

# **Student Handbook 2021-2022**



## **Bedford High School**

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Ms. Heather Galante, Principal

<https://www.bedfordps.org/high-school>

*Paper copies are available upon request in the Main Office*

June 30, 2021

Dear Members of the Bedford High School Community,

Welcome to the 2021-2022 school year. This handbook is the culmination of much effort. It includes helpful information, policies, and procedures about our high school. It also includes our code of conduct, which is designed to keep all members of our high school community safe and secure. As part of our Social and Civic expectations, we ask that all students “act with integrity, respect, and responsibility toward themselves, others, and the environment.” Bedford High School is a great place. Here, we value our students and see them as individuals. However, we must all be responsible and contribute to a culture of respect, safety, and tolerance. Know that upon entering and exiting this building you represent Bedford High School, a school rich in tradition yet unafraid to embrace change.

It is important that all students feel safe to learn and grow academically, socially, and personally. As you plan for the upcoming year, I encourage you to take advantage of opportunities, as they are plentiful here at the high school. The rules, as outlined in this handbook, are in place to make your high school experience a safe one. Know that each year is a fresh start for our students. Take advantage of that fresh start. I look forward to getting to know the students of Bedford High School. Thank you in advance for your help in keeping our school a safe place to achieve inside and outside of the classroom.

With Respect,

Heather P. Galante  
Principal

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# I. BHS MISSION STATEMENT

The mission of Bedford High School is to educate all students in a nurturing, democratic, challenging, and inclusive environment. Bedford High School, in partnership with parents and the community, helps students attain the knowledge and develop the skills and intellectual curiosity to become independent and self-sufficient adults who will contribute responsibly in a global community. By providing opportunities for students to create meaning and to develop understanding in a variety of contexts, Bedford High School prepares students to grow and to act in a well-informed, creative, ethical and compassionate manner.

## II. STUDENT EXPECTATIONS: WE **ARE** BHS

### **Academic Learning Expectations:**

#### **Active Learners**

*engaged in the quest for knowledge and understanding*

- understand and use what they learn
- read actively and purposefully
- engage in inquiry and self-directed learning
- use feedback and reflection to extend learning

#### **Resourceful Thinkers**

*engaged in solving problems, making meaning and developing understanding*

- employ creative thinking skills
- employ critical thinking skills
- evaluate frames of reference
- make meaningful connections
- conduct analytical research

#### **Effective Communicators**

*engaged in sharing information, insights, and ideas*

- present in oral and written form with clarity, purpose, and understanding
- express knowledge and skill creatively using a variety of media, technology and the arts
- engage effectively in discussion

## Social and Civic Expectations

- act with integrity, respect, and responsibility towards themselves, others, and the environment
- value cultural diversity and recognize global interdependence
- practice the democratic principles of tolerance, activism, responsibility for and service to one's community
- think independently and work cooperatively to achieve goals and resolve issues

## III. PROTOCOLS FOR COMMUNICATION

A full list of phone numbers and email addresses for Bedford High School faculty and staff can be found [here](#).

### High School Administration

Ms. [Heather Galante](#), Principal 781-275-1700 x4401

Mr. [Daniel Hudder](#), Assistant Principal, 781-275-1700 x4402

Mr. [Thomas Casey](#), Assistant Principal, 781-275-1700 x4403

Principal's Office	Student Office
Ms. <a href="#">Brenda Sweetland</a> x4406 Ms. <a href="#">Nancy Powell</a> , Registrar x4407	Ms. <a href="#">Sandy Turner</a> x4404 Ms. <a href="#">Amber Loveless-Patterson</a> x4405
Counseling Department	Student Support
Mr. <a href="#">Lester Eggleston</a> , Director x4408 Ms. <a href="#">Meredith Tobe</a> x4410	Ms. <a href="#">Michelle DellaValle</a> , Special Education x4424 Ms. <a href="#">Kristen Tracy</a> , AAC x4499 Ms. <a href="#">Tracy Metiviter</a> x4421

### Procedures for Communication: Who to call when...

- Contact a teacher when...
  - you have questions about a grade
  - you have questions about an assignment
  - you have questions about placement or level
  - you have a question about a teacher assigned detention
  - you have a question about an incident that occurred in class
- Contact a counselor when...
  - You have a question about placement or level
  - You have an academic question or concern
  - You have questions regarding student support services

- Contact a Program Administrator (Department Head) when...
  - you are concerned about the actions of a teacher and have found that direct contact was non-productive
  - you have curriculum questions
  - you wish to change a level in a subject area
  - you wish to volunteer as a resource person in the classroom
  
- Contact an Assistant Principal when...
  - you have a question about an assigned Office Detention or Suspension
  - you have a concern about the action of a teacher that has not been responded to satisfactorily by the Program Administrator
  - you have questions about an attendance matter
  - you have school policy questions
  
- Contact the Registrar when...
  - you are moving and need information about withdrawing from Bedford High School
  - you have questions about credits earned at Bedford High School
  - you want to inquire about credits received from another school
  - you have a question about financial obligations
  
- Contact the Principal when...
  - you have not received an adequate or helpful response from the appropriate staff
  - you have a suggestion that may improve the school
  - you have a complaint or concern about school policy
  - you don't know whom else to call
  
- Contact the Special Education Office when...
  - you have questions about the services available under Chapter 28
  - you have questions regarding an Individual Educational Plan (IEP)
  
- Contact the Athletic Director when...
  - you want to contact a coach directly
  - you have a question about interscholastic athletic events
  
- Contact the student office when...
  - you have a question about an absence
  - you have a general question related to BHS
  
- Contact the School Nurse when...
  - you have a question about health records
  - there is a medical condition that requires an adjustment in school procedure



## IV. ACADEMIC INFORMATION

### A. 2021-22 School Calendar

August				
M	T	W	TH	F
23	24	25	26	27
30	31			
September (20)				
		1 <sup>3/4</sup>	2	XX
XX	7	8 <sup>3/4</sup>	9	10
13	14	15 <sup>3/4</sup>	16	17
20	21	22 <sup>3/4</sup>	23	24
27	28	29 <sup>3/4</sup>	30	

February (15)				
M	T	W	TH	F
	1	2 <sup>3/4</sup>	3	4
7	8	9 <sup>3/4</sup>	10	11
14	15	16 <sup>3/4</sup>	17	18
XX	XX	XX	XX	XX
28				

School Days		
Sept	20	Feb 15
Oct	20	Mar 22
Nov	18	Apr 16
Dec	17	May 21
Jan	20	Jun 11
	95	85
<b>TOTAL DAYS</b>		<b>180</b>

October (20)				
M	T	W	TH	F
				1
4	5	6 <sup>3/4</sup>	7	8
XX	12	13 <sup>3/4</sup>	14	15
18	19	20 <sup>3/4</sup>	21	22
25	26	27 <sup>3/4</sup>	28	29

March (22)				
M	T	W	TH	F
	1	2 <sup>3/4</sup>	3	4
7	8	9 <sup>3/4</sup>	10	XX
14	15	16 <sup>3/4</sup>	17	18
21	22	23 <sup>3/4</sup>	24	25
28	29	30 <sup>3/4</sup>	31	

2021 Holidays/Vacations		
<b>2021</b>		
Aug. 20th	HS Football Starts	
Aug. 23rd	All Other Sports Start	
Sept. 1st	First Day of School	
Sept. 3rd	No School	
Sept. 6th	Labor Day (No School)	
Sept. 7-8	Kindergarten Orientation	
Oct. 11th	Indigenous Peoples Day (No School)	
Nov. 11th	Veterans Day Observed (No School)	
Nov. 24th	Schools Close at Early Dismissal	
Nov. 25-26	Thanksgiving Break	
Dec. 24-31	Vacation	

November (18)				
M	T	W	TH	F
1	XX	3 <sup>3/4</sup>	4	5
8	9	10 <sup>3/4</sup>	XX	12
15	16	17 <sup>3/4</sup>	18	19
22	23	24 <sup>h</sup>	XX	XX
29	30			

April (16)				
M	T	W	TH	F
				1
4	5	6 <sup>3/4</sup>	7	8
11	12	13 <sup>3/4</sup>	14	15
XX	XX	XX	XX	XX
25	26	27 <sup>3/4</sup>	28	29

2022 Holidays/Vacations		
<b>2022</b>		
Jan. 1st	New Year's Day	
Jan. 3th	School Back in Session	
Jan. 17th	Martin Luther King Day (No School)	
Feb. 21-25	Winter Vacation	
Apr. 18-22	Spring Vacation	
May 30th	Memorial Day	
Jun. 2nd	High School Graduation	
Jun. 15th	Tentative Last Day of School	
Jun. 19th	Juneteenth Day	
Jun. 20th	Juneteenth (Observed - No School)	
180 Days = June 15th (if no cancellations)		
June 16th-23rd (Possible make-up days for cancellations)		

December (17)				
M	T	W	TH	F
		1 <sup>3/4</sup>	2	3
6	7	8 <sup>3/4</sup>	9	10
13	14	15 <sup>3/4</sup>	16	17
20	21	22 <sup>3/4</sup>	23	XX
XX	XX	XX	XX	XX

May (21)				
M	T	W	TH	F
2	3	4 <sup>3/4</sup>	5	6
10	11	12 <sup>3/4</sup>	13	14
16	17	18 <sup>3/4</sup>	19	20
23	24	25 <sup>3/4</sup>	26	27
XX	31			

January (20)				
M	T	W	TH	F
3	4	5 <sup>3/4</sup>	6	7
10	11	12 <sup>3/4</sup>	13	14
XX	18	19 <sup>3/4</sup>	20	21
24	25	26 <sup>3/4</sup>	27	28
31				

June (11)				
M	T	W	TH	F
		1 <sup>3/4</sup>	2	3
6	7	8 <sup>3/4</sup>	9	10
13	14	15 <sup>3/4</sup>	◆	◆
XX	◆	◆	◆	

Aug. 26th	- New Teachers
Aug. 27th	- New Teachers & BHS Arena Day
	All Staff
XX	No School
h	Early Dismissal
3/4	3/4 Day Workshops
	Teacher Prof. Development - No Students
	Tuesday, November 2, 2021
	Friday, March 18, 2022

	School Starting & Dismissal Times		Workshop Dismissal	Early Dismissal
Middle	7:40 A.M.	2:16 P.M.	12:43 P.M.	11:00 A.M.
High	7:45 A.M.	2:24 P.M.	12:54 P.M.	11:08 A.M.
Lane	8:22 A.M.	2:46 P.M.	1:17 P.M.	11:30 A.M.
Davis	9:02 A.M.	3:20 P.M.	1:55 P.M.	12:05 A.M.

◆ Snow Days

## B. Bell Schedules

### Mondays, Tuesdays, Thursdays, & Fridays

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
7:40	WARNING BELL					
7:45 - 8:55	A1	AB2	A2	A1	AB2	A2
8:59 - 10:09	AB1	B1	B2	AB1	B1	B2
10:09 - 10:18	Break (in B-block classroom)					
10:22 - 11:32	CD1	Flex	DC2	CD1	Flex	DC2
Lunch Block 11:36 - 1:10	DE1	DC1	CD2	DE1	DC1	CD2
	1st lunch: 11:36 - 11:56 AM      Class 2nd: 12:00 - 1:10 PM Class 1st: 11:36 AM - 12:46 PM      2nd lunch: 12:50 - 1:10 PM					
1:14 - 2:24	E1	DE2	E2	E1	DE2	E2
2:24	Dismissal					

### Wednesdays

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
7:40	WARNING BELL					
7:45 - 8:34	A1	AB2	A2	A1	AB2	A2
8:37 - 9:26	AB1	B1	B2	AB1	B1	B2
9:29 - 9:56	Advisory					
9:59 - 10:48	CD1	Flex	DC2	CD1	Flex	DC2
Lunch Block 10:51 - 12:03	DE1	DC1	CD2	DE1	DC1	CD2
	1st lunch: 10:51 - 11:11 AM      Class 2nd: 11:14 - 12:03 AM Class 1st: 10:51 - 11:40 AM      2nd lunch: 11:43 - 12:03 AM					
12:06 - 12:55	E1	DE2	E2	E1	DE2	E2
12:55	Dismissal					

## C. Community Service

All students are expected to complete 20 hours of community service over their high school career. Community service appears on the transcript with an indication of whether students have met the expectation. Progress status and number of hours completed are tracked in Aspen and updated quarterly. Students are responsible for submitting hours via Google for verification as they are completed by following the directions [here](#).

## D. Course Selection and Level Changes

Refer to the Counseling section in the [Program of Studies](#) for detailed information regarding the Course Selection Process, Course Overrides, Scheduling and Level Changes.

## E. Dual Enrollment

Dual enrollment is a partnership between the Middlesex Community College and Bedford High School, providing students the opportunity to take college courses while also completing their requirements for high school graduation. Refer to the [Program of Studies](#) for more information.

## F. Eighteen-Year-Olds (Emancipation)

Upon receipt of a "letter of emancipation" from a parent or guardian, an eighteen-year-old may function as a legal adult. Parents should note that once emancipation occurs, no school records can be released except to parents without the written consent of the eighteen-year-old. Students should be aware that they are still subject to the rules of the high school.

## G. Financial Obligations

Students must accept full responsibility for all textbooks, workbooks, library books and equipment; including iPad, iPad cover, charging block and syncing cord, supplied to them by the school. In the event books or equipment are lost, damaged, or stolen, full financial restitution must be made to the school. Outstanding financial obligations carry-over from school year to school year and if unpaid, will result in possible additional consequences.

## H. Flex Block

There are two Flex Blocks in each six-day cycle. Flex Block is an academic intervention block that meets at the beginning of the school day on Days 2 and 5. The primary focus of Flex Block is to provide a period where students can complete homework or seek out academic help from teachers. Flex Block is mandatory for all 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders; attendance is taken. Seniors who are struggling academically may be assigned to a Flex Block.

During Flex Block, students may stay in their assigned homeroom or they may seek extra help from any teacher. Students also have the opportunity to visit the counseling department, library, cafeteria, or gym (if supervision is available).

## I. Grade Scale and GPA

Weighted and unweighted GPA are reported on the student's college transcript with final grades. (Senior year grades are reported by quarter). The different levels for minors are indicated on the report card and transcript as descriptors of the varying levels of difficulty and student work.

### Notes Regarding GPA:

- Unweighted is a 4.0 scale; weighted is a 5.0 scale
- All academic majors and all elective courses are used to calculate unweighted GPA scale (except pass/fail).
- Only courses considered as majors (5 credit courses) are used to calculate weighted GPA. Heterogeneous courses and courses taken for Pass/Fail are **not** used to calculate weighted GPA.

Score	Grade	High Honors Advanced Placement	Honors	College Prep Intro College Prep Fundamental
93-100	A	5.0	4.5	4.0
90-92	A-	4.7	4.2	3.7
87-89	B+	4.3	3.8	3.3
83-86	B	4.0	3.5	3.0
80-82	B-	3.7	3.2	2.7
77-79	C+	3.3	2.8	2.3

73-76	C	3.0	2.5	2.0
70-72	C-	2.7	2.2	1.7
67-69	D+	2.3	1.8	1.3
63-66	D	2.0	1.5	1.0
60-62	D-	1.7	1.2	0.7
0-59	F	0	0	0

- **Bedford High School does not report out class rank.**

## J. Grading System

Teachers post grades electronically in Aspen eight times per year: 4 quarterly report cards and 4 interim progress reports. Please remember that, unlike quarterly report card grades, interim grades are reported at a time when all work may not yet be graded. The posted grade should be interpreted as an indicator of progress only. If you do not have access to the Internet at home, parents may request a hard copy be sent by mail. Without request, the school mails home the final report card for every student for record-keeping purposes.

Although each teacher has his or her own grading policy, grades generally include credit for homework and class participation.

Term 1	25%
Term 2	25%
Term 3	25%
Term 4	25%

## K. Homework Policy

At Bedford High School, we aim to cultivate curiosity and resilience, build meaningful connections and promote balance so that students are empowered to live their best lives. Our mission is to inspire our students to strive for and meet the highest levels of academic and

personal achievement, while nurturing a respectful, supportive, engaged, curious, and passionate learning community. In order to promote well-being and achievement of all students, Bedford High School is committed to the following practices regarding assignments and assessments:

### **Homework Practices**

1. Homework is announced before the end of the class period, both orally and displayed - either on the board or online.
2. Homework is posted online on a platform that is accessible to students and parents/guardians.
3. Homework-free vacations are observed both in practice and in spirit, with no major test or assignment due until at least the third school day following a school vacation (Thanksgiving, December, February, and April breaks).
4. Any student who is unable to attend class or complete homework because of religious and/or cultural beliefs are provided with the time (no less than one week) and the opportunity to make up missed work and/or assessments.
5. No Homework Nights are observed for students taking the ELA MCAS in March, math MCAS in May, and science MCAS in June. Students taking MCAS retests are provided with the time (no less than one week) and opportunity to make up missed work and/or assessments.

### **Coordination of Major Assessments**

For Major classes, summative assessments (tests, projects, essays) given/due during the final cycle prior to vacations, at the end of quarters, and before exams shall be coordinated as follows:

- English, science, and world language classes: due on day 1, 2, or 3
- Math, social studies, and any other major class: due on day 4, 5, or 6

## **L. Honor Roll**

A quarterly Honor Roll is based on numerical grades that are calculated in at least four major subjects resulting in the following grade point averages:

First Honors: 90+

Second Honors: 88+

Third Honors: 85+

These averages are calculated by multiplying each grade by the number of periods the course meets per cycle and dividing that total by the total number of periods. Pass/fail courses are not used. Honor roll is published in local newspapers and shared with students' school counselors only.

## M. Incompletes

During the school year, students who receive incompletes must resolve their incompletes within two weeks of grade posting or the grade behind the incomplete will be recorded on their report card and transcript.

Seniors who receive incompletes for their second quarter must resolve their incomplete by the day before grades are due to the registrar from their teachers or the grade behind the incomplete will be recorded on their transcripts and sent to the colleges to which they have applied.

Incomplete grades from the previous year must be resolved by the third day of school in the new year or the grade behind the incomplete will be registered on the report card and transcript, and will be used to calculate the student's GPA.

Exceptions, due for example to extended illness, may be made at the principal's discretion.

## N. Leaving School

Students planning to move, leave school early, or withdraw from Bedford High School for any reason should complete the official withdrawal form from the Registrar. All materials (textbooks, iPad, case, charging cord, uniforms, etc.) must be returned, all outstanding fees paid, and all course work/credit arrangements must be settled. Completion of these things allows student records to be readily discharged to schools and other parties, upon request.

## O. Mid-year and Final Assessments

Teachers may schedule mid-year or final assessments (e.g. projects, essays, exams, etc.) so that students can demonstrate what they know and what they are able to do. Any assessment will be integrated into the natural scope and sequence of the course by the classroom teacher at their discretion. Teachers have discretion over how any assessment contributes to the term grade.

## P. Pass/Fail (P-F)

A grade of "P" is used in exceptional circumstances where standard grading practices do not apply. The decision to grade a student "pass/fail" in a course is a collaborative Program Administrator, Director of Counseling, and Assistant Principal decision, in consultation with the teacher and counselor. The grade of a "P" does not impact the GPA. Credit is recorded.

## Q. Promotion and Graduation Requirements

Number of credits needed by the end of each high school grade to be promoted

➤ Grade 9	31 Credits
➤ Grade 10	62 Credits
➤ Grade 11	93 Credits
➤ Grade 12	124 Credits

In order to receive a Bedford High School diploma, a student must pass MCAS and complete all graduation requirements. A student who meets all graduation requirements but does not pass MCAS may receive a Certificate of Attainment. Refer to the [Program of Studies](#) for a complete list of graduation requirements for Bedford High School students.

## R. Regulations on Student Records

Bedford High School maintains two types of student records: the transcript and the temporary record known as the cumulative record. The Transcript is an administrative record that constitutes the minimum data necessary to reflect the student's educational progress. This data shall be limited to the names, address and phone number of the student and his parents, course titles, grades, grade level and year completed. The student's transcript shall be maintained by the school department and may only be destroyed 60 years following the student's graduation, transfer, or withdrawal from the school system, at the discretion of the School Committee. The Temporary Record shall consist of the information important to the educational process such as standardized test results, and evaluations by teachers, counselors, and other staff members. The temporary record is given to Seniors after graduation. A student transferring from a local system must provide the new school system with a complete record of the entering student. Said record shall include, but is not limited to, any incidents involving suspension or violation or criminal acts or any incident reports in which such student was charged with any suspendable act.

According to Massachusetts General Law, Section 37H, 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. Request for access to the records may be made by the student and/or his or her parents and such request shall be honored within a ten day period. The student and/or his parents shall have the right to add information to the record according to procedure of appeal in the event of disagreement. The above shall be the rights of the student upon reaching 14 years of age or upon entering the 9th grade. If a student is under this age or grade requirement, these rights shall be exercised by the parents. If a student is from 14-17 years of age and has entered the 9th grade, both the student and his or her parents shall



exercise these rights. A student 18 years of age or older may limit the rights of his/her parents by written request to the school principal or superintendent. A copy of the complete regulations may be obtained in the Principal's Office.

With few exceptions, information in a student's record will not be released to a third party without the prior written consent of the eligible student and/or a parent having physical custody of a student under 18 years of age. Two notable exceptions are: Directory Information- a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. Recruiting Information for the Armed Forces and Post Secondary Educational Institutions- Upon request from military recruiters and/or representatives of post secondary educational institutions the Bedford Public Schools will provide the name, address and telephone listing for all secondary students. *If an eligible student and/or parent does not want DIRECTORY INFORMATION or RECRUITING INFORMATION released, they must so notify Ms. Heather Galante, Principal, in writing at 9 Mudge Way, Bedford by September 18, 2020, and said information will not be released.*

## S. Retention/Eligibility

### **Retention Notification:**

A Student shall be considered retained if he/she does not fulfill the minimum credit requirements at the end of an academic year to be promoted to the next grade. The parent(s) or guardian(s) of retained students will be notified of their child's academic standing by mail over the summer. If a child maintains a 70 average in the major courses to fulfill the required credits for the next grade by the beginning of the third term, they will be notified by the administration and will be promoted to the appropriate grade level Homeroom. In addition, the child must be passing their current English class to be eligible for mid-year promotion.

### **Eligibility:**

Students must pass the equivalent of four (4) major classes to be considered eligible to participate in sports and other extracurricular activities. Students found ineligible will be given written notification at the end of each quarter and the end of the year.

## T. Summer School / Enrichment Courses

Failing grades may be made up in summer school. A student must have prior approval of the counseling or principal's office before registering in a summer school program other than the options listed in the summer school letter. Courses taken for enrichment may not be applied to course requirements for graduation or to the calculation of GPA. An official transcript from the institution must be submitted to the Registrar's Office.

## V. ACADEMIC INTEGRITY

### A. BHS Honor Code

At Bedford High School it is our expectation that all members of the school community will act with honesty and integrity where the primary focus is to attain the knowledge and develop the skills to become independent, self-sufficient adults who will contribute responsibly in a global community.

#### **All members of school community will:**

- Act fairly and use honest means to gain academic success
- Present and properly acknowledge the words, ideas and opinions of someone else using proper citations.
- Be honest when presenting information both in oral and written form.

#### **Examples of violations of the Honor Code:**

1. Copying from another student or allowing another student to copy from you, unauthorized use of study aids including cheat sheets, the inappropriate use of a calculator or electronic device, talking or using signs, material written on hands/classroom property and the unauthorized sharing of information regarding tests and quizzes.
2. Unauthorized use of another person's paper, copying homework, labs, essays or projects, copying documents from electronic media, the internet, foreign language translation programs, etc.
3. Lying about whereabouts to members of the administration, faculty and staff or giving a false name to a teacher.

**Violations of the Honor Code are addressed with the Code of Conduct.**

### B. Plagiarism

Plagiarism is a violation of the Bedford High School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.

## VI. ATTENDANCE

### **Statement of Philosophy**

The faculty, staff, and administration at Bedford High School believe excellent attendance is an integral part of a student's educational experience. Students engage in authentic education when they experience an enriching classroom environment. Consistent attendance demonstrates a student's commitment to their education and to the school community. In this collaborative partnership, all students, parents, and staff play an active role in monitoring, supporting, and understanding the attendance policy. Therefore, we ask parents to work with the school community in fostering in our students an appreciation for arriving on time and being present in school on a regular basis.

### **Statement of Purpose**

School attendance is regulated by Massachusetts General Law. We acknowledge that students will occasionally be absent from class due to illness, important family matters, religious observances, and/or school-sponsored activities. It is our goal to address and support those students with patterns of absences that do not fall under the above categories. We are concerned about students who cut class, are tardy, have a pattern of absences on days where assessments/projects take place or are due, and/or have excessive absences for any reason. Chronic tardiness and absences also affect the teacher and other students in a class.

### **Parent Responsibility**

Parents are required to call the **Bedford High School Automated Attendance Line (781) 275-1700 x4405** to report their child absent for all or part of the day **by 8:30 AM the morning of the absence**. Parents should submit any documentation pertaining to the absence (e.g., a doctor's note) to the attendance secretary when the student returns to school. Parents are expected to use the Aspen Portal to view their child's attendance and to engage in frequent discussions with their child regarding class and daily attendance. Medical documentation may be required to exempt repeated absences.

### **Student Responsibility**

Students will take responsibility for being aware of their attendance with regard to this policy. Students will make every effort to attend school, and be on time to school and to all classes. Students will communicate with their parents/guardians and teachers regarding their attendance. Bedford High School will support students in fulfilling this responsibility.

### **School Responsibility**

Official school attendance is taken in Aspen at the start of the school day. In accordance with Massachusetts General Law, Bedford High School shall provide notification to any parent or guardian of a student who has missed 2 or more periods (unreported) within 5 school days or

who has missed 5 or more school days (unreported) in a school year. Per MGL c. 76 sec. 1, students of mandatory school age may not miss more than 7 days or 14 half-days in a 6 month period.

In addition, students who are absent without excuse for 8 or more days in a quarter may be considered truant, and subject to proceedings under the "child requiring assistance" provisions of the juvenile law. The Assistant Principal will meet with the parent or guardian of any such student and shall jointly develop action steps for student attendance which will be implemented upon agreement of the parties. The Assistant Principal may, when appropriate, seek input from other relevant school personnel and officials, relevant public safety, health and human service, housing and nonprofit agencies.

## A. Absence Categories

- Students may not exceed (5) five absences per quarter in a five credit (Major) course that meets four times in the six day cycle.
- Students may not exceed (3) three absences per quarter in a 2.5 credit (Minor) course that meets two times in the six day cycle.
- During fourth quarter, seniors may not exceed 3 absences in 5 credit courses and 2 absences in 2.5 credit courses.

### **Reported Absent**

Any student not present in school will be marked absent in Aspen. Official school attendance is taken in Aspen at the start of the school day. For an absence to be classified as reported, a parent must call the automated attendance line on the morning of the absence. For a reported absence to be considered for exemption, the student must submit documentation to the main office **within two (2) weeks** upon their return to school, but not after the close of a previous term. Notes from parents regarding absences, dismissals, or tardies are for explanation purposes only. A reported absence counts toward the allotted number of absences per term. An exempt absence does not count toward the allotted number of absences and students may receive full credit for a class with administrative approval.

**An administrator will make the final determination as to whether the absence or dismissal is considered exempt. Exempt absences are granted on a case-by-case basis.**

### ***Exempt***

The following categories of absences **MAY** be considered exempt with proper documentation and require administrative approval:

- Medical (doctor's note required)
- Religious observance (parent/guardian call required)
- Legal (documentation required)
- Funeral (parent/guardian call required)

- College visit (juniors and seniors only—reasonable proof of a visit to the college is required, such as a dated note or business card from the admissions office or a dated parking pass—limit 4 per year—additional visits require administrator approval)
- Approved school field trips - student considered present for school but exempt absence for any class(es) missed. Marked as FT (field trip) in Aspen
- Suspensions from school

### Unreported

When a student is absent from school and no phone call or note has been received from a parent verifying the absence, the student is classified as absent unreported. This type of absence may be considered truancy from school and counts towards the allotted term absences.

## B. Procedures for Attendance

- **Parents must call the Bedford High School Automated Attendance Line by 8:30 AM to report an absence, dismissal, or tardy.**
- **Automated Attendance Line: 781-275-1700 x4405.**
- Absences: If a student will be absent from school, parents must call the Automated Attendance Line **by 8:30 AM** on the day of the absence. Be sure to state your child's name, grade, and reason for absence. If no phone call is received, then the school will attempt to contact the home. If no contact is made, notes from parents explaining absences will be accepted in place of a telephone call within two (2) weeks of the student's return to school, but not after the close of a previous term.
- Dismissals: In most cases only a parent or legal guardian may authorize a dismissal from school. To dismiss your child, you must either call the Automated Attendance Line **by 8:30 AM**, or have your child bring a note from home to the Student Office prior to the dismissal time. Written requests for dismissals and phone calls after the fact will not be honored and the student will be charged with a class cut for each class missed.
- Tardies: If a student will be tardy to school, parents must call the Automated Attendance Line **by 8:30 AM**. Be sure to state your child's name, grade, and reason for tardiness. Notes from parents explaining tardiness will be accepted in place of a telephone call only on the same day as the tardy.

## C. Truancy

If a student is chronically absent or absent without a valid reason from school, the student is considered truant from school. The truancy will prompt additional action by the school in

accordance with MGL c. 119, sec. 21 and 39G including, but not limited to additional notification to the parents, meeting with BHS School Attendance Team, participation in a Truancy Prevention Program, School Resource Officer involvement, and/or filing with the court.

## D. Class Cut

When a student is present in school but is absent from class, it will be considered a class cut. Teachers will mark the student absent in Aspen and inform the office that the student is missing from their class for an unknown reason. The school will notify parents via telephone and/or email that their child has cut a class and will serve a detention as a consequence. For each class cut, a student is given an office detention where they will be given the opportunity to work on the missed class' assignments (when appropriate). ***(Note: classroom-based assignments such as science labs, language lab activities, presentations and debates/graded discussions are excluded from the make-up policy).***

Students who chronically cut class will be required to attend a Truancy Prevention Program as mandated under Massachusetts General Laws Chapter 240. Students found leaving school grounds during class time may be suspended from school and/or lose other privileges, such as parking. If a student exceeds more than 5 absences in a quarter for a 5 credit class or more than 3 absences in a 2.5 credit class, they can earn an FDA (Failure Due to Absences) for that quarter which will equal a 50%. An FDA will be determined on a case by case basis. The student and parent may appeal an FDA by contacting their Assistant Principal

## E. Tardiness

Bedford High School believes that success in school is dependent upon punctual, regular attendance. Tardiness has a direct correlation with poor student performance and is detrimental to the learning environment. Recognizing that time on learning in the classroom cannot be substituted, we adhere to the following tardy policy, as approved by the Bedford School Committee.

Students will be considered tardy to school if they are not in their first period classroom by the time the bell rings at 7:45 AM. After 7:45 AM, all teachers will redirect students to the Main Office and will not admit students without a pass. All students remaining in the hallways or arriving to school after 7:45 AM will be sent to the Student Office. After students check in at the Student Office and receive a pass, they report to their class and present the pass to the classroom teacher. Disruptive, intentional and purposeful tardiness to class or school as well as classroom non-attendance that is chronic and includes loitering and/or wandering the hallways will be addressed by a parent meeting with the student's Assistant Principal and/or additional measures (see Code of Conduct, E Offenses).

If a student is tardy 30 minutes or more to any class this counts as an absence for that class.

### **Consequences for Being Tardy to School or Tardy to a Class**

When a student is tardy to school, they must check in at the Student Office. The Student Office will keep a record of each student who is tardy to school, and the behavior will be addressed by the student's Assistant Principal. When a student is tardy to class without a pass, the teacher will record this in Aspen. On the third tardy, the teacher will contact home and refer the student to their Assistant Principal. Specific consequences are as follows:

- On the third tardy, the student will be issued a warning
- On the fourth and each subsequent tardy to school or class, a student will be assigned an office detention.
- On the eighth tardy to school or class, in addition to detentions, a meeting will be scheduled with the student and parents/guardians to discuss strategies to support the student in getting to school or class on time.
- On the twelfth and each subsequent tardy to school or class, additional school consequences/ interventions will be implemented including (but not limited to) loss of parking privileges, loss of FLEX Block privileges for seniors, inability to participate in school activities, participation in a truancy prevention program.
- In order to be exempt from taking final exams, a senior must have a grade of 84 or above for the first three terms, an 84 or above for term four and a record of good attendance to school and/or class that falls within the requirements set out by Bedford High School.

## **F. Attendance and After School Activities**

In order for a student to participate in an after school activity (extra-curricular, athletic, music, drama, etc.) they must meet the following standards:

- The student must secure, during the last marking period preceding the activity (e.g. second quarter marks not semester grades determine third quarter eligibility), a passing grade and full credit in the equivalent of four major 5 credit courses. To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year the equivalent of four major 5 credit courses.
- The student must be in attendance no later than 10:25 AM on the day of the activity and remain for the entire day. In addition, a student may not be dismissed before 11:35 AM in order to participate

- The student must not be in violation of either the school's class cutting or truancy policies.

## G. Grades and Attendance

The number of days that students are allowed to miss each term and still receive course credit is called the "allotted term absences."

- Students may not exceed (5) five absences per quarter in a five credit (Major) course that meets four times in the six day cycle.
- Students may not exceed (3) three absences per quarter in a 2.5 credit (Minor) course that meets two times in the six day cycle.

If a student exceeds more than 5 absences in a quarter for a 5 credit class or more than 3 absences in a 2.5 credit class they may earn a **FDA (Failure Due to Absences)** for that quarter which will equal a 50%.

All FDA's are determined on a case by case basis by the student's team including the counselor, assistant principal and liaison, if applicable.

The student and parent may appeal an FDA by contacting their Assistant Principal. The student has the ability to earn back the original grade from a Failure Due to Absences (FDA) if their attendance to school and/or to class improves the next quarter.

**During fourth quarter, which has fewer days for the senior class, seniors may not exceed 3 absences in 5 credit courses and 2 absences in 2.5 credit courses. Any senior who has more than the allotted number of absences for quarter 4 may be required to take the final exam or may lose senior privileges including participation in senior activities.**

## H. Make-Up Work

- Students must accept the responsibility for all make-up work caused by reported absences. Make-up work is due no later than one calendar day longer than the length of the absence. For example, if a student is absent for 2 days, all make-up work is due on the 3rd day of their return.

## I. Field Trip Policy

- A tentative list of students who are going on the trip is distributed to all teachers at least two weeks prior to the trip. A teacher may have a student removed from the list if he or she:



- is currently having difficulty academically in a class.
- has been absent close to or over the allotted amount of days.
- has been a chronic discipline problem
- Students should obtain assignments before leaving on the field trip and submit them upon returning to school.
  - All tests must be taken as scheduled by a student's teacher.
  - All other work missed because of a field trip must be made up promptly according to the school's make-up policy.
  - Students must submit a signed parent permission slip for each trip.

## J. Family Trips and Vacations

Please do not schedule family trips or vacations when school is in session. These are reported absences and days missed will count toward the student's quarter absence total. **In the event of snow days, school may be in session until June 24, 2021; please make vacation plans accordingly.**

## K. Military Family Leave

A student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting shall be granted additional absences at the discretion of the Principal. Conditions in which the school may grant exempt absences for block leave include: the absence is pre approved; student is in good standing; student has prior record of good attendance; missed work is completed and turned in within the school's allotted time period; and absence is not during standardized testing dates.

## L. Religious and Cultural Holidays Policy

Any student who is absent due to a religious or major cultural holiday observance, will, upon notification by the parent, have his or her absence exempt.

Any student who is unable, because of religious and/or cultural beliefs, to attend class shall be provided with the time (no less than one week) and the opportunity to make up missed work and/or assessments. Open and timely communication between students, families and teachers shall ensure that the opportunity to make up work/assessments does not place an unreasonable burden upon any of the parties.

## M. School Cancellations

When it is necessary to cancel school, the following television stations will be notified: WBZ-TV, WCVB, WHDH, and WFXT. The superintendent may also send an automated phone call or

email to inform students and parents of cancellations as well as post school cancellations on the [district website](#).

When a school day is canceled, the next school day is the same number as the one missed. The second day is as scheduled. For example, if Day 1 is a snow day; the next school day is Day 1. The second day is a Day 3. Day 2 is dropped.

## VII. SAFETY AND SECURITY

### A. Bus Behavior

Courteous behavior is necessary on busses not only to ensure everyone's safety, but also to create an orderly environment. All students are expected to obey the following rules:

1. Remain seated at all times.
2. No smoking or vaping
3. No throwing of objects of any kind.
4. Obey the driver's specific instructions.

Failure to observe these rules will result in detention and/or loss of bus privileges. ALL SCHOOL RULES APPLY ON BUSES.

### B. Visitors

In rare instances, students may request a visitor to accompany them for the day. must have a permission slip filled out and signed by teachers and an administrator one week prior to the visit. All visitors, including parents must come in through the main office, sign in, and receive a visitor pass. A secretary will buzz visitors in through the front door.

### C. School Resource Officer (SRO)

A Police Officer works with the Bedford Public Schools and will regularly be on site at BHS. The officers seek to build relationships with students through a variety of experiences. They look for ways to build and strengthen community bridges by working with children, faculty, staff, and parents.

## D. Emergency Procedures

The Bedford Public Schools have a comprehensive set of procedures for immediate response in case of a crisis. All school personnel have step-by-step procedures to follow to ensure the safety and well-being of all students and staff. Follow-up assistance is also available on-site and through a broad network of professionals. If you have questions about BHS safety, please call the principal.

**Fire Drills:** All rooms have directions for exiting the building when the fire alarm sounds. When evacuating the building, students and staff must not block the roadway in front of the building and students must stay with their teachers in the evacuation area. Students will be allowed to reenter the building once the fire department gives the clear.

**A.L.I.C.E. Drills:** Students and staff will practice at least two A.L.I.C.E. drills per year in coordination with the Bedford Police Department and School Resource Officer(s). This emergency response system trains stakeholders how to respond in a variety of emergency scenarios.

## E. Lockers

A student may use only the locker assigned to him or her. **School lockers are not the personal property of the student and students have no expectation of privacy in the lockers' contents.** Students must use locks issued by the homeroom teacher. The use of any other lock must have the Principal's approval. Lockers may be used only for legitimate school functions. Storage of weapons, narcotics, alcohol, stolen property or any other contraband is not permissible. It is strongly suggested that students use their school assigned lock and secure their belongings in their lockers at all times during the school day. Students are responsible for the protection of their personal belongings and valuables.

## F. Health Services

The Health Office is located next to the Principal's Office in room A113. A nurse is on duty during the school day and students may report any time with a pass from a teacher. Any student wishing to be exempt from physical education must obtain an exemption form from the school nurse.

Information regarding immunizations, screenings, administration of medication and other health related issues can be found on the district website at the link [here](#).

## G. CORI Requirements

It is the policy of the Bedford Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I) from the Criminal History System Board of prospective employee(s) or volunteers of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accept any person as a volunteer. For more information on the district and school's policy, please visit the Bedford School District website.

## H. Transportation Policy

School buses will be used for the transportation of students participating in co-curricular or extra-curricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of schools.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personnel liability insurance coverage on the vehicle in the amounts of \$250,000 - \$500,000 or more. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

## I. Weapons in School

Possession and/or use of any dangerous weapon in school buildings on school grounds, any school vehicle or at any school-sponsored activity is prohibited unless prior written approval has been obtained from the Superintendent or designee. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, knife having a blade of greater than two inches, any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially-opened position.

The possession or use of any such weapon will require that proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the principal.

LEG REF: 71:37H; 71:37H1/2

## VIII. SCHOOL CLIMATE

### A. Bullying Prevention Policy

The Bedford Public Schools, in accordance with MGL: Chapter 92 of the Acts of 2010, endeavor to maintain a safe learning environment where students can achieve the highest academic standard. The Bedford Public Schools are committed to creating an environment in which every student develops emotionally, academically, and physically in a caring and supportive atmosphere free of intimidation and abuse.

Bedford High School has a longstanding commitment to prevent bullying and mitigate mean behavior, and to provide a safe and positive learning environment that ensures each student's personal safety by promoting respect, dignity and equality among members of the school community.

Bedford High School expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

#### **Definitions**

***Bullying*** is the repeated use by one or more students (or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional) of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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

#### ***Bullying:***

- is deliberate.
- happens repeatedly.
- represents a marked imbalance of power between bully and target. Bullying is a one-sided, unfair match.

**Examples of bullying include but are not exclusive to:**

1. Acts of intimidation, either physical or psychological.
2. Threats of any kind, stated or implied.
3. Assaults on students, including those that are verbal, physical, psychological and emotional.
4. Attacks on student property.

***Bullying a Class:*** By the Department of Elementary and Secondary Education's definition, if a teacher is accused of bullying his or her class, then the district must implement the same investigative procedures that it would use if, as the law states, an allegation is made that an individual has been targeted.

***Cyber-bullying*** means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by:

- Wire
- Radio
- Electromagnetic
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, facsimile communications or social media.

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

***Cyber-bullying*** shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

***Retaliation*** is any form of intimidation, reprisal or harassment by a current student or former student under the age of 21 directed against a person in response to an action that person has taken or knowledge that person has. We prohibit reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator, after consideration of the nature, severity, and circumstances of the act.

## **Prohibitions**

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Bedford Public Schools.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Bedford Public School district if the act or acts in question:

- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

## **Prevention and Intervention Plan**

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

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within Bedford High School.

## **Reporting**

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

Bedford High School has a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action. We prohibit any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely

accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

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

Any member of BHS school staff shall immediately report any instance of bullying the staff member witnessed or became aware of to the school principal or their designee.

### **Investigation Procedures**

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

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

Staff shall assess an alleged target's needs for protection and respond as needed to restore a sense of safety for that student.

The protection of students who are targets, or reports bullying is a priority for the Administration. To the extent permissible by law, the school will endeavor to maintain the confidentiality of any person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

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

The investigation shall be completed within a timely manner. The parents or guardians shall be contacted upon completion of the investigation and informed of the general investigation findings. The report provided to parents or guardians shall include whether the allegations were found to be factual, whether a violation of this policy was found, and information regarding the steps taken to protect the student and prevent further bullying incidents from occurring. School officials will not be at liberty to discuss confidential student information with other students and parents. The Principal or his/her designee shall contact the parents or guardians as to the status of the investigation.

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



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

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

### **Target Assistance**

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

### **Communication with Other School Districts**

If an incident of bullying or retaliation involves students from more than one school district, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, the school district or school informed of the bullying or retaliation shall contact law enforcement.

### **Special Education**

Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

The bullying prevention and intervention plan is posted on the Bedford Public Schools website.

### **REFERENCES:**

MA Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

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

Federal Regulation 74696 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR 26.00

MGL 71:370

MGL 265:43, 43A

MGL 268:13B

MGL 269:14A

MGL c.71, 370 as amended by Sections 72-74 of Chapter 38 of the Acts of 2013

CROSS REFERENCES: AC, Nondiscrimination  
ACAB, Sexual Harassment  
JBA, Student-to-Student Harassment  
JICFA, Prohibition of Hazing  
JK, Student Discipline Regulations

## B. Harassment and Sexual Harassment Policy

The Bedford Public Schools is committed to maintaining a school environment free of harassment based on gender. Sexual harassment by administrators, teachers certified support personnel, students, vendors and other individuals in the school environment is prohibited.

Sexual, racial or religious harassment occurs between students and adults whenever any hurtful verbal or physical communication occurs that the victim is powerless to stop. Some specific behaviors that will not be tolerated are:

- Unwanted racial, sexual, or religious comments
- Spreading racial, sexual, or religious gossip
- Unwanted physical contact of a racial, sexual, or religious nature
- “Bullying” which is verbal or physical threats intended to intimidate another person
- Name calling

If you are the victim of one of these behaviors, talk to an adult in the school as soon as possible. Begin with the person closest to the problem. For example, if the harassment occurs in the classroom, talk to the teacher. If it occurs during an after school activity, speak to the faculty advisor or the coach. You cannot solve this problem alone. The adult will communicate your concerns to an administrator. He or she will have a meeting with you, the other student, and, if you wish, the adult you reported to and/or your counselor as soon as possible. The purpose of this meeting will be to determine if harassment has occurred. Often such discussions can resolve the misunderstanding that caused the incident. If the incident is more serious or becomes a pattern of behavior, more serious action may be taken such as an apology, counseling, detention, or suspension. Each incident will be handled individually with as much confidentiality as possible.

All persons associated with the Bedford Public Schools including, but not necessarily limited to, the School Committee, the administration, the staff, and the student, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Bedford School Committee takes allegations of sexual harassment seriously, it will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, the School Committee will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which the School Committee deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment. The entire sexual harassment policy, file ACAB, can be found online.

## **Sexual Harassment Defined**

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature when:

- Submission is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits; or
- Submission is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits; or
- Submission to, or rejection of, such conduct by an individual is used as the basis for an employment or educational decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working/educational environment.
- The range of behaviors include, but are not limited to, unsolicited remarks, gestures, display or circulation of written materials or pictures, or writing placed on school property, which are derogatory to a gender; leering; spreading sexual gossip; unwelcome physical contact (e.g., pinching or patting; and pressure for sexual activity).

### **Harassment by a Student—Complaints Made by Students or Staff Involving Harassment by a Student**

Upon receiving a complaint, the complaint manager shall confer with the Complainant to gain an understanding and statement of the alleged facts. If it is determined that such facts would constitute sexual harassment as defined above, the complaint officer shall take appropriate steps to investigate and/or resolve the complaint. Such steps may include, but are not limited to those listed below:

- Meet with the person charged (such person is hereinafter referred to as "Respondent") to obtain a response to the complaint;
- Conduct interviews of possible witnesses to the alleged events;
- Report the matter to local police if criminal activity is involved. See Mass. General Laws, c.265, 43, which prohibits stalking;

- Subject to the requirements of due process, take disciplinary action against Respondent, including without limitation, a letter of reprimand or warning or a suspension of one to ten days;
- Refer Respondent to the Principal or Superintendent for further disciplinary action.

### **Harassment by a Staff Member—Complaints Made by Students Involving Harassment by a Staff Member**

Upon receiving a complaint, the principal or assistant principal (high or middle) shall confer with complainant to gain an understanding and statement of the alleged facts. As appropriate, the principal or assistant principal may take steps 1-5 above. In addition, the principal / assistant principal or his / her designee shall report suspected child abuse to the Department of Social Services as required by Mass. Gen. Laws, c.119, 51A and shall take, as appropriate, the steps necessary for disciplinary action against the staff member pursuant to the applicable collective bargaining agreement and state and federal law. Persons who engage in sexual harassment may be subject to discipline, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee.

### **Procedures to Report Bullying, Harassment, or Sexual Harassment**

If a student believes they are being bullied or harassed by another student, teacher, counselor, coach, custodian, nurse, secretary, bus driver, advisor or cafeteria worker:	Contact the student's Assistant Principal <ul style="list-style-type: none"> <li>● Mr. Daniel Hudder               <ul style="list-style-type: none"> <li>○ (781) 275-1700 x4402</li> <li>○ Daniel_Hudder@bedfordps.org</li> </ul> </li> <li>● Mr. Thomas Casey               <ul style="list-style-type: none"> <li>○ (781) 275-1700 x4403</li> <li>○ Thomas_Casey@bedfordps.org</li> </ul> </li> </ul>
If a student believes they are being bullied or harassed by an Assistant Principal or wants to appeal the Assistant Principal's decision:	Contact the Principal of Bedford High School <ul style="list-style-type: none"> <li>● Ms. Heather Galante               <ul style="list-style-type: none"> <li>○ (781) 275-1700 x4401</li> <li>○ Heather_Galante@bedfordps.org</li> </ul> </li> </ul>
If a student believes they are being bullied or harassed by the Principal or wants to appeal the Principal's decision:	Contact the Assistant Superintendent or Superintendent of Bedford Public Schools <ul style="list-style-type: none"> <li>● Ms. Tricia Clifford               <ul style="list-style-type: none"> <li>○ (781) 275-4702</li> <li>○ Tricia_Clifford@bedfordps.org</li> </ul> </li> <li>● Mr. Philip Conrad               <ul style="list-style-type: none"> <li>○ (781) 275-7588</li> <li>○ Philip_Conrad@bedfordps.org</li> </ul> </li> </ul>
If a student believes they are being bullied	Contact the School Committee for Bedford Public Schools

or harassed by the Superintendent or wants to appeal the Superintendent's decision:	<ul style="list-style-type: none"> <li>• Mr. Daniel Brosgol, Chairman <ul style="list-style-type: none"> <li>○ (781) 275-8968</li> </ul> </li> </ul>
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### **Nondiscrimination Policy**

Bedford High School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504), Chapter 28 and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). Finally, no person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by the BHS on the basis of race, sex, color, religion, national origin, gender, gender identification or sexual orientation as required by M.G.L. c. 76, § 5.

### **Inquiries Regarding Title IX**

Inquiries regarding compliance with Title IX may be directed to the Assistant Superintendent of Schools, [Dr. Tricia Clifford](#); the Regional Center of the Department of Education; or to the Director of the Office for Civil Rights, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921.

### **Chapter 76, Section 5: Place of Attendance; Discrimination**

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin, age, gender, gender identification, sexual orientation, or disability.

### **BHS Grievance Procedures For Harassment and/ or Discrimination Complaints**

#### **WHERE TO FILE A COMPLAINT.**

Any person who believes that Bedford High School has discriminated against or harassed her/him because of her/his race, sex, color, gender, religion, national origin, sexual orientation, disability, or age in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the principal or designee. If the principal is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the Assistant Superintendent of the Bedford Public Schools. The individuals are listed below are hereinafter referred to as "Grievance Administrators".

Ms. Heather Galante, Principal, Bedford High School  
781-275-1700 ext. 4401

Dr. Tricia Clifford, Assistant Superintendent of Schools, Bedford Public Schools,  
781-275-4702

### **COMPLAINTS OF HARASSMENT BY PEERS**

In the event the complaint consists of a student's allegation that another student is harassing him/her based upon the above-referenced classifications, the student may, in the alternative, file the complaint with a complaint manager (hereinafter referred to as "Building Complaint Manager"). The names of the Building Complaint Manager(s) are listed below:

Elizabeth Billouin, Science Teacher  
781-275-1700 ext. 4538

Daniel Hudder, Assistant Principal  
781-275-1700 ext. 4402

Thomas Casey, Assistant Principal  
781-275-1700 ext. 4403

Charles Alperin, School Adjustment Counselor  
781-275-1700 ext. 4414

Alicia Linsey, Director of Counseling  
781-275-1700 ext. 4408

### **COMPLAINTS OF DISCRIMINATION BASED UPON DISABILITY**

A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 28, and/or the Individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education's Parents' Rights Brochure rather than this Grievance Procedure. A copy of the brochure is available from the following individual:

Dr. Tricia Clifford, Assistant Superintendent of Schools  
781-275-4702

A person with a complaint involving discrimination on the basis of a disability other than that described above may either use this Grievance Procedure or file the complaint with the U.S. Department of Education at the address provided at the end of this Grievance Procedure.

## **REPORTING PROCESS FOR HARASSMENT COMPLAINTS AND ASSOCIATED TIMELINES**

All complaints to report alleged sexual harassment must be in writing. The investigating administrator, or any person of the reporter's choosing may assist with filing the complaint. The written complaint must include the following information:

The written complaint must include the following information:

- The name and school (or address and telephone number if not a student or employee) of the grievant.
- The name (and address and telephone number if not a student or employee) of the grievant's representative, if any.
- The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
- A description, in as much detail as possible, of the alleged discrimination or harassment.
- The date(s) of the alleged discrimination or harassment.
- The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
- A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

## **INVESTIGATION AND RESOLUTION OF THE COMPLAINT**

Sexual Harassment incidents at Bedford High School are considered Category B offenses to the Student Code of Conduct and will be disciplined accordingly. Students should report incidents of alleged sexual harassment to a trusted adult, such as their school counselor, principal, or assistant principal, to report sexual harassment from another student, teacher, counselor, coach, custodian, nurse, secretary, bus driver, advisor or cafeteria worker. The specific names and contact information of individuals at Bedford High School for students to report bullying, harassment or sexual harassment are listed on pages 36-38 of this student handbook.

Upon receipt of a complaint of sexual misconduct, harassment or violence, the administrator must provide immediate interim measures to both the alleged victim and the alleged aggressor during the pendency of an investigation that ensures their safety and due process rights. Interim measures provided must not favor one party over another. Type of interim measures may include, but are not limited to, counselling, extension of time, escorts, modifications in schedule, or administrative leave.

After a complaint of alleged sexual harassment, sexual misconduct or violence is received, the administrator must complete an investigation in a prompt time frame. Please note that there is no fixed time frame for completing such investigation. However, it should be noted that in the event the alleged aggressor is subject to a collective bargaining agreement which sets forth a specific timeline for notice and/or investigation of a complaint, such timelines will be followed. In the event of alleged harassment by a staff member, see appendix File: ACABB.

Upon opening an investigation, the administrator will provide written notice to the alleged aggressor of the allegations, including the identity of the parties involved, the policies violated, the precise conduct alleged constituting the violation, and the date and location of the incident(s). The administrator will provide the alleged aggressor sufficient time to respond before conducting any initial interview during the investigatory period. The administrator will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information.

Please note that in accordance with legal recommendations set forth by the United States Department of Education's Office for Civil Rights, the investigating administrator will use the standard of a 'preponderance of the evidence', which means more likely than not, to determine culpability.

Notwithstanding the above, it is understood that in the event a resolution contemplated by Bedford High School involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment.) Any disciplinary action imposed upon an employee or student is subject to applicable procedural requirements. Moreover, the disciplinary actions may include informal resolution, if the administrator believes that it is appropriate and all parties agree to participate voluntarily.

The investigating administrator will provide the investigation report summary in advance of any decision on culpability and provide both the alleged victim and the alleged perpetrator an opportunity to respond.

The right to appeal the findings in the investigation summary is solely offered to the alleged aggressor.

Confidentiality of grievants/respondents and witnesses will be maintained, to the extent consistent with Bedford High School's obligations relating to investigation of complaints and the due process rights of individuals affected. However, it is important to note that the United States Department of Education's Office for Civil Rights prohibits school districts restricting either the alleged victim or alleged aggressor from discussing the investigation or allegations with others.

Retaliation against someone because he/she has filed a complaint under this reporting process for harassment complaints is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

## **APPEALS**

If the grievant is not satisfied with a disposition by a Grievance Administrator, the grievant may appeal the disposition to the Superintendent, as follows:



Mr. Philip Conrad, Superintendent  
781-275-7588  
Bedford Public Schools  
99 McMahon Road  
Bedford, Massachusetts 01730

The Superintendent will issue a written response on the appeal to the grievant within ten (10) school days of receiving the appeal.

A grievant may file a complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 as follows:

- within 180 calendar days of alleged discrimination or harassment, or
- within 60 calendar days of receiving notice of the Bedford Public School's final disposition on a complaint filed through the Bedford Public Schools, or
- within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or
- instead of filing a complaint within the Bedford Public Schools.

## C. Hazing

Under Massachusetts General Law 269, the term **“hazing”** 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 student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Hazing is against Massachusetts Law and violates the Bedford High School Code of Conduct. Under M.G.L. 269, whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

## IX. DRUG FREE SCHOOLS

### A. Tobacco Policy

#### **Smoking/Vaping:**

Bedford High School is committed to having a vape/vaping, smoke and tobacco-free environment for all members of the school community. Therefore, the use or possession of tobacco products and smoking/vaping related products on school property, at school sponsored activities, and on vehicles used in the transportation of students is strictly prohibited. Tobacco products include cigarettes, cigars, chewing tobacco, snuff, or any other form of tobacco. Vaping products include vaping liquid and vaporizers or e-cigarettes of any kind.

#### **Suspicion of Smoking or Vaping:**

Students are not permitted to loiter in the lavatories, and only one student in a stall at a time. Any student or students observed in a closed lavatory stall from which smoke or vaping odor (e.g., a fruity smell) is emanating will be reported to the Principal or Assistant Principal for suspicion of smoking or vaping. Any of these actions constitute reasonable suspicion, and as a result, students may be subjected to a search and potential disciplinary action. If a student refuses to comply with a search, disciplinary action for being in possession, under the influence and/or insubordination is taken as stated in this handbook.

#### **Possession of Tobacco/Vaping Products:**

Possession of tobacco products (cigarettes, cigars, chewing tobacco, snuff or any other form of tobacco), tobacco related paraphernalia (cigarette lighters, pipes, papers and cigarette holders), or vaping products (vaping liquid or vaporizers/e-cigarettes of any kind) on school property will result in the discipline consequences outlined in this Handbook and the confiscation of the tobacco related item by the Administration or Faculty and the return of items only to the parent or guardian of the student.

### B. Drug and Alcohol Policy

#### **Cases Arising in the Schools:**

Close cooperation between school authorities and law enforcement officials is essential if the problem of drug and alcohol abuse in the schools is to be addressed adequately. Education and prevention must remain the first priority and the Bedford School Committee will maintain its efforts to provide meaningful programs of drug and alcohol education in whatever way the school deems appropriate. But where prevention fails, the Bedford School Committee has adopted the following guidelines regarding: (I) the questioning and searching of students

suspected of illegal drug or alcohol activity; (II) the reporting of cases to the police; (III) the prosecution of cases; and (IV) the establishment of drug diversion programs.

➤ GUIDELINES FOR QUESTIONING AND SEARCHING STUDENTS SUSPECTED OF ILLEGAL USE OF DRUGS OR ALCOHOL

- Each school should specify the staff member(s) authorized to question and search students regarding illicit drug or alcohol activity on school property.
- The designated staff member is entitled to conduct a search of a student's person and immediate possessions whenever there are reasonable grounds to believe the student has violated or is violating the law or the rules of the school relating to drugs or alcohol. There must be specific, articulable and objective reasons for believing that a particular student is engaged in prohibited drug or alcohol activity.
- Before initiating a search of a student reasonably suspected of prohibited drug or alcohol behavior, the designated staff member should question the student, whenever possible, for the purpose of ascertaining the kind and amount of drug or beverage consumed, possessed, distributed or sold on school property;
  - In cases where the student is reasonably suspected of being under the influence of drugs or alcohol, when and where such drug or beverage was last consumed and the quantity consumed; whether the student still has in his or her possession or subject to his or her immediate control more of such drug or beverage; when, where, from whom and under what circumstances the student obtained such drug or beverage;
  - In the case of sale or distribution, when, where, to whom and under what circumstances the student sold or distributed such drug or beverage.
- If, after questioning the student and reviewing the information previously obtained, the designated staff member continues to find there are reasonable grounds for believing the student has violated or is violating the law or school rules regarding drug and alcohol use then the staff member should search the student's person and/or property under the student's immediate control. The scope of such search should be limited to what is reasonably related to the objectives of the search and should not be excessively intrusive in light of the age and sex of the student and the nature of the offense. Any search of the student's person should be conducted with a staff member of the same sex present.
- If a student refuses to comply with a search, disciplinary action for being in possession, under the influence and/or insubordination is taken as stated in this handbook.
- The above guidelines apply only when school authorities act independently of the police in questioning or searching a student. If the police are involved in the interrogation of a student, it may be first necessary for the police to advise that student of his or her Miranda rights. If the police are involved in searching a student, there must exist probable cause for the search and, in most instances, a search warrant.

➤ GUIDELINES FOR THE REPORTING OF DRUG AND ALCOHOL ABUSE CASES ARISING IN THE SCHOOLS TO THE POLICE

- No reporting to the Police
  - Behavior: A student voluntarily confides to a teacher or other school official that he or she has a drug or alcohol problem.
  - Response: The school should act so as to encourage other students also to come forward voluntarily about their drug or alcohol use. To this end, contacting a parent and/or referral to treatment or counseling agencies may be appropriate, but the police should not be involved.
- Discretionary Reporting to the Police:
  - Behavior: The student's behavior creates a reasonable suspicion that the student is under the influence of alcohol or a controlled substance but no contraband is found on the student.
  - Response: The decision whether to notify the police in such cases should be left to the discretion of school authorities. Since no contraband is uncovered, school authorities have not actually witnessed the student committing an arrestable offense. However, depending on the particulars of their suspicion and their general knowledge of the student, school officials may deem it appropriate to inform the police about the matter. This should be done informally, for example by telephoning the juvenile officer in the local police department. In consultation with school authorities, the juvenile officer should then determine whether further police involvement or investigation is warranted.
- Recommended Reporting to the Police
  - Behavior: A student is found in illegal possession of alcohol or a controlled substance on school grounds or during a school function.
  - Response: Except when the case is one which the school refers directly to a drug and alcohol diversion program, school authorities may report the case to the police. Police should make arrangements to pick up any evidence of crime obtained by the school, and school authorities should forward to the police as soon as possible a full written report of the incident if required.
  - Behavior: A student is found selling or distributing alcohol or a controlled substance on or near school grounds or during a school function.
  - Response: School authorities in all cases should immediately report the matter to the police; the police should arrange to pick up any evidence of crime obtained by the school and school authorities should forward to police as soon as possible a written report of the incident. A criminal complaint will be sought and the police should assume responsibility for doing so.

- GUIDELINES FOR THE PROSECUTION OF DRUG AND ALCOHOL CASES ARISING IN THE SCHOOLS
  - Sale or Distribution of Alcohol or Controlled Substances. Barring truly exceptional circumstances, the Bedford Police Department will prosecute all cases reported to it of illegal sale or distribution of alcohol and controlled substances (including prescription drugs and counterfeit controlled substances) occurring on school property or at school functions.
  - Possession of Alcohol or Controlled Substances. The Bedford Police Department will presumptively prosecute all on school property or at school functions.

***Please note that on March 22, 2010, the following General Bylaw Amendment was passed at Town Meeting pertaining to the Prohibition of Marijuana Use:***

#### 47.18.1 Public Consumption Forbidden

No person shall smoke, ingest, otherwise use or consume marijuana or tetrahydrocannabinol (as defined in M.G.L., C. 94C, 1, as amended) while in or upon any street, sidewalk, public way, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under the control of the Town; or in any place accessible to the public.

#### 47.18.2 Enforcement

The Police Department shall enforce this bylaw. This bylaw may be enforced, in the sole discretion of the enforcing agent, through any lawful means in law or in equity including, but not limited to, enforcement by criminal indictment or complaint pursuant to M.G.L., C. 40, 21, or by non-criminal disposition pursuant to M.G.L., C. 40, 21D. The fine for violation of this bylaw shall be three hundred dollars (\$300) for each offense. Any penalty imposed under this bylaw shall be in addition to any civil penalty imposed under M.G.L., C. 94C, 32L.

## C. Diversion

Diversion provides an alternative to criminal prosecution in a limited number of circumstances. If a school or school district desires to establish a drug and alcohol diversion program for its students, the superintendent of schools for that district should obtain the written agreement of the chief of the local police department. Their memorandum of agreement should specify (1) the basic criteria for eligibility into the school's diversion program; (2) procedures for notifying the police whenever school authorities divert a case; and (3) the procedures for turning over to the police all evidence of the student's criminal behavior. The police should agree not to seek a criminal complaint against any student who successfully completes an approved school diversion program. The schools should agree to report to police for prosecution the name of any student who fails to fulfill the requirements of its diversion program.

- In regard to eligibility criteria, school authorities and local police departments should consider requiring a student's case to meet all the following criteria for diversion:

- The student is observed by school officials committing an arrestable offense involving illegal possession of drugs or alcohol;
  - The offense is the student's first and only criminal offense;
  - The amount of drugs or alcohol possessed by the student is small enough to rule out the possibility that the student possessed the substance(s) with an intent to distribute them;
  - The student's performance in school does not exhibit a general pattern of violent or anti-social behavior;
  - The student acknowledges responsibility for his or her behavior;
  - The student's parents, where feasible, agree to monitor the student's participation in the diversion program;
  - The student's parents agree to participate in the diversion program if appropriate.
- In reviewing whether a particular case is appropriate for diversion, school authorities and local police departments should consider proceeding as follows:
- The building principal or his designee should confront the student with the evidence against him or her and allow the student an opportunity to be heard.
  - If it is determined that the student has committed the offense as charged, the student's parents should be notified immediately, told the nature of the offense and instructed to come to the school.
  - The principal or his designee should then explain the school diversion program to the student and parents, as well as the alternative of seeking a criminal complaint.
  - If the parents choose not to have the student participate in the diversion program, the principal or his designee should then report the case immediately to the police, turning over to them any evidence obtained of the student's criminal behavior.
  - If at any point the student is unable to fulfill the Diversion Program requirements, the school may refer the case to the police, who will assume responsibility for prosecution, and the student shall be subject to school disciplinary policies which apply to his or her.
  - Students who elect the Alcohol and Drug Diversion will be expected to sign a contract, which is available in the Principal's Office.

## D. AlcoBlow Policy

Alcohol use by a student is illegal and poses a serious threat not only to his/her own well-being, but also to the well-being of the entire school community. Drug or alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sale or distribution will be subject to disciplinary action as set forth in the BHS handbook.

When determining possible alcohol use or intoxication by a student at a school dance, the safety of the student is the primary concern. An assessment of a student's suspected alcohol use may be aided by the use of a breath alcohol testing device, such as AlcoBlow. This device detects the presence or absence of alcohol; it does not provide a specific measurement of alcohol in the body.

**Procedures:**

- School official checks calibration of the instrument according to instruction for use.
- School officials may determine possible student alcohol use without the aid of breath alcohol testing device by observing one or more of the following indicators:
  - Slurred speech
  - Unsteady gait
  - Impaired motor control or clumsiness
  - Flushed face
  - Smell of alcohol on breath, clothing or person
  - Vomiting

**If school officials determine that a student is intoxicated or has used alcohol based on one or more of the above indicators:**

- Parent or guardian is notified and required to take student home.
- Emergency help is called if student is assessed to be at risk for alcohol poisoning or in need of medical assistance.
- Disciplinary action is taken as stated in this Handbook.

**The principal or designee may request a student to have his or her breath tested for the presence of alcohol upon entry, exiting or during a school event.**

- The student may refuse to take the test.
- For all voluntary events, the principal reserves the right to test students based on individualized suspicion or random selection, or to test all students seeking to participate in the voluntary event.
- The test will be administered in private and in the presence of two school officials.
- If test is positive:
  - Parent or guardian is notified and required to take student home.
  - Emergency help is called if student is assessed to be at risk for alcohol poisoning or in need of medical assistance.
- Disciplinary action is taken as stated in this Handbook.
- If test is negative, the student is allowed to resume activity.

**If student refuses to take the test**

- Parent or guardian is notified and required to take student home.
- The student can still be determined to be under the influence. Disciplinary action is taken as stated in this Handbook.

**If a student suspected of intoxication leaves the scene against the school official's request**

- Police Department is contacted immediately.
- Parent or guardian is notified immediately.
- Disciplinary action for being under the influence and/or insubordination is taken as stated in this handbook

## **X. STUDENT LIFE**

### **A. Athletics**

#### **Philosophy of Athletics**

The philosophy of interscholastic athletics is an extension of the general educational philosophy of the Bedford Public Schools. Participation in interscholastic athletics will strengthen and enhance both the Academic Learning expectations and the Social and Civic Expectations. Athletic competition of student-athletes should be fun and a significant part of a sound educational program, embodying high standards of ethics and sportsmanship while developing good character and other important life skills. The highest potential of sports is achieved by committing to the ideal of pursuing victory with honor.

#### **Governing Bodies**

Bedford High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA), whose purpose is to organize, regulate and promote interscholastic athletics for secondary schools in Massachusetts. As an MIAA school, Bedford High School abides by the minimum standards set forth by this organization. Please note that these are minimal standards and members may enforce stricter standards, which Bedford High School does in many instances.

On the local level, Bedford High School is a member of the Dual County League (DCL), which is comprised of ten area schools. Those schools are Acton-Boxborough, Boston Latin, Concord-Carlisle, Lincoln-Sudbury, Newton South, Waltham, Wayland, Westford Academy, and Weston High School. We also compete against teams from other leagues, and these are referred to as non-league opponents.

For a complete list of athletics as well as more information regarding the Bedford High School Athletic Code of Conduct, refer to the *Athletic Handbook* on the [Bedford High School Athletics Website](#).



## B. Counseling Department

In order to receive individual academic and social-emotional support, students are assigned a team consisting of an Assistant Principal and School Counselor. The team works closely together to help students make optimal use of supportive resources at Bedford High School. Counselors collaborate with teachers and administrators regarding student progress and concerns, as well as consult with outside agencies.

The primary purpose of the Counseling Department is to promote the educational and social/emotional development of our students. The goal is to be proactive in our work with students. Counselors assist students with academic planning throughout their years at BHS, culminating with extensive post-high school planning in the junior and senior years. Members of the department also help students and their families with adjustment difficulties and emotional impediments to the students' academic progress. Counselors provide individual and small group counseling to students as well as parent programming. The department's emphasis is not only helping students who experience difficulties to adjust; it is also concerned with helping all students to cope with the normal developmental issues and problems that typically arise in adolescence.

### Directory

Director of Counseling:	Lester Eggleston	ext. 4410
Administrative Asst:	Meredith Tobe	ext. 4410
School Counselors:	Alan Chang	ext. 4412
	Brian DeChellis	ext. 4414
	Janel Halupowski	ext. 4413
	Anna Septembre	ext. 4411
	Samantha Thyne	ext. 4432
Adjustment Counselor:	Charles Alperin	ext. 4499
Lighthouse Coordinator:	Jennifer Funk	ext. 4521

### School Counselor Assignments 2021-2022

If you do not know your student's counselor, please refer to the Aspen Parent Portal or call Meredith Tobe at ext. 4410 for assistance.

Please see the [Counseling Department page](#) on the Bedford High School website for additional information.

## C. Clubs and Activities

Participating in an extra-curricular activity will add an important dimension to a student's years at Bedford High School. Taking part in student activities, which meet before or after school gives students opportunities to meet other students, to apply academic skills and knowledge in social settings, work in a group, and to have a good time. All activities are open to students in grades 9-12 who have a passing grade and full credit, in the equivalent of four traditional year-long 5-credit English courses. Every student is encouraged to join at least one activity.

### **List of a Sample of the Clubs and Activities Available at Bedford High School:**

AFS	Flag Squad	French Club
Stylus	SAGA	Math League
Best Buddies	H.O.S.T Program	The Lookout
Chess Club	Robotics	Student Atmosphere
Dance Club	Interact	Science League
Drama	Mentor Program	Spanish Club
Environmental Club	Latin Club	Step Team
Model UN	Yearbook	Unicef
The Marching Band	Video Game/Computer Programming	Red Cross Club

## D. Student Government

All students are encouraged to participate in the decision making process of Bedford High School. There is a rich array of opportunities for students to exercise their skills in leadership.

### **Class Officers:**

- The Junior and Senior Classes each have four class officers: President, Vice President, Secretary, Treasurer
- Class officers plan and run activities to raise money, perform community service and increase school spirit.
- Class Officers are also expected to be the voice of the class and may be called upon to offer feedback and input on matters relating to school climate and culture.
- Elections are held in the spring for the following year for the incoming Junior and Senior classes.
- Freshmen and Sophomore classes have Class Representatives, who are voluntary and who work with class advisors to plan events. There are no elections for Class Representatives and no limit on how many students may join.

**Class Elections:**

- Class officers for the Junior and Senior classes, will be elected each Spring
- Interested candidates must complete a Nomination Form, available in the Student Office and turn this form back into the Student Office.
- Students may put up posters to promote their campaign. Posters must be approved by the Administration. Posters must be hung according to fire-safety guidelines.
- Fair campaign rules must be followed
- Class advisors with the assistance of administration will organize when and where candidates deliver their speeches prior to the election
- Class advisors will create ballots based on the nomination forms. In turn, these forms are distributed to the students after all speeches are given.
- Ballots are collected before students leave the voting location. If a student is not present, he/she may not vote in the election.
- Ballots will be counted, and verified by the advisor and given to the Administration. Results will be announced as soon as possible.
- In the event of a tie, there will be a runoff election between the candidates who tied during the next Flex Block period.
- There will be no co-officers in class elections. Students must run individually to insure a fair election for all candidates involved.
- If there is a position left open after elections are held, class officers will decide who fills the empty position. The process for this is that the class officers will post the open position to the school, meet with the candidates, and vote to fill the position. In the event of a tie, the class advisors will choose.
- All results are final.

**School Committee Student Representative:**

- The principal will appoint at least one student to serve as a non-voting member of the Bedford School Committee from a selection of volunteers

**Principal's Advisory Council:**

- The Principal's Advisory Council meets with the principal monthly during Flex Block to discuss matters of school policy, school climate, and student learning. The principal will select interested students who reflect the diversity of Bedford High School.

**Bedford Educational Foundation High School Board:**

- The High School Student Board of Bedford Education Foundation is accepting applications for membership. The High School Student Board functions under the charter of the Bedford Education Foundation. The Board's purpose is to fundraise and then give grants to Bedford teachers to encourage creativity and innovation in the Bedford schools. The Board meets after school on the first half day Wednesday of the month, generally in the large instruction room at the high school. To become a board member, you must be available for meetings and events.

**School Council:**

- Two students from each grade will be elected to represent his or her class as a member of the Bedford High School Council. This body of individuals is made up of administrators, faculty, parents, community members, and students. The School Council is an advisory committee, which meets monthly to discuss issues at Bedford High School. Each spring the council is responsible for creating a School Improvement Plan and for reviewing the Student/Parent Handbook.

## E. National Honor Society

Students with a 90 average through sophomore year are eligible to apply for membership in the Bedford High School chapter of the National Honor Society, whose purpose is to recognize students for Scholarship, Character, Leadership, and Service. Once a student has met the scholarship requirement, the Faculty Council judges each applicant in the other three areas. Students are selected by a majority vote of the Faculty Council. The National Honor Society is a service organization. NHS members run a tutoring service available to any student in the high school. Members organize additional fund raising activities to raise money for NHS scholarship awards. Among the other activities in which members may participate are Career Day, Back to School Nights, Step Up Day and recycling school paper. Membership in NHS is a life-long privilege with the attendant obligation to maintain high standards on which original selection was based. Failure to maintain these standards could result in suspension or eventual dismissal from NHS.

## F. School Dances

Bedford High School traditionally holds a number of school dances: Homecoming in the fall, Freshmen/Sophomore Semi and the Junior/Senior Semi Formal both held in the winter, and the Junior Prom and Senior Prom, both held in the spring. No one will be admitted to a school dance after 9:15. Only current Bedford High School students who display identification cards may attend dances. A signed [BHS Dance Contract](#) is required to purchase dance tickets and to attend any school-related dance. All students will be subjected to an AlcoBlow test upon admittance to any dance. If any student appears to be behaving in a way that might be the result of drug or alcohol use, the parent will be called to come to take the student from the dance. If it is determined that the student has violated the Drug and Alcohol Policy, then that policy will be enforced. (See Drug and Alcohol policy for more information)

## G. Student Publications

Bedford High School has a variety of student publications that are published periodically throughout the year. Any form of written or oral expression deemed obscene or offensive by the principal, which causes disruption or disorder, is cause for punishment, which could include suspension and/or loss of the privilege of attending any school-sponsored activity.

## H. Student Attire

Students are expected to dress appropriately for the school day. Teachers and staff who believe that a student's attire is "substantially disruptive to the educational process" should refer students to the administration. The principal or his/her designee has the authority to ask a student to change clothing if deemed "disruptive to the educational process."

## I. Graduation and Senior Week

Senior week activities include but are not limited to the Senior Prom, graduation rehearsal, cookout on the last day of classes, graduation exercises, all of which are voluntarily sponsored by the school, and for which participation is totally voluntary on the part of the students. Any of the above acts listed in the Code of Conduct may lead to dismissal from a senior week activity. A student who has been reported to have engaged in any of the behaviors as outlined in this Handbook will be given the opportunity to present his or her side of the story to the Principal or his/her designee, who will determine if the student is to be denied the privilege of participating in senior week and/or graduation exercises. This decision and the reasons for it will be communicated in writing to the student and his or her parent(s) or guardian(s). Any student who is denied the privilege of participating in graduation exercises for any non-expulsion case will receive his or her diploma at a time other than graduation exercises – that time to be specified by the Principal.

A student who, as a result of an infraction of the Code of Conduct at a senior week activity, is denied the privilege of participating in the succeeding senior week activities shall not be refunded the price of tickets if he/she has already paid.

## J. School Trips

Bedford High School offers a rich array of field trips as well as global travel opportunities. During any school trip the code of conduct is in effect. Additionally, any breach of the rules, for example, breaking curfew, established for the trip by school personnel may result in disciplinary action upon returning to school, including but not limited to exclusion from athletics or extracurricular activities, detentions, suspension or expulsion.

## K. Student Parking

All parking at Bedford High School will be by permit only. Permits must be displayed in the rear window of the vehicle. Student permits will be allocated by lottery. The first lottery will be reserved for seniors. Remaining spaces will go to a lottery for juniors. If spaces remain after the junior lottery, they will go to a lottery for sophomores. Spaces will only be provided to students who are driving at the time of the lottery. Students may only park in spaces designated for the high school student parking. Parking in unauthorized spaces, in fire lanes, or on the grass is

prohibited. Students who are consistently tardy, or who are found leaving campus, loitering outside of the building during the school day, driving dangerously or parking their vehicle in an unauthorized area will lose parking privileges for up to one school year. Students who park unregistered vehicles in reserved spaces or unauthorized areas will lose lottery eligibility the following year and are subject to being ticketed by the Bedford Police Department. If privileges are revoked, the permit will be removed from that student's vehicle.

## L. Awards

### **Academic and Citizenship Awards:**

Each year awards are presented to Bedford High School to recognize academic excellence and citizenship. The Bedford High School awards are presented to both underclassmen and seniors at an Awards Night.

### **Departmental Honor Awards:**

The faculties of the ROTC, art, English, foreign language, mathematics, music, occupational education, physical education, science and social studies departments present awards each year to one outstanding freshman, sophomore and junior. These awards are given at the annual Awards Night at Bedford High School.

### **Hall of Fame:**

Seniors who have earned a minimum of unrounded cumulative average of 90% from grade 9 through 2nd quarter of the senior year are inducted into the Hall of Fame at the Annual Awards Night.

### **CSF of Bedford Dollars for Scholars:**

This volunteer community organization provides scholarships to deserving high school graduates who plan to continue their education. The CSF Awards are presented at CSF Recognition night. The application period opens in March.

## M. Class Rings

Class rings are ordered during the sophomore year. However, a student may purchase a ring during his or her junior or senior year. A representative from the ring company is available on regularly announced days during the lunch periods. Contact your class advisor if you have any questions.

## N. Library

The Bedford High School Library exists to support students and teachers in their learning and teaching, to inspire lifelong readers and learners by encouraging curiosity and critical thinking, and to construct personal knowledge through the generation of products, content and creative expression.

### **Locations, Hours, and Staff**

The BHS Library is located above the Student Office on the second floor.

The library is open every day school is in session.

The library hours are listed online.

**Staff:** [Christy Walker Magoon](#) - librarian

### **Visiting the Library & Resources**

The BHS Library is a welcoming, inclusive, and academic space that serves multiple purposes. Academic purposes may include: research, homework, group or individual projects, reading, study, makerspace, or a quiet space. The BHS Library has a wide variety of print (including high-interest Young Adult books), eBooks, online databases, audio resources, and makerspace materials. The Fab Lab makerspace includes access to 3D printer, vinyl cutter, sewing machine, audio/visual equipment, and project supplies.

### **Expectations**

Library rules are designed to create an atmosphere conducive to academics and to preserve our resources:

- **All students MUST sign in when they enter the library.**
- Show respect for the BHS library space, resources and technology.
- Demonstrate consideration to one and all. When completing group work, please remember to keep voices at a level as to not disturb others.
- No food is allowed in the library; only covered drinks are allowed. Lunch may be eaten in various locations around the school.
- During peak periods, if the library is full, it may be necessary to turn students away. Fire and safety regulations requires the library maximum capacity at 80.
- Students with a substitute may use the library on a space-available basis with the librarian's approval.
- Printers (including a color printer) are available for school purposes.
- Technology use is consistent with the Acceptable Use Policy.

### **Borrowing:**

- Most materials may be checked out of the library.
- If we do not have what you need, the librarian can check with the Bedford Free Public Library (Minuteman Network) or the Boston Public Library. All BHS students have access to free public library cards.
- Fines are not charged for overdue materials. Students are expected to return materials in a timely fashion.
- Replacement charges are assessed for lost or damaged materials.

### **Other Library Services**

The BHS Library encourages students to use the library in an interactive way, including hosting music performances, exhibiting artwork, earning community service hours, and following their curiosity to solve complex problems.

The library prides itself on its student-friendly policies. If you have suggestions and/or would like to request something, please contact [Ms. Walker](#).

## **XI. CODE OF CONDUCT**

### **Introduction:**

All members of the school community deserve to learn and work in an environment that feels safe and supportive of their right to be themselves and to grow. Therefore, all members of the school community, adults and students alike, are expected to behave in ways that demonstrate courtesy and respect for each other's individual dignity. Our Code of Conduct reflects our expectations for how we will all behave in our school community as stated in our Social and Civic Expectations. The Code of Conduct applies at school and at all school sponsored/school related events.

The Code of Conduct is not an exhaustive list of conduct for which students can be disciplined, but should be used as a guide for students and parents to understand the type of conduct that is not allowed in school. The Code of Conduct also provides for potential consequences for student misbehavior. Consequences can include various interventions in combination for such purposes as restoring a sense of safety, holding students accountable for their conduct and deterring future misconduct. Progressive discipline, where appropriate, will be followed; however, the school administration reserves the right to determine what disciplinary consequences are appropriate based on the individual facts and circumstances of each situation.

A violation of these expectations may result in the following consequences. Offenses will, where appropriate, follow a progressive discipline model. (Category C, D, and E)

The consequences include but are not limited to:

- Notification of parents. Parents will be called or emailed by the classroom teacher or Assistant Principal to discuss student behavior.
- Peer Mediation and/or Restorative Justice. The Assistant Principals and or School Counselors may hold a mediation between peers.
- Academic Consequences. A zero grade on an assignment or a failing grade for the quarter.



- Teacher Assigned Detentions. These can be scheduled Monday through Friday between the hours of 2:30 and 3:45 PM for an amount of time set by the teacher. Teacher detentions must be served on the day issued unless the teacher decides otherwise. Cutting a teacher assigned detention may result in a parent conference or an office detention.
- Lunch Detentions. These can be scheduled Monday through Friday for whatever lunch time the student has in his/her schedule. Students bring their lunch and sit in the student office for that time.
- Revocation of Break Privileges. Students who lose Break privileges will spend Break time in the student office.
- Parking Privilege Revocation. A student's parking privileges may be revoked at any time. See "parking regulations" for more information.
- Office Detentions. Are held Monday, Tuesday, and Thursday from 2:30 to 3:15 PM or from 7:00 to 7:40 AM Monday through Friday. No student will be allowed into the detention room after this time without an authorized pass. If a student fails to serve his or her office detention, he or she must serve detentions on the next two school days for the first offense, and will be suspended from school for all subsequent offenses. It is the expectation that an office detention will be served on the day issued. Exceptions are made for students who have child-care responsibilities (note or phone call from parent required) or who have medical appointments (doctor's note required).
- Suspensions. In-school and out-of-school suspensions will be considered for violations of Category A and B offenses and may be considered for violations of C, D, and E offenses following a progressive discipline model. If a student is suspended, he or she may make-up any work missed. To earn credit for work missed while suspended to home, students must follow the following make-up schedule:
  - 1-2 day suspension: Students must obtain assignments on day of return and hand them in the following day.
  - 3-10 day suspension: Assignments will be collected and available in the Student Office to be picked up by a parent, and must be handed in on the day of return. Alternatively, work may also be available through use of the student's iPad by accessing teacher provided content and assignments on a shared classroom site on Google Classroom.
  - For students suspended for more than 10 consecutive days, the Principal or his/her designee will provide a school-developed educational service plan designed to allow the student to make academic progress during the suspension. Parents shall be provided with a copy of the school-wide educational service plan in the event a longer-term suspension.
  - For suspensions under 10 days, there is no right to appeal.

Prior to a student's out-of-school suspension for 10 or less days, his or her parent(s) or guardian will be notified, and the student will be provided with:

- an oral or written notice describing the basis for the charge, potential consequences, including the length of the possible suspension, the opportunity

for a hearing with the principal or his/her designee, the date/ time/ location of the hearing, the right to interpreter services if necessary, and the right of the student to dispute or explain the conduct of the charges

- an explanation of evidence
- the opportunity to meet and present his/her side of the story to the school administrator. The principal or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or a designee can document reasonable efforts to include the parent or guardian in that meeting. A reasonable effort will have been made if the principal or his/her designee has provided written notice and made two attempts to contact the parents using the means designated by the parents on the emergency response form.
- A student may be removed from school immediately, without a prior meeting with the student or parents, if the student's continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The hearing described in the paragraph above should occur within two days of the emergency removal, unless the student's behavior presents an immediate threat to school officials, other students, or him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed for a reasonable period of time.
- A parent conference may be required to readmit a student to school following suspension.
- Days missed because of suspension do not count toward a student's allotted term absences.

- Expulsion. Students may be expelled from school by the Principal if in violation of certain offenses in Category A. (See Appendix A: Suspension/Expulsion Pursuant to the Education Reform Act of 1993 for possession of controlled substances, possession of a dangerous weapon, assault on educational staff) All other cases of expulsion will be determined after a hearing before the Superintendent and School Committee. For all such cases, the Principal shall hold a formal hearing, including the right to be represented by counsel, present witnesses or evidence, cross examine witnesses, and the right to a written decision. This hearing date may be delayed to allow the student the opportunity to be represented by counsel. An appeal of the result of the hearing may be made to the Superintendent. A student has the right to appeal an expulsion decision to the School Committee, except in those cases outlined in Appendix D of this handbook. Any student expelled from school shall be entitled to receive services pursuant to the school wide education plan.

- Long-Term Suspension. Any long term suspension (exceeding 10 days whether in school or out of school) for conduct other than the conduct described by M.G.L. c. 71, sec. 37H and 37H1/2 of the Education Reform Act of 1993), shall also require a formal hearing as described above. A student who is suspended for 10 or more days shall be entitled to an appeal to the Superintendent or his/her designee. For the purposes of the Code of Conduct, the Principal shall be the Superintendent's designee for any suspension issued by the Assistant Principal. Any student serving a long-term suspension shall be entitled to receive services pursuant to the school wide education plan. No long-term suspension shall exceed 90 school days.

### **Rules and Regulations:**

Offenses below are categorized according to the level of seriousness. Each category is followed by a set of minimum and additional penalties. These penalties shall be administered judiciously. They are intended to insure a safe environment for learning and where appropriate modify student behavior.

	<b>Category A Offenses</b>
<b>1</b>	An assault* on a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or related events including athletic games.
<b>2</b>	Possession of a dangerous weapon, including but not limited to a gun or knife, on school premises or at school-sponsored, or at school-related events including athletic games.
<b>3</b>	Sale, distribution, or possession of a controlled substance as defined in Chapter 94C of the M.G.L. including, but not limited to marijuana, cocaine, heroin, or prescription drugs belonging to another, on school premises or at school-sponsored, or school related events including athletic events.
<b>4</b>	An assault* on any member of the school community who is not a member of the school staff, including but not limited to parents. This may include, but is not limited to, obtaining money, material goods, or favors by threat of physical harm, or threats of violence or threats to damage property directed toward any member of the school community.
<b>5</b>	Sale, distribution, or use of any weapon including, but not limited to guns, knives, clubs, slingshots, and other articles that can be deemed dangerous.
<b>6</b>	Sale of alcoholic beverages. (See Drug and Alcohol Policy for more information)
<b>7</b>	Sale of vaping paraphernalia, including but not limited to pipes, grinders, bongs, rolling papers, pods, vaporizers.

<b>8</b>	An act of arson (i.e. setting something on fire), use of explosives (including smoke bombs and fireworks).
<b>9</b>	Disturbance of school assembly including but not limited to: bomb threats, tampering with and/or activating fire alarm pull stations and/or smoke detectors (false alarms), verbal or written threats of violence referring to the school building or (a) member (s) of the school community (i.e. non-specific threats of violence in the form of graffiti or phone calls).
<b>10</b>	Refusal to consent to a search.

*\*Assault: Black's Law Dictionary defines "assault" to mean "an intentional unlawful offer of corporal injury to another by force, or force unlawfully directed toward person or another, under such circumstances as to create well-founded fear of imminent peril, coupled with apparent present ability to execute attempt, if prevented."*

**Minimum Penalties (one or more will apply): Category A**

- Possible 10 day suspension\* from all classes and school activities.
- Revocation of parking privileges, break privileges and/or flex block privileges for up to the remainder of the school year.
- Restitution for any damage.
- Involvement of the police and fire departments as appropriate.
- Loss of school bus transportation privileges for up to the remainder of the school year if the violation occurs on a school bus.
- Student may become ineligible for after school activities, athletics, flex block privileges, parking privileges and break privileges for up to the remainder of the school year, term and/or athletic season.

***\*Election of Drug/Alcohol Diversion Program may reduce suspension time for Number 3 if deemed***

**Additional Action: Category A**

- In cases of numbers 1, 2, and 3, determination will be made by the Principal as to whether the student shall be expelled from school. See M.G.L. 37H and 37H-1/2 for more information (Appendices D and E.)
- In cases of numbers 4-7, the Principal will determine if the student shall be referred to the Superintendent who may bring the student before the School Committee for possible expulsion proceedings.
- Possible additional days of suspension from all classes and activities.
- Exclusion from all non-academic school activities for up to the remainder of the school year.
- When applicable, please see page 61 for information on the Memorandum of Understanding between the Bedford Police Department and the Bedford Public Schools.

	<b>Category B Offenses</b>
<b>1</b>	Being found in possession of, using or being under the effect, following use of alcoholic beverages. (See Drug and Alcohol Policy for more information).
<b>2</b>	Being found under the influence of a controlled substance as defined in Chapter 94C of the M.G.L. including, but not limited to marijuana, cocaine, heroin, or prescription drugs on school premises or at school-sponsored or school-related events including athletics.
<b>3</b>	Being found in possession of, using or being under the effect, following use of tobacco or vaping devices and/or paraphernalia.
<b>4</b>	Fighting: a hostile physical altercation including pushing, shoving, or wrestling that does not rise to the level of assault under M.G.L. 37H.*
<b>5</b>	Organizing or participating in any act of harassment or invasion of privacy (persistent acts of annoyance, threats, or intimidation). This includes but is not limited to harassment based on race, color, sex, religion, national origin, age, gender, gender identification, sexual orientation or disability. This also includes harassment through inappropriate use of electronic equipment including, but not limited to iPads, cameras, or cell phones. (See Harassment Policy for more information).
<b>6</b>	Organizing or participating in any act of sexual harassment directed toward a student or faculty member (unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature which behaviors include, but are not limited to, unsolicited remarks, gestures, display or circulation of written materials or pictures, or writing placed on school property, which are derogatory to a gender, leering, spreading sexual gossip, unwelcome physical contact, e.g. pinching or patting, and pressure for sexual activity. (see Sexual Harassment Policy for more information)
<b>7</b>	Organizing or participating in any act of bullying, hazing, or initiation. See Bullying and Hazing Policies for more information.
<b>8</b>	Willful destruction of or damage to school or personal property, including but not limited to graffiti.
<b>9</b>	Possession and or use of fireworks, stink bombs, or other dangerous or destructive devices.
<b>10</b>	Acts that endanger or physically harm a person or more than one person, including but not limited to pranks that may not possess a harmful intent but are dangerous in nature.
<b>11</b>	Theft of school property, theft on school property or during school related events, receiving stolen goods, or possession of stolen goods. (This includes tests and

	quizzes and unauthorized copying of computer software and may also include failure to turn in found items)
<b>12</b>	Inappropriate sexual activity.
<b>13</b>	Written or verbal threats of physical harm or damage to property (including but not limited to a student telling another student that he/she would like to punch a third student).
<b>14</b>	Possession of drug paraphernalia, including but not limited to pipes, grinders, bongs, rolling papers, pods, vaporizers.

**Minimum Penalties (one or more will apply): Category B**

- Two to five days suspension from all classes and activities.
- In the case of a student, found responsible for malicious teasing, bullying or harassment, the student shall be mandated to meet with the School Adjustment Counselor for a minimum of 5 sessions in addition to his/her suspension if the Administration deem appropriate.
- In the case of Infractions 1 and 14, a student may be suspended for 5 days, which may be mitigated down to 2 days with the Town diversion program. See page 62 for more information.
- In the case of vaping, any vaporizer and paraphernalia will be confiscated by Administration. Parents have the right to pick up the vaporizer from the school. Any items left over at the end of the school year will be disposed of.
- Revocation of parking privileges, break privileges, and/or Flex-block privileges for up to the remainder of the school year.
- Restitution for any damages.
- Involvement of police and fire departments as appropriate.
- Loss of school bus transportation privileges for up to the remainder of the school year if the violation occurs on a school bus.
- Student may become ineligible for after school activities and athletics for up to the remainder of the school year, term and/or athletic season.
- Determination as to whether additional action as noted below is required.
- When applicable, please see page 61 for information on the Memorandum of Understanding between the Bedford Police Department and the Bedford Public Schools.
- In the case of Number 4, possible expulsion/exclusion or long term suspension hearing with the Principal
- In the case of Number 4, involvement of Department of Children and Families is required by law if the aggressor is an adult

**Additional Action: Category B**

- Possible additional days of suspension from all classes and activities.
- Detentions

- Compensatory work.
- Superintendent / School Committee hearing to determine expulsion from school.

	<b>Category C Offenses</b>
<b>1</b>	Openly defiant behavior toward school personnel (i.e., insubordination, which is defined as failure to comply with directions or any school personnel acting legitimately in their official capacity).
<b>2</b>	Use of ethnic or racial slurs, inappropriate sexual language, homophobic comments, or demeaning comments based on race, color, sex, religion, national origin, age, gender, gender identification, sexual orientation or disability not directed to a specific person or group of people.
<b>3</b>	Noncompliance with policy regarding computer/iPad or Internet use.
<b>4</b>	The unauthorized distribution of a recording of visual images or audio of anyone is prohibited. Anyone distributing such images, no matter how small the audience is prohibited.
<b>5</b>	Forgery, willful use of a forged document, and/or tampering with school records. (For example, this includes but is not limited to the signing of a parent's or teacher's name or initials to an absence note, attendance report or pass, or the signing of one's name to a pass intended for another.
<b>6</b>	Obscene, abusive, profane, or disrespectful language or gestures toward any member of the school community, which by virtue of being rude, insolent, or insulting are disruptive of the educational process.
<b>7</b>	Failure to identify one's self by giving a correct first and last name upon first request by school personnel.
<b>8</b>	Fire safety violation. Examples include but are not limited to using matches, lighters, or misusing bunsen burners.
<b>9</b>	Malicious teasing or gossip.
<b>10</b>	Leaving school grounds while school is in session without an authorized dismissal note. Note: Any student returning to campus after an unauthorized leave may be subjected to a search.
<b>11</b>	Trespassing on school grounds or at school sponsored activities (includes but is not limited to suspended and absent students).
<b>12</b>	Acts that endanger a person or more than one person. Includes acts and inflammatory language that may not possess harmful intent, but are dangerous by nature.

**Minimum Penalties (one or more will apply): Category C**

- Three detentions
- Possible one to three days suspension from all classes and school activities.
- Possible adjustment counselor referral
- Revocation of parking privileges, break privileges, and/or Flex block privileges for up to the remainder of the school year.
- Involvement of police or fire departments as appropriate.
- Loss of school bus transportation privileges for up to the remainder of the school year if the violation occurs on a school bus.
- Student may become ineligible for after school activities and athletics for the remainder of the school year, term and/or athletic season.
- For noncompliance with computer use policy: suspension from all school computer use for up to the remainder of the year.
- For cutting Office Detention
  - First Offense: student must serve two additional detentions.
  - Second and subsequent Offenses: possibility of 1-3 days suspension.
- Unexcused tardy to Office Detention: Student must serve two additional detentions.
- Determination as to whether additional action as noted below is required.
- In the case of Insubordination (Infraction 1) occurring during a crisis drill or evacuation, the student will face the maximum penalty under Category C at the Administration's discretion.

**Multiple Offenses May Result in Additional Action: Category C**

- Possible additional days of suspension from all classes and activities.
- Compensatory work.
- Superintendent/School Committee hearing to determine expulsion from school after multiple offenses.

	Category D Offenses
1	Cheating and/or involvement in the act of cheating. Cheating includes but is not limited to: Sharing or learning of specific questions on an exercise before it is given. Sharing or obtaining information during an exercise (this includes homework, accessing information from a disc etc.) Plagiarism, i.e., submitting another's work or ideas as one's own. This includes copying from another student's work, from books, or from any electronic source including the Internet. Use of electronic equipment, including but not limited to cell phones with text messaging and photographic capabilities, to obtain and share information during an exercise. Copying from another student or allowing another student to copy from you.
2	Lying about whereabouts to members of the Administration, faculty and staff



<b>3</b>	Behavior that endangers persons or property and/or substantially disrupts the educational process such as horseplay, throwing snowballs or other objects, throwing food and making excessive noise. Includes unintended damage to property.
<b>4</b>	Being outside the building or in another unauthorized area while school is in session.
<b>5</b>	Failure to abide by regulations for motor vehicle traffic. See "Motor Vehicles" on page 32 for more information.
<b>6</b>	Failure to comply with a request made by school personnel.
<b>7</b>	Use of profanity not directed to any one person or group of people.
<b>8</b>	Unexcused tardy to office detention
<b>9</b>	Cutting office detention

**Minimum Penalties (one or more will apply): Category D**

- 1-5 Office Detentions
- Revocation of parking privileges, break privileges, and/or flex block privileges for up to the remainder of the school year.
- In the case of infraction 1, zero credit for assignment, note in student file, parent meeting with department head and teacher, and confiscation of electronic equipment used in cheating if relevant.
- In the case of infraction 3, cleaning of the area littered.

**Multiple Offenses May Result in Additional Action: Category D**

Penalties noted under CATEGORY C.

	<b>Category E Offenses</b>
<b>1</b>	Use of electronic devices including but not limited to cell phones, camera phones, digital cameras, video cameras and portable listening devices without teacher permission. This includes class time and use in the hallway during class time.
<b>2</b>	Food or drink in unauthorized areas (excluding water), littering, failure to clean up after self.
<b>3</b>	Failure to abide by regulations for parking. See "Motor Vehicles" for more information.
<b>4</b>	Unauthorized absence from class (class cut), homeroom, or assigned study.
<b>5</b>	Cutting a teacher assigned detention.

<b>6</b>	Sent out of class.
<b>7</b>	Public displays of affection that the school may deem inappropriate for the school or disruptive to the educational process.
<b>8</b>	Unauthorized use of photographic equipment.
<b>9</b>	Intentional and purposeful chronic tardiness, loitering and wandering the hallways without a pass.

**Minimum Penalties (one or more will apply): Category E**

- Teacher sanction (may include teacher supervised detention).
- Phone call to parent and/or parent conference.
- One to four Office Detentions.
- Revocation of parking privileges, break privileges, and/or X-block privileges for up to the remainder of the school year.
- Loss of course credit.
- Loss of school bus transportation privileges for up to the remainder of the school year if the violation occurs on a school bus.
- Determination as to whether additional action as noted below is required.
- In the case of infraction 2, corresponding cleaning consequence as deemed appropriate by the administration.
- In the case of infraction 1, on the first offense, students must report to the main office and relinquish the electronic device to the administration. The device will be returned to the student at the end of the day. In the event of subsequent offenses, the phone or device will be held in the office and only returned to that student's parent or guardian. Additional penalties may apply.
- Any student, who purposefully fails to bring the electronic device to the office, will automatically receive 3 detentions in accordance with the first offense for insubordination. Subsequent violations will progressively lead to more serious consequences

**Multiple Offenses May Result in Additional Action: Category E**

- Potential Suspension from all classes and school activities after multiple offenses.
- Withdrawal from class.
- Hearing before the Superintendent / School Committee to determine expulsion from school after multiple offenses.

## XII. TECHNOLOGY

### A. Acceptable Use Policy

Student use of technology in the Bedford Public Schools is solely for the enhancement of teaching and learning. All students are expected to read this Acceptable Use Policy and are required to sign the Acceptable Use Policy Agreement Form. Adherence to this policy is a condition for a student's use of technology.

#### **Acceptable Uses - Including but not limited to:**

Students must:

- Identify themselves in Internet communications
- Post/send only useful and appropriate information
- Only access their own account and keep their passwords private
- Only alter their own work, unless they have permission from the owner
- Only use the e-mail account provided by the Bedford Schools while on the school network

(Bedford email accounts may also be accessed at anytime from outside the school network.)

Students should:

- Check email frequently and delete old mail
- Take care in using humor, avoid sarcasm, and don't unreasonably criticize, or "flame" others
- Credit the original author when quoting someone else's work
- Remove their old files when they are no longer needed

Students must not:

- Engage in harassment, libel, or slander of any kind
- Use the Internet for commercial or political purposes
- Use the Internet to access sexually explicit or pornographic materials
- Use the Internet for illegal activities including, but not limited to, copyright violations and illegal distribution of software
- Give out their own or another individual's personal information such as address or phone number
- Post audio, video or any material of or created by another student or faculty member without that individual's permission

- Engage in spamming (sending massive, inappropriate and unsolicited information) or flooding (transferring data without intent of meaningful communication)
- Use equipment without permission
- Alter the configuration of school technology, except as educationally appropriate
- Download or install software of any kind
- Illegally copy software

### Sanctions

Network access is a privilege, not a right. The Bedford Public Schools will review alleged violations of this Acceptable Use Policy. Violations could result in the following:

- Loss of access privileges
- Additional disciplinary action at the building level in accordance with the code of conduct in the student handbooks.
- Referral to appropriate law enforcement agencies

## B. iPad Policy and User Agreement

The policies, procedures and information within this document apply to all iPads used at Bedford High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1. Receiving Your iPad: Students are issued an iPad, a cover, a charging block and a syncing cord [during iPad Orientation](#). Students are responsible for equipment issued to them [for the time period Bedford High School holds the lease for the iPad](#). Students will be charged for missing or damaged equipment.
  - a. Receiving Your iPad: iPads will be distributed each [summer](#) during iPad Orientation [for 9th graders and new students](#). Parents & students must sign and return the iPad Protection Plan and Student Pledge documents before the iPad can be issued to their child. The iPad Protection plan outlines two options for families to protect the iPad investment for the school district. Please review the iPad Protection plan included in this handbook.
  - b. Check-in Fines: Individual school iPads and accessories must be returned [when notified by the tech department](#). Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in Bedford for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment in Bedford, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Bedford Police Department.
  - c. Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan and must return the computer

and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. Taking Care of the iPad: Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be turned in for an evaluation of the equipment.
  - a. iPads Covers: The cover provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.
  - b. iPads should have the cover attached when carried.
  - c. Avoid placing too much pressure and weight on the iPad screen.
  - d. Screen Care: The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on the top of the iPad when it is closed.
  - e. Do not place anything near the iPad that could put pressure on the screen.
  - f. Clean the screen with a soft, dry cloth or anti-static cloth.
  - g. Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen
  - h. General iPad Care: Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
  - i. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Bedford School District.
  - j. Do not expose your iPad to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a cold environment for a long period of time, let it warm up before using it.
  - k. Cords and cables must be inserted carefully into the iPad to prevent damage.
3. Using the iPad at School: iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.
  - a. iPads Left at Home and Charging Your iPad’s Battery: iPads must be brought to school each day in a fully charged condition. If students leave their iPads at home or bring to class uncharged, they are responsible for getting the course work completed as if they had their iPad present. Student grades will be impacted if you come to class without your iPad or your iPad is not charged.
  - b. iPad Undergoing Repair: iPads that malfunction or are damaged must be immediately reported to the tech office. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect will be repaired with cost being borne by the student.
  - c. Theft: iPads that are stolen must be reported immediately to the School Office and the Bedford Police Department.

- d. Screensavers/Background photos must be appropriate
  - e. Inappropriate media may not be used as a screensaver or background photo.
  - f. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
  - g. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes
  - h. Students are not allowed to use the iPad for personal entertainment while on the school network at any time. This includes streaming video, downloading music or playing games that are not part of a class curriculum.
  - i. Music is allowed on the iPad that is downloaded at home and can be used at the discretion of the teacher
  - j. [Only school approved Apps may be installed on students' iPads through Apple's Self Service feature](#)
  - k. Home Internet Access: Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home.
  - l. Passcodes: All iPads must be secured with a passcode at all times. Students are not to share their passcode with other students. Upon request of a faculty member, the student must enter their passcode so a faculty member can access their iPad.
4. Managing your Files on the iPad
- a. Saving to the iPad: Students may save work on the iPad. It is recommended for backup that students email documents to themselves or use DropBox for storage. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Students may access DropBox on school computers via their web site only – [www.dropbox.com](http://www.dropbox.com). The DropBox program may not be installed or used on school computers.
  - b. Network Connectivity: The Bedford School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
5. Software on iPads
- a. School Provided Apps: Apps provided by the Bedford Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.
  - b. Find My iPhone App: The Find iPhone app must remain on all iPads at all times and may never be tampered with. Removal or disabling of the Find iPhone app will result in loss of iPad privileges. The tracking feature of the Find iPhone app will only be used to locate lost or stolen iPads.

- c. Inspection: Students may be selected at random to provide their iPad for inspection.
- d. Procedure for re-loading software: If technical difficulties occur, the iPad may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.
- e. Software upgrades: Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates.

#### 6. Acceptable Use

- a. Bedford Acceptable Use Policy: Use of the iPad is governed by the Bedford Acceptable Use Policy and the policies and procedures in the Bedford High School iPad Policy.
- b. Privacy: Users should not have an expectation of privacy or confidentiality in the context of electronic communications or of other files sent, received and/or stored on the district's network or iPads. The Bedford Public School System also reserves the right to examine all data sent, received and/or stored on the district's network and iPads. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Electronic communications may be archived for a period of up to three years.
- c. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- d. Plagiarism is a violation of the Bedford High School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- e. Use or possession of hacking software is strictly prohibited and violators will be subject to Bedford High School Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.
- f. Altering Operating System: Students are prohibited from "Jailbreaking" the operating system of the iPad.

#### 7. Protecting and Storing your iPad

- a. iPad Identification : Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways: Record of serial number and Bedford Label
- b. Storing Your iPad: When students are not using their iPads, they should be stored in their lockers. The Bedford School District recommends the students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home everyday after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at

home. If a student needs a secure place to store their iPad, they may check it in for storage with the Student Office

- c. iPads Left in Unsupervised Areas: Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the Student Office. Student may face school consequences for leaving an iPad unattended.
8. Repairing or Replacing Your iPad: Parents/Students are financially responsible for the replacement or repair of the iPad due to theft or damage. Parents have multiple options for insuring the iPad. It is strongly recommended that you insure the iPad.
- a. Optional Insurance Protection: You may obtain an insurance policy that covers theft and damage. These policies are available from a number of companies and cover many types of damage including drops, cracked screens, theft and vandalism. Information on these policies are available in the Student Office and through the Bedford High School Parents Association.
  - b. Personal Home/Homeowners Coverage: Students or parents may wish to use their current personal insurance to protect the iPad in cases of theft, loss or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad computer. Most insurances will require a rider for electronics and only provide limited coverage and a higher deductible.
  - c. No Insurance: Parents may opt to pay the replacement or repair cost themselves rather than through an insurance policy.
  - d. Repair/Replacement Process: Students are responsible for reporting a damaged/missing iPad to the Student Office. The Tech Department will contact the parents if your student's iPad needs to be replaced or repaired. We send out all iPads to be repaired. Below is the process if you have insured your student's iPad:
    - e. Student needs to report lost or damaged iPad to the Tech Office. Student will fill out an iPad Reporting Form.
    - f. Tech Office will contact you via phone/email and by letter of the damage or loss.
    - g. If you have purchased insurance, print out a claim form from the insurance company's website or the bhs website if you have Worth Ave. Group insurance.
    - h. Fill out the form to include the cost of the repair or replacement and remittance to Bedford Public Schools. Submit form to the insurance company.
    - i. We will send out the device to be repaired. The device must be repaired by the school.



## C. Cell Phones and Personal Electronic Devices

Electronic devices may not be on in classroom or in hallways during class time unless they have the approval of the classroom teacher and are being used for educational purposes. Students who do not adhere to the policy will be required to turn them into the office, to be returned at the end of the day on a first offense, and to be retrieved only by a parent on second and subsequent offenses (Code of Conduct Category E). To conduct personal business, students may only use an electronic device during break, lunches or during passing time. Students are not permitted to take images or videos of other members of the school community without permission and/or distribute those images or videos. Students will be subject to disciplinary action outlined in this Handbook should they violate the policy.

## D. Cyber Safety

### **Disclaimer of Liability**

The Bedford Public School system denies responsibility for the accuracy or quality of information obtained from the Internet. The Bedford Public School system cannot guarantee that access will always be available and is not responsible for any damage a user suffers or for the loss of data obtained via the Internet.

### **Privacy**

Users should not have an expectation of privacy or confidentiality in the context of electronic communications or of other files sent, received and/or stored on the district's network. The Bedford Public School System also reserves the right to examine all data sent, received and/or stored on the district's network. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

Electronic communications may be archived for a period of up to three years

# XIII. SCHOOL AND DISTRICT POLICIES

## A. Interrogations and Searches

The right to search students and inspect a student's property, or school property under the temporary control of a student, is inherent in the authority granted to the School Committee and administrators. This authorization may be exercised as needed in the interest of protecting children and safeguarding their own or school property.

Nevertheless, exercising this authority by school officials places significant demands upon their judgment in an effort to protect the constitutional rights of the individual students while, at the same time, acting in the best interest of all students and the school system.

Searches of students, their possessions, lockers, or student automobiles will be conducted in a way conducive to the preservation of individual rights and to an atmosphere supportive of the educational process.

Whenever a student search is conducted, the following shall apply:

- No search shall be conducted unless there is reasonable suspicion that a violation of law or school rules has occurred.
- Searches shall be conducted with at least two adult school personnel present, one of whom shall be the Principal or his/her designee.
- Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. School officials may examine articles of clothing such as pockets, coats, book bags, etc.
- However, in recognition that the right to privacy considerations intensifies as a search becomes invasive, no school personnel shall ever conduct a "strip search" of a student.
- Should a student refuse to voluntarily comply with a request for a search, the student must be detained until parents, and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation.
- Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.
- Parents will be notified prior to any student search whenever possible.

Nothing herein shall be constituted to limit the right of the School Committee or administration to make use of external detecting resources should these become necessary or desirable.

## B. Student Attendance

Every pupil, who is not present in the schoolroom at the appointed time for opening session of school, shall be marked tardy unless the pupil can demonstrate that he/she was engaged with a member of the educational staff at, or just prior to, the appointed time.

In every case of absence or tardiness by the pupil, the school shall require a reason, verbal or written, to be made by the parent or guardian. No pupil shall be dismissed from school before the close of the session, except 1) in case of illness, 2) other emergency, or 3) by request of his/her parent or guardian, made in person or in writing. All cases of dismissal shall be recorded. Pupils may not leave the building until the person receiving the pupil has been properly identified in person or by telephone if the call is verified.

Legal Ref.: M.G.L. 76:1; 76:16A; 76:2; 76.3; 76

## C. Exclusions and Exemptions from School Attendance

### **Denial of Admission**

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

Graduation with a diploma from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum; Failure to meet the requirements of age, by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws; Having been expelled from this district or any district in the Commonwealth; Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

LEGAL REFS.: M.G.L. 71:37H; 76:12; 76:12A; 76:12B  
603 CMR 26:00

## D. Restraint of Students in the Bedford Public Schools M.G.L. 71:37G

The Bedford Public Schools complies with the DOE restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property.

## E. Bedford Public Schools Equal Educational Opportunities

To accomplish this, the Bedford Public Schools and its staff will make every effort to comply with the letter and the spirit of the Massachusetts Equal Educational Opportunities Law, which prohibits discrimination in public school admissions and programs. The law reads as follows:

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

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

#### LEGAL REFS.:

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

## F. Bedford Public Schools Harassment Policies

- [Harassment by a Staff Member, File: ACABB](#)
- [Harassment by a Student, File: ACABA](#)
- [Sexual Harassment Policy – File: ACAB](#)
- [Student-to-Student Harassment, File: JBA](#)

# XIV. STATE AND FEDERAL REGULATIONS

There are many state and federal regulations that govern school policy and practices. Find below links to the full text of several state and federal laws and regulations as well as full text of relevant regulations for students and parents.

## A. No Child Left Behind (NCLB)

<http://www2.ed.gov/policy/elsec/leg/esea02/index.html>

## B. Family Educational Rights and Privacy Act (FERPA)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## C. Massachusetts Student Records Regulations

<http://www.doe.mass.edu/lawsregs/advisory/cmr23qanda.html?section=summary>

## D. Title 20 – Education Chapter 52

<http://etalk.sgu.edu/contribute/psc/documents/EqualAccessAct.pdf>

## E. Protection of Pupil Rights Amendment (PPRA)

<http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

## F. Non-Custodial Parents Rights

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulation. The school district will follow the law and the regulations developed by the MA Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children (“non-custodial parents”).

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the students record in accordance with the following provisions.

A non –custodial parent is eligible to obtain access to the student record unless:

1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. The parent has been denied visitation or has been ordered to supervised visitation, or
3. The parent’s access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

The school shall place in the student’s record documents indicating that a non-custodial parent’s access to the student’s record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the

non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

The school must delete the electronic and postal address and telephone number of the student and custodial parent from the student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c.71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Updated: May 2006

Approved by School Committee on June 13, 2006

## F. M.G.L 269 An Act Prohibiting The Practice of Hazing

(Refer to section on School Climate for more information)

<https://malegislature.gov/laws/generallaws/partiv/titlei/chapter269/section17>

## G. M.G.L. Chapter 71 Section 37H.

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures that assure due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules

pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

*[Paragraph (e) of the fourth paragraph effective until July 1, 2014. For text effective July 1, 2014, see below.]*

- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

*[Paragraph (e) of the fourth paragraph as amended by 2012, 222, Sec. 1 effective July 1, 2014. See 2012, 222, Sec. 12. For text effective until July 1, 2014, see above.]*

- (f) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

*[Paragraphs (f) and (g) of the fourth paragraph added by 2012, 222, Sec. 1 effective July 1, 2014. See 2012, 222, Sec. 12.]*

(g) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(h) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

## H. M.G.L. 37H-1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's



continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternative educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

## I. Chapter 222

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

SECTION 1. [Section 37H of chapter 71 of the General Laws](#), as appearing in the 2010 Official Edition, is hereby amended by striking out subsection (e) and inserting in place thereof the following 3 subsections:

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under [section 21 of chapter 76](#). If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under [section 21 of chapter 76](#).

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the

use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

SECTION 2. [Section 37H½ of said chapter 71](#), as so appearing, is hereby amended by striking out the last paragraph and inserting in place thereof the following paragraph:

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under [section 21 of chapter 76](#). If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under [section 21 of chapter 76](#).

SECTION 3. Said [chapter 71](#) is hereby further amended by inserting after section 37H½ the following section:

Section 37H¾. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H½.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged

misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term “out-of-school suspension” shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

SECTION 4. [Section 1 of chapter 76 of the General Laws](#), as appearing in the 2010 Official Edition, is hereby amended by striking out, in lines 2 to 13, inclusive, the words “, except a child between fourteen and sixteen who meets the requirements for the completion of the sixth grade of the public school as established by said board and who holds a permit for employment in private domestic service or service on a farm, under section eighty-six of chapter one hundred and forty-nine, and is regularly employed thereunder for at least six hours per day, or a child between fourteen and sixteen who meets said requirements and has the written permission of the superintendent of schools of the town where he resides to engage in non-wage-earning employment at home, or a child over fourteen who holds a permit for employment in a cooperating employment, as provided in said section eighty-six,”

SECTION 5. Said [section 1 of said chapter 76](#), as so appearing, is hereby further amended by striking out, in line 14, the words “said town” and inserting in place thereof the following words:- the town the student resides.

SECTION 6. Said [section 1 of said chapter 76](#), as so appearing, is hereby further amended by striking out the fourth paragraph.

SECTION 7. Said [chapter 76](#) is hereby further amended by inserting after section 1A the following section:

Section 1B. The school committee of each city, town or regional school district shall have a pupil absence notification program in each of its schools. The program shall be designed to ensure that each school notifies a parent or guardian of the child's absence if the school has not received notification of the absence from the parent or guardian within 3 days of the absence.

Each school committee shall have a policy of notifying the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. The notification policy shall require that the school principal or headmaster, or a designee, make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal or headmaster, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

SECTION 8. [Section 18 of said chapter 76](#), as so appearing, is hereby amended by striking out the first paragraph and inserting in place thereof the following 3 paragraphs:

No student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of 5 days from the student's tenth consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than 14 days. The superintendent, or a designee, may proceed with any such interview without a parent or guardian if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

The superintendent or a designee shall convene a team of school personnel, such as the principal, school counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview with the student and the parent or guardian of the student. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

The department of elementary and secondary education shall: (i) publish a model protocol for conducting exit interviews with students; and (ii) compile and maintain a list of research and information relative to the consequences of dropping out, the benefits of earning a high school diploma and a list of alternative education resources and programs available to the student, in addition to those that the district may provide, that schools shall present at the exit interview.

SECTION 9. Said [chapter 76](#) is hereby further amended by inserting after section 20 the following section:

Section 21. Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have

an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

Instructional costs associated with providing alternative educational services under this section shall be eligible for reimbursement under section 5A of chapter 71B, subject to appropriation. The reimbursements shall be in addition to amounts distributed under chapter 70 and shall not be included in the calculation of base aid, as defined in section 2 of said chapter 70, for any subsequent fiscal year. Instructional costs eligible for reimbursement shall include only those costs directly attributable to providing alternative educational services under this section, such as salary of educational personnel, salary of related services personnel, costs for specialized books, materials or equipment, tuition costs, if the student is receiving services from other than the local public school, consultant costs if directly attributable to the student's instructional program and instructional costs of extended day or year services if such services are a part of the education service plan. Such costs shall be prorated as appropriate to reflect group activities or costs for part-time services. Instructional costs shall not include transportation costs, administrative or overhead costs, the costs of adapting classrooms or materials that are used by more than 1 student, the costs of fringe benefits of personnel employed by the school district, nor the costs associated with the development of the education service plan or service coordination for the student. Instructional costs associated with an education service plan shall be reported to and approved by the department and shall be reimbursed according to the formula and procedures in said [section 5A of said chapter 71B](#).

SECTION 10. The department of elementary and secondary education shall submit an annual report to the chairs of the joint committee on education on the cost of providing reimbursement for instructional costs associated with providing alternative educational services under [section 21 of chapter 76 of the General Laws](#) that would not otherwise be reimbursed under [section 5A of chapter 71B of the General Laws](#).

SECTION 11. The department of elementary and secondary education shall issue a report on the costs of implementation of this act not later than November 30, 2013. The department of elementary and secondary education shall file a report with the clerks of the senate and house of representatives, who shall forward the report to the chairs of the joint committee on education and the senate and house committees on ways and means.

SECTION 12. Sections 1 to 10, inclusive, shall take effect on July 1, 2014.  
Approved, August 6, 2012.

## J. Disciplining Student With Special Needs

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

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

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

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

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

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

Additional information regarding the procedural protections for special education students can be obtained from the Director of Special Education. The Director of Special Education can also provide information on disciplinary procedural protections available to students who have identified disabilities and who are not eligible for services under the IDEA.

## K. The New Marijuana Law Chapter 94C, Sections 32L,M, and N

### **What the law changes:**

- Possession of one ounce or less of marijuana is now a civil infraction.
- It is punishable by a \$100 fine for those 18 years of age or older.
- For those under 18 years old, there is also a requirement that parents must be notified and that the offender must participate in a drug awareness program within one year. Failure to do so can result in the fine being increased to \$1000(with the parent equally liable for the fine amount) or delinquency proceedings being brought in the juvenile court (for those under seventeen years old).
- The marijuana is seized and forfeited.
- The offense is enforced by local police officers by way of a citation issued by police and processed in the local district court.
- Violations of this new law do not get included on your criminal record.

### **What the law does not change:**

- You can still be charged criminally:
  - if you possess more than one ounce of marijuana
  - with operating a motor vehicle under the influence of marijuana; and
  - with manufacturing, distributing or possession with intent to distribute amount of marijuana (which can result in the imposition of mandatory jail sentence upon conviction).
- The new law only applies to possession within Massachusetts, but not everywhere in the state. If you are on a federal facility (e.g., a military base), federal law applies and you can be charged criminally regardless of the amount of marijuana you possess. If you possess marijuana in another state, that state's laws apply (which may or may not make possession of less than an ounce a criminal offense).

### **Miscellaneous Information:**

Schools can continue to discipline students for possession of marijuana on school grounds.

The federal government can continue to consider a violation of the civil marijuana law when determining federal benefits, e.g. , federal student loan aid.

Cities and towns may enact by laws which add an additional penalty (up to \$300 per violation) for the public consumption of marijuana.

Marijuana is still a controlled substance under Massachusetts law and therefore unlawful to possess. Most importantly, its harmful effects are not changed by this new law.

**For more information:**

Visit the Commonwealth of Massachusetts' Executive Office of Public Safety and Security website. Find the link entitled, "Law Enforcement and Criminal Justice", click on "Law Enforcement" and go to the two sections related to "Question 2".

## L. Homeless Students: Enrollment Rights and Services

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

- Sharing the housing of other persons due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Being abandoned in hospitals;
- Awaiting foster care placement;
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
- Migratory children living in conditions described in the previous examples.

The superintendent designated The Assistant Superintendent of Schools, to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless



families on the same terms as families resident in the district. For more information refer to the link below:

<http://www2.ed.gov/policy/elsec/leg/esea02/pg116.html>

## M. School Eligibility Guidelines for Hanscom AFB Students

Bedford Public Schools contracts with the Department of Defense for dependents of Hanscom Air Force Base residents who fit specific criteria to attend Bedford High School. The chart below details the status needed to enroll at Bedford High School. High School students who do not meet the criteria must enroll at Lincoln-Sudbury High School.

<b>Sponsor's Status</b>	<b>9-12 Dependents Eligible to Attend Bedford High School</b>
Active Duty Military (including Active Duty Coast Guard)	Yes
DoD Civilian, Full-time Permanent Employee (to include Non-Appropriated Funded)	Yes
Non DoD Federal Agency employee, full-time, permanent	No
Reservist/National Guard on Active Duty by Federal Statute for 365 days	Yes <sup>1</sup>
Reservist/National Guard on Active Duty by Federal statute for less than 365 days	No
National Guard on Active Duty by state statute (regardless of length of activation)	No
Retiree	No
Base Contractor	No
Other	No

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<sup>1</sup> National Guard Members must be activated by Federal Statute (Title 10), rather than by state authority (Title 32)