

Brockton Public Schools



Home of the Boxers

Brockton High School Student/Parent Handbook

2014-2015

www.brocktonpublicschools.com



**Brockton Public Schools
Brockton High School
Sharon R. Wolder
Principal
(508) 580-7633 fax: (508) 580-7600**

August, 2014

Dear Parent/Guardian and Student:

Attached are the rules and regulations for Brockton High School. These rules and regulations have been prepared by the high school administration and were approved by the Brockton School Committee.

Students and parents should acquaint themselves with the contents of this booklet. Every organization, particularly one as large as Brockton High School, must have a set of guiding principles by which to operate. The rules and regulations set forth in this manual have been formulated to ensure a safe and orderly atmosphere in which meaningful education can take place. Additionally, these rules also provide students with a set of standards for individual behavior.

It is our sincere hope that all parents will work with the school to prevent problems before they happen. We encourage parents to maintain contact with teachers, guidance counselors and administrators on a regular basis in an effort to resolve minor issues before they become major problems. We stand at the ready to assist you.

For reasons of safety. Photo ID's must be worn conspicuously by all students. attached to a lanyard worn around the neck.

Both students and parents should also be reminded of the school's use of surveillance cameras both inside and outside of the building.

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

Very truly,

Sharon R. Wolder
Principal

NOTE: THE STUDENT'S SIGNATURE AFFIXED TO THIS DOCUMENT INDICATES THAT THE STUDENT HAS RECEIVED, READ AND FULLY UNDERSTANDS THE BROCKTON HIGH SCHOOL STUDENT-PARENT HANDBOOK. PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE STUDENT TO SHARE THIS HANDBOOK WITH HIS/HER PARENT/GUARDIAN AND ANY QUESTIONS REGARDING ITS CONTENT SHOULD BE BROUGHT TO THE ATTENTION OF THE HOUSEMASTER.

Parent/Guardian Signature

Student's Name (printed)

Student's Signature

FRESHMAN STUDENTS MUST HAVE THIS SHEET SIGNED AND RETURNED TO SCHOOL.

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BROCKTON HIGH SCHOOL MISSION STATEMENT

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

Brockton High School remains a comprehensive high school while establishing smaller learning communities. We meet the individual needs of our students by providing opportunities for them to fulfill their potential and by offering choices in accordance with their own aspirations. We are committed to enhancing intellectual and emotional connections among adults and students through a personalized approach in both instruction and interpersonal relationships. Our school encourages and fosters positive, working relationships with students, families and the community.

Each Brockton High School student will demonstrate

- literacy in reading: for content (both literal and inferential); to apply pre-reading, during-reading, and post-reading strategies to all reading assignments; to research a topic; to gather information; to comprehend an argument; to determine the main idea of a passage; to understand a concept and construct meaning,
- literacy in writing: to take notes; to convey one's thinking in complete sentences; to compare and contrast; to write an open response; to describe an experiment, to report one's findings and conclusions; to generate a response to what one has read, viewed, or heard; to develop an expository essay with a formal structure,
- literacy in speaking: to convey one's thinking in complete sentences; to interpret a passage orally; to debate an issue; to participate in class discussion or a public forum; to make an oral presentation to an audience; to respond to what one has read, viewed, or heard; to communicate in a manner that allows one to be both heard and understood,
- literacy in reasoning: to create, interpret and explain a table, chart, or graph; to compute, interpret and explain numbers; to analyze and solve a word problem; to interpret and present statistics that support an argument or hypothesis; to identify, explain and make a prediction based on a pattern; to detect and explain the logic or fallacy in an argument or a solution; to use analogies and evidence to support one's thinking,
- self-expression by creatively synthesizing or combining concepts, things, information or elements to form a new and coherent whole,
- productive use and understanding of technology to obtain, exchange, evaluate and organize information,
- responsibility for one's own behaviors and actions,
- personal growth through self assessment, decision making and goal setting,
- appreciation, respect, and understanding of the similarities and differences among people,
- the ability to work cooperatively with others,
- the knowledge and skills necessary to participate responsibly in society and in the democratic process.

Brockton High School will

- provide curriculum and instruction designed to develop students' literacy skills in reading, writing, speaking, and reasoning within all levels, grades, and disciplines,
- promote the development and use of "best practices" for effective instruction,
- provide access to the technology that supports teaching and learning,
- establish high academic standards and measure their attainment using a variety of assessments,
- provide for on-going evaluation and revision of existing courses and programs,
- provide an educational program that reflects local, state, and national standards,
- provide opportunities and resources to promote student success on local, state, and national assessment,
- provide a variety of enrichment programs and extracurricular activities designed to develop students' talents, creativity, and self-esteem,
- strive to meet the individual needs of our students by promoting greater personalization within the learning communities of the school,
- provide a safe, respectful, responsive, and inclusive learning environment that promotes physical, emotional, social and mental wellness,
- create a learning environment that models and reflects understanding and appreciation of all cultural identities
- foster effective communication among staff, students, parents, families, and the community.



Brockton Public Schools

2014-2015 Academic Calendar

Teachers Report	Tuesday	September 2, 2014
First Day of School for Students	Wednesday	September 3, 2014
First Day of PreK & Kindergarten	Monday	September 15, 2014

☞ Schools are closed on the following **HOLIDAYS** and **VACATION PERIODS** ☞

LABOR DAY	Monday	September 1, 2014
ROSH HASHANAH	Thursday-Friday	September 25-26, 2014
COLUMBUS DAY	Monday	October 13, 2014
ELECTION DAY*	Tuesday	November 4, 2014
VETERANS' DAY	Tuesday	November 11, 2014
THANKSGIVING RECESS	Thursday-Friday <i>Schools release early on 11/26</i>	November 27-28, 2014
CHRISTMAS RECESS	Wednesday-Friday	December 24, 2014- January 2, 2015
MARTIN LUTHER KING JR. DAY	Monday	January 19, 2015
WINTER RECESS	Monday-Friday	February 16-20, 2015
GOOD FRIDAY	Friday	April 3, 2015
SPRING RECESS	Monday-Friday	April 20-24, 2015
MEMORIAL DAY	Monday	May 25, 2015
BHS GRADUATION EXERCISES	Saturday	June 6, 2015
LAST DAY OF SCHOOL*	Friday	June 26, 2015

This calendar complies with student learning time regulations 603 CMR 27.00 by scheduling 185 school days for all students. If there are no school cancellations, the 185 scheduled days will be adjusted to 180 school days and the last day of school will be June 19, 2015.

Approved by the Brockton School Committee March 4, 2014

I. General Policies and Information

IMPORTANT PHONE NUMBERS

(Area Code 508)

School Department			
Superintendent's Office 580-7511			
Guidance Office 580-7521			
Attendance Office 580-7518			
Brockton High School			
Administration 580-7633			
Guidance Office 580-7477			
Special Education 580-7623			
Bilingual Education 580-7627			
Nurse's Office 580-7691			
School Police 580-7611			
Project GRADS 580-7493			
Green Building		Azure Building	
Housemaster	580-7411	Housemaster	580-7431
Asst. Housemaster	580-7051	Asst. Housemaster	580-7056
Guidance	580-7415	Guidance	580-7435
IRC	580-7451	IRC	580-7453
Red Building		Yellow Building	
Housemaster	580-7421	Housemaster	894-4400
Asst. Housemaster	580-7054	Asst. Housemaster	894-4403
Guidance	580-7425	Guidance	894-4405
IRC	580-7452	IRC	580-7454

MEDIA RELEASE POLICY

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

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

**SCHOOL CANCELLATIONS, DELAYED OPENINGS AND EARLY SCHOOL DISMISSALS
UNDER ADVERSE WEATHER CONDITIONS.**

SCHOOL CANCELLATIONS

In the event of inclement weather, local and Boston media makes announcements regarding school cancellations. The **NO SCHOOL** announcements for the Brockton Public Schools are made locally by radio station **WATD (95.9 FM)**, by Boston radio station **WBZ (1030 AM)** and by **Boston Television Channels 4, 5 and 7**. **Cancellations are also posted on our website: www.brocktonpublicschools.com** and are reported to parents via phone notifications.

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

Depending upon the severity of the weather conditions and how they impact on the health and safety of students in the Brockton Public Schools, it may be necessary to delay the start of the school day or to dismiss students before their customary dismissal times. These options would be implemented only under certain conditions. As usual, parents should use their own judgment whether or not to send their children to school in severe weather.

DELAYED SCHOOL OPENINGS

A one-hour delay in opening schools may be announced to deal with unusual conditions that may exist on a particular school morning. The one-hour delay would affect only the opening of school with dismissals taking place at regularly scheduled times. All Smart Start Extended Day morning programs will open at 8:00 a.m. instead of 7:00 a.m. Afternoon sessions will be held as normally scheduled. When a one-hour delay is announced, the opening of school will occur one hour later than normal according to the following schedule:

- 8:20 a.m. opening of Brockton High School**
- 9:00 a.m. opening of Russell School**
- 9:05 a.m. opening of middle schools**
- 9:20 a.m. opening of K-8 schools**
- 9:30 a.m. opening of the Brockton Champion High School**
- 10:00 a.m. opening of elementary schools**

No Morning Pre-K session. Afternoon Pre-K session will start at the regular time: 12:00 Noon.

School transportation pickups will occur one hour later than normal. The school breakfast programs will not operate. School lunches will be served at their regular times.

The same media that make school cancellation announcements will announce the one-hour delay. **Parents are not to send or drop off their children early on days when a delayed opening has been announced.**

EARLY SCHOOL DISMISSALS

In the event that severe weather conditions develop after the start of the school day, it may become necessary to release students before the scheduled dismissal time. The decision to release early will be made in the interest of the health and safety of the students and will be announced by the same media that make school cancellation announcements no later than 10:00 a.m.

Early dismissals will take place according **to the early dismissal schedule for in-service days** unless unusual conditions dictate otherwise. The customary schedule for in-service early dismissals is as follows:

- 11:00 a.m. dismissal of Brockton High School and the Brockton Champion High School**
- 11:40 a.m. dismissal of middle schools, Russell School and K-8 schools**
- 12:15 noon dismissal of kindergarten and elementary schools**
- No Pre-K Afternoon Session**

WHEN SCHOOL IS CANCELLED, ALL IN-SCHOOL AND OUTSIDE OF SCHOOL ACTIVITIES WILL BE CANCELLED.

THE RESPONSIBILITIES OF STUDENTS

It will be the responsibility of students to

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

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

BROCKTON HIGH SCHOOL MEDIATION PROGRAM

Brockton High School offers a Mediation Program. Mediation is a form of conflict resolution, which enables those who are in conflict to work out a resolution to their dispute with the help of trained mediators. The Mediation Program is offered in addition to the present disciplinary procedures. It will supplement, not replace, current policies.

Conflicts that occur over rumors, relationship issues and racial incidents are all common situations that if unresolved can lead to more serious problems. Mediation sessions usually result in agreements that effectively resolve disputes by addressing the underlying causes of conflict.

Cases can be referred to mediation by teachers, counselors, administrators, students and parents. When the referral source has a case that they feel is appropriate for mediation, they contact the Mediation Program Coordinator/Faculty Advisor with the names of the students involved and the nature of the case. The Coordinator/Advisor will contact and interview the students involved to get an understanding of the dispute. She/he will explain the mediation process and ask the parties if they are willing to mediate. If they agree to participate, the mediation is scheduled.

All efforts are made to mediate the dispute shortly after it occurs. The longer a dispute continues, the more likely it will escalate and include more parties. In cases where a suspension is necessary, mediations can take place before students return to school.

Mediation is voluntary and, in all non life-threatening matters, confidential. Mediation sessions between two people usually last one class period while multiparty mediations require more time. Most result in agreements that are honored by all parties.

INTERNET ACCEPTABLE USE POLICY

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

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

Users **are not** permitted to:

- harass, insult, threaten, bully or attack others from home or school computers
- send or display offensive materials
- use the network to perform any illegal or unethical act
- violate copyright laws or plagiarize
- use another's password or access another's folders, files or documents

The Brockton Public Schools complies with FCC regulations as specified in the Children's Internet Protection Act (CIPA-P.L. 106-554) by providing filtering on all computers that students use.

NON-DISCRIMINATION STATEMENT

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

EQUITY OFFICER

The Brockton School Committee has designated Salvatore Terrasi, Ph.D., Executive Director for Pupil Personnel, as the school system's equity officer for students, vested with the authority and responsibility of processing all complaints of discrimination brought under the provisions of the statutes listed below. Dr. Terrasi has also been designated as the district's Section 504 Coordinator and the Sexual Harassment Officer. Any student who feels that he or she has been harassed or discriminated against because of his or her race, color, national origin, religion, age, gender, sexual orientation or disability should contact Dr. Terrasi whose office is located in the Crosby Administration Building at 43 Crescent Street, Brockton, MA 02301-4311, (508) 894-4266. If the student prefers, he or she may file the complaint with any teacher or counselor, who will then bring the complaint to the attention of the Equity Officer.

CIVIL RIGHTS AND HARASSMENT

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

It is the policy of the Brockton Public Schools to promote and maintain an educational environment that is free from harassment. Harassment is against the law and will not be tolerated in the Brockton Public Schools. Harassment is defined as repeated unwanted or unwelcome verbalisms or behaviors with overtones related to a person's race, color, sex, religion, national origin, disability or sexual orientation. Disciplinary measures in response to civil rights/harassment cases may include, but not be limited to office referral, parental conference/notification, notification of School Police, detention, suspension and/or exclusion, depending on the severity of the case. The Brockton Public Schools' Civil Rights Discrimination Grievance Procedure can be accessed through our website at <http://www.brocktonpublicschools.com/page.cfm?p=2483>, or by contacting your school office.

The Brockton School Committee has designated Salvatore Terrasi, Ph.D., Executive Director for Pupil Personnel, as the school system's equity officer for students, vested with the authority and responsibility of processing all complaints of harassment and discrimination. Any student who feels that he or she has been harassed or discriminated against because of his or her race, color, sex, religion or national origin should contact Salvatore Terrasi, Ed. D. Dr. Terrasi's office is located in the Crosby Administration Building at 43 Crescent Street, Brockton, MA 02301-4311, (508) 894-4266. If the student prefers, he or she may file the complaint with any teacher or counselor, who will then bring the complaint to the attention of the Equity Officer.

If parents are not satisfied with the results of the investigation and the action taken, a formal complaint may be filed with the U.S. Department of Education, Office of Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491, (617) 289-0111.

HAZING - S2540

Chapter 536

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

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Eighty-five

AN ACT PROHIBITING THE PRACTICE OF HAZING.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

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

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

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledger or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

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

SEXUAL HARASSMENT

It is the policy of the Brockton Public Schools to promote and maintain an educational environment, which is free from harassment, including sexual harassment. Sexual harassment, whether by another student or by staff, is against the law and will not be tolerated by the Brockton Public Schools.

Sexual harassment is defined as repeated, unwanted, or unwelcome verbalisms or behaviors of a sexist nature related to a person's sex or sexual orientation. In addition, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's success as a student, (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual, or (3) such conduct has

the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

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

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

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

Process

1. Students who believe that they have been subjected to sexual harassment should report the incidents to any teacher, counselor or administrator as soon as possible. The incidents will be investigated, and appropriate action will be taken.
2. If a student is not satisfied with the results of the investigation and the action taken, the student may file a formal complaint with the Office of Civil Rights of the Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491, (617) 289-0111.
3. The Brockton Public Schools announces that any retaliatory action of any kind taken by an employee against any student as a result of that person's seeking redress under these procedures is prohibited and illegal, and shall be regarded as a separate and distinct grievable matter under this procedure.

Complaint Officer

Salvatore Terrasi, Ph. D., Executive Director for Pupil Personnel Services is the designated complaint officer for students. Dr. Terrasi is vested with the authority and responsibility of processing all harassment complaints. Dr. Terrasi's office is located in the Crosby Administration Building at 43 Crescent Street, Brockton, MA 02301-4311, (508) 894-4266.

BULLYING AND CYBER-BULLYING

It is the policy of the School Committee to prohibit any and all forms of bullying in all schools in compliance with M.G.L. c.71§ 370. The School Committee is committed to providing an educational environment which is free from bullying and cyber-bullying. Bullying/cyber-bullying is the unwelcome, written, electronic, verbal or physical act or gesture where a student feels intimidated, coerced, harassed, or threatened. Parents/ guardians who feel that their child is the victim of bullying/cyber-bullying, or the students themselves, may contact any member of the school staff who will immediately report the incident to the school leadership team. The designated member of the leadership team will conduct an investigation and will communicate with the parents/guardians of the victim(s) and perpetrator(s) throughout the process. At the conclusion of the investigation process at the school level, the investigation form will be sent to the school system's Equity Officer. The Executive Director for Student Personnel is the designated Equity Officer for cases involving students.

Definition of Bullying: Bullying is defined as "the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to

himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.”

Definition of Cyber-bullying: Cyber-bullying is defined as “bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.”

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. Students who wish to report bullying or other activities that concern them to school administrators and School Police may do so using TipSoft SMS, a text- and web-based anonymous tip line. Brockton High School students can text 274637, type in the school’s keyword “Boxer” and type in their message. The system can also be accessed through the district website, at <http://www.brocktonpublicschools.com/page.cfm?p=2469>. Making false allegations, providing discriminatory statements, and making defamatory statements is prohibited and engaging in such activity will be reported to the appropriate authorities.

VICTIM'S RIGHTS

If a student is assaulted by another student, proper punishment will be given to the assailant. The administration of Brockton High School will cooperate fully with the parents of the assaulted student and keep them informed of all action taken by the school. Parents may contact School Police for additional assistance.

BROCKTON PUBLIC SCHOOLS PUBLIC NOTICE

ATTENTION: PRINCIPALS, PARENTS, TEACHERS, STUDENTS AND BUILDING OCCUPANTS
REFERENCE: ASBESTOS INSPECTIONS AND MANAGEMENT PLANS COMPLIANCE WITH THE ENVIRONMENTAL PROTECTION AGENCY (EPA) ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

EPA WARNINGS & NOTIFICATION AHERA 40 CFR 763.1 11

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

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

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

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

STUDENT INFORMATION TO MILITARY RECRUITERS

Federal legislation requires, upon request by military recruiters, that each school district release to such recruiters the names, addresses and phone numbers of current students, **unless the student or parent has submitted a request indicating that such information is not to be released.** If a student or that student's parent does not want such information to be released, he/she must complete a Military Opt Out form which can be found on Page 33 of this handbook. This signed form will prevent the military from obtaining a student's information from Brockton High School. Please note that military recruiters have several other avenues from which they may obtain information for recruiting purposes. **The form must be signed and delivered to the school principal no later than October 1.**

II. ACADEMIC POLICIES

MCAS REQUIREMENT

As well as meeting all local graduation requirements, the Commonwealth of Massachusetts requires all students to pass the English/Language Arts, Math, and Science Technology and Engineering MCAS exams in order to receive a high school diploma. Students take these exams for the first time at the end of the sophomore year. Students will have five opportunities during their high school years to pass the ELA and math MCAS and three in Science/Technology and Engineering. To assist students in preparing for these exams, Brockton High offers many MCAS preparation programs. Tutoring is available in our ACCESS Center (G128) during the day and after school. It is important to note that students who have not passed the MCAS may be rescheduled from Directed Academics or elective courses and assigned to MCAS classes. These classes during the day are mandatory; students will receive a grade and earn credit for these classes.

Starting with the Class of 2010, if a student does not receive a score of proficient or advanced on the MCAS exams in Math and English Language Arts (ELA), school districts are required to develop an Educational Proficiency Plan (EPP) to ensure a student's progress toward proficiency.

Beginning with the Class of 2010, students must:

- either meet or exceed a scaled score of 240 on both grade 10 MCAS English Language Arts and Mathematics tests,
- **OR** meet or exceed a scaled score of 220 on both tests AND fulfill the requirements of an Educational Proficiency Plan (EPP),
- additionally meet or exceed a scaled score of 220 on the Science and Technology/Engineering MCAS Test.

HOMEWORK POLICY

Purposes of Homework

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

Kinds of Homework

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

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

Parents'/Guardians' Responsibilities

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

Students' Responsibilities

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

PROGRESS REPORTS

A progress report must be sent to parents in the middle of each marking period for students whose achievement indicates possible failure or who are not working up to their level of ability. The report is to be made out by the teachers and then given to the students to take home to parents.

MAKE-UP WORK

Once a student has been absent, it is his/her responsibility to make up the work. A student will be allowed one day for every one day of absence to make up work. Additional time may be granted by the school administration. The student is responsible for scheduling make-up sessions with the appropriate teachers following any absence from class.

Those students who are suspended will not be allowed in school during the Semester Final Exams or Year-End Final Exams. They will be allowed to take a make-up exam during a time specified by the teacher or department head involved.

ACADEMIC LEVELS

Brockton High School sets high standards and expectations for **all** students at **all** levels. Every course is designed to provide students with the knowledge and high level skills needed for post secondary education, technical training and employment.

Course level placement for a student is determined on an individual basis by examining data including assessments, teacher recommendations, grades, and other relevant information. Students must work with their parents and guidance counselors to plan a course of study over four years which will help them reach their highest potential in achieving their goals after high school.

Successful completion of courses taken at the levels described below, in addition to meeting graduation requirements, will enable students to meet the recommended pre-requisites for admission to a college or university.

<u>LEVELS</u>	<u>DESCRIPTORS</u> (Descriptor refers to the depth to which the content of the course is covered)
HONORS	Goal at this level: Expert mastery of key concepts with intensive examination of course content
COLLEGE PREP ADVANCED	Goal at this level: Advanced mastery of key concepts with extensive examination of course content
COLLEGE PREP	Goal at this level: Proficient mastery of key concepts with comprehensive examination of course content

LEVEL ASSIGNMENT INFORMATION

The criteria for placement in an academic level are based on test scores, standardized testing information, previous grades and levels, and teachers’ recommendations.

If a student is considering moving to a higher academic level, he or she must understand the level of commitment required of a particular level. If a student wishes to make a move upward during the academic year, he or she must wait until after the first marking term. Decisions will be based on the criteria listed above and space availability.

Students requesting a drop in level must exhibit serious gaps in their ability to perform successfully in any given subject. Level changes will be made only after careful consultation with the counselor, teacher and department head. Generally, students who demonstrate their best effort to try and resolve issues in a particular class, overcome these challenges. Some ways to demonstrate effort include: asking for extra help after class, good attendance and completion of class assignments and homework.

In semester courses, level changes should be completed by the end of the first term; in full-year courses, level changes should be completed by the end of the first semester. Lateral changes (i.e., student remains at the same level, but requests a teacher change) are rarely approved; these changes will be made only in extreme circumstances, and with the approval of the student’s housemaster.

The school policy dictates that students will not be allowed to drop any classes once the school year begins. If extenuating circumstances exist, the student and parent should make an appointment with the department head.

EARLY GRADUATION

Brockton High School sophomores or juniors who meet the established criteria listed below may apply for Early Graduation from Brockton High School. This would allow for graduation either at the end of their junior year, or at the end of the first semester of their senior year.

ELGIBILIBTY CRITERIA: To apply for this Early Graduation, the student must

- Have parent approval
- Have maintained a 95% attendance record every year at BHS
- Have earned an A in deportment every year at BHS

- Have scored Proficient or above on every MCAS exam in high school
- Have earned a 3.0 GPA at the time of the application
- Have no grade lower than a C in required courses at the time of the application
- Be on track to have completed all credit requirements of graduation
- Provide evidence of extracurricular participation either in school or in the community
- Have attended Brockton High for a minimum of two years.

Exceptions to any of these criteria must be presented at the time of the application by the applicant with explanation and documentation and the principal will decide if any of these criteria will be waived.

APPLICATION PROCESS: Students who wish to graduate upon completion of their junior year must submit their application by March 1 of their sophomore year. Students who wish to graduate upon completion of the first semester of their senior year must submit their application by March 1 of their junior year. Applications may be submitted earlier; these are the final deadlines.

APPLICATION: There are two parts to this application process – a written application and an interview. PART I:

WRITTEN APPLICATION – This application, which must be completed by the applicant, must include:

1. A current transcript verifying the academic requirement
2. Attendance and deportment verification from the Housemaster
3. MCAS verification from the guidance counselor
4. A letter from the parent/guardian supporting the application
5. A written statement of approximately 500 words completed by the application that consists of three parts:
 - a. An explanation of why Early Graduation is being sought
 - b. A specific plan for meeting Brockton High requirements
 - c. A plan for post graduation that includes goals for the future

PART II: THE INTERVIEW: After the written application has been submitted, a meeting will be convened to discuss the application. This interview group will include the applicant, parent/guardian, guidance counselor, housemaster, and principal. Following this meeting, a decision will be made by the principal.

IMPORTANT CONSIDERATIONS FOR PARTICIPATION: As well as meeting the eligibility criteria, there are additional considerations that potential applicants MUST strongly consider prior to committing to participation in the Early Graduation process.

- The Early Graduation process is contingent upon availability of classes needed. We will make every effort to offer the courses, but there may be some semesters when a particular course may not be offered, or excessive class size may prevent the student from enrolling in a particular course.
- The student's progress toward meeting the Early Graduation goal will be monitored each grading term by the student's guidance counselor. Participation in the Early Graduation process is contingent upon the applicant's continuing to meet all of the requirement criteria.
- Students who have completed the Early Graduation process will receive their diploma early, but will be allowed to participate in the Brockton High School graduation ceremony. However, participation in other senior activities, including for example, the prom, concerts, the musical, senior breakfast, and theme week, will not be permitted.
- A student applied and was approved for early Graduation may opt to withdraw from the Early Graduation process and remain at BHS by submitting a letter with parent approval by the end of the application year. **Once the student's program has been designed and a semester of courses has been completed, students will not be allowed to opt out.**

SCHOOL CHOICE

School Choice applications are reviewed and processed annually. Any student wishing to remain in his/her school of choice for the subsequent school year must submit another application by the deadline date for the following school year.

If a student attending a Brockton school under the auspices of the School Choice policy violates the Brockton Public Schools Code of Conduct, his/her School choice privileges may be immediately revoked.

ATHLETICS, EXTRA-CURRICULAR ACTIVITIES

ACADEMIC REQUIREMENTS

- A student must earn a total of nine credits during the last marking period preceding the contest. Second term marks determine third term eligibility.
- To satisfy this requirement, a student must pass one Carnegie Unit course each term.
- To be eligible for the fall marking period, students are required to earn a total of eighteen credits for the previous school year.
- If a student is eligible to attend summer school, courses failed can be retaken and, if passed, used toward fall academic requirements.
- Students participating on athletic teams are also subject to all of the rules and regulations set forth in the Massachusetts Interscholastic Athletic Association's (MIAA) Handbook.
- Incomplete grades may not be counted toward eligibility.
- Academic eligibility for all students shall be considered official when the report cards for that ranking period have been issued to the entire student body.
- Students must be present in school for the entire school day in order to participate in any athletic or extracurricular activities on that day. (The House Administration may make exception to this rule for compelling reasons.)
- Participation during vacations/weekends is required for any student participating on athletic teams or involved in extra-curricular activities. A student's coach/advisor will provide them with a calendar in advance of scheduled rehearsals, events, practices and games during vacations/weekends.

CONCUSSION POLICY

The Brockton Public Schools is committed to ensuring the health and safety of all students. The following concussion policy is in compliance with MIAA policy and with the Commonwealth of Massachusetts General Laws Chapter 111: Head Injuries and Concussion in Extracurricular Athletic Activities.

The Principal or Athletic Director shall be the person responsible for the implementation of these policies and protocols at his/her school.

As specified in the law, the Brockton Public Schools shall require annual training in the prevention and recognition of sports-related head injuries, including second impact syndrome, and keep documentation of said training on file for the following persons:

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

Parents and students will be required to sign a form certifying that they have read the concussion fact sheet in order to participate in extracurricular activities.

Coaches, trainers and volunteers will use techniques and skills that minimize sports-related head injuries and share that information with student athletes.

Documentation of an annual physical examination of students participating in extracurricular athletic activities consistent with 105 CMR 200.000 is kept in the student's health record, which will be kept on file in the school nurse's office.

The pre-participation information required by the Department of Public Health concerning head injuries and concussions is included in the Brockton Public Schools parent consent form required of each athlete and kept on file with the trainer and the coach.

The Brockton Public Schools Concussion Policy shall be published in all Student-Parent Handbooks and on the district website, www.brocktonpublicschools.com.

Evaluation Guidelines

- Any time a concussion is suspected to have occurred on school grounds or in the course of school-sponsored activity, the student will be removed from participation and will not be allowed to return the same day.
- Parents will be notified so the parent may take the student to a medical provider for appropriate medical evaluation and treatment. All head injuries and suspected concussions will be reported to the school nurse, and for high school athletes, to the certified athletic trainer on staff.
- Any time a head injury is suspected to have occurred, the coach, trainer or program director will notify the school nurse.
- The school nurse will notify the academic teachers of the affected student and provide a form with guidelines for concussion accommodation plans.
- Evaluation and clearance by a medical provider will be required.
- Student-athletes will not return to play without the note from the medical provider and only after completion of the Return to Play Protocol followed by the athletic trainer.
- The Return to Play Protocol is a stepwise progression consistent with guidelines published by the Centers for Disease Control and Prevention (see <http://www.cdc.gov/concussion/>).

All staff, coaches, volunteers, trainers, etc... who are involved with Brockton Public Schools students are responsible for following the procedures and protocols associated with this policy.

WELLNESS EDUCATION WAIVERS

While it is in the best interest of all students to participate in physical education and fitness instruction, there may be instances when a student wishes to receive a waiver from Wellness classes. Students may receive a waiver based on the following criteria.

1. The Swimming Waiver test is a water safety test offered one day per week for the first month of each semester. This test is open to all students. Upon successful completion of requirements, the Wellness Department Head will provide the names of qualified students to the Guidance Department head who will forward the information to the appropriate counselor for documentation.
2. For students enrolled in the JROTC Program, one semester of the wellness requirement may be waived, but no credits in wellness would be granted. At the end of each semester, the head of the JROTC Program will provide the names of qualified students to the Guidance Department head who will forward the information to the appropriate counselor for documentation.

3. One wellness education requirement per school year may be waived (but no credit given) for any student who successfully completes a Varsity or Junior Varsity season on a Brockton High School athletic team after their freshman year and before the spring season of their senior year. A waiver will only be issued during the school year in which the student participated on a team. At the end of each athletic season, the athletic director will submit a list of qualified students to the Guidance Department head who will forward the information to the appropriate counselor for documentation.
4. Additional waivers may be granted at the discretion of the department head for programs such as Water Safety Instruction certification or other programs that meet the National Association for Sport and Physical Education criteria. Upon completion of requirements, the Wellness Department Head will provide the names of qualified students to the Guidance Department head who will forward the information to the appropriate counselor for documentation.

Note: Students are encouraged to take Wellness courses even if they qualify for a waiver. Freshmen are excluded from the waiver as we require all freshmen to take Introduction to Wellness Education.

*WELLNESS DEPARTMENT - COMPREHENSIVE SEXUALITY CURRICULUM
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This curriculum is abstinence based and focuses on relationships; emotional and physical changes young people experience, decision-making skills and the health risks involved with teen sexuality. The program will be presented by the health teacher with added support from the school nurse and classroom teacher. Under Massachusetts law and the School Committee policy, you may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To apply for an exemption, you must send the Principal a letter requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized. We will provide an alternate assignment to students who are exempted. If you would like to review these materials at the school, you are welcome to do so. Please call the Principal to arrange a convenient time.

III. STUDENT RIGHTS & PRIVILEGES

STUDENT RIGHTS

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

All students have a right to an education and to the equality of educational opportunity.

Freedom of Speech is guaranteed to all citizens, and students must be allowed to exercise their constitutionally protected rights of free speech, petition, and assembly as long as they do not substantially disrupt the educational process at Brockton High School.

- a. Students shall be allowed to distribute literature on school property at specified locations and times designated, provided the material is not obscene, libelous or espousing prejudicial views.
- b. Students have a right to wear political buttons, armbands and other badges of symbolic expression, as long as these do not violate the limits set in "a" above.
- c. Students may distribute political leaflets, newspapers, and other literature at locations adjacent to the school.
- d. Students may form political and social organizations. These organizations, however, must be open to all students and must abide by Board of Education policies as developed in guidelines established by the student government acting in concert with the principal. These organizations shall have reasonable access to school facilities.
- e. School newspapers, yearbooks, literary magazines and other publications are guaranteed the right of freedom of the press, subject to the existing laws of libel and obscenity. The staffs will have qualified advisers and seek the highest publication standards. Other non-school sponsored student publications should be subjected to locally determined procedures for distribution on school premises.

Students, through their duly elected student government, should have the right to participate in curriculum development in an advisory capacity.

A student's record is any information that is kept about the student in school (examples: grades, test scores, attendance). It is made up of the "transcript" (name, address, courses taken, credits, and grades) and the "temporary record" (progress reports, test scores, class rank, extracurricular activities and any other relevant education information).

Massachusetts Law (General Laws Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the school principal.

For students in the ninth grade or higher or 14 years old or older, the rights below belong to the students and their parents or guardian. For students 18 years old or older, the rights below belong to the students alone if they request in writing that only they, and not their parents or guardians, should have these rights.

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

- a. Seeing a student's records - Parents or guardians have the right to see and have copies made of all materials in the record within two weekdays of the request. The school may not charge more than the cost of the copies.
- b. Privacy of a student's records - Certified staff members who work directly with a student may see a student's records when it is necessary to perform their duties. With very few exceptions, no one else may see these records without the written permission of a student/parent or guardian.
- c. Destroying a student's records - The school system must keep a student's transcript for at least 60 years after the student leaves the school system. Temporary records must be destroyed within five years after the student leaves the system. Before any records are destroyed, the student/parent or guardian must be given notice and an opportunity to get a copy.
- d. Amending a Student's Record and Appealing it - A student/parent or guardian may add any relevant written material to the student's record. If there is information in the record that the student/parent or guardian feels is inaccurate, misleading, or irrelevant and the student wants it removed, the student may ask the Principal to remove it. If the request is denied, or if the student has any other objections to the school records policy, there is an appeals process. Information about the appeals process will be supplied by the guidance office.
- e. Notice is given that, under Massachusetts law, Brockton schools will allow access to student records to authorized school personnel of the school to which a student seeks to transfer (603 CMR 23.00)
- f. National Student Clearinghouse Data – Brockton High School provides information to the National Student Clearinghouse for the purposes of tracking college enrollment verification. The information provided is in compliance with FERPA laws. However, parents/students may opt-out of providing information to this organization. Opt-out requests must be submitted to the student's housemaster in writing.

SPECIAL EDUCATION STUDENT RECORDS POLICY

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

STUDENT PRIVILEGES

CAFETERIAS

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

FLEXIBLE CAMPUS PROGRAM

The flexible campus program is designed to allow students to go outside during their designated single lunch period. If students are assigned to directed academics during period four, they must report to that location. The success of the flexible campus program depends entirely on the cooperation of the students.

1. Designated Flexible Campus Areas
 - a. The area between the Azure and Green Buildings.
 - b. The area between the Red and Yellow Gym Buildings, south of the Gym sidewalk, between the wooden horses set up to prohibit cars from driving through. The area beneath the lobby connected to the Gym is OFF LIMITS.
 - c. No walking outside from the Green to Red buildings.
 - d. All students must use the Flexible Campus area adjacent to their assigned buildings. All other areas are restricted.
 - e. Food and/or beverages are not allowed outside the cafeteria.
 - f. The area around and near the flagpole is OFF LIMITS.
2. Doors To Be Used

Only those doors that lead directly to the designated areas may be used. Students may leave the cafeteria during their lunch period, but may not reenter the building until the end of the period. There is to be no loitering in the corridors.

IRC SCHEDULE/LIBRARY PASSES

- Students must have an official IRC pass signed in ink from a teacher to enter the IRC's.
- Only subject matter teachers may issue library passes.
- Only one student's name shall appear on the pass.
- Passes shall be written for no more than one period.
- Passes will be returned daily to the directed academics teachers. If the passes are not returned, the student did not go to the IRC and is to be reported as cutting directed academics.
- Passes for the IRC's during lunch are to be written for one lunch period only and students may only enter the IRC at the beginning of each lunch period. If a student needs more time to complete work, the librarian will write a pass for the student.
- Student passes during lunch periods and Period 5 shall be restricted to "own house" only. If a student has need for another library, then the librarian will write a pass for the student.

LEAVING SCHOOL / DISMISSAL

To leave school during the day, a student, with written parental permission, must check out through the Assistant Housemaster's Office. If a student returns on the same day, he/she must also check back through the Assistant Housemaster's Office. Any student who leaves school without properly signing out at the Assistant Housemaster's Office may face disciplinary action. Once a student arrives on school grounds, they may not leave without being dismissed by a parent. Failure to abide by this proviso may result in disciplinary action.

SCHOOL EVENTS/EXTRACURRICULAR ACTIVITIES/SCHOOL SPONSORED FIELD TRIPS, PROMS, PAC/PTA SPONSORED EVENTS

The administration and teachers expect that students will conduct themselves in accordance with school policy. The privilege to attend, social events, extracurricular activities, and or field trips may be revoked as a result of disciplinary action. The administration must approve of all guests if a student requests that he or she attend the prom with a guest who is either not a student at Brockton High School, or is not in the class sponsoring the prom. Brockton High School students who are not members of the class sponsoring the activity must have an "A" in department in order to attend the prom. Because the prom is a high school function, we do not allow guests older than 21 years of age to attend, or any guests who are in junior high, middle school, or elementary school to attend.

(NOTE - ATTENDANCE AT THESE FUNCTIONS IS A PRIVILEGE, NOT A RIGHT: THE ADMINISTRATION RESERVES THE RIGHT TO DENY ANY STUDENT AND/OR GUEST ATTENDANCE TO ANY FUNCTION)

SENIOR PRIVILEGES

The Senior Good Citizenship ID card can only be purchased after the following conditions have been met. The senior must get an application form from the Housemaster's office, fill it out, have his/her parent(s) signed approval, and then get the signature of the Assistant Housemaster confirming that he/she has an "A" in department. The cost of the card will be

\$5.00. (Lost ID's will cost an additional \$5.00) Seniors with the card must maintain an "A" in department each term or the card may be revoked. Seniors need to keep their original school issued ID in case their Good Citizenship ID is lost or revoked. The following privileges will be afforded to the seniors with the Good Citizenship ID cards:

- Seniors with the card may eat in any house cafeteria.
- Seniors with the card may leave early if they have a period five Directed Academic OR a class with a teacher absent without a substitute (they must sign out in the Assistant Housemaster's office).
- Seniors with the card may check in at 8:30 if they have a Directed Academic period one OR know that they have a class in which the teacher is absent without a substitute (they must sign in the Assistant Housemaster's office).
- Seniors with the card will receive free admission to every athletic competition (except for those tournament games run by the MIAA), and special activities (concerts, plays, etc.)
- Seniors with the card will receive a 25% discount in DECA.
- Seniors with the card who have a period 4 directed academic may have all three lunches only after checking in as present with the directed academic teacher.

STUDENT GOVERNMENT

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

TRANSPORTATION

The school day begins when students leave their homes and ends when they return. Students are under the jurisdiction of the school administration during this entire period. Remember: It is a privilege to ride a school bus. If a student is not well behaved and courteous, or if a student endangers the health and safety of other pupils, this privilege shall be taken away from him/her on a temporary or permanent basis.

Violation of any item listed below may result in the **immediate suspension** of the bus privilege and/or suspension from school by the principal.

Since riding the school bus is a **privilege** and not a **right**, the following is expected:

1. The students shall remain back from the roadway and behave in an orderly manner while waiting for the bus.
2. Upon entering the bus, students must go directly to a seat and remain seated until told to leave. They shall obey the directions of the bus driver at all times. Disorderly conduct, shouting or throwing things on the bus will not be tolerated.
3. The students shall keep their arms, heads, hands, and legs inside the bus. They shall not throw anything out of the window. They shall not litter or deface the bus. They must keep aisles clear. If seat belts are available, they must be worn.
4. The emergency door is to be used for emergencies only.
5. The students shall not ride any buses other than the one to which they have been assigned.
6. After a series of warnings, the student can be permanently suspended from bus privileges.

LATE BUS INFORMATION

Students will only be allowed onto the late buses with a "Late Bus Pass." Students must receive late bus passes from the teacher for whom they are staying after school, whether for extra help, detention, or a club or intramural activity.

Students may not get these in advance; they can only pick them up from the teacher after they have completed their after-school obligation. It is the responsibility of the student to get the pass from the teacher. Students must fill the pass out in front of the teacher, the teacher will then sign the pass and then the bus driver will collect the pass from the students as they board the bus.

STUDENTS WILL NOT BE ADMITTED TO THE LATE BUS WITHOUT PASSES. Bus students must have their Late Bus Pass with them and wait in the assigned cafeteria for the late buses. Students are not allowed to leave school grounds and come back to get on a late bus. Any students without the Late Bus Pass may be sent home.

NO IDLING POLICY

Brockton School Committee Policy EEAF prohibits drivers from idling their vehicle for more than 5 minutes outside a school or school-supported event. The “No Idling” policy is in accordance with MGL, Chapter 90, 16A and 310 CMR, 7:11, the Commonwealth’s idling reduction law, which seeks to reduce the health and environmental effects of vehicle exhaust and decrease our use of fuel by reducing unnecessary idling.

IV. ATTENDANCE POLICY

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

A student must be in attendance for at least 95 percent of class sessions; this means that a student is allowed **THREE (3)** days absent per term or he/she will fail the course without a waiver.

A student may apply directly to the Housemaster for a waiver for one or more of his/her absences.

- Excused absence days may be for any of the following reasons:
- Death in family
- Religious holidays
- Authorized school sponsored activities and related activities
- Illness - A doctor's note must verify that the doctor saw the student in the office on the day(s) absent from school or specify the dates the student needed to remain at home for a medical issue. All documentation for waivers, including doctor's notes, must be on file in the Housemaster's Office within five school days after the student returns to school.
- In the event of a pandemic, such as the H1N1 influenza, other credible evidence may, at the discretion of the building administrator or his/hr designee, be accepted in lieu of a doctor’s note in support of a waiver of unexcused absence from school.
- Court appearances
- Military obligations
- Other reasons as deemed appropriate by the Housemaster

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

ATTENDANCE BUY-BACK POLICY

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

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

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

WAIVERS

Waivers will be given for vacations only once during a student's four years at Brockton High School and such waiver shall not exceed five school days. A note must be given to the House Administration at least one month in advance. **No**

vacation waivers will be issued during the MCAS testing period to any student involved in the MCAS program. No waivers will be given during final exam week for seniors or underclassman. No credit shall be given unless all work is completed satisfactorily by any student accepting a waiver. **In addition and due to a shortened Semester II for seniors, no waivers for vacation will be allowed during the second semester.**

A student will not be considered for a waiver unless notes for indicated absences deemed excusable by the administration are on file in the Assistant Housemaster's Office. All documentation for waivers, including doctor's notes, must be on file in the Housemaster's Office within five school days after the student returns to school. All requests for waivers at the end of the term must be received by the Housemaster no later than the last day before the end of the marking term.

Waivers will not be given for class absences due to unexcused tardiness.

GRADE PENDING POLICY

If a student is absent four or more consecutive days in a term, Grade Pending may apply. A student should see his/her Housemaster for an explanation of the policy guidelines.

TRUANCY

Truancy occurs when a student has unexplained or unauthorized absences from school. At Brockton High School when a student is truant, he/she may receive an "F" in department and no credit for classes missed. In addition, a conference with the parents, student and Assistant Housemaster is required. The student will also be referred to his/her guidance counselor. In cases where the student is under sixteen, a referral will be made to the School Department Attendance Officer. Subsequent offenses may result in suspension.

V. DISCIPLINE CODE AND PENALTIES FOR THE VIOLATION OF SCHOOL RULES

DUE PROCESS PROCEDURE

- A. Prior to a student's suspension from school, an administrator will conduct a hearing that may consist of the following:
1. The administrator tells the student orally or in writing the specific rule which the student is alleged to have broken.
 2. If the student denies breaking the rule, the administrator explains why the administrator believes the student did break the rule.
 3. The administration gives the student a chance to tell what happened from the student's perspective. The student may write a statement concerning the incident.
 4. After an investigation, if student is found to have violated the BHS Discipline Code, the assigning of an intervention or suspension may be deemed appropriate.
 5. If a suspension is to ensue, the parent/guardian of the student shall receive both oral and written notice in English and the primary language of the home if other than English, or other means of communication where appropriate.

The notice shall set forth in plain language:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the student's administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the principal:

1. the rights set forth in 603 CMR 53.08 (3)(b); and
2. the right to appeal the principal's decision to the superintendent.

6. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

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

- B. The formality of the hearing will depend upon the circumstances and the length of the suspension. The hearing will take place as soon as possible after the administrator's knowledge of the student's conduct that led to the suspension.
- C. The student and/or the parent may appeal the suspension to the Housemaster if the suspension was imposed by the Assistant Housemaster and to the Principal if the suspension was imposed by the Housemaster.
- D. A student or a parent should request an appeal hearing orally or in writing within a reasonable period of time, generally no more than three (3) days after the decision being appealed. Decisions on appeal may be given orally, or, if requested by a parent/guardian, in writing.

PLEASE NOTE: IN SOME CASES, THE PRINCIPAL HAS THE PREROGATIVE, WITH THE APPROVAL OF THE DEPUTY SUPERINTENDENT, TO ASSIGN STUDENTS TO AN ALTERNATIVE SCHOOL SETTING.

ACCORDING TO COORDINATED PROGRAM REVIEW PROCEDURES

SE 45: General Requirements: Procedures for suspension up to 10 days

1. Any eligible student may be suspended up to 10 days in any school year without implementation of procedures described in criterion SE 46 below.
2. After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal, the public school provides sufficient services for the student to continue to receive a free and appropriate public education.
3. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

SE 46: Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspension exceeding 10 cumulative days: responsibilities of the Team; responsibilities of the district.

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days, but constitute a pattern, are considered to represent a change in placement.
2. Prior to a suspension that constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP- "a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with the policies applied to any student without disabilities, except that the district must still offer:
 - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
 - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modification, to address the behavior so that it does not recur.
4. Interim alternative education setting. Regardless of the manifestation determination, the district may place the student in an interim alternative education setting (as determined by the Team) for up to 45 school days.
 - a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
 - b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.

Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.
5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavior assessment and behavior intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative education setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise.
6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

SE 47: Procedural requirements applied to students not yet determined to be eligible for Special Education

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or

- c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

ABSENCE/DISMISSAL

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

When a student returns to school after any absence, in compliance with State Law, the student must bring, on the day of return, a note written in ink and signed by the parent or guardian stating the reasons and dates for the absence(s). Excused absences will be given for specified illnesses or any other reason deemed acceptable by the administration. Dismissals must also be signed by parent or guardian and submitted to the Assistant Housemaster's office before school (7:30 a.m.).

Absence notes are to be given to the Registration Room Teacher.

If the absence is of five or more consecutive days for medical reasons, the student must report to the nurse, on the day of return, with a doctor's certificate in addition to the parent's or guardian's note. In the unlikely event of no doctor's note, the school nurse will make the appropriate medical recommendation as to whether a student will remain in school or not. Final approval will be the decision of the School Administration.

Students returning to school after having a communicable disease may not be readmitted unless they have a Board of Health Permit obtained from City Hall or a certificate from a physician.

ASSIGNED ROOMS

It is the student's responsibility to be in the assigned supervised area on time during directed academic periods. Students are expected, therefore, to be in the directed academic room or IRC area unless they have made arrangements to go to another supervised area in the school. Students are not to be out of an assigned room without a proper written authorization pass.

BULLYING/CYBERBULLYING

All forms of bullying and cyberbullying by Brockton High School students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline. This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the health and safety of students and staff, as well as the good order, efficient management and welfare of the district. Any student who retaliates against another student reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action as noted in Group D.

CELL PHONES

Cell phones and electronic devices may be used inside the building in the designated areas prior to 7:10 a.m. and after 1:59 p.m. Between 7:10 a.m. and 1:59 p.m. cell phones may only be used according to the Electronic Devices section of this document. A student who fails to follow this policy may be subject to disciplinary action as noted in Group A. Brockton High School is not responsible for lost or stolen cell phones or any type of electronic device. Students who carry these items do so at their own risk. The sale or purchase of cell phones and electronic devices is prohibited at Brockton High School. **Cell phones and electronic devices are prohibited AT ALL TIMES during MCAS and ACCESS Testing.**

CLASSROOM BEHAVIOR

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

CHEATING

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

DRESS CODE

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

- **HATS, SCARVES, HEADBANDS, BANDANAS, WAVE CAPS, ROLLER BLADE SNEAKERS, COATS AND OUTER GARMENTS are not to be worn in the building at any time. They are to be placed in assigned lockers. Coats and knit hats only may be worn outside during lunch periods if the student wants to go outside as part of flexible campus. (Exceptions to the hat/head gear policy may be made by the administration.)**
- Cutoffs, tank tops, halter-tops, tube tops, muscle shirts, spandex clothing, yoga pants, leggings, jeggings or any garment that reveals the midriff are not allowed.
- Skirts and shorts that are shorter than 2-3 inches above the top of the kneecap will not be allowed. Shorts that are cut off should be reasonably hemmed. (Physical Education teachers and coaches will advise students on the proper dress for their activities.)
- Pants must be worn at or above the waist and undergarments must not be showing.
- Transparent and/or low-cut blouses and shirts are not permitted.
- Any item of clothing that has been intentionally torn or cut above the knee to create holes is not allowed. (Dress regulations for Physical Education classes and Athletics may differ.)
- A student in violation of the dress code may call a parent for appropriate clothing or sign out sweatpants and a T-shirt from the Assistant Housemaster's office. The sweatpants and T-shirt must be returned to the Assistant Housemaster's office at the end of the day.

In keeping with the preceding expectations, students are prohibited from wearing or displaying the following:

- Clothing which has language or designs which are explicitly violent, obscene, sexually suggestive or offensive to individuals or groups or that advertise alcohol or illegal materials.
- Clothing, pins, insignias, colors, or emblems that identify them as a member of a gang.

ELECTRONIC DEVICES

Cellphones, electronic tablets, laptops and other electronic devices may only be used according to the following stipulations, otherwise, they must be turned off and out of view. **Laser pointers are not allowed at any time.**

Before school (7:10 a.m.), students may use electronic devices outside the building and in the cafeterias.

During the school day, students may use electronic devices

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

After school (1:59 p.m.) students may use electronic devices:

- Anywhere with the exception of the IRCs and teachers' offices

Brockton High School is not responsible for lost, stolen or damaged electronic devices and the sale or purchase of these items is prohibited on school grounds. Using any electronic device to photograph or record others is prohibited unless all proper permissions have been provided in writing in advance of the recording. Violation of this policy may result in disciplinary action. If this policy is not followed, the item may be confiscated and returned to the parent or after parental contact has been made. In addition, the student may be subject to disciplinary action as noted in Group A. Any student who finds a lost device while in school, at a school-related event, or while on a school bus must immediately turn over the found device to their respective Housemaster/Assistant Housemaster. Failure to immediately return found items may be considered theft and be dealt with as noted in Group D of the handbook. **CELL**

PHONE/ELECTRONIC DEVICE USE IS NEVER ALLOWED IN ANY MCAS/PARCC TESTING ENVIRONMENT. VIOLATORS FOUND USING CELL PHONES OR ELECTRONIC DEVICES IN MCAS OR PARCC TESTING ENVIRONMENTS MAY HAVE THEIR TESTS SCORES VOIDED AND BE SUBJECT TO DISCIPLINARY ACTION AS NOTED IN GROUP C.

FILMING/VIDEOTAPING

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

FINANCIAL OBLIGATIONS

All students have the responsibility to meet their obligations (e.g., financial, equipment, uniforms, books, etc.). Failure to do so may necessitate administrative action.

IDENTIFICATION

Every student enrolled in Brockton High School will be issued an identification card for security reasons and for the safety of the student body. **Students must wear photo ID's at all times while inside the building; this includes before and after school. ID's must be worn on a lanyard around the neck and they must be clearly visible above the waist. The school will provide a lanyard. Subsequent lanyards will be the responsibility of the student (Lost ID's will cost the student \$2.00 for replacement.)** Metal chains are not allowed and will be confiscated. This identification card is to be worn on the person at all times and may be requested before admittance to any function or activity sponsored by the school. The ID card will be requested for use in the IRC and other school-related activities as required. These cards are for the protection of the students and periodic appointments to replace them will be made available. This card is the property of Brockton High School. Students are not allowed to deface or alter their ID in any way. If at any time a student withdraws from school, the identification card must be turned in to the Registrar.

LANGUAGE

Abusive, profane, or obscene language may not be tolerated.

MASSACHUSETTS REGULATIONS ON RESTRAINING STUDENTS

The Massachusetts Legislature has enacted regulations regarding the restraint of students. A copy of the Brockton Public School's procedure will be available at the Brockton High School main office.

MEDICATIONS

In every case where a student is required to take medication in school, a parent or guardian shall refer to and follow the regulations regarding the taking of medication in school. In this way students will have no justification for having medication of any kind on their person. Any medication found on a student's person may constitute a violation of the school policies and regulations.

RESTRICTED AREAS

The Fine Arts and Gym areas are restricted areas unless a student has scheduled classes, appointments, or permission to be in those areas. Prior to 7:20 a.m., locker areas are restricted. Locker areas are also restricted periods 1, 2, 3 and 5 unless the student has a pass from a teacher or the office. Students must stay in their assigned building unless their schedule require otherwise. No students are allowed outside the buildings except during their flexible campus time or with administrative approval. All freshmen, sophomores, and juniors are allowed to eat lunch only in their respective cafeterias. Seniors with Good Citizenship ID's are allowed to eat in any cafeteria. Temporary ID's are not valid for this privilege.

SALE OF ITEMS

Selling of any items in school is prohibited without prior approval of administration.

SCHOOL LOCKERS

Metal lockers are provided for students to keep their personal belongings such as books and clothing. The lockers are the property of the City of Brockton and are on loan to each student while attending Brockton High School. **There is to be no sharing of student lockers, under any circumstances.** Combination locks are used on all lockers. The student assigned to the locker should know the combination. Students should not give their locker combination to anyone. Combinations are changed every year. Padlocks are also available to every entering student for use throughout his/her high school career. Students are urged to be very careful with their personal property in the building and to leave this

property only in their lockers. The school cannot be responsible for lost articles. Students are discouraged from bringing valuable property to school. It is strongly urged that students not bring large amounts of cash to school. Students may go to their lockers before registration room and immediately before and after their lunch period. Locker use during any other time of day requires an authorized pass. The principal and/or his designee

shall have the right and duty to inspect student lockers and the contents therein. Students need to know that lockers are school property and that there should be no expectation of privacy in regard to them.

(Please be aware that in an ongoing effort to keep Brockton High School drug-free, police dogs may be used to search for drugs, paraphernalia, and other contraband in lockers, parking lots, storage areas, and selected locations.)

SCHOOL PROPERTY

School property (desks, books, etc.) is not to be defaced. Any and all surface within the school's domain is not to be defaced. This policy will be strictly enforced and restitution for damages may be required.

SEMESTER II SENIORS

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

SEXUAL BEHAVIOR

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

SEXTING

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

SMOKING

"The Education Reform Act of 1993, Section 49, Subsection 37H expressly prohibits the use of any tobacco products within school buildings, school facilities, school grounds, school buses by any individual, including school personnel."

STANDARD OF BEHAVIOR

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

TARDINESS FOR CLASSES

If a student is continually tardy to classes or other assigned areas, the offenses may be reported along with appropriate documentation to the Assistant Housemaster. Any student arriving to class without an approved pass after half the period (33 minutes) may be sent to the Assistant Housemaster's office and he/she may be marked absent for that class.

TARDINESS FOR SCHOOL

Based upon the frequency, a minimum penalty of a written warning, to a maximum penalty of a 3-day out-of-school suspension may be issued. Any student arriving to school after 8:00 a.m. and has missed more than half the period may not be allowed to enter their first period class, and he/she may be marked absent for the class. Students must be seated in their assigned seats when the late bell rings.

SUBSTANCE ABUSE POLICY

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

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

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

- All students may be assigned a suspension from 5 to 10 days
- All students may be required to successfully serve their 5 to 10 day alternative placement intervention at the Counseling and Intervention Center (CIC) at the Keith School before being readmitted to their respective schools; failure to complete the alternative placement intervention at the CIC may result in permanent assignment to that school or expulsion
- All students found to be in violation of the BHS Substance Abuse Policy may lose privileges of extra-curricular activities, including but not limited to sports team participation, prom attendance, and graduation ceremonies.
- All students may be subject to expulsion for violating the Substance Abuse policy.

VIOLENT BEHAVIOR

The safety and security of Brockton High School students and staff is the administration's first priority, and violent behavior will not be tolerated. Students who are suspended for 10-days for violating school rules and the rights of others may be required to serve their suspension in the Counseling and Intervention Center at the Keith School.

GUIDELINES RELATED TO LEGAL ASPECTS OF DRUG USE AND ABUSE

A. Search for Contraband Materials

1. Search of Lockers - According to an opinion by the Attorney General, under the circumstances of a clear and present danger to individual and general well-being and/or to the maintenance of discipline and order in the school, the principal and designee shall have the right and duty to inspect students' lockers and the contents therein without prior judicial authorization or police participation. Courts have generally held that the school principal has a reasonable right of inspection of school property and premises including student lockers and desks. **(Please be aware that in an ongoing effort to keep Brockton High School drug-free, police dogs may be used to search for drugs, paraphernalia, and other contraband in lockers, parking lots, storage areas, and selected locations.)**
2. Search of Students – School administrative staff members who have reasonable suspicion to believe that a student is in possession of contraband materials may search that student's individual person or any belongings on his/her person in the presence of a witness. The administrator may search clothing, pockets, wallets, purses, etc. The police shall make such search only where this is proper legal justification.
3. Rights of Questioned Students – Parents will be notified in any interview/interrogation situation by a police officer which carries an implication of possible allegation of guilt or the furnishing of information leading to an indictment. The designated official of the school may maintain an informal record of the interview showing the time, place, persons, and summary of discussion and findings.

B. Confidentiality

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

Teachers must make it clear to pupils who confide in them information about their personal drug or alcohol problems that it is the duty of the teacher to report this information to the school principal or designee, but only in order to further the goal of promoting the pupils' personal welfare and the security of the school.

In all instances where the principal or designee has received information of drug/alcohol involvement on the part of pupils, steps should be taken to advise the pupil that his parents must be notified and consulted about further actions that are appropriate in the particular situation.

PENALTIES FOR VIOLATION OF SCHOOL RULES_

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

BPS policies and procedures regarding student discipline:

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

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

Brockton High School is a community of approximately four thousand people. Despite the large number of people interacting each day, the school has earned a reputation for excellence in academic and discipline matters. The positive climate is primarily the result of a responsible student body and an interested staff.

There are times, however, when student conduct interferes with the school's academic and discipline standards. When student behavior is unacceptable, a discipline code is enforced. If a student is suspended, he/she may not attend school or any school related activity during the term of the suspension. In addition, students with unacceptable records may be placed on a "**Disciplinary Contract**".

Privileges and or participation in extra-curricular activities may be restricted or denied to students who violate school rules. These include but are not limited to: attendance at the semi-formal, proms, senior breakfast, and participation in the graduation ceremony.

Students are subject to the Code of Discipline in school, on school property, on the way to or from school, on field trips, at athletic contests, at PAC/PTA and school-sponsored events, and on school-provided transportation.

DEMERITS

As part of the disciplinary tools utilized by school administration, the school may assign demerits for the violation of school rules. When a student accumulates twenty (20) demerits, he/she may be issued an intervention or suspension.

DEMERIT BUY-BACK POLICY

The "Buy-Back" policy allows a student the opportunity to "Buy-Back" **Demerits** that may have accrued for behavioral infractions.

Any student who has demerits will have the opportunity to buy back (i.e., waive) demerits they have accrued before an Accumulation of Demerits, (20) demerits, according to the following guidelines:

- Inform your Assistant Housemaster of your intention to buy back a day and obtain the appropriate form.
- Show that form to each of your teachers for initialing on the first day.
- Attend school for five consecutive days without incurring any tardiness, demerits and/or behavioral referrals.
- On the fifth day, have each teacher (including registration room) re-sign the form, verifying your attendance and class work.
- Return the form at the end of the fifth day to the Assistant Housemaster's office.
- If the student successfully fulfills the above guidelines, a maximum of 7 demerits may be removed from the student's behavior record.

DEPARTMENT GRADES

The following is a description of how suspensions and interventions may affect a student's department grade each term:

<u>Suspension/Intervention</u>	<u>Grade</u>
No Suspensions/Interventions	A
One Suspension/Intervention	C
Two or more Suspensions/Interventions	F
Any Group C or D Suspension/Intervention	F

The following are infractions of school rules and students found guilty of them may be subject to disciplinary action:

GROUP A

DISCIPLINARY ACTION

The offenses listed below are subject to a minimum penalty of a verbal reprimand, demerits, the Handbook Course Intervention, Boxer Homework Class intervention, lunch detention, Boxer Saturday Community Service Intervention Program, In-School Intervention, or Suspension based upon both the evidence presented and the severity of the offenses.

1. Acting defiantly to a reasonable request made by a staff member.
2. Being in a restricted area any time before, during and/or after school hours.
3. Chronic unexcused tardiness to class and homeroom (All tardies and cuts will be posted in the Assistant Housemaster's Office for review).
4. Tardiness to School (after homeroom) - no student will be allowed in school after 8:30 AM without a parent/guardian or without prior parental notification to the school. *All offenses will be accumulated throughout the entire school year. Offenses will not start over each term.
5. Distributing non-school literature during school hours either in class or in the halls between classes. This material may be passed out in a place and at a time designated by the Principal indicating the time and place of distribution. Prior to distribution, a copy thereof must be furnished to the Principal indicating the time and place of distribution.
6. Entering a classroom late without a pass signed by the teacher, office staff personnel, or an administrator.
7. Failure to comply with dress code rules.
8. Failing to have ID displayed.
9. Failure to report to a teacher after school.
10. Fastening of decorations, posters, or announcements to any part of the school building except by permission of the Principal.
11. Loitering in the corridors before, during or after school.
12. Violation of cell phone/electronic devices policy.

GROUP B

DISCIPLINARY ACTION

The offenses listed below are subject to a minimum penalty of a verbal reprimand, demerits, the Handbook Course Intervention, Boxer Homework Class Intervention, lunch detention, Boxer Saturday Community Service Intervention Program, In-School Intervention, or Suspension based upon both the evidence presented and the severity of the offenses.

1. Abusing the privilege of driving or parking on school property
2. Being out of an assigned room without a pass signed by the teacher in charge of the room
3. Cutting class is a serious violation of school security procedures. Any student who cuts a class may be disciplined and may also receive a zero for each class cut.
4. Cutting detentions (repeated occurrences)
5. Cutting Lunch Detention.
6. Failing to demonstrate respect for fellow students and staff
7. Failure to register for school
8. Leaving school property during the school day without express permission from the House Administration
9. Making unnecessary noise or causing a disturbance in classrooms, corridors, dining commons or auditorium
10. Smoking in school building or on school property during school hours (The Tobacco Education program is an option for the first offense.)
11. Throwing anything (foreign objects, etc.) anywhere in the building or outside of the building.
12. Using any locker other than the one assigned by the House Office
13. Possession or use of stink bombs
14. Possession or use of lighters/incendiary devices
15. Possession or use of electronic cigarettes

GROUP C

DISCIPLINARY ACTION

The offenses listed below are subject to a minimum penalty of a verbal reprimand, demerits, the Handbook Course Intervention, Boxer Homework Class Intervention, lunch detention, Boxer Saturday Community Service Intervention Program, In-School Intervention, loss of privileges and/or participation in extra-curricular activities that include but are not limited to: attendance at the semi-formal, proms, senior breakfast, participation in the graduation ceremony. suspension, or referral to the Superintendent of Schools with the recommendation of expulsion or alternative school placement based upon both the evidence presented and the severity of the offense(s).

1. Abusing the privilege of riding the school bus
2. Cheating on tests, assignments and homework, including plagiarism (and may receive zero credit for the assignment, quiz, or test)
3. Defacing, destroying, marring, or causing damage to school or personal property: This includes failing to exercise reasonable care of books by "stuffing" or otherwise mistreating them. This rule will be strictly enforced and restitution may be required. Malicious damage will be reported to School Police.
4. Defiance and inappropriate behavior during any school emergency, such as evacuation of the buildings, security checks or disruption of school.
5. Forgery
6. Gambling or card playing
7. Opening exterior doors to allow students or outsiders into the building
8. Trespassing
9. Buy, selling, trading, or bartering of any item (including, but not limited to: phones, iPods, MP3 players, computers, tablets, and sneakers) while in school or on the way to or from school.
10. Unacceptable Behavior: The Administration of this high school will consider any overt, aggressive act, physically or verbally directed at a teacher or administrator as an unacceptable act. The following are examples of unacceptable behavior:
 - A. Behavior judged by an administrator as deliberately threatening to the safety and well being of any individual within the school.
 - B. Blatant disregard for reasonable request or directives
 - C. Disruptive acts within the school or on school grounds
 - D. Failure to attend in-school suspension
 - E. Failure to identify oneself to any member of the high school staff
 - F. Failure to report to the office as directed
 - G. Filing a false report
 - H. Foul or abusive language
 - I. Insubordination
 - J. Wearing another student's ID or an altered ID
 - K. Any other behavior which is judged by the administration as being unacceptable or inappropriate to individuals and/or the school community

GROUP D

DISCIPLINARY ACTION

The offenses listed below may be subject to consequences ranging from suspension to a maximum consequence of referral to the Superintendent of Schools with the recommendation of expulsion or alternative school placement. In addition, privileges and/or participation in extra-curricular activities may be revoked, including, but are not limited to: attendance at the semi-formal, proms, senior breakfast, and participation in the graduation ceremony. Also, under appropriate circumstances, the principal may take expulsion or suspension action consistent with MA General Laws, Chapter 71, Sections 37H, 37H1/2, and 37H3/4. Police may also be notified.

1. Acts of arson
2. Any behavior, clothing, pins, insignias, colors, or emblems related to gang activity.
3. Assault on staff
4. Committing acts of assault including sexual assault
5. Committing acts of harassment or sexual harassment
6. Committing acts of bullying/cyberbullying

7. Sexting
8. Sexual behavior
9. Committing any acts of theft.
10. Extortion
11. False fire alarm
12. Fighting causing injury
13. Fighting in or on school grounds
14. Habitual school offender: Defined as having received **four** prior suspensions in one semester or **six** prior suspensions in one school year.
15. Hazing
16. Making a bomb threat or serious physical threat to the safety of the Brockton High School community(Requirement of outside counseling and anger management)
17. Possessing or distributing of any weapon, real or simulated, such as a firearm, ammunition, knife, explosive or any object of potential use as a weapon.
18. Possession of, distribution of or drinking alcoholic beverages on school property, and/or possession of, distribution of or taking drugs on school property by anyone at any time is strictly forbidden. Any student who is under the influence of, partaking of, or purchasing alcoholic beverages or drugs, or possessing drug paraphernalia during schools hours, on school grounds or at school-sponsored events may be suspended. Arrest may be made in cases where the law has been violated. **(Please be aware that in an ongoing effort to keep Brockton High School drug-free, police dogs may be used to search for drugs, paraphernalia, and other contraband in lockers, parking lots, storage areas, and selected locations.)**
19. Violating the civil rights of others by making racial, religious, or sexual slurs. This includes verbal remarks or wearing of pins, clothing, or displaying of symbols commonly associated as racial, religious, or sexual slurs. This includes inappropriate markings on books, clothing or exposed skin.

INTERVENTIONS/DETENTIONS/SUSPENSIONS/EXPLUSION

BOXER HOMEWORK CLASS INTERVENTION

Students will be notified in writing twenty-four hours prior to serving the after-school Boxer Homework Class. If a student has been assigned a BHWC and fails to report, he/she is no longer eligible for BHWC and may be given an equivalent suspension. If a student is absent on a day when he/she is assigned BHWC, it must be made-up the day the student returns to school. All students must wear ID's to BHWC. If school is cancelled for any reason, the Assistant Housemaster may reassign the BHWC. Teachers may not send discipline behavior referrals for students who fail to report to BHWC as a consequence of not completing his/her homework.

HANDBOOK COURSE INTERVENTION

A student may be assigned the Handbook Course Intervention (HCI) for a Group A or Group B consequence. The HCI will be one-hour after school. Student assigned to the HCI may have to participate in class discussions pertaining to the rules and regulations in the Handbook and complete reading and writing assignments. If a student is absent the day of the HCI, they may be reassigned by the Assistant Housemaster. Unexcused absences from the HCI may result in a suspension or Saturday CSIP. If school is cancelled for any reason, the Assistant Housemaster may reassign the HCI.

BOXER SATURDAY COMMUNITY SERVICE INTERVENTION PROGRAM (SATURDAY CSIP)

At the discretion of the House Administration, a student may be given the opportunity to participate in a community service program on designated Saturdays from 8:00 a.m. to 12:00 noon. This intervention program is in lieu of a suspension. Parents will be notified and students would be required to arrange their own transportation. If Boxer CSIP is cancelled for any reason, the Assistant Housemaster may reassign the intervention day(s). Failure to report to Boxer CSIP on the assigned day may result in suspension.

IN-SCHOOL INTERVENTION

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

A student assigned to in-school intervention may not attend nor participate in any school sponsored function from the time the in-school intervention is assigned until the morning following the completion of the in-school intervention. Parents will be notified when a student has been assigned an in-school

intervention. In-school intervention hours begin at 7:29 a.m. If a student is absent on the day of an assigned ISI it must be made up on the day the student returns to school. If school is cancelled for any reason, the Assistant Housemaster may reassign the intervention day.

LUNCH DETENTION

Student may be assigned lunch detention for excessive tardiness to school. Students may bring their own lunch or students with a lunch ticket must notify the Assistant Housemaster's office at the time the detention is issued if they wish to order a school lunch. Lunch detention may be located in a classroom designated by the Housemaster or Assistant Housemaster. If a student is absent on a day when he/she is assigned lunch detention, the detention must be made-up the day the student returns to school. If school is cancelled for any reason, the Assistant Housemaster may reassign the lunch detention.

OUT-OF-SCHOOL SUSPENSION

Students serving out-of-school suspensions are not permitted on school grounds for any reason. A student assigned an out-of-school suspension may not attend or participate in any school sponsored events from the time the out-of-school suspension is assigned until the morning following the completion of the suspension. Students who are suspended for 10-days for violating school rules and the rights of others may be required to serve their suspension in the Counseling and Intervention Center at the Keith School. A parent or guardian must accompany the student on the return day. Out-of-school school suspension days are waived. If school is cancelled for any reason, the Assistant Housemaster may reassign the suspension day(s).

EXPULSIONS

The following law has been adopted by the state legislature regarding the reasons for expulsion from day school:

A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon (real or simulated) including, but not limited to, a gun or a knife or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the principal.

B. Any student who assaults a principal, assistant principal, teacher, paraprofessional or other educational staff on school premises at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

C. Any student who is charged with a violation of either paragraph (A) or (B) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel and/or refer to an alternate school placement a student who has been determined by the principal to have violated either paragraph (A) or (B).

D. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten calendar days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

E. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

PLEASE NOTE: IN SOME CASES, THE PRINCIPAL HAS THE PREROGATIVE, WITH THE APPROVAL OF THE DEPUTY SUPERINTENDENT, TO ASSIGN STUDENTS TO AN ALTERNATIVE SCHOOL SETTING.



City of Brockton
BROCKTON PUBLIC SCHOOLS
Kathleen A. Smith, JD ♦ Superintendent of Schools

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

Dear Superintendent,

Section 9528 of the “No Child Left Behind Act” of 2001 requires schools to release student’s private information to military recruiters unless we opt-out in writing.

_____ **As a parent/legal guardian**, I am exercising the right to request that you do not turn over the name, address telephone numbers, and school records of the student listed below to the Armed Forces, Military Recruiters, or Military Schools.

_____ **I am a student of 18 years of age or older**, and I request that my own name, address, telephone number, and school records not be released to the Armed Forces, Military Recruiters, or Military Schools.

Student Name: _____

Brockton High School

Sincerely,

_____ *Signature* _____ *Date*

Your Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Crosby Administration Building ♦ 43 Crescent Street ♦ Brockton, Massachusetts 02301-4376

www.brocktonpublicschools.com

Learn. Teach. Inspire. Achieve.

CORE VALUES AND BELIEFS

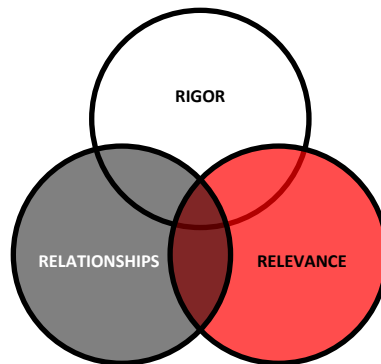
The Brockton High School community teaches our students in a safe, supportive environment the knowledge, skills, values, and behaviors necessary to become responsible and productive members of a diverse society.

RIGOR

- Promotes the development and use of high quality research-based “best practices” for effective instruction
- Utilizes data and on-going evaluation and revision to develop curriculum, inform instructional practices, implement interventions, and design professional development
- Establishes high academic standards and measures their attainment using local, state, and national assessments

RELATIONSHIPS

- Engages with family and community partners in the educational process
- Involves students and families in setting academic goals and celebrating accomplishments
- Enhances intellectual and emotional connections among adults and students
- Encourages and fosters positive and effective communication and working relationships with students, families and the community
- Provides a safe, respectful, responsive, and inclusive learning environment that promotes physical, emotional, social and mental wellness
- Encourages responsible and democratic leadership in community and society



RELEVANCE

- Creates a learning environment that models and reflects understanding and appreciation of diverse cultures
- Provides opportunities and resources to promote student success in a 21st century society
- Provides a myriad of enrichment programs and extra-curricular activities designed to develop students’ talents, creativity, and self-esteem
- Enhances learning opportunities through interdisciplinary collaboration and technological opportunities
- Strives to meet the individual needs of our students by promoting greater personalization
- Monitors and ensures personal growth through assessment, decision-making and goal-setting

21ST CENTURY LEARNING EXPECTATIONS

Across all disciplines, our students will demonstrate:

ACADEMIC SKILLS

- Literacy in reading, writing, speaking and reasoning
- Innovation, flexibility and adaptability in thinking patterns and work habits
- The ability to frame, analyze, and synthesize information in order to solve problems, answer questions, and apply (*knowledge*) to new situations
- Creativity through self-expression

CIVIC AND SOCIAL SKILLS

- Appreciation, respect, and understanding of similarities and differences among people
- Personal responsibility, character, and ethical behavior
- Cooperation and collaboration to solve problems and accomplish goals

TECHNOLOGICAL SKILLS

- Productive use and understanding of technology
- Use of technology to obtain, exchange, evaluate, and organize information
- Ability to select appropriate technology for a given task

3/4/2013