commission ("EEOC")
1 Congress Street - 10th Floor
Boston, MA 02114 (617) 565-3200

The Massachusetts Commission Against Discrimination ("MCAD") - Boston Office:
One Ashburton Place - Rm. 601
Boston, MA 02108 (617) 727-3990

The Committee issues this policy to provide measures to fight harassment at a level below litigation; but, the Committee does not intend to usurp any rights guaranteed under state or federal laws.

Copies of this policy shall be given on an annual basis to each student and employee of the Committee--either as a part of a handbook or by the normal route for disseminating important notices--and posted in conspicuous places: i.e., places where employees gather and are most likely to see the postings.

The Committee shall arrange trainings for the students and employees to explain the policy and sensitize students and employees to harassment. Sources utilized in forming this policy include:

Who's Hurt and Who's Liable: Sexual Harassment in Massachusetts Schools, Massachusetts Board of Education (1986)

Sexual Harassment in the Schools: Preventing and Defending Against Claims,

Gregory, Gwendolyn H., Naomi E. Giltens, et al., eds.

Revised Edition, NSBA Council of School Attorneys (1993).

Approved by the Bridgewater-Raynham Regional School Committee: June 23, 1999

Title IX (Non-Discrimination)

Title IX of the Federal Education Amendment of 1972, Non-Discrimination on the Basis of Sex in Educational Programs and Activities:

The Bridgewater-Raynham Regional School District provides equal education opportunity without regard to race, color, national origin, religion, sex, marital status, disability, age, or sexual orientation. All students have access to all academic and nonacademic programs at Bridgewater Raynham Regional School District. Inquiries regarding compliance with Title IX may be directed to Central Office, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140), or to the Director of Office of Civil Rights, Department of Health and Human Services, Washington, D.C.

Hazing Policy

The policy on hazing is in compliance with Chapter 536 of the Acts of 1985 which amend Chapter 269 of the General Laws of Massachusetts. Hazing shall mean any conduct which willfully or recklessly endangers the physical or mental health of any student or other person, regardless of the person's willingness/permission to participate. Hazing activities of any type are inconsistent with the educational goals of the Bridgewater-Raynham Regional School District and are prohibited at all times. If anyone, students, parents, staff, etc., become aware of hazing or the possibility of hazing, they are to report it immediately to an administrator or law enforcement officer.

Any student who organizes or participates in hazing as defined above shall be suspended from school for up to eight days. The student's record may be placed before the School Committee with a recommendation from the Administration of the time and place of the hearing in accordance with Chapter 76, Section 17 of the General Laws of Massachusetts.

In compliance with Chapter 269 Section 18, of the General Laws of Massachusetts, acts of hazing shall be reported to appropriate Law officials. Below is a copy of the law:

Chapter 269, S.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 of not more than three thousand dollars or by imprisonment in a house of correction for more than one year, or both such fine and imprisonment.

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

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

Chapter 269, S.18. Duty to Report Hazing

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

Chapter 269, S. 19. Hazing Statute to be Provided: Statement of Compliance and Discipline Police Required

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen or eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall

not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Upon receiving information that any group or organization is practicing hazing, the administration will refer the matter to the Police Department for possible prosecution under Chapter 269, section 17 or 18. Any organizer of said group upon being found guilty, shall be permanently excluded from any such position.

AHERA

The Director of Maintenance and Custodial Services, may be contacted at (508) 824-2720 regarding EPA Asbestos Hazard Emergency Act (AHERA) management plans.

AIDS POLICY

A copy of the Bridgewater-Raynham Regional School District's Policy on AIDS (#2830) is available in the main office as well as in the office of the Superintendent of Schools, and can be reproduced and/or reviewed at any time with advanced notice.

Student Records

NOTIFICATION OF RIGHTS UNDER FERPA AND THE MASSACHUSETTS STUDENT RECORDS REGULATIONS

The Family Educational Rights and Privacy Acts (FERPA) and/or The Massachusetts Student Records Regulations afford parents and students over 14 years of age ("Eligible Students") certain rights with respect to the student's education records. Parents and students can obtain a complete copy of their rights under the Massachusetts Student Records Regulations by contacting the school principal. Such rights generally include the following:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Massachusetts General Laws Ch. 71, Section 37H states "...when a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student.

If the student does apply for admission to another school or school district, the superintendent of a school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion."

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parent or eligible student may ask their school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. 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 authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, consultant or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

In addition, the Bridgewater-Raynham Regional School District generally discloses "directory information" without parent/eligible student consent. Such information includes a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. In the event a parent or eligible student wishes the school not to release such directory information, the student or parent should notify the school principal no later than October 1st of the current school year.

4. Then right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Chapter 622 (Non-Discrimination)

Chapter 622 of the Massachusetts General Laws, an act prohibiting discrimination in public schools, reads as follows:

"No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation."

If you have any questions or concerns regarding student records or the implementation of Chapter 622, please contact Mr. Ryan Powers at Central Office, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140).

Section 504 of Rehabilitation Act of 1973

The Federal law regarding Section 504 of the Rehabilitation Act of 1973 pertains to discrimination against handicapped individuals.

In brief, Section 504 states... “no otherwise qualified handicapped individuals...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Copies of the law may be obtained from:

U.S. Department of Education
Office of Civil Rights
33 Arch Street Suite 900
Boston, Massachusetts 02110-
1491
Phone: (617) 289-0111

The Office of the Superintendent of schools, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140) will coordinate the Bridgewater-Raynham Regional School District's effort to carry out the responsibilities of the regulations, including any investigation of any complaint communicated to him/her alleging the Bridgewater-Raynham Regional School District non-compliance with any part of Section 504. Complaints also may be filed directly with:

Office for Civil Rights
Region 1
33 Arch Street Suite 900
Boston, Massachusetts 02110-
1491

The following four-step structured grievance procedures have been adopted to protect the rights of all persons protected by these regulations.

Step 1

Parents and Students

At the school building level, complaints are to be heard by the building principal. If the parent or student is not satisfied with the decision of the principal, he/she can continue the grievance procedure to Step 2.

Employees

At the school building level, complaints are to be heard by the employee's immediate superior and building principal. If the employee is not satisfied with the decision of the immediate superior and principal, he/she can continue the grievance procedure to Step 2.

Step 2

Parents and Students

At this level, the grievance is to be heard by the designee of the Superintendent's Office. If the parent, student or interested party is not satisfied with the decision, he/she can continue the grievance procedure to Step 3.

Employees

At this level, the grievance is to be heard by the designee of the Superintendent's

Office. If the employee is not satisfied with the decision of the designee, he/she can continue the grievance procedure to Step 3.

Step 3

Parents, Students and Employees

At the School Committee level, the grievance is to be heard by the Superintendent and the Bridgewater-Raynham School Committee. If the parent, student, interested party or employee is not satisfied with the decision of the School Committee, she/he can continue the grievance procedure to Step 4.

Step 4

Parents, Students, Employees and Interested Parties

At the office of Civil Rights level, the parent, student, employee or interested party can contact the Boston Regional Office of Civil Rights, Region 1, 133 Arch Street, Suite 9, Boston, MA 02110-1491, for appropriate follow-up grievance procedures.

If you have any questions regarding Section 504 of the Rehabilitation Act of 1973, or wish to peruse the full text of the regulations, do not hesitate to contact the Office of the Superintendent of Schools, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140). Copies of the law can be obtained from the U.S. Department of Health, Education and Welfare Office of Civil Rights, Washington, D.C. 20201

Parent Notification Relative to Sex Education

In accordance with the Massachusetts General Laws Chapter 71, Section 32A, the Bridgewater-Raynham Regional School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment.

If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

- (1) exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

- (2) inspect and review program instruction material for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may prefer meeting

with the principal or sending a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

Approved by the Bridgewater-Raynham Regional School Committee: June 25, 1997

A copy of this policy has been filed with the Massachusetts Department of Education.

Classroom Observations

Classroom observations by individuals will be arranged at the discretion of the building administrator. The length of time of the observation will be considered in light of the disruption it might cause students and the instructional venue. The district reserves the right to ensure that all classroom observers are accompanied and to perform its own observation concurrently.

WELLNESS POLICY – FOOD OFFERINGS

All foods available in the Bridgewater-Raynham Regional Schools will comply with the current USDA National School Lunch Program requirements as well as regulations established by Massachusetts in the "Act Relative to School Nutrition". This includes food items served in the cafeterias as a lunch or breakfast, and competitive food items served in the cafeterias, classroom, hallways, school stores, vending machines, concession stands, and for fundraisers. The "Act Relative to School Nutrition" also requires that the only beverages offered in schools are 100% fruit juice with 4 oz. portion limits, 1% or Fat-free milk with 8 oz. portion limits, and water that contains no sugar, sweeteners or artificial sweeteners. A la carte food offerings will conform to requirements outlined in the "Act Relative to School Nutrition". They require that no individual item shall contain more than 200 mg of sodium and any bread or other grain based product must be whole grain.

Alternative ways to celebrate special occasions in non-food ways should be explored. Birthday or celebratory parties shall be limited to once per month at the elementary and middle school levels. They must also follow the a la carte requirements noted. Healthy a la carte alternatives shall be made available through the cafeteria and can be ordered ahead of time to accommodate special celebrations. This will be enforced by the building administrator.

Every effort shall be made to raise funds through alternative means. They shall support healthy choices and provide age appropriate selections for elementary, middle, and high school students. This practice will be supported and enforced by the building administrators.

For a detailed copy of the Bridgewater-Raynham Regional School District Wellness Policy, including food offerings, please go to www.bridge-rayn.org and click on Department/Health Services.

GOOGLE APPS – Student Google Apps Acceptable Use Guidelines **What are Google Apps for Education?**

Bridgewater-Raynham Regional School District provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. Google Apps includes such programs as Google Drive, Google Calendar, and Google Gmail.

All of the Google Apps services can be accessed from anywhere there is an Internet connection (school, home, smart phone, etc.) This reduces and replaces the need for flash drives and/or external data drives. Since Google Apps is all online, it is the same everywhere it is used. There is no issue with having one version of a program at home and a different version at school. Google Apps allows one to easily share documents and files with teachers and other students, so assignments can be turned in electronically and projects can be collaborated on with classmates.

Google Drive

Google Drive gives users up to 30GB of cloud storage space for most file formats. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files from any device that has Internet connectivity.

Google Drive includes the following programs:

Google Documents – word processor similar to Microsoft Word

Google Presentations – multimedia presentation tool similar to Microsoft PowerPoint

Google Spreadsheets – spreadsheet program similar to Microsoft Excel

Google Forms – survey/data collection tool for creating forms and collecting data from an audience

Google Drawings – simple graphic design program

The Bridgewater-Raynham Regional School District will be using Google Apps for Education as educational tools. These accounts will be used for school related projects only and will provide students with collaboration and sharing tools including Spreadsheets, Documents, Forms and Presentations.

Philosophy

Bridgewater-Raynham Regional School District encourages the use of Google Apps accounts as an effective and efficient way to improve communication between students and faculty. The primary purpose of student Google Apps is to support teaching and learning.

Google Apps Accounts

Students will be assigned an @bridge-rayn.org Google Apps account. Students will log in with their first name last initial year of graduation @bridge-rayn.org.

Prohibited Conduct

- Unlawful activities

- Misrepresentation of the Bridgewater-Raynham Regional School District

- Sending an attachment that contains a virus

- Unlawfully forwarding or copying material without permission

- Sending emails with any libelous, defamatory, offensive, racist or obscene remarks

- Disguising or attempting to disguise your identity when sending mail

- Attempting to send an email to any domain/address other than

- @bridge-rayn.org

- Incidents of cyber-bullying* or inappropriate actions while using your account

*See district cyber-bullying policy and Acceptable Use Policy

Access to and use of Google Apps is considered a privilege according to the discretion of the Bridgewater-Raynham Regional School District. The District maintains the right to immediately withdraw the access and use of Google Apps when there is reason to believe that a violation of law or district policy has occurred. In such cases, the alleged violation will be referred to the building principal for further investigation and adjudication.

Security

The Bridgewater-Raynham Regional School District cannot and does not guarantee the security of electronic files located on the Google Apps system.

Privacy

Users of Google Apps accounts are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the student accounts when there is reasonable suspicion that unacceptable use has occurred.

The consequences of abusing the Internet will be determined by school officials. The severity of the consequences will depend on the severity of the offense. In signing this form, you and your son or daughter realize that you are agreeing to abide by this acceptable use policy and he or she will face all consequences if the conditions of the policy are not met.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. In signing this form, you are giving your daughter or son permission to have unrestricted access to the Internet.

The consequences of abusing the Internet will be determined by school officials. The severity of the consequences will depend on the severity of the offense. In signing this form, you and your son or daughter realize that you are agreeing to abide by this acceptable use policy and he or she will face all consequences if the conditions of the policy are not met.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. In signing this form, you are giving your daughter or son permission to have unrestricted access to the Internet.

McKinney Vento Homeless Policy

Each state educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths

