

**2021-2022**



**Middle-Senior High School  
Student Handbook**

**WEST BRIDGEWATER MIDDLE/SENIOR HIGH SCHOOL**  
**155 WEST CENTER STREET**  
**WEST BRIDGEWATER, MA 02379**  
[www.wbridgewaterschools.org](http://www.wbridgewaterschools.org)  
(508) 894-1220  
(508) 894-0537 (fax)

**SCHOOL DIRECTORY**  
**2021-2022**

**SCHOOL COMMITTEE**

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**Donna J. Hulme, Vice-Chairperson - [dhulme@wbridgewater.com](mailto:dhulme@wbridgewater.com)**

**Dave Yeo, Clerk - [dyeo@wbridgewater.com](mailto:dyeo@wbridgewater.com)**

**Molly Smith - [msmith@wbridgewater.com](mailto:msmith@wbridgewater.com)**

**Robyn Dragonetti - [rdragonetti@wbridgewater.com](mailto:rdragonetti@wbridgewater.com)**

**OFFICE OF THE SUPERINTENDENT**  
**508-894-1230**  
**Office Hours: 8:00 a.m. – 4:00 p.m.**

**Mr. Mark Bodwell, Superintendent of Schools**

**Mrs. Kathy Marble, Director of Student Services**

**Mrs. Deb Llanes, Director of Curriculum & Professional Development**

**Ms. Kathleen Grant, Business Manager**

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**ADMINISTRATION**

**Office Hours: 7:00 a.m. – 3:30 p.m.**

**Mrs. Christine Page, Principal**

**Mr. Brandon Frost, Assistant Principal**

**Ms. Jennifer Hammel, Athletic Director**

**Mr. John Collins, Director of Technology**

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### **District Mission Statement**

The Mission of the West Bridgewater Public Schools is to work together with home and community to provide our students a safe environment in which to acquire the knowledge, skills and values needed for success in a diverse and global society of the 21<sup>st</sup> Century.

### **Middle/Senior High School Mission Statement**

The mission of West Bridgewater Middle/Senior High School is to provide a safe, supportive learning environment in which each student will acquire the knowledge, skills, and values necessary to become a life-long learner and responsible citizen in our diverse and changing society.

### **ACADEMIC EXPECTATIONS AND LEARNER OUTCOMES**

The students will be scored in their classes using the rubrics below:

**5** = Advanced

**4** = Proficient

**3** = Progressing

**2** = Needs Improvement

**1** = Warning

#### **ACADEMIC EXPECTATION #1**

***Learner Outcome: The graduate is able to read varied materials with both literal and inferential comprehension for a variety of purposes.***

#### **THE WBHS GRADUATE READS ACTIVELY AND CRITICALLY:**

5	The reader consistently demonstrates great depth of insightful comprehension of both surface themes and underlying ideas through relevant inferences and connections to current events and previous readings or experiences, using both oral and written means to support their understanding with relevant citations from written sources.
4	The reader consistently and effectively demonstrates insightful comprehension of the central and supporting ideas being conveyed in the written work; cites from the text and includes relevant support from other sources
3	The reader effectively conveys the literal meaning of the text and adequately states the implied meaning; supports with evidence from both the text and other relevant sources
2	The reader minimally relates the literal meaning of the text and states the implied meaning; supports with some evidence from the text.
1	The reader shows limited understanding of ideas in the work; provides little or inappropriate supporting evidence.

#### **ACADEMIC EXPECTATION #2**

***Learner Outcome: The graduate is able to write using standard English for a variety of purposes and audiences***

#### **THE WBHS GRADUATE WRITES EFFECTIVELY:**

5	The writer effectively develops purpose and point of view for a variety of audiences; shows insightful developments in content, format, sentence and word choice; demonstrates coherent and smooth selection, organization, and development of ideas, displays fully developed analytical skills; uses insightful use of detail and language, and is free of grammatical and spelling errors.
4	The writer clearly conveys purpose and point of view for a variety of audiences; shows variety and originality in content, format, sentence and word choice; demonstrates effective selection, organization and development of ideas; is developing an understanding of analysis, demonstrates a highly effective use of detail and language in expressing meaning; contains minimal grammar and spelling errors.
3	The writer conveys purpose and point of view for a variety of audiences; includes appropriate content, format, sentence structure and word choice; shows ability to select, organize and develop ideas coherently; uses correct grammar and spelling most of the time.

2	The writer minimally conveys purpose and point of view for a variety of audiences; includes basic content, format, sentence structure and word choice; minimally selects, organizes and develops ideas, contains grammar and spelling errors.
1	The writer demonstrates limited ability to select, organize and develop ideas; does not convey purpose or point of view; includes inappropriate content, format, sentence structure and/or word choices; incorporates mechanical errors that interfere with meaning.

### ACADEMIC EXPECTATION #3

***Learner Outcome: The graduate is able to listen to presentations gaining both literal and inferential meaning.***

#### **THE WBHS GRADUATE LISTENS EFFECTIVELY AND CRITICALLY:**

5	The listener consistently and effectively summarizes the main idea and supporting arguments; distinguishes relevant from irrelevant information in discussion, writing, and class participation; identifies the speaker's purpose and point of view; evaluates the presentation for validity and clarity; makes accurate inferences and comparisons in drawing conclusions based on the presentation, personal knowledge, and other sources including technological sources; consistently and efficiently follows class directions.
4	The listener identifies main ideas and supporting arguments; distinguishes between fact and opinion; usually identifies the speaker's purpose; draws and supports conclusions from the presentation; recognizes differing or challenging viewpoints; is often able to follow class directions.
3	The listener identifies main ideas and supporting arguments a majority of the time; distinguishes between fact and opinion, but has difficulty drawing and supporting conclusions from the presentation; usually recognizes differing or challenging viewpoints, follows class directions with minimal guidance and repetition.
2	The listener identifies main ideas and supporting arguments with guidance; has difficulty either distinguishing between fact and opinion, or drawing conclusions about the presentation; cannot consistently listen to speakers in a responsible manner, follows class directions with much guidance and repetition.
1	The listener seldom identifies main ideas and consistently does not follow class directions.

### ACADEMIC EXPECTATION #4

***Learner Outcome: The graduate is able to communicate ideas and information coherently for a variety of purposes.***

#### **THE WBHS GRADUATE COMMUNICATES CLEARLY IN SPEECH:**

5	The speaker effectively engages and maintains the listeners' attention, focus is consistently maintained with a positive; confident presence, appropriate eye contact, tone, style and speech etiquette, speech is fluent without pausing or halting; speaker's ideas are organized and supported with interesting examples, citations and illustrations, and appropriate technology so that the listener can easily follow; asks and answers questions clearly with elaboration as necessary; shows a mastery of target language.
4	The speaker engages the listener(s), establishes focus, uses appropriate tone and style, organizes thoughts to connect ideas and/or makes convincing arguments; includes examples and illustrations; asks/answers questions clearly with elaboration; shows a command of target language.
3	The speaker organizes thoughts, establishes focus, conveys ideas and views with detail, uses suitable tone, and asks/answers questions appropriately.
2	The speaker demonstrates minimal ability in conveying ideas and views with adequate detail and development.
1	The speaker is unable to convey ideas and views with adequate detail and development, has difficulty asking/answering questions clearly, and cannot organize material to insure understanding.

### ACADEMIC EXPECTATION #5

*Learner Outcome: The graduate is able to locate, analyze, and Synthesize appropriate materials for a variety of purposes*

#### THE WBHS GRADUATE IDENTIFIES AND UTILIZES A VARIETY OF RESOURCES FOR OBTAINING AND PRESENTING INFORMATION:

5	The student strongly demonstrates the ability to use various resources depending on the purpose and intended audience for this information; distinguishes between critical, relevant, published sources and subjective, irrelevant or misleading, and unpublished sources; uses both traditional and technological resources, summarizes information, records quotes accurately, and cites sources both internally and in a reference section; understands the ideas of ownership and the rules governing plagiarism.
4	The student demonstrates the ability to use various resources depending on purpose and intended audience; distinguishes between relevant and irrelevant sources; uses both traditional and on-line resources; summarizes information and records direct quotations accurately; understands issues of citation and plagiarism; seldom has errors within text citations.
3	The student demonstrates the ability to use various resources depending on the purpose and intended audience for this information; sometimes distinguishes between relevant and irrelevant sources; uses both traditional and on-line resources; summarize information and records direct quotations accurately but does not develop all in own words; understands issues of citation and plagiarism.
2	The student demonstrates the ability to use various sources but has difficulty distinguishing between purpose and audience; uses both traditional and on-line sources, but has difficulty distinguishing between relevant and irrelevant sources; has minimal understanding of putting ideas into one's own words, quoting directly from sources, and citing sources; does not completely understand the rules governing plagiarism.
1	The student shows limited or no ability in distinguishing between sources, evaluating them, or citing them, and does not adhere to the rules governing plagiarism.

### ACADEMIC EXPECTATION #6

*Learner Outcome: The graduate is able to effectively identify, evaluate, and solve problems employing a variety of methods/process(es).*

#### THE WBHS GRADUATE EMPLOYS MULTIPLE STRATEGIES IN REASONING AND PROBLEM SOLVING:

5	The student identifies the problem and related issues/variables; synthesizes information using a variety of sources/methods including technology; extends and refines knowledge using appropriate thinking skills; describes, distinguishes, and evaluates alternative conclusions/procedures/solutions; presents well-organized evidence in support of the selected conclusions/procedures/solutions.
4	The student identifies the problem and many of the relevant issues/variables; gathers and organizes information from various sources/methods in support of a conclusion/solution; identifies steps to improve the process; evaluates alternate conclusions/solutions.
3	The student identifies the problem and some of the relevant issues/variables; gathers and organizes information from a minimal number of sources/methods in support of a conclusion/solution; evaluates the employed process plus suggests one or two alternate solutions.
2	The student has not clearly identified the problem or related issues/variables; gathers information from an adequate number of sources/methods; information needs to be better organized and presented in support of the conclusion/solution; does not clearly identify the process used to address this problem.
1	The student shows limited or no evidence of identifying the problem, or related issues/variables; gathers information from a limited number of sources/methods.

## **CIVIC AND SOCIAL EXPECTATIONS:**

The West Bridgewater High School graduate will:

1. Comprehend the facts, values and practices of the US government in order to contribute positively as a citizen, locally, nationally and globally while developing leadership and collaboration skills.

Demonstrated by:

- Successful completion of high school social study courses and CGA
- Successful completion of Senior Project
- Participation in community service projects through honor societies, clubs, senior week projects
- Registration to vote when the student turns 18
- Registration for selective service when student turns 18

2. Practice positive, healthy, moral and ethical conduct while balancing the demands of academic responsibility with social and extracurricular activities.

Demonstrated by:

- Successful completion of high school health classes where making positive, healthy lifestyle choices are discussed.
- Numbers of students that receive honor roll status, participate in extracurricular activities such as athletics, band/chorus, clubs, peer tutoring, peer leadership, community service; showing evidence of high standards/ideals/values
- Number of incidents of vandalism, plagiarism, drug/alcohol violations, cheating, bullying, fighting, office referrals for discipline issues

3. Practice tolerance, cooperation and empathy towards others and respect individual and cultural diversity in practices and perspectives.

Demonstrated by:

- Cooperation with others within and without the classroom setting, evidenced by successful group programs conducted with minimal disruptions
- Participation in school run assemblies and programs aimed at promoting tolerance and respect and increasing awareness of hindrances to such values (i.e., White Ribbon campaigns, Rachel's Challenge, Diversity Club sponsored events)
- Number of students successfully participating in group events (athletics, clubs, etc)
- Number of incidences of verbal abuse, slanderous written and/or verbal messages disrespect toward peers and adults, bullying and harassment

**ACADEMIC ASSISTANCE** - In some situations specific and sustained assistance may benefit a student. Special Education Assistance and other remediation programs are available. Please see the rights granted by federal law to students with identified, eligible 504 handicaps listed in the appendix of this handbook. If you need help in this regard, please contact Mrs. Kathy Marble, Director of Student Services, at (508) 894-1230.

**ACADEMIC HONESTY POLICY** - We support a learning environment where honesty is valued. Academic dishonesty compromises this standard and will not be tolerated. It is important that each student's work solely reflects **the student's** best effort. Academic dishonesty hinders the ability of a teacher to diagnose or remediate the work of a student. Academic dishonesty transcends being solely a private matter between teacher and student. It is of concern to the entire school community.

Examples of academic dishonesty include, but are not limited to, the following:

1. Plagiarism: The act of taking ideas, writings, etc. from another and passing them off as one's own.
2. Giving or receiving information during quizzes, tests, or examinations.
3. Collaboration on assignments or reports after being directed otherwise.
4. Unauthorized use, receipt, or distribution of quiz, test, or examination items or questions.
5. Unauthorized use or misuse of technology and/or copying or misuse of computer disks.
6. Copying another student's homework.



7. False information included in college, scholarship, or financial aid application.
8. Cheating in any form.

A violation of this policy will result in the following consequences:

1. Parents will be notified and a parent conference may be arranged.
2. Notify Honor Society Advisors where applicable.
3. The student will receive a zero for the academic work.
4. Other appropriate action, including but not limited to disciplinary measures, may be taken according to the severity of the case.

A second violation of this policy will result in the following consequences:

1. Parents will be notified and a parent conference will be arranged.
2. Notify Honor Society Advisors where applicable.
3. The student will receive a zero for the academic work.
4. Other appropriate action, including but not limited to disciplinary measures, may be taken according to the severity of the case.

The Guidance Office and the Administration will review any further offenses to determine supplementary disciplinary action. Academic dishonesty may come in many forms. However, some incidents are more serious than others. Therefore, certain violations will be treated in a more serious manner on a case-by-case basis. The administration reserves the right to make that determination and act accordingly, including disciplinary consequences.

See also: West Bridgewater Public Schools Policy [IKEA - ACADEMIC HONESTY](#).

**ACADEMIC PROBATION** - A student will be placed on academic probation status if the student receives two or more failing grades (numeric grade below 65) on a report card. The consequences for being placed on academic probation include exclusion from all after school activities unless permission has been granted by the administration. Students on academic probation are required to leave school grounds at 2:05 p.m., the end of the school day. A student on academic probation may remain only to participate in verifiable teacher approved extra help sessions, make-up work sessions, homework club sessions, or detentions. Students failing two or more courses will be encouraged to attend after school homework sessions from 2:05-3:00.

**ACCREDITATION STATEMENT** - West Bridgewater Middle/Senior High School was evaluated **November 2020** by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. It provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the New England Association would be directed to the administrative staff of the school or college. Individuals may also contact the Association:

NEW ENGLAND ASSOCIATION OF SCHOOL AND COLLEGES  
209 BURLINGTON ROAD  
BEDFORD, MASSACHUSETTS 01730-1433

**AFTER SCHOOL/EXTRACURRICULAR ACTIVITIES/ATHLETICS** - The school offers many extra-curricular activities. These activities occur at the close of the school day and include the following: athletics, band, clubs, dances etc. Each activity has its own requirements; however, some general rules do apply to all activities.



1. If a student is absent from school, that student may not participate in any extracurricular activity that day. A student absent, dismissed, more than 15 minutes late to school, or suspended on a given school day will not be permitted to participate in or attend any athletic or extra-curricular events on that same day unless approved by the high school administration. Approval will not be granted unless there are extenuating circumstances. If there are any unusual circumstances related to this, the student must let the principal know so the proper exceptions to this rule can be made in advance.
2. If a student wishes to be eligible for participation in extracurricular activities, that student must maintain an acceptable academic performance. Any student who receives two failing grades on a report card will be excluded from taking part in any extra-curricular activities for the reporting cycle after the failures occur. Students who are interested in extracurricular activities should note that each of the four marking periods is considered separately and does not affect the others. If a student fails two courses for the fourth quarter and/or final average, he/she is also considered ineligible for the next quarter, which begins the following year.
3. Any student with disciplinary difficulties may be excluded from participation in extracurricular activities.
4. Anyone who causes a problem during an extracurricular activity, either as a participant or a spectator, may be suspended from the activity, or may be subject to further disciplinary action according to school procedures and policies.
5. If a student has an unexcused absence on Friday and there is an event or activity on Saturday, the student is not eligible to participate in the activity unless permission has been granted by the Administration.
6. If a student is more than 15 minutes late to school that student is ineligible for all after school activities unless prior permission has been granted by the Administration.
7. Students participating in interscholastic activities and athletics are expected to comply with the rules and regulations of the MIAA as well as abide by the West Bridgewater Athletic Code of Conduct. The MIAA rules establish a threshold eligibility for participation in interscholastic activities. The West Bridgewater School District reserves the right to impose more stringent rules or standards for participation.

Some of the following clubs/activities could be offered during the school year:

**Chess Club**  
**Climber (Yearbook)**  
**Color Guard**  
**Debate Club**  
**Diversity Club**  
**Drama Club**  
**Environmental Science Club**  
**Global Citizens Program**  
**Homework Club (Tuesday-Thursday until 4)**  
**Leo's Club**

**Math Club**  
**Minecraft Club**  
**Model UN**  
**Ski and Ride Club**  
**Student Council**  
**Photography Club**  
**TV Video Club**

**TITLE IX** - All students have the right as citizens of the United States not to be discriminated against on the basis of sex. Under a special law you are protected against being treated unfairly simply because you are a man or woman. In 1972, to ensure that all educational programs and activities were open to all students and that students were not treated differently on the basis of their sex, Title IX of the Education Amendments Act of 1972 was passed. Title IX states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

**AFTER SCHOOL PRESENCE** - Students not engaged in an approved school activity or under the direct supervision of a faculty/staff member must leave the building and all school grounds immediately at the close of school. Loitering and/or failure to immediately leave are grounds for disciplinary consequences.

**ANNOUNCEMENTS** - School announcements are made on the morning news, during powerblock and at the end of the day. Students must pay close attention at these times as important information is provided. These announcements are also placed on the school's website.

**APPOINTMENTS** - If at any time you would like to speak with a member of the staff, please call the main office (508) 894-1220 to set up an appointment. The office staff will be more than willing to assist. All visitors must have a valid license, which will be run through our Raptor system, to be allowed entrance into the building. Teachers may also be reached by email. Email addresses may be found on the school's website.

**ASSEMBLIES** - Throughout the school year, there will be individual class assemblies, team assemblies, as well as school assemblies. These assemblies may include musical presentations, guest speakers, honors assemblies, etc. Proper behavior is expected at all such activities.

**ATHLETICS** - Sports that students are eligible to participate in are: golf, soccer, field hockey, football, cross-country, basketball, cheerleading, indoor track, tennis, baseball, softball and track and field. Since all of these sports are interscholastic, they are governed by the rules of the MIAA (Massachusetts Interscholastic Athletic Association). All students who are going to participate in interscholastic athletics must have had a physical within 13 months. After 13 months the student will need to have another physical to be cleared to participate.

**ATHLETIC CODE OF CONDUCT** - West Bridgewater Middle/Senior High School is an active member of the Massachusetts Interscholastic Athletic Association (henceforth referred to as the M.I.A.A.) and has agreed to conform to all of its rules and regulations governing athletics. West Bridgewater Middle/Senior High School is also an active member of the Mayflower League and adheres to the constitution and by-laws of that league governing interscholastic athletic competition between member schools. Student athletes should be aware of the rules and regulations of the above-mentioned organizations. All student athletes will receive a copy of the MIAA Rules. Additionally, all students must abide by the West Bridgewater Athletic Code of Conduct.

**ATTENDANCE** - In addition to meeting academic requirements, students/parents/guardians must meet state laws (MGL Chapter 76 Section 2 - <http://www.mass.gov/legis/laws/mgl/76-2.htm>) and West Bridgewater Public Schools' requirements for school attendance.

If a student is absent from school, it is expected that a parent/guardian will notify the school. The school prefers that the parent/guardian call the school (508-894-1220) the morning of the absence between 7 a.m. and 8 a.m. If this call is not made, the school will send a connect-ed via phone and text of the number and email that are provided on the emergency forms submitted at the beginning of the year. Students must bring a note for each absence from school. The note must include the date(s) absent, the reason for the absence, a phone number for the parent or guardian, and the parent or guardian's signature. Students are expected to be on time for school. School begins at 7:30.

#### **EXCUSED ABSENCES -**

Excused absences may include:

- an illness or injury that prevents the student from attending school. The illness or injury must be verified by a physician's note. Parents/Guardian's have up to 10 calendar days from the absence to submit a doctor's note. Notes after the 10th day will not be accepted to excuse an absence.
- a death in the immediate family(parent, sibling, grandparent, aunt, uncle, cousin) or other significant persons or family crisis.
- court appearances
- school sponsored field trips
- medical or psychological tests during the school day. The parent must show evidence(such as a note from the health center) within 10 calendar days of the doctor appointment.
- religious holidays
- juniors and seniors will be allowed (3) documented college visits each year.
- parent note (4) allowed yearly as an unexcused absence. Notes must be submitted upon the student's return to school the following day.

See also: West Bridgewater Public Schools Policy [JH STUDENT ABSENCES AND EXCUSES](#).

**UNEXCUSED ABSENCE:** Some examples of unexcused absences:

- repetitive and chronic absence due to illness or injury. In these cases, for the absence to be excused, the parent must submit a letter from the physician - written up to (10) days from the absence - verifying that the student was too sick or injured to go to school.
- student needed to babysit
- cutting class
- family vacation
- extension of a religious or cultural holiday beyond the designated day or days on the school calendar
- attending driver's education classes for road practice during the school day

Students in grades 9-12 who are absent more than fifteen (15) classes in each yearly course and (8) in each semester course may result in denial of credit for that course. If 15 minutes or more of any class is missed due to tardiness, the student will be considered absent for that particular class. When students reach the threshold of 5, 10, and 15 absences a letter will be sent home to the parents. This letter will request a meeting/phone call with the parent to discuss the absences.

If a student has exceeded the above-mentioned limits and therefore has lost credit for a course, that student may wish to appeal the loss of credit. This request should be submitted to the Principal within 5 school days from the day report cards are distributed. Appeals will be heard within a one (1) week time slot of the date report cards are distributed. The board is comprised of teachers and administration. Following such an appeal hearing, the student (and parent/guardian) will be informed of the board's decision within five (5) school days. Failure to follow these guidelines will result in a loss of credit.

**Students are responsible for making up all missed work due to absences. Students have the number of days absent plus one day to make up the work. Work will not be accepted past this time.**

Any senior who exceeds the tardy policy (3 per term) will not be allowed senior privileges until the beginning of the next term. If a senior exceeds the tardy policy in the fourth term they will lose senior privileges for the remainder of the school year.

**AUTOMOBILES (PARKING GUIDELINES)** - Parents dropping off or picking up students during normal arrival and departure times should use the front door near the main office. Parents' cars cannot block the arrival or departure of the school buses or faculty members.

1. Extreme caution is to be used at all times when operating a motor vehicle on school property.
2. Students who have their license and plan on driving to school will have the opportunity to obtain parking permits during the summer prior to the start of the school year. The dates to obtain the permit will be posted on the website, FB page, twitter, and connectEd in advance. The following information must be presented to obtain the parking permit.
  - a. Valid driver's license
  - b. Current registration for each car a student may be driving to school
  - c. \$25.00 parking fee made payable to WBHS
  - d. Parking Rules and Regulation form signed by parent/guardian and student

Permits will not be distributed unless the above mentioned requirements are submitted. NO EXCEPTIONS.

3. All student vehicles on school property must display a parking permit.
4. When driving through, or exiting school property speeds must not exceed 5 mph.
5. Students may park only in the designated spots. Students may not park in any teacher, visitor, or handicap spots without prior permission from the administration or a DMV issued sticker allowing the car to be parked in a handicap spot.
6. Permission to park on school property may be revoked at the discretion of the administration at any time. A student who persists after revocation of parking privileges can expect the vehicle to be towed without notice.
7. Students with excessive tardies and/or absences may have their driving privileges revoked.
8. Parking on school property is a privilege and not a right. Students seeking permission to park a vehicle on school property do so with the understanding that the vehicle parked on school property may be searched by school

officials upon reasonable suspicion that contraband or illegal substances, such as, but not limited to, weapons, drugs or alcohol, are located in the vehicle.

9. Students will be assigned parking permits as space allows. The administration has the right to deny parking permits at such time as all spots have been taken.

**BATHROOMS** - These are located on each floor of the building. Students requiring special consideration should have a doctor's note on file with the school nurse. The bathrooms are not an acceptable meeting place for students in school.

**BEFORE SCHOOL** - Students should not arrive at school before 7:00 a.m. Breakfast will be available in the cafeteria. The late bell for the first class of the day is at 7:30 a.m.

**BEHAVIOR** - In order to maximize the learning environment, students must maintain proper behavior at all times. Should behavior problems arise, it may be necessary to follow the procedure for disciplinary problems, including a parent conference. (Please see Disciplinary Procedures).

**BELLS** - Bells ring throughout the school day, each one has a specific reason. However, the bells are only a guide, the teacher is the one who sets the rules and releases a class. Students are expected to be in class before the bell rings. Those who arrive after the bell are subject to the classroom procedures for being late to class.

**BICYCLES** - Students are encouraged to ride bikes to school. The school does not provide locks for the bikes and cannot be responsible for lost or stolen bikes. Bike racks will be located outside the front of the gym. The school will not be responsible for stolen bicycles therefore students are encouraged to **lock** their bicycles to the racks.

**BOOKS** - Books are the property of the school and should be well cared for. The books must be covered and not written in. If books are lost, damaged or misplaced, it will become the responsibility of the student to pay for a replacement.

**BREAK** - Students will be given a 7 - minute break during the morning. During this time, students will be permitted to purchase food and drinks in the cafeteria. It is expected that all food and drinks, with the exception of water, will either be consumed or put away prior to the students going to their next class. In accordance with the school district's Healthy Choice and Wellness Policy, students will only be allowed to consume water in clear bottles outside of the cafeteria during the instructional day, with the exception of special events, celebrations or medical reasons with the approval of the building administration. Any mess created in the halls will be the responsibility of the students. Failure to pick up the hallways could result in the loss of the break.

**BREATHALYZER** - At any time during the school day or at a school sponsored event, the administration may administer the breathalyzer if they have reasonable suspicion a student may be under the influence of alcohol.

**BULLETIN BOARDS** - Please check bulletin boards frequently for important notices. These are located throughout the school. All school announcements may also be found on the school's website on the calendar page.

**BULLYING** - Definition and Prohibition of Bullying - Bullying, as defined in M.G.L. c. 71, § 37O, 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 himself or herself or of damage to his or 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.

Cyber-bullying is bullying through the use of technology or any electronic means, and includes the distribution of electronic communications or the posting of electronic material that may be accessed by one or more persons.

Any form of bullying is prohibited:

- At school and at all school facilities;
- At school-sponsored or school-related functions, whether on or off school grounds;
- On school buses and school bus stops;
- Through the use of technology or an electronic device owned, licensed or used by a school; and
- At non-school-related locations and through non-school technology or electronic devices, if the bullying affects the school environment.

**Reporting and Stopping Bullying** - To stop bullying as soon as it occurs, all school staff are required to promptly report bullying when they witness or become aware of it. A school principal or his designee must immediately investigate and take appropriate disciplinary action. Students and parents are encouraged to tell school staff if an incident occurs that they feel is bullying. The bill prohibits retaliation against a person who reports bullying, provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

See also: West Bridgewater Public Schools Policy [JICFB BULLYING PREVENTION AND INTERVENTION PLAN](#).

**BUSES** - Riding the bus can be revoked if the student does not follow the rules set up by the school and the bus company. All school rules apply to students at all times while riding the bus.

The right of a student's transportation to and from school and on other occasions is a qualified right dependent on good behavior. Court decisions consistently uphold the exclusion of students from a school bus when their misbehavior affects the safety of students or the driver. It is expected that all students will comply with the following in the interest of safety:

1. Respect the property of other people and their right to pass on the sidewalk.
2. Act appropriately while waiting for the bus.
3. Wait until the school bus is completely stopped and the door is opened before approaching the bus.
4. Remain in the seat until the destination is reached. Standees must remain quiet.
5. Proceed on the bus in a single file. Do not push or shove.
6. Refrain from opening windows unless the driver gives permission.
7. Do not lean out an open window.
8. Walk in front of the bus when crossing the street.
9. The driver of the bus is the authority, unless there is a teacher present.
10. No throwing anything from the bus.
11. No smoking on the bus.
12. Keep the inside of the bus clean. No vandalism or destructive activities will be tolerated.
13. Refrain from pushing, striking or shoving on the bus.
14. Report any acts of vandalism, profane or abusive language and misbehavior of any kind to school authorities.
15. Students in Grades K-12 not observing rules may be refused permission to ride on the school bus. In cases of extreme emergency, students in Grades 7-12 may be immediately put off the bus.
16. Unacceptable behavior, distracting the driver or endangering the safety of the other students and driver will cause the loss of the privilege to ride on the bus for a period of time.

See also: West Bridgewater Public Schools Policy [EEA - STUDENT TRANSPORTATION SERVICES](#).

**CAFETERIA** - All students have a lunch period in the cafeteria. Students may bring a lunch or buy the school lunch and milk. Any student who violates the order of the cafeteria or the clean cafeteria environment may be assigned detentions for the violation. Sponges will be provided to each table and students will be encouraged to wash their tables before leaving the cafeteria after lunch.

**CANCELLATION OF SCHOOL** - The Superintendent of Schools determines the closing or cancellation of school. Announcements of cancellations for snow days or school emergencies will be made on the radio and local television

channels (see NO SCHOOL INFORMATION). The announcements will be aired on WBTV (local cable channel 9) and on the district website [www.wbridgewaterschools.com](http://www.wbridgewaterschools.com). Although early school dismissals are rare, the school recommends that each family have an early dismissal plan in place to ensure proper supervision of their child. Parents **will not** be notified by phone if there is an early dismissal. Connect-Ed calls will be made to notify parents of school cancellations.

See also: West Bridgewater Public Schools Policy [EBCD - EMERGENCY CLOSINGS](#).

**CLUBS** - The school offers a variety of clubs for students to join. All of these clubs will be explained to the students at the opening of school.

**COLLEGE VISITS** - College visits for juniors & seniors will be considered excused absences if the following conditions are met:

1. Student's parent notifies the school that the student is going.
2. Student presents a notice from the college that he/she was in attendance at the school.

**COMMUNICATION** - Connect-Ed, Facebook, Twitter, and the district website are systems which allow the school to communicate important information, such as, cancellations, delays, early releases, as well as other pertinent information that may pertain to particular grades of students or groups of students. It is imperative that we have accurate phone numbers to be able to keep the Connect-Ed system updated.

**COMPLAINTS** - If a parent or a student has a complaint, that parent or student should not hesitate to contact the teacher or the administration. The school recommends that all concerns dealing with academic progress should first be addressed with the student's teacher. If, after contacting the teacher, you find the problem is still unresolved, the principal will investigate the matter working with the proper parties until a conclusion can be reached, and the matter can be settled in a manner that is acceptable to all parties.

**CONFERENCES** - Parent conferences are held during the week of Thanksgiving on Monday and Tuesday nights. Parents/guardians will be sent a link to log-in and set up conference appointments online. In addition, on some occasions, teachers or the school administration may ask to meet with you for a specific reason. Any conference requested is only to help your child. Please make every attempt to attend.

**CORRIDORS** - Proper decorum during the passing time is a must. Proper decorum includes politeness to others, no running or fooling around of any kind, no excessive noise and no loitering in the hallway. Please keep to the right when you are walking to classes. Any student who causes a problem in the corridor during passing time may receive a detention or may be subject to other disciplinary measures. Problems that occur in the corridor during non-passing times will be handled in the same manner.

**CUSTODY** - In families where there has been a divorce or separation, both parents will be given the same notification of all school related activities and notices unless otherwise informed by a legal decree of the court. When this is the case, the custodial parent/guardian must provide the school with a copy of this document to be kept in the student's personal file. It is the responsibility of the parent or legal guardian to inform the school about important matters related to the welfare of the child.

**DANCES** - Dances are held periodically during the school year for students who are in good academic standing and present for the full day of school. School dances usually run from 7:00 – 10:00 but this is subject to change. All students who plan on attending the dance should be in attendance within the first thirty minutes of the start time and may not leave more than one hour before the scheduled end of the dance. If a student plans on arriving later than thirty minutes into the dance or leaving early, prior arrangements should be made with the administration. Students who attend school dances may be subjected to a breathalyzer at the administration's discretion if they suspect a student is under the influence of alcohol. Arrangements should be made in advance for the students' ride to be available at the conclusion of the dance. The cost of each dance activity may vary according to the activity or entertainment being planned. All school rules are in effect at the dance. Outside guests are permitted to attend the high school dances but are the responsibility of the West Bridgewater student. Guests must be signed up prior to the dance in the high school office. No outside guests are

permitted to attend middle school dances, All school rules are in effect at the dance. Middle school students are not allowed at any high school dances.

**DETENTION (PM's)** - At times, students must stay after school for disciplinary reasons. In such cases, 24 hours notice will be given to the middle school students and may be given to the high school students. Students are responsible for contacting their parents for a ride home. In situations where a ride cannot be provided, please notify the teacher or the principal by note so that an alternative date can be assigned. It is best when the teacher and student can work together to find a resolution that will prevent further problems. All detentions are required to be served within the week of the assignment.

**DISCIPLINARY PROCEDURES** - The following procedure outlines the steps taken to resolve discipline problems.

1. A *Warning*.
2. A *Parent Conference* - A parent may be required to meet with school personnel to help solve the problem.
3. A *Detention (PM)* - A student is required to stay after school for infractions of school rules. This detention may be a *Teacher Detention* or an *Office Detention*. Detention runs between 2:10 and 2:45 p.m.
4. An *Extended Day* - This is an extended detention held between 2:10 and 4:00 p.m. each day.
5. In-school suspension (ISS) - The student is expected to attend school, but is suspended from classes. The student will be supervised in an area outside of his/her regular classrooms and will be provided with class work. No electronic devices will be allowed during the length of the ISS with the exception of the Chromebook when necessary for certain curriculum. An in-school suspension may be for all or part of the day. The student may not participate in any school activity or sport while on ISS. Parents will be notified of the suspension both verbally and in writing prior to the suspension in accordance with MGL Chapter 71.
6. Out-of School Suspension (OSS) - The student is required to remain at home and is restricted from the school building and grounds. The student may not participate in any school activity or sport while on out-of-school suspension. Parents will be notified of the suspension and their right to appeal both verbally and in writing prior to the suspension in accordance with MGL Chapter 71.

Links to the MGL C 71 pertaining to student discipline are listed below.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H>  
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H1~2>  
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H3~4>

**DRESS** - The tone and atmosphere of a school are affected by the appearance of its students. Therefore, students are expected to consider cleanliness, good taste, and appropriateness in the selection of clothing worn to school. Situations in which clothing is disruptive to the learning process and/or offensive to community standards, students will be expected to make changes. Students are not permitted to wear hats or other head coverings, including bandanas, with the exception of religious headgear.

See also: West Bridgewater Public Schools Policy [JICA - STUDENT DRESS CODE](#)

**DRESS FOR ACADEMIC FIELD TRIPS** - Students are representing WBMSHS whenever they go out on a school sponsored field trip. Depending upon the location of the field trip the administration and teachers may require a specific dress code requirement. Information will be provided by the administration and advisors prior to the trip.

**DRUG AND ALCOHOL ABUSE** - The West Bridgewater School Committee does not condone the illegal possession or the inappropriate use of controlled substances or alcohol by members of the school community at any time, but most particularly on school property, or at any school-sponsored event.

It is the policy of the School Committee to provide students with a working environment that is free of the problems associated with the use and abuse of drugs and alcohol. The use of drugs and alcohol in any public school building, or on any premises used for public school purposes is inconsistent with the behavior expected of students and subjects the



Committee to problems that would diminish the Committee's ability to provide an appropriate educational environment. School Committee policy allows for the use of a breathalyzer in school or at school functions under circumstances where the school administration is given cause to feel it is warranted.

All students of West Bridgewater Public Schools are prohibited from possessing, using, distributing, dispensing or manufacturing illicit drugs or alcohol on West Bridgewater school premises, in any school or at any school-sponsored activity. Students are also prohibited from possessing any drug paraphernalia, including but not limited to pipes, bongs, rolling papers, etc. Illicit drugs are defined as controlled substances under M.G.L., Chapter 94C and Section 202 of the Controlled Substances Act (21 U.S.C. Section 812); 21 CFR 1308.11-1308.15, and include, but not limited to marijuana, cocaine, narcotics, stimulants, depressants, and hallucinogens. The term does not include those *controlled substances* used pursuant to and in accordance with a valid prescription.

Any student violating any section of this policy will be subject to formal disciplinary action up to and including suspension, and referral for the possibility of exclusion pursuant to the procedures provided for by M.G.L. Chapter 71 37H. <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H>. Violations of this policy will be referred to the law enforcement agencies for prosecution. Students found in possession of, having, exchanging, or under the influence of drugs and/or alcohol may be suspended for up to 10 days as well as the possibility of exclusion from school. Outside counseling is strongly recommended.

See also: West Bridgewater Public Schools Policy [JICH ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED](#)

**DUAL ENROLLMENT PROGRAM: HIGH SCHOOL-COLLEGE** - The State Office of Education has implemented a Dual Enrollment Program for qualified juniors and seniors to enroll in courses at public higher education institutions. There may be a cost to the student since the Commonwealth may or may not fund the program. Eligibility Criteria for students from West Bridgewater High School:

1. Junior or Senior.
2. GPA of 3.0 or above.
3. Recommendation from subject area coordinator, Guidance Counselor and Principal to enter a specific course.
4. Signature of approval from parent/guardian.
5. Students must meet the Higher Education Admission requirements and individual course requirements.
6. In order to receive high school credit and rank in class credit, students may not take any more courses than currently able to take (8 maximum).
7. Students may enroll in no more than two college courses. Students may enroll in a college course that is also offered at West Bridgewater Middle/Senior High School only as an irresolvable scheduling conflict. A course cannot be a comparable course offered at West Bridgewater High School. Semester courses will be considered 2.5 credits with a rank value of Level 1. Please contact the Guidance Department to discuss further the application procedures.

**DUE PROCESS** - The Discipline Code of Conduct at the West Bridgewater Middle-High School is administered with the guidelines set forth by the U.S. Supreme Court with regard to due process for students.

The Supreme Court held that the Due Process Clause of the Fourteenth Amendment to the United States Constitution requires that a student facing temporary (up to ten days) suspension from a public school be given oral or written notice of the charge(s) against him or her, explanation of the basis for the accusation(s), and an opportunity to present his or her version of the facts. In addition, the Court held that, unless the student's continued presence at school endangers persons or property or "threatens disruption of the academic process", the hearing must precede rather than follow his/her suspension.

**D.Y.S (Department of Youth Services) and D.C.F. (Department of Children and Families)** - State law requires the school to contact the D.Y.S. and D.C.F. regarding situations where child abuse, neglect, etc., is suspected.

**EARLY DISMISSAL** - There are times when school closes early for the entire school population. In emergency situations such as snow storms or hurricanes, parents will be notified about early dismissal through local cable and radio

stations. If possible, Connect Ed phone calls will be made notifying parents of an early dismissal. If email addresses are provided, the staff will do its best to contact the parents via email. Parents/Guardians should have an early dismissal plan in place at the start of each year in case of an early dismissal.

There are also times when an individual student may need to be dismissed early. Early dismissal for individual students should be limited to medical or emergency situations. Please send a note with a phone number for verification in advance of the dismissal. Except in extreme cases students may not be dismissed from school by a parent phone call or email on the day the dismissal is to occur, unless that parent is coming in to pick up the student. Parents/guardians must sign students out from the office. For obvious reasons, students will not be released to non-parent adults or older brothers or sisters without the written or verbal consent of the parent/guardian. If custodial difficulties exist, please make sure that official court documents are on file in the school office.

**ELECTRONIC DEVICES** - High school students will be allowed to carry electronic devices (chromebook, cell phones; iPods; etc) on their person. Middle school students must leave their phones in their lockers during all instructional time. Students will be allowed to use their electronic devices during any non-instructional time during the day, including between classes, during morning break and during their lunch time. High school students will also be allowed to use these devices during classes at the teacher's discretion.

If a student uses any electronic media device during instructional time without permission of a staff member, the equipment will be confiscated and secured in the main office. Upon a student's first offence it will be returned to the students at the end of the day. Any subsequent offense will require a parent or guardian to come to the main office to retrieve it.

**ELEVATOR USE** - Students should not be using the school elevator unless they have a note from a doctor, which has been approved by the school nurse, or a written pass from a faculty member.

**ELIGIBILITY** - To be eligible to participate in any after school activities (which includes clubs, music, drama, and athletics) students must be in good academic standing. If a student plans on participating in any interscholastic athletic event, his/her eligibility is also subject to the rules of the MIAA (Massachusetts Interscholastic Athletic Association). Any student who has two (2) or more failing grades in a quarter will be considered ineligible until the date when the next report card is issued. Incomplete grades may not be counted toward eligibility. If a student fails 2 or more subjects for the fourth academic quarter and/or 2 for the year, that student is considered ineligible for the first marking period of the following year. A student cannot count for eligibility for any subject taken during the summer vacation, unless that subject has been previously pursued and failed. A student receiving services under chapter 766 whose individualized education plan is a 502.4 or more restrictive prototype may be declared academically eligible by the principal provided that all other eligibility requirements are met.

**EMAIL** - If parents/guardians wish to receive information from the school via email, they must provide the email address/addresses to the school. The staff email directory is located in the beginning of the handbook and on the school website.

**EMERGENCY FORMS** - Each year the school will send home the Emergency Form and it must be returned by the parent/guardian. This form should be returned and signed regardless if there are any changes. During the school year the updating of the form can be done by the parent/guardian by contacting the school when there are changes. When school needs to contact a parent/guardian they will always call the primary contacts first. If they are unavailable the school will contact the other numbers listed on the emergency form. Please be aware that anyone that is listed as an emergency contact is also able to dismiss your child. The school may provide information to the emergency contact that may be personal in nature. If there is a court order in place please provide the school with a copy of it for our files. If circumstances change please notify the school immediately.

**EMERGENCY INFORMATION** - The information requested on the EMERGENCY INFORMATION FORM is to assist us in helping your child. We try to provide a safe and healthy school environment. However, accidents and sudden illness do occur. When they do, the school nurse will administer first aid and then notify the parent/guardian. If the

parent/guardian is not available, one of the listed contacts will be notified. No injured or ill pupil will be allowed to walk home. First aid is the immediate temporary care given in case of accident or illness. School personnel will not give any care beyond first aid. After the initial emergency has been met, the responsibility rests with the family. The school's obligation extends to placing the injured or ill pupil in the care of those responsible for **the student**.

**If the phone numbers or the emergency contacts change during the year, it is imperative that the parent/guardian inform the school immediately.**

#### **EXITING STUDENTS GUIDELINES -**

1. The guidance office must be notified in advance so that the necessary forms may be prepared.
2. A student under 18 years of age is required to present a letter of consent from his/her parent or guardian before being allowed to withdraw from school.
3. Students are accountable for all books, supplies and the Chromebook issued and must make returns to each teacher before leaving school. In the event of lost school property, restitution must be made.
4. A checklist, procured at the guidance office, must be presented to each teacher and department before a student will be allowed to withdraw from school.
5. The school will send records after all financial obligations are met.
6. An exit interview will be held with the student, parents, administration and counselors to discuss a transition for completing the student's education prior to the withdrawal of a student from school.

**FACE COVERINGS/MASKING-** Students are required to comply with any applicable federal, state, and local mandates regarding masks/face coverings, as well as any District policies and rules relative to masks/face coverings. Any student who does not comply will be considered not in a condition to attend school. As such, the building principal or designee will work with the parent/guardian and student to develop a plan for the student to meet the conditions required for attendance. Students who refuse to comply may be subject to the full range of discipline, at the discretion of the building principal.

**FIELD TRIPS -** The purpose of a field trip is to complement the school program. In all field trip situations, advance notice of the trip will be given to students and parents. Students must file written permission slips with the school prior to the date of the trip. Under normal circumstances, the school expects parents/guardians to pay for the cost of the field trip. If extenuating circumstances exist, please make the principal aware of these so that arrangements can be made. Students **may not** arrive at a field trip location on their own, and may not leave the field trip location without the permission of the supervising teacher and the school principal. All students who need special considerations according to special needs under IDEA and 504, are asked to make these needs known to the school administration or the director of student services prior to the trip.

See also: West Bridgewater Public Schools Policy [JOA FIELD TRIPS](#).

**EXTENDED FIELD TRIP POLICY -** "Extended" day(s) is meant any field trip which extends beyond the length of the current student school day.

**Eligibility:** Participation in school sponsored trips, class trips and class activities is considered a privilege afforded only to students who demonstrate the highest standards of academic and social decorum. Any teacher and/or advisor who feels that a student has not earned the privilege of participating in a field trip/class trip or activity may express his or her opinion to the Administration, and the student may be deemed ineligible to attend the field trip/class trip. All students participating in said field trips must be present for a full day of school the day before the field trip and in good health.

**The Administration retains the authority to declare any student ineligible to participate in any field trip/class trip for any length of time without reason. The Administration also retains the authority to overturn or alter any of the above restrictions.**

**Any student who has been removed from a field trip for violating any school policies prior to the commencement of the field trip, or while attending the field trip, will be ineligible for any reimbursement for the cost of said trip. In**

**addition, if a student needs to be sent home from an extended day field trip for any school policy violation it will be at the expense of the parent or guardian. Administration will work with the family to discuss the means of transportation to safely transport the student home.**

Any student who is not approved or chooses not to participate in a field trip, class trip or activity and then appears on the field trip/class trip in lieu of attending school, or who does not attend school, shall be considered **truant** and will be dealt with accordingly.

See also: West Bridgewater Public Schools Policy [JJH STUDENT LATE NIGHT OR OVERNIGHT TRAVEL](#).

**FEDERAL GUN-FREE SCHOOLS ACT** - The Federal Gun-Free Schools Act is Section 14601 of the Improving America's Schools Act that took effect in October 1994. This act requires school districts and other local educational agencies to expel from school for a minimum period of one year any student who is determined to have brought a firearm to school or school property. An exception is made to permit the superintendent of schools to modify the expulsion requirement on a case-by-case basis. The law does not preclude an expelled student from receiving educational services in an alternative setting.

**FINANCIAL OBLIGATIONS** - Student textbooks are to be covered at all times and kept in good condition, with care not to lose them. Loss or damage of books will result in a compensatory financial obligation to the school. The same financial obligation rule applies to loss or damage of any school property including the school-issued Chromebook. Financial obligations must be met in order for students to participate in any school programs or activities, including, but not limited to, graduation, sports, theater productions, field trips, clubs, etc., these obligations will be carried from one school year to the next. Class dues are considered such an obligation and must be paid before the end of the school year. **Class Dues are collected at every grade level.** Each class establishes an account that grows in a cumulative manner. Dues money offsets the expense of yearly class activities and expenses, senior week activities, senior yearbook, caps and gowns, and related graduation expenses. Seniors will be considered eligible for the graduation ceremony only after all financial obligations have been met.

See also: West Bridgewater Public Schools Policy [JJF STUDENT ACTIVITY ACCOUNTS](#).

**FIRE DRILLS/LOCKDOWN DRILLS (INCLUDING EVACUATIONS)** - State Law requires the school to hold a minimum of four fire drills a year. Rules for fire drills/lockdown drills and evacuations are posted in each room. Students must follow these rules explicitly unless a staff member directs them otherwise. Whenever the evacuation of the school is announced, all students must behave as if “it is the real thing.” Inappropriate behavior during a fire drill/lockdown drill/evacuation could endanger lives. Talking, making unnecessary noise, and running are prohibited at all times. A student must remain in the classroom and then must exit on the right hand side of the corridor. If a student is out of the classroom when an emergency notice is given, that student should exit the building immediately and report to the nearest teacher. Failure to follow rules for fire drills/lockdown drills or evacuations can result in disciplinary action.

See also: West Bridgewater Public Schools Policy [EB SAFETY PROGRAM](#).

## **FOOD SERVICES**

- **Cafeteria** - All students have a lunch period in the cafeteria. Students may bring a lunch or buy the school lunch and beverage. In addition, free or reduced priced lunches are available for eligible students. Any student who violates the order of the cafeteria or the clean cafeteria environment may be assigned detentions for the violation. Students are expected to properly dispose of trays and rubbish and leave their tables and the surrounding area clean. Lunch menus are posted in the cafeteria and on the district website.
- **Breakfast/Break** - A before-school breakfast is available in the cafeteria between 7:00-7:25 am. Additionally, students will be given a 7 - minute break during the morning where they will be permitted to purchase food and drinks in the cafeteria. It is expected that all food and drinks, with the exception of water, will either be consumed or put away prior to the students going to their next class. In accordance with the school district's Healthy Choice and Wellness Policy, students will only be allowed to consume water in clear bottles outside of the cafeteria

during the instructional day, with the exception of special events, celebrations or medical reasons with the approval of the building administration. Any mess created in the halls will be the responsibility of the students. Failure to pick up the hallways could result in the loss of the break.

- **Lunch** - A student must be in the assigned lunchroom during his/her assigned lunchtime unless a teacher, school administrator, or the lunchroom supervisor grants that student permission to be elsewhere. The school breakfast and lunch programs meet the USDA Requirements for Federal School Meals and foods and beverages sold or served at school will meet the nutritional recommendations of the U.S. Dietary Guidelines for Americans and MGL 105MR225.000, Nutrition Standards for Competitive Foods and Beverages in Public Schools. Menus are posted in the cafeteria and on the district website. Parents/Guardians who wish to apply for free or reduced lunches for their children may do so by completing an application (one per family) at any point in the year and returning that application to the school office, Attention: Food Service Director. Applications are available on the district website, in the school office and in the cafeteria.
- **Vending Machines** - Water machines are available for use by the students before school, during school and after school. Open containers of food or drink are only allowed in the cafeteria and in the hallways during break. They are not allowed in the hallways at any other time during the day.

See also: West Bridgewater Public Schools Policies:

[EFABEFC FREE AND REDUCED PRICE FOOD SERVICES](#)

[EFD MEAL CHARGE POLICY](#)

[ADF SCHOOL DISTRICT WELLNESS PROGRAM](#)

## **GUIDANCE SERVICES**

### **Services/Descriptions**

A comprehensive developmental school counseling program undertaken by the Guidance Department--implemented by guidance counselors and a school psychologist --provides students with many opportunities to experience success throughout high school, including but not limited to the following:

- Developing specific academic and personal goals both short term and long term for high school and beyond
- With the aid of the student's individual counselor, planning and choosing by the spring of each year an appropriate academic program based on their interests, abilities and skills for the subsequent school year
- Identifying alternatives and possible solutions to academic difficulties, poor decision making, and personal/social issues
- Career Exploration, including supporting educational and occupational pursuits.
- Beginning in the spring of the junior year, assistance in planning, selecting, and implementing a postgraduate program to prepare the student for entering the workforce
- Students who are identified for ELL instruction will be placed in the necessary class with an ELL teacher to provide instruction for the needs of the student.

The Guidance Department also offers individual, group, and evening programs for students and parents relative to career planning, college admissions testing, financial aid, and special topics. The Department maintains both a library of numerous materials including reference books and other printed information about career searches, job outlooks, and personal development; school catalogs, as well as maintaining computer stations. All materials are routinely examined for bias and counteract any bias if found, by eliminating or adapting biased materials.

## **GRADUATION REQUIREMENTS -**

- In order to participate in the graduation ceremony, the student will have satisfied and met academic, disciplinary, financial standards and obligations by the prescribed completion dates. There are **NO** exceptions. Any student found to have been arrested related to drugs, alcohol, or violence prior to the graduation ceremony may have the privilege of participating in the graduation ceremony revoked. Students are required to carry 40 credits a year in grades 9, 10, 11, & 12. Students are required to pass four years of

English, four years of Science, four years of Math, and four years of Social Science. Students must also pass Communications, two years of a Foreign Language, two years of Fine Arts, four years of Physical Education, and one year of Health. All students must earn 140 credits to graduate. PLEASE NOTE: A student may be excused from Physical Education only on written request from a medical doctor, but must fulfill health requirements.

- Students must pass the required MCAS examinations in order to graduate.
- In order to participate in graduation ceremonies, students must fulfill all graduation requirements.
- A student who fails to adhere to school behavior expectations and requirements in academic, social or special event settings shall not participate in graduation week activities and/or the graduation ceremony.
- Graduation week events are governed by school behavior expectations.
- Any disciplinary issues that arise during these events may preclude the student's participation in any/all events up to and including the graduation ceremony.

See also: West Bridgewater Public Schools Policy [IKF GRADUATION REQUIREMENTS](#).

**HARASSMENT** - The West Bridgewater Public Schools does not discriminate on the basis of race, color, age, religion, gender, national origin, sexual orientation, gender identity, homelessness or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The West Bridgewater Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

**Compliance Officers for 2021-2022**

Kathy Marble - District	508-894-1236
Christine Page - M/S High School	508-894-1220
Rich Leeman - Howard School	508-894-1250
Keitha Goulet - Rose L. MacDonald School & Spring Street School	508-894-1240

**Harassment Investigators for 2021-2022**

Christine Page 508-894-1220  
Brandon Frost 508-894-1220

See also: West Bridgewater Public Schools Policy [ACAB HARASSMENT](#).

**HAZING - AN ACT PROHIBITING THE PRACTICE OF** - The concern of the School is the welfare of each individual student and the prevention of any physical or emotional harm due to hazing. The following is a copy of Chapter 536 of the 1985 Laws of the Commonwealth of Massachusetts. Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of same, as follows: Chapter 269 of the General Laws is hereby amended by adding the following three sections:

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

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

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or



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

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

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in case of secondary school, the board of education, certifying that such institution has complied with provisions of this section also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report. Anyone involved in any act of hazing will be removed from the team of activity for that year and receive a minimum school suspension of ten days and possible expulsion. The hazing of any student is not acceptable behavior whether it occurs in school or at any school related activity. (Please refer to the section on harassment.)

See also: West Bridgewater Public Schools Policy [JICFA PROHIBITION OF HAZING](#).

**HOMEWORK** - Teachers assign homework on a regular basis. Homework is given to reinforce a classroom lesson or to prepare the student for an upcoming lesson. If a student has any questions about homework, that student should contact the teacher or the team. All homework assignments should be documented.

**HONORS BREAKFAST** - Once a year, students will be recognized for their academic achievement and along with their parents/guardians will be invited to attend the Honors Breakfast. To be eligible, students must make honor roll in two of the first three quarters of the current school year. Students must have either achieved honors or high honors to be invited. (See criteria listed in Honor Roll).

**HONOR ROLL** - The Honor Roll is based on the following criteria and is published four times per year:

1. The Honor Roll is based on the term grades for each quarter.
2. Students will not be considered for the Honor Roll with an incomplete grade.
3. Honors: No grade below an 80
4. High Honors: No grade below a 90

**ILLNESS OR INJURY AT SCHOOL** - If a student becomes ill, or is injured at school, the student should report to the nurse's office as soon as possible. If a student is in a classroom situation, the student should ask the teacher for a pass to the nurse's office. If a student is in the corridor, the student should report to the classroom teacher for a pass and should then proceed to the nurse's office. No students should report to the nurse without letting their classroom teacher know where they are going unless it is an emergency. Parents/Guardians must keep the school informed about changes in phone numbers so they can be reached in case of a problem. Students injured outside of school must be treated outside of school.

**ILLNESS RE-ADMITTANCE** - In order for a student to be admitted to school after an absence of more than five (5) consecutive school days, the student must present a certificate of health from either the family physician or the school physician. All children who are returning to school following a confinement for a communicable disease, such as mumps, measles, chicken pox, must present a certificate from their physician.

**INTERNET POLICY** - Students must have a signed permission form to use the Internet. The West Bridgewater School District shall provide access for employees and students to the computer network, including access to external networks, for the purpose of advancing the interests of the West Bridgewater Public Schools. Educational purposes shall be defined as classroom activities, career and professional development, and self-discovery activities of an educational nature. The



purpose of the computer network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The computer network will be used to increase communication (staff, parent and student), enhance productivity, and assist staff and students in upgrading existing skills and acquiring new skills through a broader exchange of information. The computer network will also be used to provide information to the community, including parents, governmental agencies, and businesses. We will require that all parents and students read the guidelines for Internet use and sign the Acceptable Use Form. Noncompliance with this policy and/or administrative regulations may result in suspension or termination of user privileges (other than in connection with directly supervised use during classroom instructions) and other disciplinary actions.

See also: West Bridgewater Public Schools Policy [JNDB DIGITAL USE POLICY](#).

**LEARNING COMMONS** - Students may use the Learning Commons before and after school, and at the discretion of each classroom teacher. Books and materials taken out of the Learning Commons must be returned on time or the privilege of borrowing them will be discontinued.

**LEAVING SCHOOL WITHOUT PERMISSION** - Any student who leaves school or school property without permission may not return to school without his/her parent. Leaving school without permission is a serious matter and one that is dealt with according to the disciplinary procedure section of this handbook.

**LOCKERS** - The school lockers are the property of the school. The lockers should be kept clean and free of debris. Lockers should never be forced open or left ajar with any object. Lockers should be used to hold books, gym clothing, lunches, and coats. The students should periodically clean their lockers of unwanted materials. All academic lockers have a built in lock in which students will be given the combination by administration. The school encourages all students to use locks for the gym lockers which are not equipped with locks. The school is **not** responsible for lost or stolen items. All lockers are the property of the school and school officials may search them at any time without notice if they have reasonable suspicion to believe the locker contains contraband or illegal items. If a student brings anything of great value to school, it is best to bring it to the main office rather than leaving it in the locker.

**LOST AND FOUND** - The lost and found is near the office and should be checked whenever personal items are lost. If a personal item belonging to someone else is found, it should be brought to the office so that it can be returned to the owner. Students should put their names in an acceptable place on all books, clothing, and other personal items so that they can be easily returned if lost. At the end of each term, the clothing that remains in the lost and found will be donated to charity.

**LUNCH** - A student must be in the assigned lunchroom during the assigned lunchtime unless a teacher, school administrator, or the lunchroom supervisor grants that student permission to be elsewhere. Parents/Guardians who wish to apply for free or reduced lunches for their children may do so by completing an application for each child and returning that application to the school nurse.

**MARKING SYSTEM** (Grades 7-12) - Please see the Program of Studies.

#### **MAKE-UP POLICY**

1. Students who are absent, tardy, or dismissed must make up all work within a period of one day more than the time missed.
2. Students who miss work through suspension must make up all work and will receive credit.
3. Students who miss work through truancy should make it up; however, credit may not be given.
4. It will be the student's responsibility to pick-up and complete all assignments if the student is out of class for ANY activity during class time. Furthermore, the student must be prepared for all classes unless previously excused by the subject teacher.

**MEDIA RELEASE FORM** - At the beginning of the year each student and parent/guardian will be given a media release form. If the parents/guardians do not wish to grant permission to allow photographs or videos to be taken that may include their child then they must sign and return this form. This is **ONLY** for pictures that would be going to the newspaper or on television. All pictures or videos that will be used in the classroom do not fall into this category.

**MEDICATION POLICY** - To ensure the health and safety of students needing medication in school:

1. Parents/guardians should contact the school nurse before bringing in medication (including over the counter medications). The school nurse will provide the required parent and doctor forms. Written orders from the licensed prescriber detailing the name, dosage, and time interval as well as written parental permission are needed by the nurse prior to prescription and over-the-counter medication administration.
2. All medication must be delivered by a parent/guardian or responsible adult in the original prescription bottle or package if it is an over the counter medication. Pharmacies will provide two bottles upon request for home and school use.
3. The school nurse will administer all medications. Parents/Guardians may come to school to administer medications to their child if they choose.
4. No student is to carry any type of medication on his/her person unless given permission by the school nurse. All medications will be kept in the nurse's office.
5. When deemed necessary, the school nurse will inform appropriate school personnel of the potential benefits and side effects of the medication being administered.
6. Medications are not administered on early dismissal days (this does not include emergency medications or medications that are given on an "as needed" basis such as inhalers, Epi-pens, Tylenol).

If you have any questions about the above policy, please call the school nurse.

See also: West Bridgewater Public Schools Policy [JLCD ADMINISTERING MEDICATIONS TO STUDENTS](#).

**NATIONAL HONOR SOCIETY (NHS)** - In order for students to be considered for the West Bridgewater chapter of the National Honor Society, students must have a cumulative grade point average of 3.60. Students must be currently enrolled in, and have taken, either Advanced Placement or Honors level courses in their major subject areas. Additionally, students must supply the faculty council with evidence of their service, character and leadership qualifications. Character, leadership and service to one's community, in addition to scholarship, play equally important roles in the selection process. Once a member, students must maintain standing in all four areas, as stipulated in the constitution and by-laws. All members are required to donate 5 hours of service to the school and/or community per term.

The Faculty Council, a committee of five teachers, serves as the administrative body, which selects and reviews membership, approves Constitution and By-Law changes, and regulates the Society's activities.

The faculty advisors interview candidates meeting the above criteria. Successful candidates are then notified by the advisors as to their selection. Two faculty advisors recommended by the principal and appointed by the School Committee, serve as liaison between the Faculty Council and Chapter members. The advisor's role is that of student advocate. Any concerns regarding the Honor Society or its members should be addressed to them.

All candidates shall have spent at least two semesters at West Bridgewater High School. Membership is open to Sophomores, Juniors, and Seniors. Grades for all subjects for which credit is given, as outlined in the Constitution, are used to compute the scholastic average. Copies of the West Bridgewater Chapter of the National Honor Society Constitution and By-Laws are available from the advisors.

**NATIONAL JUNIOR HONOR SOCIETY (NJHS)** - In order for a student to be considered for the West Bridgewater Chapter of the National Junior Honor Society, the student must meet the academic eligibility requirement: a combined numerical average of at least 88. The student must also supply the Faculty Council with evidence of their qualification regarding service, leadership, character, and citizenship. These attributes, in addition to scholarship, are weighted equally in the selection process. Once a member, a student must remain in good standing and meet all obligations as defined in the chapter Constitution and Bylaws.

The Faculty Council, a committee of five teachers, serves as the administrative body that selects and reviews membership, approves changes to the Bylaws, and regulates the Society's activities.

All candidates shall have spent at least two semesters at West Bridgewater High School. Membership is open to students in grades 8 and 9. Grades for all subjects for which credit is given, as outlined in the Constitution, are used to compute the scholastic average. Copies of the West Bridgewater Chapter of the National Junior Honor Society Constitution and By-Laws are available from the Advisor.

The Faculty Advisor interviews candidates who meet the selection criteria. Successful candidates are then notified by the Advisor as to their selection. The position of Faculty Advisor, as appointed by the Principal, serves as the liaison between the Faculty Council and Chapter members. The Advisor's role is that of student advocate. Any concerns regarding the Society or its members should be addressed to the Advisor.

**NON-DISCRIMINATION - (Title IX, Chapter 622, Section 504)** – The West Bridgewater Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program and activities. The following member of the staff has been designed to handle inquiries regarding the non-discrimination policies.

See also: West Bridgewater Public Schools Policies:

[AC NONDISCRIMINATION](#)

[ACA NONDISCRIMINATION ON THE BASIS OF SEX](#)

[ACE NONDISCRIMINATION ON THE BASIS OF DISABILITY](#)

**NO SCHOOL INFORMATION** - Please do not call the school, police or fire departments to inquire about school cancellations. Information on school closings are available through the following media outlets:

- Connect-ED
- Facebook
- Twitter
- WBMSHS website

**NURSE** - The Health Office is located in the main office. The school nurse is there to help monitor and maintain the health and safety of all students and to educate them on health issues. The school nurse is there to treat only school-related illnesses and injuries. No student is allowed to visit the health office without a pass. All accidents, injuries, or illnesses must be reported. The school nurse will provide first aid and initial medical attention and will notify a parent/guardian, if necessary. Students must report to the health office if they feel the need to go home ill. Massachusetts State Law requires that the school screen for vision, hearing, and scoliosis. A physical exam is required by all students within one year of the activity to participate in any interscholastic sports. Please inform the school nurse if your child is taking medication, requires a special diet, and/or has a medical concern such as allergies, asthma, diabetes, hearing, visual problems etc. If your child has been injured or hospitalized, please inform the health office so accommodations can be initiated. Only a school nurse can administer medication. Students are not allowed to carry on their person over-the-counter and prescription medications. The school nurse with parental permission and a physician order must administer all medications including over-the-counter medications. **When asthmatic and allergic students partake in a field trip, it is the parent's/ guardian's responsibility to insure that their child has his/her auto-injector/inhaler with them.**

**OPEN HOUSE (CURRICULUM NIGHT)** - An Open House is scheduled in September. The purpose of the Open House is to meet the teachers, and learn about classroom policies, procedures and curricula. **The Open House is not a time for individual conferences.** Please make appointments with the individual teacher if you feel the need to discuss your child's progress.

**OUT OF DISTRICT AGRICULTURAL, VOCATIONAL, TECHNICAL HIGH SCHOOLS** - Students submitting an application to Agricultural, Vocational/Technical High Schools will be required to submit the completed application to the High School Guidance Office prior to April 1st of the preceding school year. There will be no consideration for approval after the April 1st deadline. The Superintendent, prior to February 1st of the preceding school year, must receive post-secondary applications.

**PARTICIPATION IN SCHOOL EVENTS** - A student absent, dismissed, more than 15 minutes late to school, or

suspended on a given school day will not be permitted to participate in or attend any athletic or extra-curricular events on that same day unless approved by the high school administration. Approval will not be granted unless there are extenuating circumstances. While at school events, students are expected to act in a responsible manner. Students behaving improperly will be required to leave and may receive office discipline. While many activities are appropriate for all students, events such as dances, proms, etc. will be grade specific. Such events for grades 9-12 **MAY NOT** be attended by students in grades 7 and 8. Conversely, students in grades 9-12 **MAY NOT** attend grade 7 and 8 dances, etc.

**PHONE CALLS** - The school office accepts messages for students only when absolutely necessary and only from parents/guardians. The office calls students to the telephone only to accept emergency phone calls during school hours. Students who wish to contact home because of an emergency, should come to the office. If a student is not feeling well, he/she should come to the nurse's office and the nurse will then get in touch with the parent.

**PHYSICAL EDUCATION CLASSES AND GYM CLOTHING** - According to state law, all students must participate in physical education classes unless they are excused by a doctor's note. A parent conference with the physical education teacher and/or school administrator may be necessary if a student has problems complying with these regulations. Physical education classes do not require specific uniforms. The physical education teacher will inform the students about what type of clothing is appropriate for the various activities. Jewelry is not to be worn during physical education classes due to safety and health concerns.

**POWERBLOCK** - Power block is for all students and is 30 minutes long each day. It is a time that students may use the Learning Commons, visit the counselors or see teachers for extra help. Each student is assigned to a room where they must report for attendance purposes. Any student who needs to see a teacher, use the Learning Commons or go to guidance must make arrangements prior to Power Block. The teacher will distribute specific rules for Power Block classrooms.

**PREGNANCY** - Identified pregnant students are permitted to participate in academic, non academic and extracurricular activities with non-pregnant students. Program access is individual and dependent on the physical ability of the student. Pregnant students are encouraged to be active educational participants throughout their pregnancy and after giving birth. When they return to school they are permitted to resume the same schedule they had before the birth of their child. Tutorial services are provided as needed and under the direction of the building administration. West Bridgewater Public Schools pregnant students are encouraged to continue their education with the least disruptive schedule. Pregnant students may access any appropriate instructional programs that assists them in both earning a diploma and that lead them to a post graduate placement or employment. A student's marital, maternal or paternal status shall not affect that student's rights and privileges to receive a public education or take part in any extracurricular activities offered by the school.

See also: West Bridgewater Public Schools Policy [JIE PREGNANT STUDENTS](#)

**PROGRESS REPORTS** - Will be posted in Aspen at the midway point of each quarter. Additionally, written progress reports will be mailed home to students who are on an IEP. Please refer to the school calendar in the appendix and on the website for a list of the dates for the issuance of progress reports.

**REPORT CARDS** - Report cards are posted in Aspen at the end of each term. Additionally, written progress reports will be mailed home to students who are on an IEP. Please refer to the school calendar in the appendix and on the website for a list of the dates for the issuance of report cards.

**RESPECT** - The school expects every staff member to be treated with respect and dignity, just as it expects every staff member to treat each student with respect and dignity. Anything less than this, results in a poor educational environment for all. In order for students to learn, it is necessary for the teacher to be in charge of the class. The teacher must do his/her utmost to provide the best learning atmosphere for every person in the classroom. Therefore, any show of disrespect toward the teacher or any other staff member, will not, under any circumstances, be tolerated

**SCHOOL CALENDAR** - The calendar for the school year is located in the appendix and on the school website. Parents/Guardians should consult the calendar when planning vacations and trips. The calendar is subject to change due to weather conditions and other unforeseen circumstances. All parents and guardians should pay special attention to the

state mandated MCAS test dates to limit any conflicts. There is limited time for MCAS make-ups and it is a graduation requirement.

See also: West Bridgewater Public Schools Policy [IC/ICA SCHOOL YEAR/SCHOOL CALENDAR](#).

**SCHOOL COMMITTEE** - The West Bridgewater School Committee meets once or twice a month on Monday evenings beginning at 6:30 p.m. at the middle/senior high school. The agenda for each meeting is posted on the school website – [www.wbridgewaterschools.com](http://www.wbridgewaterschools.com). If a parent/guardian has a question regarding the school committee, that parent can contact the school office or the Superintendent's office at 508-894-1230.

**SCHOOL COUNCIL** - The School Council will meet once a month at the middle/senior high school. The council will consist of parents, students, members of the faculty and administration. The council's purpose is to work on improving the school. For more information, contact the school Principal. The council is elected in the fall. Anyone wishing to attend these meetings is always welcome.

**SEXUAL HARASSMENT** - *Sexual Harassment* shall mean: Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.(M.G.L. c.151,s.I(18)). Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges, or placement services or as a basis for the evaluation of academic achievement, or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. (M. G. L. c.151C, section 1(e))

Anyone found guilty of sexual harassment will be suspended from school. A meeting between the school administration and the student and parent/guardian will be required before the student will be allowed to return to school.

See also: West Bridgewater Public Schools Policy [ACAB HARASSMENT](#).

**SKATEBOARDS** - Hoverboards are not allowed on school property at any time. All skateboards that are used to ride to school must be stored in the student's locker when that student enters the school. No one may skateboard in the school or on school property. The administration has the right to ban skateboards from the school if they are used inappropriately.

## **SPECIAL EDUCATION**

**Discipline** - Procedures for suspension up to 10 days and after 10 days:

### **General requirements**

Any eligible student may be suspended for up to 10 days in any school year without implementation of the procedures described below. When a student with special needs has been suspended for 10 days in any school year, subsequent removals require that the public school provide sufficient services for the student to continue to receive a Free and Appropriate Public Education (FAPE). The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

State Requirements  
M.G.L. c 76, sections 16-18

Federal Requirements (IDEA-97)  
34 CFR 300.519-300.529

**Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or exceeding 10 cumulative days.**

### **Responsibilities of the TEAM and the West Bridgewater School District**

A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10

consecutive days but constitute a pattern are considered to represent a change in placement. Prior to a suspension that constitutes a change in placement of a student with disabilities, district personnel, the parent/guardian, and other relevant members of the TEAM as determined by the parent/guardian and the district, convene to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents/guardians, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP. This is referred to as a manifestation determination. If district personnel, the parent, and other relevant members of the TEAM determines that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer: services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

### **Interim alternative educational setting**

Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the TEAM) for up to 45 school days on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; if the student is "substantially likely" to injure him/herself or others.

### **Characteristics.**

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

Federal Requirements

IDEA-97: 34 CFR 300.519-300.528

IDEA 2004: Section 615(k) (1)-(4)

### **Section 504**

Section 504 is a federal statute that prohibits discrimination based upon a disability. Obligations for school districts start when federal funds are received. Section 504 covers eligible students and other individuals with disabilities for reasonable accommodations that enable them to work or learn. A team knowledgeable of the student determines if the individual meets eligibility criteria. The following is the definition of a person under Section 504:

1. Has a mental or physical impairment which *substantially limits* one or more of such person's major life activities which include functions such as:
  - Caring for one's self
  - Performing manual tasks
  - Walking
  - Seeing
  - Hearing



- Speaking
- Breathing
- Learning

When a condition does not substantially limit a major life activity, the individual does not qualify for services under Section 504.

2. Has a record of such an impairment
3. Is regarded as having such an impairment it is the intent of the district and the school to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). For more information or if you have questions, please contact the Guidance department.

**STUDENT ATTIRE** - Students at West Bridgewater Middle/Senior High School are expected to behave and dress in a manner that is appropriate for a school environment and is consistent with a learning atmosphere. Teachers may refer students whose attire is of concern to the office for administrative action. Students are to remove hats, outside coats, jackets or warm up jackets, and all headgear in the building. Bare feet, radios, and clothing with inappropriate words, symbols, or gestures are not allowed. Clothing that may be described as beachwear is not acceptable in school at any time and will not be allowed. Students are responsible for wearing appropriate attire. The administration reserves the right to determine appropriateness of clothing within the guidelines, especially regarding shorts that are extremely short, extremely tight or short skirts or pants, and tops as described above. A student whose clothing is considered inappropriate for school will be asked to make arrangements for other, more appropriate clothing. The visibility of undergarments is not acceptable. Student attire that promotes or advertises tobacco, drug or alcohol use, sexual activity or discrimination of any kind is prohibited. Students with such inappropriate clothing will be asked to have a change of clothes brought from home or will be dismissed upon notification to parents. **The school rules on attire will be followed and enforced at all dances. Good taste should prevail at any school jurisdiction dance event. Students who are refused admission will have their money refunded.**

See also: West Bridgewater Public Schools Policy [JICA STUDENT DRESS CODE](#).

**STUDENT EMPLOYMENT** - The Guidance office must require all prospective employers to attest to the fact that they do not discriminate unlawfully on the basis of race, color, age, religion, gender, national origin, sexual orientation, gender identity, homelessness or disability in either their hiring or employment practices. If an employer refuses, or it is determined that the employer does, in fact, discriminate unlawfully, West Bridgewater Public Schools may not continue to assist the employer in any way.

With regard to student part-time employment, when job listings are often phone in for jobs available immediately, it is often difficult for an employer to sign a statement. In this case, the staff in the Guidance office should read the compliance statement over the phone to the prospective employer and a record of that agreement should be noted.

**STUDENT RECORDS REGULATIONS** - According to Student Record Regulations in the Code of Massachusetts Regulations, student records are divided into two parts: the transcripts and the temporary record. The transcript contains the student's name, address, course titles, grades, credits, and grade level completed. The school keeps the transcript for at least sixty years after the student leaves the school. The temporary record may consist of standardized test scores, class rank, school-sponsored extracurricular activities, evaluations and comments by school personnel, and disciplinary information. The temporary record is destroyed within five years after the student leaves the school system. Among other rights accorded to parents, parents and eligible students have the right to inspect student records upon request, to receive copies of these records, and to meet with the principal or the principal's designee to discuss the contents of the student record.

The purpose of this letter is to provide you with information relating to student records, to standardized testing, and to research studies, all as required by state and/or federal laws and regulations.



### Student Records - General

Federal and state laws provide parents and eligible students (those who are age 14 or older or in the ninth grade) with rights of confidentiality, access, and amendment relating to student records. Copies of the Massachusetts Student Records Regulations (“Regulations”), which detail these rights, are available in the office of the Principal and in the office of the Superintendent of Schools. The following is a general overview of the provisions in the Regulations.

Access and Amendment - A parent or eligible student has a right to access student records and to seek their amendment if the parent or eligible student believes them to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights. In order to obtain access or to seek amendment to student records, please contact the building principal.

Confidentiality - Release of student records generally requires the consent of the parent or eligible student. However, the Regulations provide certain exceptions.

Staff members employed by, or under contract to, the West Bridgewater Public Schools have access to records as needed to perform their duties. The West Bridgewater Public Schools also releases a student’s complete student record to authorized school personnel of a school to which a student seeks or intends to transfer or in which the student has enrolled, without further notice to, or receipt of consent from, the eligible student or parent.

In addition, the West Bridgewater Public Schools has a practice of releasing directory information, which consists of the following: the student’s name, address, telephone listing, date and place of birth, major field of study, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the Principal. Absent receipt of a written objection by **September 30<sup>th</sup>** the directory information will be released without further notice or consent. Please be aware that consent to release this information may be revoked at any time, but that such revocation will not affect previously released information.

Please see the Regulations for a description of other circumstances in which student records may be released without the consent of a parent or eligible student.

### Student Records - Access by Non-custodial Parents

Massachusetts General Laws c. 71, Section 34H governs access to student records by a parent who does not have physical custody of a student. Generally, Section 34H requires a non-custodial parent seeking access to submit a written request and other documentation to the principal on an annual basis. Parents who have questions or concerns regarding access to records by non-custodial parents are requested to contact the building principal for detailed information regarding the procedures that must be followed under Section 34H.

### Student Records - Complaint Procedures

Parents and eligible students have the right to file a complaint with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, concerning alleged failures by a school district to comply with the requirements of the student records laws and regulations. Complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.

Standardized Testing and Research Studies - The school regularly participates in administering state mandated MCAS Exams, Terra Nova Exams, PSAT, SAT and Advanced Placement Exams. Occasionally the school is called upon to participate in contributing data results to state or national organizations gathering information on student achievement trends. Information released deals with aggregate performance and does not require the release of individual student performance scores.

See also: West Bridgewater Public Schools Policy [JRA STUDENT RECORDS](#).

**STUDENT RIGHTS AND RESPONSIBILITIES** - Students have certain rights while attending West Bridgewater Middle Senior High School. These rights as well as their responsibilities are explained in the appendix at the end of the

handbook.

See also: West Bridgewater Public Schools Policy [JI STUDENT RIGHTS AND RESPONSIBILITIES](#)

**SUBSTANCE ABUSE (INCLUDING TOBACCO, ALCOHOL, DRUGS, ETC.)** - The major concerns of the school with regard to substance abuse are the welfare of the individual student and the general welfare of the school population.

Substance Use/Abuse Procedures:

1. School personnel will report to the administration any direct knowledge of substance use/abuse within the school.
2. The administration will consult with any student, teacher, or school personnel who ask for assistance with any problems that arise pertaining to substance use/abuse.
3. The administration will follow up any referrals made to him/her regarding student substance use/abuse problems. He/she will make known to any student or teacher sources of rehabilitation and/or treatment. He/she will accept student self-referral and offer assistance.
4. The administration will contact the West Bridgewater Police Department when chemicals or alcohol are found within the school.
5. Any suspicious substance is given to the West Bridgewater Police Department for identification.
6. Serious consequences will be administered to persons who are involved with substances on school grounds or at school sponsored events.

See also: West Bridgewater Public Schools Policy [JI STUDENT RIGHTS AND RESPONSIBILITIES](#).

**SUMMER ASSIGNMENTS** - There will be a required list of books to be read over the summer for the students. The list will be provided to the students prior to the end of the school year and also available on the school website.

**SUMMER SCHOOL POLICY** - According to the policy at the senior high school, a student who fails a course **MUST** receive written permission from the Principal and the guidance counselor in order to attend an approved summer school program and to receive summer school credit.

In order for a student to make up a failed course in summer school, a student must finish the failed course with a final course average of at least 60. In addition, the student must have passed at least two quarters of the course. If the student's average is less than 60 or did not pass two quarters, the student will not be allowed to make up the course in summer school unless the administration waives these requirements. The student who does not qualify for summer school will be scheduled for the failed course the following school year, if that course is offered.

See also: West Bridgewater Public Schools Policy [IHCA SUMMER SCHOOLS](#).

**SUSPENSION** - Suspension of a student may be imposed by the administration when infractions of rules, regulations, or policies warrant. Said suspension will result in the maintenance of the disciplinary policies of the school, for the safety or protection of the student body.

The administration may suspend students for offenses up to a maximum of ten (10) days or longer for more serious behavioral offenses. Behavioral offenses that relate to the commission of any action under the educational reform laws (weapons, assaults, chemicals, felonies) are subject to suspensions exceeding 10 days and possible exclusion or expulsion.

**Established offenses resulting in possible suspension are listed but not limited to the following:**

1. **Smoking in school or on school grounds (including e-cigarettes and vapes)**
2. **Vulgar and abusive language directed toward others**
3. **Inappropriate use of social media. (sexting, etc..)**
4. **Fighting**
5. **Stealing**
6. **Harassment**

7. **Rude, Disrespectful, uncooperative behavior**
8. **Use or possession of alcohol at school or school sponsored events**
9. **Use or possession of drugs or paraphernalia at school or school sponsored events**
10. **Vandalism**
11. **“Teacher Directive”**- Failing to follow a teacher's request/directive to leave the classroom and report to the office
12. **Threats** - Under school committee policy it is expected that students will conduct themselves “in a non-disruptive manner with due regard for the rights and privileges of others”. A threat, an uttered or written warning that one will do harm, is a highly disruptive and most serious matter. This infraction will be rapidly acted upon. The student will be subject to suspension or expulsion from school.

**TOBACCO** - In accordance with Massachusetts State Law, smoking and the use of tobacco products of any kind, including e-cigarettes and vapes are prohibited in and on school grounds. Students found in possession of or using tobacco will be subject to disciplinary procedures, including suspension from school.

See also: West Bridgewater Public Schools Policy [JICH ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED.](#)

**TARDY TO CLASS** - Students are expected to arrive to class on time. If a student needs additional time to get from one class to the next due to a physical handicap, that student should bring a note to the school nurse or to the school principal. The classroom teacher may deal with students who are late without an excuse as a disciplinary problem. If students know they are going to be late to class due to being detained by another teacher, they should get a note from that teacher before going to the next class. Going to a locker, talking with a friend, etc. are not appropriate excuses. Students needing to use the bathroom facilities should notify the classroom teacher so as to avoid being late to class without permission. Students who are persistently late to class may be referred to the administration for further disciplinary action.

**TARDY TO SCHOOL** - All students must arrive at school on time. If a student is late, that student must bring a note from a parent/guardian stating the reason for the tardiness. In cases where a student is persistently late to school in the morning, a parent conference will be necessary and the privilege to drive to school may be revoked. **A student who has already been late to school three times will be given detention for each time after the third tardy.** Students tardy 7 or more times will serve extended day detention. Students who are more than 15 minutes late to school may not take part in any extracurricular activities for that day, or if a Friday, activities during the weekend, unless excused by the school administration.

**TRANSFER STUDENTS GUIDELINES** - Students transferring in from other schools do NOT have to make up work from the beginning of the year. In general, they should only have to be responsible for the work from the beginning of the current unit. Teachers will modify any full year projects with work requirements reflecting the time they are in the class.

1. Every attempt is made to match courses from the sending school. In this case transfer grades are averaged in with your grades for the term mark.
2. Many students transferring in do not have eight majors. Every attempt will be made to enroll these students into courses that are nonessential or specific to graduation requirements.
3. Transfer students being enrolled into courses that are new seventh or eighth majors for them will be given 1.25 credits for each term they successfully complete the course.
4. Transfer students will be subject to the West Bridgewater Middle/Senior High School graduation requirements **ONLY** for the years that they were in attendance at West Bridgewater. **EXAMPLE:** A student transfers in at the beginning of Grade 11 from high school where students only worked on 30 credits per year. In this case they would need only 120 credits toward graduation. (Instead of 140). A Freshman course such as "World History" or a Sophomore course such as "Communications" will NOT be required if it cannot fit into a student's schedule.
5. A plan should be drawn up for all incoming transfer students with their guidance counselor delineating graduation expectations and signed by the parent and Coordinator of Guidance to avoid misunderstandings.

**TRANSPORTATION** -

**Rules K-12:** The right of a student to have transportation to and from school and on other occasions is a qualified right dependent on good behavior. Court decisions consistently uphold the exclusion of students from a school bus when their misbehavior affects the safety of students or the driver. It is expected that all students will comply with the following in the interest of safety:

1. Respect the property of other people and their right to pass on the sidewalk. Act appropriately while waiting for the bus.
2. Obey the bus driver at all times.
3. Be waiting and visible at the bus stop within 5 minutes prior to the scheduled bus arrival time.
4. Wait until the school bus is completely stopped and the door is opened before approaching the bus.
5. Remain in the seat until the destination is reached. Students must remain quiet
6. Proceed on the bus in a single file. Do not push or shove.
7. Refrain from opening windows unless the driver gives permission.
8. Do not lean out an open window.
9. Walk in front of the bus when crossing the street.
10. The driver of the bus is the authority, unless there is a teacher present.
11. No throwing anything within the bus or from the windows of the bus.
12. No smoking on the bus.
13. Keep the inside of the bus clean. No vandalism or destructive activities will be tolerated.
14. Refrain from pushing, striking or shoving on the bus.
15. Report any acts of vandalism, profane or abusive language and misbehavior of any kind to school authorities.
16. Students in Grades K-12 not observing rules may be refused permission to ride on the school bus. In cases of extreme emergency, students in Grades 7-12 may be immediately put off the bus.
17. Unacceptable behavior, distracting the driver or endangering the safety of the other students and driver will cause the loss of the privilege to ride on the bus.
18. Any violation of these rules, the student may be denied permission to ride the bus.

See also: West Bridgewater Public Schools Policy [EEA STUDENT TRANSPORTATION SERVICES](#).

**TRUANCY** - When a student is absent from school without the permission/knowledge of a parent or guardian, that student is considered truant. A parent/guardian will be notified and disciplinary actions will be taken.

See also: West Bridgewater Public Schools Policy [JH STUDENT ABSENCES AND EXCUSES](#).

**VACATIONS** - Parents should consult the school calendar before planning vacations during the school year. Vacations taken when school is in session are counted as unexcused absences and parents are discouraged from planning them or allowing their child to plan one, unless it is absolutely necessary. Please see School Committee Policy #7805. Parents are expected to check the school calendar for MCAS dates before planning a vacation. Parents should be aware that the end of the school year dates may change due to winter weather and consideration for the dates of final exams should be kept in mind when planning vacations at the end of the school year

**VALUABLES** - No student should bring a large amount of money to school or attempt to keep money in a locker. If a student has money or a valuable item that he/she must bring to school, this money or item should be brought to the office in the morning to be locked in the school safe. All students are encouraged to put locks on their lockers. **The school is not responsible for lost or stolen items.**

**VANDALISM** - Destruction of school property is punishable according to the disciplinary procedures outlined in this document.

**VISITORS** - All visitors, including parents, must report to the school office upon entering the school and must obtain and wear a visitor's pass. Students who wish to have a guest in the school building during the school day must obtain permission from the Principal at least one day before bringing the guest to school. Parents are welcome and encouraged to

participate in school activities. Wandering the school grounds or halls without permission from the school office is considered trespassing.

**VOTER REGISTRATION** - Voter registration: Mail-in voter registration forms are available to students who are Massachusetts' residents and who are at least 18 years of age. The mail-in voter registration forms are available in guidance and from Social Studies CGA teachers. The registration forms may be mailed according to instructions on the forms or they may be returned to the Guidance Office or CGA teachers, who will then forward them to the West Bridgewater Town Clerk. After processing of the registration forms, students will receive notification that their form has been received and that the student's name has been placed on the voter registration list.

**WEBSITE** - The district's website is <https://www.wbridgewaterschools.org/o/ms-middle-senior-hs> From this district website you are also able to access the other schools' sites as well as other information pertinent to the school district.

**WORKING PAPERS** – Any student who is going to be employed outside of the school must have working papers from the state. The student may pick up the paperwork from the Superintendent's office. The student must have their employer fill out one side of the card, and the student's physician fill out the other side of the card. Then the student should return to the Superintendent's office with the card filled out. The parent/guardian and the student must also come to the office. At the Superintendent's office, the secretary will verify the student's birth date and grade level. The secretary and student must sign the front of the card, and the parent/guardian signs the back of the card. The original card is given to the student to pass along to their employer. The secretary will make a copy for their records. A new card is required for each job change.