

EAST BRIDGEWATER JUNIOR-SENIOR HIGH SCHOOL

Dear Student, Parent/Guardian:

No matter where you go or what you do, you will find certain regulations to guide you. Naturally, there are rules and regulations at East Bridgewater Junior-Senior High School. These rules are meant for your benefit.

Your conduct at all times should reflect the good upbringing you have had. You should show respect for the property, rights, and privileges of others just as you expect and appreciate when others show it to you. You are responsible to the school authorities and teachers for your conduct while you are a school citizen. Good behavior can help make your school life a happy and rewarding one.

Your conduct at all East Bridgewater Junior-Senior High School activities is a reflection on your school. We expect you to be worthy of the respect of others at all times. We want you to be proud of your school, community, family, and fellow students and we want others to be proud of them. Each of you has a responsibility for the school's reputation.

The student/parent guide should serve as a resource regarding the expectations of the academic curriculum as well as the opportunities of the activities program. It also establishes the rules and regulations that the student body is expected to follow. Read it and know it; you are responsible for it and to it. The student/parent guide will assist you in determining your school responsibilities along with your opportunities.

The administration and faculty of the high school wish you a very successful year. We are here to assist you as you learn and progress toward your life goals. East Bridgewater Junior-Senior High is a successful school because we are a team: students, staff, parents and community working together for a quality education. Each and every student is expected to be a contributing member of that team.

This student/parent guide should be taken home and shared with parents and guardians. They play an important role in your school achievement and should be aware of the rules, regulations, and standards of your school.

Sincerely,

Brian R. Duffey
Principal

Adam V. Dackers
Assistant Principal

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EAST BRIDGEWATER PUBLIC SCHOOLS PHILOSOPHY

We Believe.....

Schools are one of society's instruments for passing on to young people the heritage of the past, the skills needed for meaningful existence in the present, and the ability to cope with the future. The success of the school system is dependent upon support by the community which it serves, and the school's responsiveness to community needs. Therefore, continuous interaction between the home, the school, and the child is necessary for a quality education.

The quality of our schools should be measured by the degree to which it successfully provides for the uniqueness of the individual learner by creating learning experiences which accommodate the variety of learning rates, learning styles, and the personal needs of our students within the spectrum of a public school program.

Our schools must be staffed by people who seek to understand the process by which people learn, the relationship of subject matter and individual tasks to the entire education process, and the role of the school in a democratic society.

We accept the commitment and challenge of serving the community in a coordinated effort to maximize the quality of educational opportunity for each student in the public schools in East Bridgewater.

EAST BRIDGEWATER JUNIOR-SENIOR HIGH SCHOOL MISSION STATEMENT

At East Bridgewater Junior-Senior High School, our mission is to create a positive learning environment in which all members work collaboratively to pursue excellence and to maintain high standards in academic and civic pursuits, and in which all members promote respect for others, develop skills in a variety of disciplines, and encourage life-long learning.

LEARNING EXPECTATIONS

Upon graduation from East Bridgewater Junior-Senior High School students should be able to:

Acquire information through reading, listening and observing.

Communicate through speaking, writing, the arts, and other means of expression.

Demonstrate high-level thinking skills.

Identify, define, analyze and solve problems.

Use technology relevant to today's world.

Demonstrate the qualities of good citizenship and value participation in school and community activities.

Exhibit appropriate personal and social behavior.

ACADEMIC MAKE-UP AUTHORIZED ABSENCE

1. A student who is absent from school for 1-2 days will be obligated to make up work within 3 days from the date of his/her return in order to receive full credit for work missed. Arrangements for make-up will be made with a teacher on the day a student returns from an authorized absence. Appointments for make-up should be made with teachers to allow sufficient time to be scheduled. Students should avoid having make-up with two teachers on the same afternoon.
2. A student who is absent for 3 days or more will determine jointly with his/ her teachers the acceptable length of time to complete make-up and receive credit. **The student must take the responsibility immediately upon returning to school to make arrangements with his/her teachers.**
3. Failure to report for make-up during the specified time cancels the privilege of make-up and zero grades will be assigned to the student for assignments which should have been completed during this time.

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4. Term grades of “incomplete” must be completed and grades issued by the second week of the next term.
5. Suspension is an authorized absence.
6. Students who have authorized absences for field trips or school activities are not excused from homework done for the day of the trip and must make arrangements for work or tests assigned the day of the field trip or school activity. Immediately upon return, students should see teachers to schedule their make-up and resolve conflicts. The make-up policy is the same policy for any authorized absence.

ACADEMIC PROBATION

A student is on academic probation if he/she has failed more than two classes during a marking term. While on academic probation, he/she may not participate in activities. If, when the next regular report card is issued, the student meets requirements, he/she will be eligible for activities and his/her eligibility for athletics can be evaluated. State athletic regulations require students to be passing four (4) major subjects to participate in interscholastic athletics.

If an officer of a class or an extracurricular organization is on academic probation, the officer's responsibilities will be assumed by another organization member for that term. If the officer on academic probation continues on academic probation for a second term, he/she will be replaced by an election of the group.

Extracurricular activities are considered to be any activities that are not part of the instructional curriculum and that are part of the athletic, music, or student activities program. This pertains to involvement in an extracurricular activity. It does not pertain to attendance at school events. The Junior and Senior Prom are excluded from the academic probation policy. A non-graduating student may attend the Senior Banquet provided that he/she is eligible to receive a diploma following a successful summer school program. A student who is not eligible to receive a diploma with summer school for that academic year may not attend the Senior Banquet. Athletic eligibility is discussed on page 10.

No students are considered to be on academic probation at the start of the school year with the exception of athletics covered by the M.I.A.A.

ACTIVITIES

All students are urged to participate in co-curricular activities. Involvement in clubs and athletics promotes the development of individual talents and leadership qualities which are so necessary in the total educational process. The core of student activities is represented within the framework of the student government, class officers, and their respective executive committees.

Meetings for all activities are held after the conclusion of the school day, under the direction of faculty advisors. The following activities are available during this school year:



Class Officers and Executive Committee (per grade)
Student Advisory Council to the State Department of Education
Student Advisory Council to the School Committee

If students desire additional activities, they are encouraged to submit an application to the coordinator of student activities.

STUDENT GOVERNMENT

Students involved in student government represent the entire student body at weekly meetings. The purpose of student government is: (1) to develop attitudes of, and beliefs in, good leadership and citizenship; (2) to promote good relationships throughout the school; (3) to develop and foster good student morale; (4) to foster good student-teacher relationships; (5) to schedule and coordinate student assemblies and activities; (6) to coordinate the four individual classes; and (7) to promote the general welfare of the school.

Student government is composed of an executive board selected from its membership (which consists of the four class presidents and class secretaries, five at-large representatives of each class, the president, chairperson or moderator of each active student organization within the East Bridgewater High School, the student member elected as the representative of the Student Advisory Council to the School Committee, and the student delegate to the Regional Advisory Board to the State Department of Education).

STUDENT ADVISORY COUNCIL TO THE STATE DEPARTMENT OF EDUCATION

Each year, each high school within the state of Massachusetts is required by state law to elect two students, a delegate and an alternate, to represent the school at all-day monthly meetings of the Student Advisory Council to the State Department of Education. East Bridgewater High School representatives attend monthly meetings at the Southeast Regional Center in Lakeville. The function of students elected to this council is to present and act upon the educational concerns, needs, and interests of students within the state. The representatives of each high school who meet in Lakeville elect four representatives to the State Student

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Advisory Council which advises the Commissioner of Education. There are no salaries for members, but travel expenses to and from regional and/or state meetings are paid by the East Bridgewater School Committee. The election is held in March of each year for the ensuing school year.

STUDENT ADVISORY COUNCIL TO SCHOOL COMMITTEE

Each year a school-wide election is held at East Bridgewater High School to elect five student members to the Student Advisory Council to the School Committee. Every other week, prior to school committee meetings, these five students meet with the school administration to review the agenda for the upcoming school committee meeting and to give student input to the operation of the high school and the school system. The student member of this group who receives the highest number of votes in the school-wide election also occupies a non-voting seat on the school committee at regularly scheduled meetings with the other four student members in attendance at each meeting.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is a privilege bestowed on juniors and seniors by a faculty committee. Any student maintaining an 88% or 3.40 average on the weighted grade point average or better is considered.

The student is asked to submit in writing evidence of exemplary character, leadership, and service signed by three faculty sponsors. The faculty committee reviews all applications and makes recommendations to the high school principal.

Once elected to the society, a student must maintain all four qualities of membership: scholarship, leadership, character, and service.

ACTIVITIES CODE OF CONDUCT

At all activities and social events it is expected and required that students be completely and consistently polite to guests, performers, visiting groups, and teams.

During presentations in the auditorium, students are to take their seats in a quiet and orderly manner and respond to the directions of the teacher in charge. Response to speakers or performers can be enthusiastic without being vocal. Whistling and booing are not in good taste, and violators will be removed.

Athletic events, similarly, should reflect the best of conduct. Good sportsmanship on the part of the participants and spectators creates the proper spirit. Students of East Bridgewater High School should always strive to receive visiting squads, cheerleaders, and spectators in the manner in which they themselves enjoy being received. Officials should be treated with respect at all times.

The possession of, or knowingly in the presence of, alcoholic beverages or controlled substances, rudeness, or failure to respond to any teacher, school employee, or police officer in charge will result in the suspension of the privilege of attending and/or participating in athletic, extracurricular and social events. These infractions may also result in suspension from school and police involvement, where necessary. Any student on suspension may not attend or take part in any school-related activities. Any student who is absent from school on a given day may not take part in any school activities on that specific day. Students absent on a Friday are ineligible for extracurricular activities on the weekend. Any major infraction of the code of conduct as determined by the administration shall result in a student being removed from a leadership role in his/her respective activity.

ADMINISTRATIVE HOMEROOM

All students will be assigned administrative homerooms for purposes of locker assignment, assembly seating, and special activities. Ordinarily students will report to the first period class at the start of the day.

ASSEMBLY PROCEDURES

Students are to report to assemblies with the "administrative homeroom" to which they have been assigned. All students will proceed to the auditorium accompanied by the assigned teacher when their "administrative homeroom" is called. Students are to sit in their assigned seats and the classroom teacher will take attendance. Failure to sit where assigned or inappropriate behavior may result in disciplinary action and/or loss of the privilege of attending assemblies. Students are expected to remain in their seats and to conduct themselves in a courteous manner during assemblies and to refrain from disrupting assemblies in any way.

ATHLETIC DEPARTMENT POLICIES AND GUIDELINES

(Approved by East Bridgewater School Committee, June 21, 1990)

Success in athletics is dependent upon discipline. The responsibility for sound discipline falls on both the coach and each team member. The coach must use experience and leadership to promote team discipline and have a well organized team which East Bridgewater can proudly send as our representative to play other schools.

The individual team member is responsible for self-discipline as an athlete. The attitude of the entire team is dependent on the

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attitude of each member. Self-discipline for an athlete may require more effort than is needed in much of everyday life, but this effort is totally necessary for the successful athlete and team.

All successful teams have the same goal and are built with the same winning attitudes. A uniform code of basic rules should help all of us, as players and coaches, find and stay on the winning path.

The basic general rules which an athlete must be willing to accept for proper self-discipline are listed below. More specific guidelines which apply to specific sports will be provided by the athletic director and the coach. These guidelines are in effect for both on-site and off-site activities sponsored by the school.

ATHLETIC ELIGIBILITY

SCHOLARSHIP

Credit requirements are established by the school and M.I.A.A. A student is on athletic probation if he or she fails more than ONE courses during a marking term. Policy will take effect after first term of 2017. Eligibility is determined at the termination of each marking period with the review of the report card. Eligibility for the fall semester will be determined by final grades for the previous year. If a student is declared ineligible, he/she may not participate interscholastically until evidence of good academic standing is established, after the review of the next report card.

USER FEES

A student may not participate in athletic or music extracurricular activities in a given school year until a one-time \$350.00 (athletic) or \$200.00 (marching band) fee obligation is met. There is a family cap of \$700 (athletics). Payments must be made by check, Unibank (online) <https://unipaygold.unibank.com/transactioninfo.aspx> or money order, cash will not be accepted. User fee obligation is due prior to team/groups first contest/performance, otherwise the student is considered ineligible to participate. After the team/group takes part in its first contest/performance, the money will not be refunded for any reason. Waiver forms can be obtained in the principal's office. NOTE: Payment of user fee does not ensure playing time.

CHEMICAL HEALTH/ALCOHOL/DRUGS/TOBACCO

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product(including e-cigarettes, VAP pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as "NA or near beer," inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one's mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

FIRST VIOLATION

When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest **totaling 25%** of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal parts of an event will be truncated, i.e. all fractional parts of an event will be dropped when calculating **25% of the season**.

SECOND & SUBSEQUENT VIOLATIONS

When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest **totaling 60%** of all interscholastic contests in that sport. All decimal parts of an event will be truncated, i.e. all fractional parts of an event will be dropped when calculating **60% of the season**.

If, after the second or subsequent violations, the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in M.I.A.A. activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal parts of an event will be truncated, i.e. all fractional parts of an event will be dropped when calculating **40% of the season**.

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the

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penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

PHYSICAL EXAMINATION

Each year prior to practice every student must have a physical examination by the school or family physician.

ATTENDANCE

On school days a student must be in attendance in order to participate in a practice or game scheduled for that day. An athlete will incur a temporary or permanent dismissal from the team for inadequate attendance, as established in the athletic guidelines. A student who is tardy or dismissed must have been present for three full periods of the school day to participate in an extracurricular activity. To be eligible for weekend activities, a student must be present in school on the final day of the week. A student who is not present on the final day of the week leading into an extended vacation shall become eligible again after two days of inactivity. *Ex. A student who misses the Friday before February vacation is eligible to play a game on Monday.*

EQUIPMENT

A student is responsible for all equipment and clothing that is issued to him/her by the school. Losses of any of these articles will be paid for by the athlete based on the present replacement costs. The athlete further agrees neither to loan this equipment to others, nor to use it for gym classes, non-school activities, or street wear. All equipment must be returned or paid for in order to participate in another sport.

TRAVEL

Athletes must travel to and from contests in transportation provided by the school. Failure to do so will incur suspension for the season. In emergency situations, and with written parental permission and permission from the athletic director or administration, other types of transportation will be allowed.

SUSPENSION

A student must not be under suspension as defined in the student/parent guide (page 53). If a student is to receive an in school suspension of four periods or more on any given day they will not be eligible for athletic participation that day.

GUIDELINES

The athletic director and coach may add training and other guidelines regarding practice, curfews, sportsmanship, and behavior as it pertains to their sport which will incur a temporary or permanent suspension.

STATE RULES

All athletes must abide by state level MIAA rules established for the conduct of interscholastic athletics.

ATHLETIC INSURANCE

Adequate insurance is required of all athletes who participate in the East Bridgewater interscholastic athletic program. Opportunities for school insurance are provided by the school committee to prevent financial loss and economic distress to the parents of the injured student by providing for reimbursement of medical expenses.

All students officially enrolled in the high school interscholastic football program are automatically covered by a blanket insurance provided and purchased by the school system.

ATTENDANCE REQUIREMENTS

Massachusetts School Law requires that schools be in session 180 days each school year. The East Bridgewater School System annually develops a school calendar that includes student vacation periods in December, February, April, and during the summer months. Students and parents are urged to consider seriously the importance of a good record of attendance. Aside from the difficulty of makeup requirements, it is detrimental to a student when he/she is not present for comprehensive and sequenced presentations, for carefully planned experiences designed for students, and for the benefit of the teacher-to-pupil and pupil-to-pupil interactions that take place daily in each classroom. This is the essence of the learning process which can never be completely duplicated through the assignment of class work before an absence or make-up after an absence.

Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or

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harbors a minor who, while school is in session, is absent unlawfully there from, shall be punished by a fine of not more than two hundred (\$200) dollars (CH. 74 £4 General Laws).

All teachers will be informed by the administration that make-up work has been authorized when a student is going on a family vacation while school is in session. It is the student's responsibility to speak to teachers and obtain make-up work either before or after the vacation. **It may not be possible to issue "homework" prior to an extended vacation.** Teachers will make an effort to guide the student with some type of related work that will continue the learning process in the subject. Makeup policies for vacations are the same as those for any authorized or excused absence, see page 5.

If flagrant attendance problems cannot be corrected, the school system is, for the sake of its responsibility in providing proper education, morally and legally obliged to pursue disciplinary or court action. Such action will be declared in writing to the parent/guardian. The school administration reserves the right to set up and establish specific programming that will assist students in increasing their attendance in school. A student who is tardy or dismissed must have been present for three full periods to participate in an extracurricular activity. To be eligible for weekend activities a student must be present for the full periods of the final school day of the week.

ABSENCE

When a student returns to school after having been absent, he/she must present a note from a parent/guardian to the main office. The note must state the reason for absence, the date or dates involved, and be signed by the parent/guardian. Absence notes that do not contain this information are not acceptable. ***By law a consecutive absence of seven (7) school days or more, requires the submission of medical evidence which indicates the nature of the illness and the recommendation that return to school is appropriate.***

TARDINESS

Students are tardy to school if they are not present in their assigned period 1 class by the 7:30 A.M. bell. If a student arrives at school after 7:30 A.M., the student should report to the main office and tardy detention will be assigned for unexcused tardiness. A student who arrives unexcused after 1st period will receive an hour long detention. A student who arrives unexcused after 4th period will receive an additional hour long detention, as well as not be allowed to participate in any after school activity that day. Students will be allowed 2 (two) unexcused tardies (between 7:30 and 8:00 A.M.) per semester. Administration reserves the right to use progressive discipline and/or revoke parking privileges for students who are chronically tardy.

ATTENDANCE POLICY REGULATIONS

Absence: A student who has attended school for less than half of a day.

Excused Absences include but are not limited to a student's participation in an approved, school-sponsored activity, suspension days, religious holidays, documented college visits, driver's license road examination, bereavement, family emergency, a brief illness (under 5 days, and accompanied with a parent note upon the student's return), and a doctor-excused illness or injury, (a doctor's written excuse after a 5 day consecutive period must be submitted upon return to school), court appearance, and military deployment. Excused absences do not count toward attendance policy limits. When a large number of students are to be excused from class for reasons such as participating in school-approved events, the teacher in charge shall publish the fact and include the names with the daily absence list on the day of the event. In all cases students will be given the opportunity to make up assignments and tests. Unexcused Absences include but are not limited to any absence in which the student and/or parent/guardian fails to comply with the District's attendance procedures, and includes any and all absences not listed as an Excused Absence. Unexcused absences count toward attendance policy limits.

The only exception to the attendance policy shall be the enumerated extenuating circumstances that are verified by school personnel.

Extenuating circumstances which may be presented to an Administrator for consideration:

- ☐ Extended/chronic personal, physical, or emotional illness as verified by the treating physician or dentist;
- ☐ Extended hospital stay as verified by the treating physician or dentist;
- ☐ Extended recuperation from an accident or surgery, and as verified by the treating physician or dentist; and
- ☐ For any other extenuating circumstances, the student's parent/legal guardian must make a formal appeal to the principal or his/her designee. For purposes of this policy, extended shall be defined as "more than ten (10) consecutive

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school days". For purposes of this policy chronic shall be defined as "more than five percent (5%) of each quarter, or semester or school year".

Tardiness: it is important for all students to learn to be punctual and consistent in their attendance. Being tardy is defined as any student who arrives after school begins. Students arriving by bus and are delayed are not considered tardy. Parents/guardians, as well as students should know the start and end time of their respective school day. Early Dismissal is considered any time when the student is not able to complete the full day of school. Extenuating circumstances may exist such as but not limited to illness, or valid family emergencies.

Truancy: a student is considered truant when he/she purposely is out of school without cause. Each school shall provide a program of interventions designed to assist students and/or families that are experiencing attendance problems which are consistent with the District's Response to Intervention (RTI) procedures. Interventions shall encourage the school and the family to work together, utilizing a problem solving approach, and shall incorporate actions consistent with the maturity of the student and the seriousness of the problem.

All Students/Parents Right to Appeal:

Any student and/or his parent/guardian who believe they have been aggrieved because of action taken as a result of any section in this attendance policy, may appeal said action to the school administration level at which this action was taken. Further appeals may be taken to the Superintendent, and finally to the School Committee.

In the event of being tardy, the parent/guardian should escort the child to school and sign him/her in to school. Early Dismissal is strongly discouraged for any purpose, including weekly after school extra-curricular activities as it cuts into the student's instructional time.

No changes to the school dismissal time will be accepted for any reason other than extreme emergency and must be made 30 minutes prior to the end of day.

However, in the event an early dismissal is granted by the school administrator, a written request for the dismissal signed by the parent/guardian must be submitted to the main office on the day prior or the day of dismissal. Telephone calls and emails are strongly discouraged for security/safety reasons.

Make up Work/Tests: The responsibility for makeup work due to absence/tardy is the responsibility of the student to seek out teacher for assignments. The teacher and student will decide on a mutually agreeable timeline for the work to be completed. Assignments can also be obtained on-line.

Unless otherwise arranged the student is allowed one (1) day for each day absent or tardy to submit the work or complete test.

Students with a pass will be allowed to enter without consequence, unless there is a disruption to the class time

Co-curricular Activities Participation: student must be present during the day. Exception for any absence, tardy, dismissal on these days must have prior approval by School Administrator, and must be in compliance with the Massachusetts Interscholastic Athletic Association (MIAA) Rules and Regulations. Advisors/AD/Coaches are responsible for monitoring students' attendance to determine eligibility for participation. Anyone arriving later than ½ day will not be able to participate.

Attendance Policy Procedure reflects the expectations and consequences of the District.

APPEAL PROCESS

A letter of appeal explaining the reasons for the excessive absence should be addressed to the principal within 10 calendar days after the NO CREDIT letter is received.

If the appeal provides documentation according to the above listed criteria, the principal will authorize that credit be reinstated. Requests for waivers based on documentation of absences (according to the criteria for excused absences) will be reviewed prior to

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the end of each marking term. A letter will be sent to the parents if credit is reinstated and the guidance department will be notified.

CREDIT MAKE-UP

If a student receives NO CREDIT in a course, he/she may elect to do one of the following:

1. Repeat the same course if the grade received is significantly low.
2. Take another course during the school year or in a subsequent year to make up lost credit.
3. Attend summer school to receive promotional credits needed or to pass a required subject.
4. Discuss options with the family and guidance counselor to determine the best resolution for the student.

FAILURE TO REPORT FOR DAILY ATTENDANCE

The proper registration for daily attendance is mandatory. Records are kept in the main office, whereupon they become legal documents, and are frequently used in important procedures required by law. If a student fails to report for morning attendance and does not sign in for a late pass, his/her attendance record may remain inaccurate. This violation will result in the assignment of office detention upon the first instance. Any further violations may require a parent conference with suspension.

CLASS ATTENDANCE

The failure of a student to properly report to an assigned period will result in disciplinary action. A student will receive a grade of zero for a substantiated class cut and will not be allowed credit for that class. Credit for courses will be jeopardized by class cutting. Class cutting will result in a Saturday detention.

BEFORE SCHOOL POLICY

The daily before-school period is most essential for all students. Consequently, the following procedures must be observed:

Students are allowed into the main areas of the building after 7:15 A.M. Students may wait in the cafeteria prior to 7:15 A.M.

At 7:15 A.M. all students may:

- Go to lockers
- Go to the guidance office for passes and assistance
- Use the library facilities
- Report to the main office for business matters
- Visit rest rooms

At 7:30 A.M. the first class period of the day begins. Students should be in the first period class by 7:30 A.M. Students who are more than 20 minutes late to first period will lose credit for that class on that day (a class absence).

BELL SCHEDULE

7:30 A.M. – 1:50 P.M. Student Day

Period 1 – 7:30-8:28

Period 2 – 8:32-9:28

Period 3 – 9:32-10:28

Period 4 – 10:32-11:28

Period 5 - 11:32-12:50

Period 6 - 12:54-1:50

7th Grade Lunch – 11:24-11:44

8th Grade Lunch – 11:46-12:06

9th & 10th Grade HS Lunch – 12:08-12:28

11th & 12th Grade HS Lunch – 12:30-12:50

There will be a rotation in which students will meet each class a total of six times. Individual student schedules will clearly define this rotation.

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BOOK / MATERIALS DISTRIBUTION

Students should be aware that books belong to the town and, therefore, should be cared for and returned at the end of the school year or payment for the abuse (loss) of the books will be assessed. Failure to do so will result in: 1) non-graduation for seniors, or 2) not sending transcripts or issuing necessary school forms for students who withdraw from school. All books distributed to students, except paperback books, must be covered within two days of the day of distribution.

The student is responsible for cost or replacement of books reported stolen. Books may be re-issued to a student while arrangements are being made for payment. Material that is lost or damaged to the point of being completely useless will be paid for at the current market price. Damaged but usable material will be paid for at one-third of the current value. Damage caused by routine, normal "wear and tear" will not be charged. Please be aware that under no conditions can we arbitrarily "sell" school property to individuals. Thus, students who pay either full or partial costs are not allowed to keep the materials.

BUILDING EVACUATION PROCEDURES

1. Under the control of individual classroom teachers, students will leave the building according to normal fire drill exits. When outside, students will move 25 feet away from the building, and clear emergency vehicle routes.
2. Students will stay in their class groupings. Teachers should keep each class in individual, isolated clusters and be responsible for the behavior and presence of all students in the class. Missing students will be reported immediately to the administration.
3. Students from different classes should not intermingle.
4. Students will not leave the class grouping to go anywhere, including off school grounds, into the building, away from their classes, or into cars.
5. Neither students nor school personnel will sit in or on cars during the time of evacuation.
6. No one is to take food or beverages outside the building.
7. Students will return to their classrooms when the building has been declared safe and the passing bell is rung.
8. Any student who adds to the problems of an evacuation, who disobeys the directions of his teacher during the evacuation, or who leaves his group without permission will be subject to disciplinary action.

CAFETERIA

Students using the cafeteria for lunch are expected to use the facilities in a quiet, well-mannered, mature way. Students are expected to leave the table, floors, and chairs clean and orderly. Students without outdoor privileges are to remain in the cafeteria until they are dismissed by the person in charge.

No student, except with a pass, is allowed to leave the cafeteria until the bell signals the end of lunch. Students who throw any amount of food in the cafeteria will be subject to disciplinary action.

Students purchasing lunch are expected to pay for their lunch that day. When this cannot happen, students are allowed to charge their lunch as we feel it is important that they not be denied a meal during the school day. It is necessary however, for the negative balance to be paid immediately. All students that have an owed balance of \$10.00 or more in their school lunch account will be required to purchase a cold sandwich rather than the hot lunch until their account is brought up to date. Please be aware that if your family is having difficulty in these tough economic times, your child may very well qualify for either a free or a reduced rate lunch. These records are kept confidential and with our student payment system no one is able to identify these students as they move through the lunch lines. If you are in need of financial assistance or interested in a payment plan please visit the school website at www.ebps.net located in the food service tab or contact Ms. Deborah Vaughn at 508-378-5962.

EAST BRIDGEWATER PUBLIC SCHOOLS FOOD SERVICE CHARGE POLICY

I. PURPOSE/PROCEDURE:

The purpose of this regulation and procedure is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the Food Service Department and the district as a whole. The goals of this procedure are:

- To establish a consistent district procedure regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.

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- To support positive situations with district staff, district business policies, students, and parent/guardian to the maximum extent possible.
- To establish procedures that is age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

II. SCOPE OF RESPONSIBILITY:

Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances when requested. The Food Service Department is also responsible for notifying the student's parent/guardian of low or outstanding balances.

School District: Responsible for supporting the Food Service Department in collection activities.

Parent/Guardian: Responsible for immediate payment and for tracking student purchases through [MySchoolBucks](#) on a regular basis. Please call: for questions with their website call: **1-855-832-5226**

III. ADMINISTRATION

1) Free Status Lunch Students:

- a) All free lunch status students will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free meal every day. A la Carte items are not part of the USDA program.

2) All Other Students:

- a) **Elementary level (K-2)** reduced lunch and full-pay status students will be allowed to charge up to a maximum of **3 meals**, and **intermediate level (3rd - 6th)** reduced lunch and full-pay status students will be allowed to charge up to a maximum of **2 meals**, these will be known as the "account caps". The "account caps" are intended to provide meals while parents are notified of low or deficit balances and while parent payments are in transit. **High School (7-12)** reduced and full pay status students **will not** be allowed to charge lunch.
 - b) Notices of deficit balances will be sent to parents/guardians regularly during the school year via regular US mail, homeroom teacher's mailbox and/or by phone or email. (Please provide or update the school with a current email address)
 - c) When the child reaches the "account cap" a complete meal that consists of a sandwich along with a fruit, vegetable, and milk, will be offered and the student's account will be charged the regular meal price.
 - d) No charges will be allowed for a la carte items.
 - e) High School students (7th -12th) will not be allowed to charge.
- 3) Any payments made by check that are returned to the district by the bank with notice of "insufficient funds" will immediately be deducted from the child/children's lunch account and the above mentioned rules will take effect.
 - 4) On or about the fifteenth of May, the Food Service Department must begin to close the books for the school year and no charging will be allowed. If charges are still present on an account:
 - a) Parents/guardians will be sent a written request for "Payment in Full." (The deposit

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requests will be mailed home.)

5) All school cafeterias use computerized point of sale/cash register system that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request. The Food Service Program Director or Manager's shall inform parents that meals can be paid for in advance and the balances maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student without meal money on a consistent basis, the Business Office and Food Service Department will investigate the situation more closely. If hardship is suspected, families will be encouraged to apply for free/reduced meals anytime during the school year.

a) **Blocks on Accounts:** A parent may call or email the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte items or to set a limit.

b) **Refunds: Withdrawn & Graduating Students:** For any student who is withdrawn or graduating from the district, a written request for a refund of any money remaining in their account must be submitted. An email request is also acceptable.

"The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity employer.

CELLULAR PHONES AND PORTABLE ELECTRONIC DEVICES

The use of cell phones and other portable electronic devices is not permitted during the educational hours of the school day; 7:30am – 1:50pm, ALL STUDENTS WILL HAVE CHROME BOOKS

Students will be allowed to use their electronic devices during their lunch time; not including phone calls.

If a student uses any electronic media device during the school day without permission of a staff member, the equipment will be confiscated and secured in the main office. The discipline policy for a student whose device has been confiscated is as follows:

First offense – the teacher will take the phone and give it to an administrator.

Second offense –parent will be called to pick up electronic device.

Third offense – the student will serve time in the IN School Support Center

Students who refuse to turn over a cell phone, electronic device, headphones, or head covering (hat) when requested by a faculty or staff member may face disciplinary action up to and including suspension from school.

The school will not keep the students' property. In fact, unless the student is a frequent offender or there are extenuating circumstances, the students' property will be returned at the end of the school day.

If a student brings a device capable of taking pictures in school, s/he may not take photos of other students, faculty, or staff that would create a breach of privacy. It is forbidden to use mobile phones to take videos and pictures of acts intended to denigrate and/or humiliate. Sending the pictures to other students or uploading them to a website for public viewing is also considered a direct violation of policy. This includes using mobile phones to photograph or film without proper consent.

A courtesy telephone for student use is located in the main office. This telephone should be used by students only for significant matters during the regular school day. If a parent or guardian needs to contact their child during the school day, we ask that you do so by calling the main office.

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CLASS RANK

The senior class rank that is used as information by scholarship committees is determined at the end of seven semesters of high school academic work. The student whose rank is #1 will be the class valedictorian and the student who ranks #2 will be the class salutatorian. Class rank is determined by the weighted system explained in the Program of Studies (available on-line at www.ebps.net, click East Bridgewater Junior-Senior High School, Information, Program of Studies).

CLINIC PROCEDURE

The clinic is available for students who are taken ill or are in need of medical assistance. Except in emergencies, no student can be admitted without a pass authorized by the teacher in charge at the time. A student must present a signed clinic pass to the teacher upon return from the clinic. When the school nurse is not present, any student who is ill should report to the main office.

Students are not to be sent to or report to the clinic to use the bathroom facilities except with special permission from the nurse or administration.

THE SCHOOL SYSTEM HEALTH POLICY ADOPTED BY THE EAST BRIDGEWATER SCHOOL COMMITTEE IN 1990 AND 2013 INCLUDES THE FOLLOWING LOCAL REGULATIONS:

If a student becomes ill in school and needs to be sent home, the parent shall be contacted and asked to transport the student home. The parent/guardian of each student must identify on the student's emergency form a person who would be able to fulfill this responsibility should the parent/guardian be unavailable.

All care provided in the school will be temporary and in the nature of first aid. Treatment and follow-up care are the responsibility of the parent/guardian.

The school is not in the position to care for accidents, injuries, and illnesses occurring in the home.

If a serious injury has occurred and you cannot be reached we will attempt to contact the emergency number that you have listed on the emergency file and notify the East Bridgewater EMT service, if necessary.

It is recommended that students stay home in the following instances:

Student is ill with a contagious illness such as strep throat, flu, or chicken pox.

Students with strep throat should not return to school until they have been taking antibiotics for 24 hours.

Students with chicken pox should not return to school until all lesions have crusted over.

Student had a fever of 100.6 degrees or higher within the past 24 hours.

Student has vomited, or had diarrhea, within the past 24 hours.

Student has head lice or nits.

In this case, the student needs to be seen by the school nurse before returning to school.

Student has red/pink eyes or drainage from the eyes.

Students with confirmed cases of conjunctivitis should not return to school until they have been on prescribed medication for 24 hours.

Doctor's certificates are required for the following:

Absence from school for seven (7) or more consecutive days due to illness

2. Communicable disease
3. Tonsillectomy and other operations
4. Skin infections such as impetigo, ring worm, or scabies
5. Excuse from physical education
6. Referral on defect

Report on physical examination by personal physician

IMMUNIZATIONS

State law requires that a student entering the seventh grade must have his/her immunizations updated prior to entering school in September. The safety of our students necessitates that we enforce this law.

In addition, it is a requirement by the State of Massachusetts that "no student...shall attend kindergarten through 12th grade without a certificate of immunization or a copy of a school immunization record". If a student does not have proof of all required immunizations, they may be excluded from school until the student provides verification of the immunizations received, has a scheduled plan signed by the physician, or obtains an exemption signed according to the provisions of the law.

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PHYSICAL EXAMINATION RECORDS

When students are seen by their healthcare provider for routine physical exams, please provide the school clinic with a copy of the physical examination record.

MEDICATION ADMINISTRATION

Students requiring medication during school hours, including students who self-carry 'as needed' medications such as inhalers and EpiPens, must have the following on file in the school clinic:

- Completed Consent for Medication Administration form signed by the parent or guardian.

- Medication Order form completed and signed by a licensed prescriber.

- In addition to the above forms, students requiring an EpiPen must have a completed Allergy Action Plan form on file.

New forms are required at the beginning of each school year.

It is recommended that students who self-carry inhalers, EpiPens, or diabetic supplies keep backup medication/supplies in the school clinic.

Medication must be delivered to the school in a pharmacy or manufacturer-labeled container by the student's parent, guardian, or other responsible adult. No medication, including over-the-counter products, should be sent to school with the student.

- Please ask the pharmacy to provide separate bottles for home and school use.

- No more than a thirty-day supply of medication should be delivered to the school.

- It is the student's responsibility to report to the clinic in a timely manner to receive their medication. If the student does not arrive at the clinic within 30 minutes of the medication administration time, a reasonable effort will be made to locate the student and administer the prescribed medication.

- Self-administered over-the-counter (OTC) medications from home must be taken by students in the clinic.

- Parents/guardians should provide OTC medications to the school in the original bottle to be kept locked in the clinic.

- Students may request the medication to self-administer as needed.

With signed consent by the student's parent or guardian, the following may be administered, as needed, by the school nurse in accordance with the standing orders of the school physician, Dr. George Gagne:

- Acetaminophen

- Ibuprofen

- Calcium Carbonate

- Bismuth subsalicylate

- Cough drops

For the safety of the student, medications will not be administered if the above procedures are not followed.

CLOTHING

Apparel which is determined to be damaging to school property may not be worn. Heavy outer clothing such as coats must be removed and placed in lockers for the duration of the school day. Tube tops, halters, and unsuitable T-shirts are not to be worn during the school day. Blouses and shirts should be buttoned to a respectable level. Bare midriffs and muscle shirts are not acceptable. Students are not to wear hoods (on sweatshirts/jackets) inside the school. Any chain which exceeds the commonly accepted description of a key chain is forbidden to be worn or carried in school. This especially refers to excessively long or heavy chains attached to a belt or pants. Chains of this type are potential weapons and will be regarded in this way.

Clothing that may be described as beach wear or that is appropriate for gym class is not acceptable in school at any time and will not be allowed. Students are expected to be responsible in the selection of 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.

Student attire which 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 of parents.

Upon entering the building, students at EBJSHS are not allowed to wear hats, caps, or other head coverings. Students found wearing any type of head covering are subject to progressive discipline equal to the electronic device policy.

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COLLEGE/ALTERNATIVE HIGH SCHOOL

A senior who is interested in attending either college-level courses or courses at other area high schools may apply to his/her counselor to do so. A student who has completed the available sequence of courses in a particular subject area at East Bridgewater Junior-Senior High School may be interested in exploring with his/her counselor the possibility of attending Massasoit Community College, Bridgewater State College, Stonehill College, or a neighboring high school. Permission to enroll in such classes will be granted only for those classes which are not taught as part of the East Bridgewater High School curriculum and are not listed elsewhere in the Program of Studies. Depending upon the requirements of the college and his/her educational achievements and needs, a student may be accepted at the college to attend a class or classes as part of the high school program. Final acceptance is reserved by the college, based upon the recommendation of the student's counselor. College courses are not computed into high school class rank.

Written parental permission is required. Students have an option of receiving 5 high school credits per course or three college credits, with prior approval from the college, by paying regular tuition costs. Tuition and other expenses may or may not be waived by the college. Any student enrolled in this program must pay registration fees to the college and is responsible for all other costs incurred.

DUAL ENROLLMENT

This is a concept of college-high school class enrollment under Educational Reform legislation. Students may enroll at any state college, junior college, or university on a first come basis, to attend classes at that institution. Courses must be an extension of the high school program, not a substitution. Students must have the approval of their guidance counselor and the administration. Students in the Dual Enrollment Program are required to pay a reduced tuition to the college and receive BOTH HIGH SCHOOL AND COLLEGE CREDIT. This is a very valuable opportunity. Contact your guidance counselor for information and an application.

CORRIDOR PASSES

It is important that all students traveling through the halls during instructional time have a corridor pass. Passes will be issued by all teachers to students wishing to report to the office, guidance department, the clinic, or any other areas. Students found in the corridors without a pass will be subject to disciplinary action. Students must report to the learning center during the assigned period before going to any other area or using any option during learning center. Permission to leave the learning center may be denied by the teacher if, in the opinion of the teacher, it is necessary to do so. Permission to leave the learning center for reasons other than those mentioned above must be in written form, and the note must be presented to the learning center teacher at the beginning of the period.

COURSE CHANGES

The guidance department will *consider* changes at the beginning of the school year (Semester 1) and the beginning of Semester 2 for the following reasons:

- Scheduling error.
- Failure to meet prerequisites.
- Students with incomplete schedules (*example*: not enough subjects or subject area requirements for college or graduation requirements.)
- Students who schedule changes because of summer school work.
- Teacher-recommended changes.

Changes in student course schedules can only be made in guidance in accordance with the established high school course change schedule and policy. Schedule changes will not be considered after the first two weeks of a semester. A student that withdraws from a class will receive a WP or a WF on his/her permanent transcript. No student may enter a new class or be withdrawn from an existing class on his/her schedule until his/her counselor and/or the department chair gives permission.

CRISIS INTERVENTION

If in the opinion of the Student Crisis Team (a Student Crisis Team is usually comprised of administrators, guidance counselors, the nurse and the school psychologist) a student is judged to be at-risk of harming himself/herself or others, the school may:

- Notify the child's parents/guardians of the concern.
- Discipline the student in accordance with school rules and state and federal law.

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- Request that the parent(s) guardian(s) pick the child up from school.
- Propose a threat assessment, mental health, or other appropriate psychological evaluation to be conducted by the school or by an outside agency or service provider including but not limited to the student's primary care physician or other mental health provider. A doctor provided note stating that the student is safe to be in school will be required for the student to return to school. A re-entry meeting will be held with the student, parent/guardian, guidance counselor, and school nurse upon the student's return.
- Suggest that parents sign a Release of Information form so that a member of the Student Crisis Team may speak with a student's physician or mental health provider.
- Please note that this is not an exhaustive list of actions the school may take when a student is judged to be at-risk of harming himself/herself or others.

In the event of imminent mortal harm or extreme emergencies, school personnel may take any and all steps to ensure the safety of the student and the school community.

DANCES

School dances may occur periodically for the benefit of East Bridgewater Junior-Senior High School students. All regular dances will be held in the high school cafeteria. Requests are made to the coordinator of student activities, with appropriate plans explained. All school rules apply to school dances and all school activities.

Dances will be held somewhere between the hours of 6:00 P.M. and 11:00 P.M. No one will be admitted after 9:00 P.M. unless special permission has been granted by the administration or the student activities coordinator.

No student may leave the dance area without special permission. Upon leaving without authorization, he/she forfeits the right to return and must leave the school grounds.

Attendance at school dances, other than proms or the high school semi-formal is **LIMITED TO EAST BRIDGEWATER HIGH SCHOOL STUDENTS**. A student must be present in school on the day of the dance in order to attend. All East Bridgewater High School Alumni are welcome at the Annual Homecoming Dance.

Tobacco use in any form, use of alcohol/drugs or substantiated involvement with alcohol or other drugs, or any disturbing conduct will result in application of the school discipline code and/or legal action and the privilege of attending future dances may be revoked.

DISCIPLINE

DISCIPLINE CODE

Each student must develop the ability to make sound decisions, to assume individual responsibility for his/her decisions and to develop a strong sense of respect for himself/herself and for others in order for the educational process to proceed in an orderly manner.

It is the intention of the administration to cope with all violations of the discipline code as part of the learning process of each student. To do so, it is imperative that each student be given the opportunity for due process to take place through a conference with the administration and a subsequent opportunity to explain his/her actions. The thrust of each conference will also be an attempt to prevent further disciplinary code infractions. Parental involvement in remedying discipline situations will be stressed.

It must be stressed that the discipline code is in effect during the normal school day, on school-sponsored field trips, during transportation to and from school on school buses, and during all school-related activities anywhere on or off school grounds including after school, at night, on weekends, during holidays and vacations, at the Junior and Senior Prom, graduation rehearsal and any school supervised activity. A parent conference is required at the high school before any student can return to school after suspension. All discipline records containing information on suspensions, violations of criminal acts, and incident reports filed against the student must be forwarded to a new school by the "sending" school when a student transfers. This is by state statute.

DISCIPLINE ACTION

Teacher detention:

For violation of school regulations or special classroom regulations which have been established by individual teachers, a student may be requested to report to the teacher after school.

Students are to report at 1:55 PM for a 20-minute detention. Students who report after 1:55 PM will not be admitted.

Students are to remain busy and quiet for the time assigned.

Students with other obligations must check with the assigning teacher to determine whether detention can be temporarily waived.

A student who has both teacher detention and office detention must complete the teacher detention obligation first, and then complete the office detention obligation.

Failure to report to detention on the day of the teacher detention will result in the assignment of an hour-long detention.

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Tardy detention:

Students who arrive at school after the 7:30 AM bell will serve a tardy detention, which will be held in the library at the end of the school day.

Students are to report at 1:55 PM for a 20-minute tardy detention. Students who report after 1:55 PM will not be admitted.

Students are to remain busy and quiet for the time assigned.

Students with other obligations must check with the assistant principal to determine whether detention can be temporarily waived.

Failure to report to a tardy detention will result in progressive discipline which may include suspension or loss of parking privileges.

Hour-long detention:

For students who have violated rules of school policy or failed to attend detention, hour-long office detention may be assigned.

Office detention will be held during the school week from 2:00 to 3:00 PM.

Students are to report at 2:00 PM for an hour-long detention. Students who report after 2:00 will not be admitted without a note from a teacher.

Students are to remain busy and quiet for the time assigned.

Students with other obligations must check with the assistant principal to determine whether detention can be temporarily waived.

Failure to report to hour-long detention on the day of the office detention will result in the assignment of a Saturday detention.

Suspension:

Students who violate prescribed school rules may receive an out-of-school suspension.

When a student is notified of suspension, non-involvement in athletic, music, or extracurricular activities takes effect immediately and is in effect for the days of suspension.

Any student who is found to be in possession, use, distribution, or to have substantiated involvement with drugs/alcohol at a school function will be required to leave that function immediately in the custody of a parent or parental designee.

A student who is suspended will be permitted to return to school following a satisfactory conference held at the school with the student, the parent, and the school administration.

Students who are suspended will have the opportunity to make up class work missed during the period of suspension.

Suspension days are determined to be days when school is in session. Weekends and vacation days are not counted in the suspension process.

DISCIPLINE PROCESS

Any steps in the following process may be omitted or modified, based on the individual offense, at the discretion of the administration. Peer mediation may be offered under certain circumstances.

1st Referral - disciplinary action taken according to nature of offense. A parental conference with assistant principal is necessary if it's a suspendable offense.

2nd Referral - progressive disciplinary action taken according to nature of the offense and student conduct history. Included in this action will be mandatory parental/student conference with assistant principal followed by guidance involvement.

3rd Referral - progressive disciplinary action taken according to the nature of the offense and student conduct history. If the offense leads to a third suspension of the student; the student and parents will be informed that the student's record will be placed before the principal and that a parent/student conference involving the principal, assistant principal, and the guidance counselor must be scheduled before the student may be re-admitted. The student will be recommended to the school resource committee for placement on a behavioral management plan.

4th and 5th Referral - progressive disciplinary action taken according to the nature of the offense and student conduct history. The student's record will be placed before the principal with a possible recommendation to the superintendent for exclusion. The administration may recommend that a student suspended for the 4th or 5th time be referred for a special education evaluation. Should such an evaluation result in a finding of special needs, alternative programming may be recommended. The student and parent will be given a reasonable written notification of the time and place of the hearing, in accordance with Chapter 76, Section 17 of the General Laws of Massachusetts.

Subsequent Referrals - the steps in the discipline code are cumulative. This means that each infraction constitutes one referral to the office. Students who continue to violate the discipline code after the initial incident will be the object of a specific administrative plan of action to prevent further individual disciplinary problems. The key to this plan involves flexibility in movement and

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involvement of various human resources including parents, guidance counselors, and the school resource team. Temporary suspension from school on an increasing number of days basis, based upon subsequent discipline code infractions, is the key to the process. Involvement of referral resource people in each step and the opportunity for direction of the process by administrative decision is essential for smooth functioning.

Social Probation

Social Probation is a status imposed for a specific period of time, in which a student is barred from engaging in, participating in, hosting or sponsoring any social events (formal and informal) or other non-academic activities.

The purpose of Social Probation is to allow students time to reflect on creating and sustaining socially responsible environments and behaviors to demonstrate the ability to abide by community standards and expectations. The precise parameters of social probation may vary depending on the circumstances. When a student is placed on Social Probation at EBJSHS, the student will not be able to participate in or attend any school activities including, but not limited to, the ones listed below:

- March Madness
- Homecoming
- Mr. EBHS
- Musicals/Theatre Plays
- Pep Rallies (scheduled or not)
- School Dances (i.e. Prom)
- Any other school sponsored event including athletic events.

Athletic teams or other organized activities are a privilege NOT A RIGHT. This privilege comes with responsibility. The student is representing our school and our community therefore he/she is obligated to adhere to the attendance protocol put forth by the school.

Any student participating in athletics, music, and clubs or any other group who has acquired seven (7) unexcused tardies or absences, will be placed on social probation and any unexcused tardy or absence after his/her 7th will then require the student to miss the event (practice, game, rehearsal...) after school on that day.

Students will also be placed on social probation if they have any outstanding financial balances or are in possession of school property that is past due, including but not limited to: text books, library books, athletic uniforms, library dues, lunch money... activities

DISMISSAL PROCEDURE

A student planning to be dismissed will bring a note from a parent or a guardian to the office before 7:30 A.M. on the day of dismissal. The reason, date, and time for dismissal must be specifically stated and include a telephone number where parents can be reached for verification. Dismissals cannot be called in by telephone.

Students who wish to be dismissed during school hours because of illness will be referred to the school nurse (no student can be dismissed as ill without being dismissed by the school nurse and signing out in the office). The exact time of dismissal will be recorded.

Dismissals from school are granted for doctor or dentist appointments that cannot be made for any other time and for family emergencies only, at the discretion of the administration. Requests for dismissal for personal business, banking, hairdressing appointments, home obligations, or work will not be granted. Extenuating circumstances will be taken under advisement by the administration.

A student cannot be dismissed without a dismissal note from parents or guardians. If there is no adult at home, the person identified

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on the administrative emergency form is a satisfactory substitute. There are no dismissals during exam weeks. Any dismissals for exceptional reasons require a parent to contact the administration by telephone or in person. Dismissals are verified by telephone.

Students who are dismissed must turn in homework due as well as make arrangements to make up any missed work. It is the responsibility of the student to make these arrangements with the teacher as soon as possible.

The school administration reserves the right to confer with parents regarding the dismissal of 18-year-old students.

The policy for excused dismissals is the same as for tardiness and attendance as noted on page 14. The school reserves the right to administer progressive discipline for unexcused dismissals from school.

Students and parents must assume responsibility for the validity of dismissal notes.

DRUG AND ALCOHOL POLICY

East Bridgewater Junior-Senior High School, working cooperatively with the East Bridgewater Police Department, will use any lawful and reasonable measures to prevent the possession and/or use of illegal substances on school grounds. This may include such methods for drug detection as the use of canine units.

Any student in possession, use, distribution or substantiated involvement (knowingly being in the presence or possession, use, or distribution of drugs/alcohol) on school grounds, or at school events will be subject to immediate suspension from school for a period of ten school days. He/she will be re-admitted only after a parental conference resolving the problem. A second violation will carry a ten school day suspension and a recommendation for exclusion for the remainder of the school year to the superintendent of schools and the East Bridgewater School Committee. A report will be made to the East Bridgewater Police Department in the case of any drug/alcohol suspension.

The purpose of the drug abuse policy is to offer to the student body, the professional staff, the community, and all parties related to a drug incident a consistent set of regulations regarding the various types of drug abuse infractions. The consistency in the policy is that all students involved in the various offenses will be treated basically in the same manner. The school system is dedicated to helping the individual student, but such help must be consistent with existing laws.

SUSPECTED USE OF DRUGS

The first category is that of the student suspected of being under the influence of a drug. The term drug includes alcohol, any illegal substance, any mood-altering substance, any substance sold or used as a drug, e.g. counterfeit contraband. A student who is suspected is one who is referred by a teacher, counselor, nurse, administrator, or another student as a person whose actions and behavior resemble those of a person under the influence of a drug. If a student's behavior causes administration to feel that the student is under the influence of alcohol a breathalyzer test may be administered. If through the course of investigating a student who may be suspected of using drugs, the school makes the determination that the student is under the influence of a drug, then the student will receive appropriate school discipline.

Under this category, all such students will be treated with the normal school procedure involving illness with the exception that the counselor assigned to work on drug abuse infractions will be informed of the incident and the student's guidance counselor will be notified. The school nurse, or other school appointed personnel, will make the determination as to whether the student may or may not remain in school, be sent home, or in some cases, require additional medical help. Under no circumstances will a student suspected of having used drugs be treated in the same way as having been found with drugs. Nothing will appear on the permanent records of the student to indicate a suspicion of drug use. In all instances, the parents will be notified.

If the same student is involved repeatedly with incidents under this category, the school may require the parents to seek medical determination of the student's "illness." If such a medical report results in the determination of drug use as the cause of the student's illness, the parents will immediately make an appointment to meet with the principal. At this meeting, the student's future in the school, the available school-related counseling programs, and the available area resources will be discussed.

POSSESSION OF ILLEGAL DRUGS

The second category is that of a student in possession of an illegal drug, counterfeit contraband, or mood-altering substance. *An illegal drug is one that is not prescribed directly to the student or that is against the law to possess.* If it cannot be determined immediately whether the drug is illegal or not, the drug will be turned over to the local police for analysis, and the parents of the student will be informed of the action taken. If the results of the analysis indicate a legal substance, the student and his parents will be called in by the principal to review the school policy regarding transportation and administration of prescribed drugs during school hours. If the results of the analysis indicate an illegal or un-prescribed substance, the police will be given the identity of the student. As soon as the building principal has determined to his satisfaction that a drug found on a student is illegal, he will immediately notify the parents and the local police. In addition, the principal will suspend the student from school.

In the extreme situation where the health and safety of other students in the building are jeopardized by the re-admittance of the suspended student, the principal will make a recommendation to the superintendent and the school committee to have the student excluded from school.

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The building principal will report all incidents under this category to the superintendent of schools. In all situations in this category, the notification of parents and police is mandatory.

DISPENSING OF DRUGS

The third category is the one which concerns a student found selling, giving away, or in any way dispensing drugs in school or on school grounds. The building principal will immediately notify the parents of the student involved in the incident and also the police. The principal will suspend the student and notify the superintendent of the incident. A meeting with the superintendent on the possibility of exclusion from school is mandatory in all situations in this category. In the event the superintendent recommends a hearing before the school committee, and the school committee wishes to postpone such a hearing until the student's court appearances are over, the superintendent, in consultation with the building principal, may readmit the student under such conditions or restrictions he/she feels necessary to ensure the health and safety of all other students.

In all situations covered by this policy, the school administration and staff will be conscious of the student's civil rights and will do nothing to violate these rights. Under no circumstances can a teacher or school employee overlook the physical presence of an illegal drug. Students and teachers should be aware that if a person tries to overlook such physical presence, he/she subjects him/herself to possible criminal prosecution. It is this same legal reasoning that provides more severe consequences for the student involved in incidents under the second or third category. Although the school system is dedicated to helping the individual student, all students should be aware that once they bring drugs into the school, they put themselves and the school into a position that involves larger legal and moral issues.

EARLY RELEASE PROGRAM

Occasionally a student at the end of his/her junior year has the opportunity to spend the senior year of high school enrolled in a full-time college program or as an exchange student in another country.

Students who wish to pursue opportunities of this type must request written permission from their guidance counselor before the end of their junior year. The high school principal must make a recommendation to the school committee for approval before this option can become final. If permission is granted, the student and his/her parents must sign an agreement which indicates the student:

- Will be granted an East Bridgewater Junior-Senior High School diploma at graduation exercises of his/her class pending successful completion of the freshman year at the college or the senior year in the exchange country with a passing average in four major subjects (including English).
- Will have normal senior year graduation requirements waived.
- Must withdraw from East Bridgewater Junior-Senior High School for the senior year and will be dropped from the school enrollment and, therefore, he/she will no longer be considered a member of the school.
- Will no longer be considered in class rank among members of his/her class at East Bridgewater Junior-Senior High School, since his/her average and class rank will terminate at the end of the junior year.
- Will be eligible to apply for any scholarships available to members of the senior class, but will not be eligible for titles or awards extended to members of the senior class at East Bridgewater Junior-Senior High School, including titles of valedictorian or salutatorian.
- Will not be awarded an East Bridgewater Junior-Senior High School diploma in the event that he/she withdraws from the college or host school or fails to achieve a passing average at that institution. The student will have the opportunity to either re-enroll in East Bridgewater Junior-Senior High School during the next school year and complete graduation requirements here, or at another post-secondary institution. The student must discuss these options with the high school guidance department who in turn will make a recommendation to the high school administration indicating which option is the best for that individual student.

EVACUATION OF HANDICAPPED STUDENTS

All teachers have been informed by the school nurse of those students who have permanent or temporary mobility handicaps. Classroom teachers are responsible for the safe evacuation of all students under their supervision, including those with mobility handicaps. Classroom teachers, at the beginning of each semester, will review evacuation procedures and exit routes. Classroom teachers will also identify students in need of assistance as well as students who will be assigned to assist mobility-handicapped students. In the event that school evacuation is necessary, the classroom teacher, the handicapped student, and the assigned student assistant will be the last persons to leave the classroom. Regularly assigned exit routes will be used whenever possible. Because of the possibility of power failure, elevators are not to be used.

It is essential that all students with permanent or temporary mobility handicaps contact the school nurse directly or through their parents or guardians.

In the case of an exceptional handicap, other qualified/approved individuals may assume responsibility for the evacuation of the handicapped student.

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EXCLUSION POLICY

In extreme cases involving dangerous behavior, illegal behavior, immorality, a severe breach of discipline, or a series of incidents involving the above or other school problems, it may be recommended that a student be excluded from school. Any such cases would be referred to the superintendent of schools for due process.

In all instances, students and parents or guardians will have written documentation explaining the need for requesting such action.

EXTRA HELP

All teachers will generally be available after school each day from 1:50 P.M. – 2:15 P.M. for extra help and make-up work. It is helpful to inform the teacher beforehand that you will be returning after school.

FITNESS CENTER

Students are forbidden to be in the fitness center without a teacher or coach present. Under no circumstances are students to work out on their own. Students violating this rule will be subject to strict disciplinary consequences.

GENERAL REGULATIONS OF THE SCHOOL DAY

There must be a consistent effort on the part of all students to maintain a school environment suitable to the best interests of their education. To accomplish this there are general procedures which must be observed.

Regulations contained in the STUDENT/PARENT GUIDE are to be strictly followed.

If a student arrives at school after 7:30 A.M., the student should report to the main office and office detention will be assigned for unexcused tardiness. A student who arrives unexcused after 1st period will receive an hour long detention. A student who arrives unexcused after 4th period will receive a Saturday detention. Students will be allowed two unexcused tardies (between 7:30 A.M. and 8:00 A.M.) per semester.

Normal conversation while passing between classes is acceptable, but shouting, running, pushing, and congregating in corridors are prohibited.

There is passing time of four minutes between classes. Students are to report directly to their next assignments. Students who are late to class without a pass will be admitted and assigned detention with that classroom teacher.

Students are not allowed to leave the building during the school day for any reason without office authorization.

Any report of unacceptable behavior such as fighting, abusive or obscene language, rudeness, or display of a defiant attitude toward a teacher, student, or any member of the school staff will result in a conference with the parties involved. Depending upon the nature of the violation and the success of the subsequent conference, the action to be taken will be determined by the administration.

All regulations governing general school decorum and those established by individual faculty members regarding particular course requirements are to be strictly and respectfully observed.

For the sake of maintaining neatness, there is to be no food taken from the cafeteria. Students who bring lunch should leave it in their lockers until lunch period and eat the lunch in the school cafeteria. Food and drink may not be consumed in the hallways, or in any manner disruptive to the learning process. For drinks, only clear bottles of water are permitted.

Students are not to wander in the school building prior to or after the school day. Students waiting for transportation after school are to wait in the main lobby in an orderly manner. It is encouraged and recommended that students stay after school for extra help and co-curricular activities. Students are to wait quietly in the main lobby for their ride at the conclusion of these activities. However, students that loiter in the building beyond 2:15 may be asked to leave the building and subject to discipline.

Card playing or gambling in any form is prohibited.

GRADUATION REQUIREMENTS

(Adopted by the school committee 1976. Revised 1982, 1984, 1999, 2009, 2011)

To be considered in good academic standing and on pace to graduate you need **110 TOTAL CREDITS**.

20 credits in English

20 credits in Math

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15 credits each: social studies (10 US history, 5 world), science
10 credits fine and/or applied arts (fine arts may include courses from music, drama, or visual arts. Applied arts may include technology education and business).
10 credits physical education
20 credits minimum from elective courses

Minimum of 22.5 credits of coursework earned in grade 12, passing score of 240 on the math and ELA MCAS exams, and score of 220 on the science MCAS exam is also required for graduation.

GUIDANCE SERVICES

The high school guidance office is located on the first floor of the building. Counselors at the high school are available to assist you with personal concerns, job placements, and post-graduate institutions of learning. Each student is encouraged to meet with his/her counselor regarding course selections and future goals.

In order to further help students, counselors work in conjunction with outside agencies who can offer specialized assistance for students and their families.

All information regarding jobs, summer programs, evening schools, training programs, armed services, vocational schools, colleges, scholarships or financial assistance and testing programs is available through the guidance office. In addition, any student wishing to know graduation requirements, number of credits he/she has earned, or specialized programs within the high school should discuss this with his/her counselor.

We hope each one of you will freely come to your counselor and let him/her assist you. Parents are invited to visit the guidance office frequently. Counselors will make every effort to schedule appointments for the most convenient time for all.

PROGRAM ACCELERATION POLICY

It is expected that all EBJSHS students will participate in the program sequences for various departments as described in the East Bridgewater Junior/Senior High School Program of Studies. Students wishing to accelerate an academic course of study have options to do so, but must follow the process and guidelines listed here.

Please note that the options and guidelines listed below are the only approved methods of accelerating an academic course of study at the high school. tutoring or any other course work not approved by the school principal, guidance department chair and the subject area department chair will not be accepted and students utilizing those means will be placed in classes according to their current EBJSHS transcript.

First and foremost, the EBJSHS Program Acceleration Policy is meant to do just that; help students continue through a program at a faster pace while still in high school. In essence, when a student utilizes this policy, they are electing to take two courses; the one to accelerate the program AND the next progressive course in the program. .e. If a student elects to take Chemistry over the summer via an approved course outside of EBJSHS, that student will automatically be scheduled for Chemistry AP upon successful completion of the Chemistry course. is a necessary prerequisite for AP Chemistry, therefore the only reason to take Chemistry outside of a student's regular school schedule would be to accelerate through the science curriculum and progress on to AP Chemistry.

“Opting out” of courses – i.e., not taking a course in the sequence listed in the Program of Studies – is not allowed. , students may only take courses that are part of the regular course offerings listed in the EBJSHS Program of Studies.

The following options exist for students wishing to accelerate a program:

Double-up on courses in a given year. Students should work with their guidance counselor and the subject area department chair to determine acceptable courses to take concurrently; for example, taking Algebra II and Geometry concurrently is an appropriate option because of the disparities in the two curricula, whereas taking Algebra II and Pre-Calculus concurrently would not be appropriate because the Pre-Calculus curriculum depends in part on prior mastery of the Algebra II curriculum. All general deadlines around dropping and adding courses apply when students double-up on courses.

Students may take an approved course outside East Bridgewater Junior/Senior High School through an accredited academic institution during the summer. Students wishing to explore this option must set up a meeting beforehand with the guidance department head and the subject area department chair to ensure that the outside provider is an approved and accredited institution, and that the proposed curriculum offered by the outside provider covers the same content covered by the equivalent course at the high school. Students wishing to advance their program must

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enroll in outside courses independently, pay for the courses themselves, and provide proof of completion with an official transcript.

Students will need to pass their approved course with at least an 80 in order to move on to the next progressive course at EBJSHS. the student receive less than an 80 in the course, he/she will remain on their course track as of the end of their last academic year at a level (CP or H) determined by his/her final year average in the preceding course.

Students choosing to take a course at an outside institution will be required to complete and score a 70% or better on an EBJSHS summative assessment (i.e. final exam) of the curriculum in addition to the courseworks/exams required by the outside institution in order to determine mastery of content and to inform placement in the next course and level. will need to take place over the summer, upon conclusion of the outside course but prior to the start of the high school academic year.

The grade a student earns in their outside course, regardless of the title/level of the course taken, will determine level placement for the next course taken in that area of study at the high school, i.e. Honors, College Preparatory, Advanced Placement (see prerequisites in the EBJSHS Program of Studies).

The approved course may appear on the student's high school transcript but will not count towards the student's graduation requirements, GPA, honor roll, or class rank.

In no way does EBJSHS consider summer courses the equivalent to a full year long class. It must be noted that students may struggle or need to stay for extra help in future high school courses as a result of not taking a full year long class.

INSURANCE

Each student in the East Bridgewater Public Schools is given the opportunity each year to purchase a school accident insurance policy. The policy provides either school time coverage or 24-hour coverage at low premium rates. These policies should be considered as supplementary to private insurance and should not be thought of as a replacement or substitute for private insurance policies. The policies are offered as conveniences to cover those expenses not covered by other insurance.

In order to keep the premiums at a low rate, the Student Accident Insurance pays for expenses incurred during medical treatments and hospital confinements over and beyond any other insurance policy which may be carried.

Student accident insurance policy plans are made available at the beginning of each school year. Please see the section entitled ATHLETIC INSURANCE for information related to insurance for athletes.

LEARNING CENTER OPTIONS

Students may leave a learning center with the permission of the teacher in charge to participate in the following activities or "options." Students must first report to the learning center.

Library Study: Students have the opportunity to spend an entire learning center in the library for the purposes of using materials or working on projects. Refer to separate instructions for library procedures.

Tutoring or Training Program: Students who have formally entered a tutoring program in another school building or at a business in the area may spend all or part of a learning center in such pursuits.

Miscellaneous: With prior written permission from a teacher or person in charge, students may leave a learning center to spend time in other areas of the building.

LEAVING THE BUILDING

Students are not to leave the building for any reason while school is in session unless they have the consent of the administration. Failure to comply with this regulation will result in serious disciplinary action, including suspension or possible exclusion. Once dismissed, students must sign out in the office at the exact time they leave the building.

LIBRARY SERVICES

The library at the high school provides a variety of materials for student and faculty use. The library collection serves both research needs and recreational reading requirements of faculty and students of the high school. The collection aims to support the curriculum needs of the high school. It is the goal of the high school library to educate students to become efficient, independent users of a public library. Consideration and appreciation of the collection, of the library staff, and of fellow library patrons are part of this endeavor.

LIBRARY HOURS

The library is open from 7:15 A.M. to 2:30 P.M. each school day.

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LIBRARY REGULATIONS

To allow the library to serve all students fully and equally, library regulations must be observed faithfully. Problem behavior will first be identified to the student. If the situation continues, library privileges will be restricted.

Students are required to receive library passes in accordance with library pass procedures. These procedures are outlined in general in this handbook. However, the specific procedures to follow can be found in the library as well as in classrooms. The pass procedures are modified throughout the school year as needed to better serve the students and faculty. Students are advised to check with the library staff or their teachers for library pass procedure clarification.

Students are to report to the library with an appropriate pass and submit this pass to the library staff at the circulation desk.

Students should study or read quietly in the library.

Students in good standing with the library may check material out at the circulation desk. Students must be alert to the stamped due date in the item checked out and be sure to return the item to the library in due time.

East Bridgewater High School behavioral guidelines are to be followed in the library.

Students using the computers to play games or other activities unrelated to school work will lose computer privileges unless they are visiting the library with a class. The East Bridgewater High School Acceptable Use Policy applies at all times in the library.

Library patrons are encouraged not to reshelv their library materials. Library materials that are used by patrons should be placed on table tops or designated shelving in the reference area.

LIBRARY PASSES

Library passes are issued throughout the day. It is suggested that students request and receive passes as early in the day as possible as there is a limited number of students permitted in the library at any one time. Teachers occasionally hold class in the library. At those times, the library may be closed or the number of passes issued may be limited.

At the beginning of the period for which the student has received a library pass, the student shall present the library pass to the learning center teacher for signature and time notation. With the signed pass in hand, the student then reports directly to the library and places the pass in the designated box at the circulation desk. Library attendance is noted by the library staff. Students are expected to remain in the library until the learning center period ends. If a student wishes to leave earlier (to return to the learning center), he/she must ask the library staff for a pass to return to the class. The library staff will issue such a pass and follow up with notification to the learning center teacher to assure that the student returns without delay to the designated classroom. The library staff may elect to restrict student access to the library if a student is disruptive.

ASSIGNMENT PASSES

Students may request a library assignment pass from a subject teacher if the student requires library time for research. These passes will always be honored, even when the classes are scheduled, but computer use will be limited if scheduled classes have signed up to use them.

CIRCULATION

Circulation is handled entirely through the library's circulation desk. Library materials are checked out for a period of two weeks at a time, with few exceptions. Reference materials are not available for check out. The high school library is a member of the SAILS library network and receives bi-weekly delivery. Students and staff may request items from the library network and have the item sent to the high school library. Please see the library staff for further information. Circulation is a private matter between library staff and the borrower. The library staff will not divulge the name of a borrowing student to another student who is desirous of the same material.

RENEWAL

Students are welcome to renew materials as necessary. Materials are available for renewal until and unless another student is waiting on a reserve list for the item. Items must be presented to the library staff for renewal.

OVERDUES

Any student identified on the overdue list is not permitted independent use of the library. No further library materials may be withdrawn. No library passes will be issued. Once the overdue library materials are returned, however, all privileges are immediately restored. If a student loses or destroys library material (s), the student will be required to compensate the library for such material (s).

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COMPUTER USE

The library offers its patrons the use of computers for research and word processing. The library also provides access to a variety of on-line databases which are made possible by the Massachusetts Library and Information Network.

RECONSIDERATION OF CHALLENGED MATERIALS

Internal Resolution: When a complaint is received, the librarian will endeavor to deal with the challenge informally. A quick resolution may be found if the material is judged to be inappropriate. In this case, the item in question may be moved to another school library. However, if the item is considered appropriate, the librarian must review the collection development policy of the library with the challenger and explain how the item fulfills an educational use in that library. If the challenger still wishes to have the item removed, a formal challenge process must be followed.

Formal Resolution of Book Challenge: Though commonly called a “book challenge,” any item in the library may be challenged. If someone wishes to pursue a formal challenge, the following procedure is followed:

The challenger is asked to submit a ‘Reconsideration of Library Resources’ form, which is available from the librarian.

A book challenge committee is formed, which includes at least one parent, one student, one administrator, one member of the school committee, one teacher, and one librarian. Whenever possible, people who have already served on a challenge committee should be asked to serve as committee members.

A formal hearing of the challenged item will be set within two weeks of receipt of a complaint.

The following American Library Association guidelines for the reconsideration of library material will be adhered to:

During the first meeting, committee members will be asked to read, view, or listen to the challenged material, if possible in its entirety.

At this meeting, the library’s selection policy will be reviewed.

A date will be set for the hearing within the next two weeks.

The hearing will be publicized so that any interested parties can attend.

Committee members will be asked to check reviews and recommend lists during the interim, if at all possible.

The hearing will be held to discuss the challenge.

At this hearing, the committee members will be asked to voice their considered opinions.

Comments and questions will be invited from the audience.

A vote will be taken for the removal, retention, or replacement of the item in question.

The librarian will write a report on the decision of the book challenge committee, sending copies to the challenger and the committee members.

SELECTION

Materials for the East Bridgewater Junior-Senior High School Library are selected by the school librarian with due regard to suggestions from the faculty, parents, and students. The school librarian selects materials that support both the program of studies at East Bridgewater High School and the Massachusetts Department of Education curriculum frameworks. The school librarian makes the final selection. Professionally recognized reviewing sources, including periodicals, standard catalogs, and other selection and review sources guide the school librarian in making selections. Material is purchased using the least expensive and most efficient source. The library is given an annual budget to cover the purchase of print and non-print materials.

LOCKERS AND LOCKS

All students in grades 7 through 9 are assigned a locker at the beginning of each school year and may only use the locker assigned to them. Students in grades 10 through 12 are offered a locker and may only use the locker assigned to them should they choose to take one. Sharing lockers with other students or students using lockers other than the one they have been assigned in not permitted.

All school books, materials, and personal items of clothing, etc. are the responsibility of the student, as locks are on all corridor lockers in the high school.

All students are to keep their lockers locked when not in use. Thefts could occur when students leave their lockers unlocked to save time. Any school materials stolen from an unlocked locker must be reimbursed by the student assigned the materials.

Students are encouraged to provide personal locks for locker room lockers and should leave valuables with physical education instructors during gym class.

All locks provided for students are to be returned at the end of the school year. Students who do not do so will be charged a replacement cost for the locks.

School lockers are school property. By law, the high school has the right and the responsibility with reasonable cause to search any school locker. Reasonable cause may be defined as the possibility of a safety hazard, danger to students, or a situation which might be in violation of federal, state, local laws, or school policies.

Students are encouraged to use their lockers only during bathroom/locker breaks. If students go to their lockers between other

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class periods, they must be sure to report to class on time and avoid disrupting classes.

MARKING SYSTEM

East Bridgewater Junior-Senior High School uses a numerical marking (grading) system. The numerical grade can be correlated to an alphabetic grading system for transfer students or personal convenience as follows:

Students who earn all 90's on their report card will be listed for high honors. Students who have all 90's and 80's will be listed on the honor roll.

A+	97 – 100
A	93 – 96
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	(Failing) 50 – 59
F-	(Failing, not eligible for summer school) 49 or below

FINAL EXAMINATIONS

All students in grades 9 – 12 are required to take final examinations in all courses each year. These examinations will be developed by each subject teacher and may be written, oral, practical, performance (demonstration), or a combination of these. Exams will be scheduled so that students do not have more than two on any day and generally will be given over a four-day period at the end of each semester. Exams will measure course content over the duration of the course and are designed to demonstrate acquired and applied knowledge of the subject.

Any senior who has a 90 average at the conclusion of the course and prior to the final exam may be exempted from the exam. This exemption is at the discretion of the teacher. The teacher will issue an exam waiver form to senior students who have met the final exam waiver criteria at the end of the semester.

With a teacher waiver/parent permission form, the student may have senior privileges for the exempted class period. Seniors with privileges for an exam period must sign in/out of the main office. The teacher waiver/parent permission form should be turned in to the main office by the date stated on the form.

During exam weeks, students will be required to attend school for the entire school day as scheduled. There will be no dismissals during exam week. Any dismissals for exceptional reasons during exam week require the parent to communicate with the administration by telephone or in person.

Bus students will be transported to and from school according to the examination day schedule each morning and afternoon during exam weeks.

Students are strongly discouraged from being absent for final exams. ONLY CASES OF EXTREME ILLNESS OR EMERGENCY WILL BE EXCUSED. Parents or guardians must call a member of the high school administration prior to the scheduled exam on the morning of that exam and also must document the excuse in writing. Any absence without a call and a documented absence note will be considered unexcused, and the student will not be allowed exam make-up privilege. The high school administration reserves the right to determine the acceptability of an absence excuse and to authorize or deny the privilege of make-up.

Following an exam any student with exam-related questions may request, and will receive, an opportunity to review his/her exam with the teacher. Students will not be allowed to keep exams.

Students will not be dismissed prior to the end of an exam period.

OBLIGATIONS

At the beginning of each school year, students are assigned textbooks, locks, and other classroom materials as deemed necessary by the classroom teacher. These items are the property of East Bridgewater Junior-Senior High School and must be returned to the teacher who assigned the materials by the conclusion of each school year. If an item cannot be returned, the student is responsible for paying for the replacement value of the item as determined by the school.

Students may not be allowed to purchase privileges such as parking stickers, dance tickets, or tickets to other high school

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events if they have outstanding obligations to the school. Transcripts and cap and gown materials may also be held until any outstanding obligations have been met. These obligations may be fulfilled with either the return/replacement of the material or a payment equal to the cost of the material.

OUTDOOR CAFETERIA PRIVILEGES

The tables outside the cafeteria may be used during lunch by senior students in good standing. Students may not leave the immediate area of the tables, must act in a responsible manner, and must dispose of rubbish in the proper receptacles. After the last school day for seniors, juniors may use the outdoor cafeteria picnic table area.

PARKING

Students who drive motor vehicles to school must park in the student parking lot at the school. Parking is not allowed in the faculty parking lot (with the exception of the five senior student spaces) and student vehicles parked in those areas may be ticketed by police. East Bridgewater Junior Senior High School is not responsible for any damage, vandalism, or theft of student automobiles parked in school parking lots. Students who violate motor vehicle laws or safe driving practices will lose the privilege of parking on school property.

STUDENT PARKING

STUDENT PARKING STICKERS will be issued in September and must be displayed on the rear window of the driver's side. Student stickers are issued to seniors, juniors and sophomores. Any violation of parking or instances of poor driving on school property will result in the removal of parking privileges and no refund of the parking fee.

Students who fail to follow safe driving procedures on school grounds will not be allowed to park on school grounds. For the safety of all students, the speed limit for all vehicles is 15 mph.

Students are to keep cars off grassed areas.

All vehicles must be properly secured. Students are cautioned not to leave valuables in vehicles.

There is a specially designated area for motorcycles and bicycles.

Student vehicles parked in other than designated areas will be ticketed or towed.

Excessive violations of school rules may result in removal of parking privileges and no refund of the parking fee.

By law, the high school has the right and the responsibility with reasonable cause to search any student's car. Reasonable cause may be defined as the possibility of a safety hazard, danger to students, or a situation which might be in violation of federal, state, local laws, or school policies.

PHOTOGRAPHING AND VIDEOTAPING

In the process of celebrating the successes of our students we sometimes take pictures and/or videotape them. If you do not want the school to release pictures or video of your child to the local press, cable station, or social media sites such as Facebook and Twitter, you must inform the principal in writing.

PHYSICAL EDUCATION

REQUIREMENTS

The state of Massachusetts requires all public high school students to enroll in physical education classes in grades 9 and 10.

GRADING PROCEDURE

Physical education grades are based on attendance/participation and skill/ effort. Grades in these two areas are weighted equally. One hundred percent participation is expected of all students. Failure to participate in more than two classes, without a medical excuse, will result in a failing grade for participation. Students are expected to make up all physical education classes missed with medical excuses, by a written assignment or participation in an after-school make-up class. Students who do not participate in a class, and who do not have a valid medical excuse, will not have an opportunity to make up that class. Skill/effort grades will be given on a daily basis and/or for each unit.

MEDICAL EXCUSES

A student who is unable to participate in physical education classes must obtain written permission from parents/guardians or a doctor indicating the length of time and the specific reason for this request. Non-participation for longer than a week must be verified by a doctor's note.

All doctor's medical excuses are to be brought to the main office. A copy will be forwarded to the nurse, to be filed with a student's medical record; the student will be asked to submit a copy to his/her physical education teacher. Any questions about the

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reason or length of time will be resolved by the school nurse with the doctor or parent. All students with full or part-time medical excuses are required to participate in physical education classes. Students are to report for every regularly scheduled class to be assigned written projects or to assist the physical education teacher in lieu of written reports. Written projects are designed to demonstrate a student's knowledge of the activity being learned by students who are fully participating. Physical education teachers read reports and evaluate them to arrive at students' quarterly report card grades.

DRESS REQUIREMENTS

All students reporting for regularly scheduled physical education classes are to bring appropriate uniforms: shorts, socks, sneakers, and jerseys that meet hygienic and safety standards and which conform to the requirements of the school dress code.

ABSENTEEISM / MAKE-UP

Students legally excused from physical education classes for up to three classes per marking period, e.g. legally absent from school, at meetings, school-sponsored field trips, etc. are not required to make up the class but are encouraged to do so to maintain appropriate skill levels. After three (3) legally excused absences, a student must make up all other classes or lose points on his/her grade.

PROMOTIONAL REQUIREMENTS

(Adopted by the school committee 1976, revised 1982, 1984, 1993, 1999, 2007)

High school credits are granted only for courses previously approved by the administration. For cumulative requirements see Graduation Requirements in this handbook (page 36).

To be considered in good academic standing and on pace to graduate you should have accumulated the following credits after grade 9 – 22.5 credits, including:

- 5 credits of English (grade 9 English)
- 5 credits of mathematics

To be considered in good academic standing and on pace to graduate you should have accumulated the following credits after grade 10 – 50 credits, including:

- 10 credits of English (grade 9 and 10)
- 15 credits mathematics (5), social studies (5), science (5)
- 5 credits of fine or applied arts
- 7.5 credits of physical education

To be considered in good academic standing and on pace to graduate you should have accumulated the following credits after grade 11 – 80 credits, including:

- 15 credits of English (grade 9, 10, and 11)
- 10 credits of mathematics
- 10 credits of science
- 10 credits of social studies

PLAGIARISM AND CHEATING

The authenticity of student work is essential to the educational process. Plagiarism and other forms of cheating are serious violations of EBJSHS educational goals. With the exception of cooperative activities, specific assignments, or specific processes as directed by the teacher, any student who knowingly and willingly copies part or all of the work of another student, allows part or all of his/her work to be copied by another student, or quotes directly from any source and does not credit the author or source of the material will be found to have committed plagiarism.

Students who commit plagiarism or any other form of cheating will receive a zero for the entire assignment and will not qualify to make up the assignment. The school reserves the right to assign additional penalties, up to and including suspension or expulsion, based upon the severity of the offense. It is strongly encouraged that communication between the school and home occur when a student is caught cheating.

RECORDS

The Regulations Pertaining to Student Records were developed by the Massachusetts State Board of Education to assure parents, students, and former students of their rights to confidentiality, inspection, amendment, and destruction of student records. The regulations have the force of law and apply to all elementary and secondary schools.

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1. What is a student record?

The student record includes all information concerning a student which is kept by the school system. All information in a student record is either in the transcript or the temporary record.

The transcript contains your name, address, telephone number, and your birth date; the name, address, and telephone number of your parents or guardian; course titles; grades (or the equivalent when grades are not applicable); grade level completed and the year completed.

The temporary record consists of all the information in the student record which is not contained in the transcripts. This information may include your standardized test scores, class rank (when applicable), school sponsored extracurricular activities in which you took part, and evaluation by your teachers, counselors, or other school staff. A school health record, which gives a general profile of your health, is located separately in the nurse's office. The temporary record should not contain any information added by unnamed persons or from unidentified sources.

2. How will I know when information will be collected to become part of my student record?

Students can expect that just about everything that is of importance to their education will be placed in their student records. Some information with regard to their evaluations by counselors, teachers, or other school staff is placed in records on an irregular basis. Other information is collected on a regular schedule. This material includes the results of standardized tests or other routine information.

At least once every school year the school must publish and distribute a routine informational letter telling you when standardized tests will be given and when other routine information will be collected. The school must also inform you that copies of the Regulations Pertaining to Student Records are available to you in the school. If you have any questions about why information is being collected or how information is to be used, you should ask for an explanation.

3. Am I allowed to see my student record?

Students may see their personal records provided that they have at least reached their fourteenth (14) birthday or entered the ninth grade, whichever comes first. The principal or the person appointed by him/her must let students see their entire student record within two (2) week days of the request.

If you wish to have copies of any of the information contained in your student record, they shall be provided for a reasonable fee. In addition, students of any age have the right to receive a copy of their transcript.

Parents or guardians may also see or receive copies of student records. These will be granted within two (2) week days of the request.

REPORT CARDS AND PROGRESS REPORTS

Computerized report cards will be issued four times annually, usually in November, February, April, and upon completion of the school year in June. Grades will be indicated numerically. In addition to academic achievement, comments reflecting the student's overall classroom performance are added by classroom teachers.

Progress reports will be issued to all students electronically four times each year via the iParent portal (see p. 78). The progress reports will indicate the approximate grade at that time as well as other pertinent information. If you would like a hard copy of your child's progress report, please contact the main office. Parents will be made aware of the dates of report cards at parent-teacher conference day, on cable television, and in the newspaper.

RESTROOM

Student use of restrooms should occur only when definitely necessary. Proper care of facilities is expected. Teachers will issue a pass to the restroom during class time. Restrooms in the cafeteria will be open during lunch.

RIGHTS OF EIGHTEEN-YEAR-OLDS

Students aged eighteen or older are subject to the same school rules as all other students. Thus they are subject to discipline on the same basis as students who have not attained the age of eighteen. However, since a student is not required to continue in school after the age of sixteen, it is clear that no legal proceeding may be commenced punishing such a student for failure to attend school.

G.L.c.76, s.18 is applicable to permanent withdrawals from school. This statute provides in pertinent part as follows:

No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of ten days from the student's fifteenth consecutive absence to the parent/guardian of such student in both the primary language of such parent/guardian and English, stating that such student and his parent/guardian may meet with the school committee or its designated representatives prior to the student permanently leaving the school, within ten days after the sending of the notice.

This statute does not require parental permission in order for a sixteen-year-old student to leave the school, only that the student's parents be given notice of the withdrawal and an opportunity to meet with the school committee or its designee.

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In addition, it should be noted that parents do retain the right of access to the school records of their children, regardless of age, pursuant to G.L.c.71, s.34E.

In conclusion, a student becomes an “adult” at age eighteen, and at that time the student has the right to sign official papers on his/her own behalf. Students are permitted voluntarily to withdraw from school at age sixteen, so long as parents are notified before the student is considered to have permanently left school. Students ages eighteen or older who are enrolled in school are subject to the same school rules as all other students, consistent with the statutes discussed above.

Once a person reaches the age of eighteen, Massachusetts law holds that he/she is an adult and has reached the age of majority. (See G.L. c.4, s.7, cl.50 and 51). This means that an eighteen-year-old is capable of signing legal documents and entering into contracts. Consistent with this definition of “adult” is the ability to sign school related documents including report cards, permission slips, and absence notes. A school still may continue to inform parents of grades, absences, etc., but it cannot require the signature of the parent as a condition for accepting these documents.

Whether a school accepts the signature of an eighteen-year-old student on absence notes depends on the purpose of the school rule regarding such notes. If the purpose of a school rule requiring parents to sign student absence notes is to obtain the signature of an adult or the student’s guardian, then an eighteen-year-old student would have to sign his/her own absence notes since such student is his/her own guardian and is an adult. On the other hand, if the purpose of a school’s absence note is to verify the student’s absence by requiring the signature of an adult with knowledge of the student’s whereabouts, the student could not sign such an absence note. Such a note would have to be signed by a second adult who could verify the student’s reasons for absence. This may be the student’s parent if the parent can, in fact, make such verification. However, it might also be another adult student.

SCHOOL BUS TRANSPORTATION GUIDELINES AND REGULATIONS

East Bridgewater Junior-Senior High School students are eligible to ride to and from the high school on school buses for a fee. The fee is \$125.00 for the first student, \$65.00 for the second student, and \$35.00 for the third student with a family maximum of \$225.00. Bus fees are due by July 1st in order to establish the most accurate bus routes for the school.

It is generally understood that the right of a student to use transportation to and from school and on other occasions is a qualified right dependent upon good behavior. Court decisions have upheld the exclusion of a student or students from a school bus when the safety of other students and the driver is endangered by their misbehavior. All school rules and the school discipline code apply to student behavior on school buses. Student misbehavior on a school bus could result in the temporary or permanent removal of a student’s bus riding privilege.

SAFETY RULES AND REGULATIONS:

Students shall obey the bus driver promptly and respectfully for the safety of all concerned.

Students shall remain seated from the time they enter the bus until the time they leave the bus.

There shall be no smoking or use of tobacco.

Students shall not hit, push, handle, or put their hands on other students while waiting for the bus, boarding or leaving the bus, or riding the bus.

Students shall not throw anything in the bus or while waiting for the bus.

Students should be at their bus stops five minutes before the school bus arrives and should be orderly at all times.

Students shall be careful of property at or near their bus stops so that lawns, hedges, fences, trees, shrubs, and buildings are not damaged.

Students shall get on or off at the proper stops or schools.

Students shall not take different bus trips or different buses that are making earlier or later trips without the permission of the building principal.

Students may converse in ordinary classroom tones. They must not yell or shout. Indecent language by students will not be permitted.

Students shall not open bus windows without the permission of the driver. Students shall not throw things from the bus windows.

Students shall not extend hands, arms, or heads out of the windows.

Students shall take good care of the bus and the bus seats. No bouncing on the seats, marking on the bus, stamping of feet, pounding on the bus, hanging by hands, or other misconduct will be permitted. Eating on the bus is also prohibited.

Students shall not run to board the bus at school. There will be no racing for certain seats on the bus. Entering and leaving the bus shall be orderly at all times.

High school students are to observe school bus regulations during field trips or when traveling to and from athletic events.

SCHOOL CANCELLATION

The no school signals are as follows:

No-school announcements will be made by automated phone calls to the home of students, over Brockton radio stations WBET, and WOKW, as well as Boston radio stations WBZ and WHDH. Channel 4 and Channel 5 will also carry no-school

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announcements.

The no-school policy for inclement weather will take into consideration the safety factors as well as the traffic and traveling conditions. Cooperation is requested of all students and parents to listen to the no-school signals rather than call the school. It is absolutely necessary to keep the school telephone lines clear for contacting the various agencies carrying the no-school signals.

SENIOR FAILURES

All seniors who are not in good academic standing (not passing) in a particular course(s) on the last day of school for seniors will have two options for completing graduation requirements:

Senior students who cannot or do not successfully complete their course (s) with a passing grade by the end of the school year will have the option of attending summer school, if attendance at a summer school program will enable them to attain sufficient credits to meet the East Bridgewater Junior-Senior High School graduation requirements.

Senior students who on the last day of school for seniors do not and will not have sufficient credits for graduation, even if they attend summer school, will be informed by the guidance department on the last day of school for seniors about the possibility of returning the next school year.

Faculty members must inform the student(s) verbally and the guidance department by designated form no later than the day prior to senior dismissal if the student falls under option one or two as presented above.

The guidance department, upon notification by a classroom teacher that a student has not successfully completed requirements for graduation, will discuss the academic deficiency with the student and immediately notify the student's parent by telephone, if possible, and in writing by mail.

SMOKING AND SMOKELESS TOBACCO POLICY

There are no approved areas for student smoking in the building or on school grounds. Students who violate the no-smoking policy will be subject to disciplinary action. The no-smoking policy applies at all school functions or activities.

East Bridgewater Junior-Senior High School is committed to having a smoke-free and tobacco-free environment for its students, staff, and guests. Our general population will not be exposed to the hazards of secondary smoke. Smoking or possession of tobacco-related products, electronic cigarettes, vaporizers, and/or paraphernalia is prohibited on school property and at all school-sponsored activities.

Violation of this no-smoking/smokeless policy will result in the following consequences:

FIRST OFFENSE: Parent/guardian notification of a one-day in school suspension. Sports and activities directors notified. A mandatory meeting will be held with parent/guardian, guidance counselor, and administration.

SECOND OFFENSE: Parent/guardian notification of a one-day out-of-school suspension. Sports and activities directors notified. A mandatory meeting will be held with parent/guardian, guidance counselor, and administration.

THIRD OFFENSE: Parent/guardian notification of a one day out-of-school suspension and a one day in-school suspension. Sports and activities directors notified. A mandatory meeting will be held with parent/guardian, guidance counselor, and administration. Proof of participation at an approved smoking cessation program offered by a local public service organization will be required.

A violation of the policy against **possession of tobacco products and related paraphernalia**, including cigarette lighters, pipes, cigars, cigarette papers, etc., will result in up to three days out-of-school suspension.

Student lockers and personal belongings are subject to search if the administration **has reasonable suspicion** that tobacco products are present. In determining whether there is sufficient information to conduct a search for tobacco products or tobacco-related paraphernalia, a school official may consider, among other things, the following factors: the presence of smoke or cigarette odor emanating from the student; observation of tobacco products or tobacco-related paraphernalia on or near the student's person.

SUMMER SCHOOL

Pending adequate enrollment, the East Bridgewater Public School system operates a summer school program. High school students who fail courses that are eligible to be made up are urged to attend local summer school programs. A failure of 50-59 can be made up in summer school. Failures of lower than 50 cannot be made up in summer school. Failure in English will jeopardize promotion if not made up and/or not eligible for make-up.

Students who wish to attend summer school must make arrangements through their guidance counselor to ensure that the course being offered is a suitable replacement for the failed course. Summer school information from neighboring towns is made available in the guidance office at the end of the school year.

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SUSPENSION POLICY

Violations of school policy or persistent failure to follow regulations may result in the suspension of a student. When possible, parents or guardians will be informed of any developing circumstances which may lead to suspension. Certain grave violations relative to student safety such as fighting, the ringing of false alarms, or bomb threats will result in immediate suspension and a parental conference.

When a student is notified of suspension, non-involvement in athletic, music, or extracurricular activities takes effect immediately and is in effect for the days of suspension. Students who are suspended lose the privilege of attending classes and participating in any extracurricular athletic, music, or student activities, including dances, sports competitions, junior and senior proms, honors evening, senior banquet, graduation, and any other school supervised activities. Any student on suspension may not attend or take part in any school-related activities. Weekends and vacation days are not counted in the number of days suspended, however students may not attend the aforementioned activities on weekends or school vacations until the conclusion of the suspension period.

When suspended, a student may only return to school with the permission of the administration at the close of each school day (between 1:50 – 2:15 P.M.) and contact each of his/her teachers for class assignments and make-up. Students on suspension are urged to make every effort to report at the close of the school day. Students who are not able to report at the 1:50 – 2:15 P.M. time due to transportation problems should consult the academic make-up policy for procedures. Students who cannot report after school must make up work in accordance with the academic make-up policy explained on page 5. Students are urged to return each day. However, they will not be denied make-up privileges, in accordance with the academic make-up policy.

Any senior student who violates the school discipline policy in regard to any of the following stated matters, in the time period beginning with the last day of classes for seniors and ending with graduation, will not be allowed to take part in any remaining senior activities, including graduation. This regulation pertains to conduct on school grounds, at school activities, or involving school property or staff. This policy applies whether or not the suspension policy is applicable. This regulation pertains to the following violations:

1. any substantiated involvement with drugs or alcohol
2. vandalism to public or private property
3. threatening or using physical means to harm or restrain a staff member
4. possession or use of firearms, weapons, or fireworks
5. rude or unacceptable behavior to teachers or students
6. involvement in a bomb scare, false alarm, or setting fires
7. assault, battery, harassment, or other similar acts of violence
8. stealing
- fighting

Generally, the following procedures should occur *prior* to the suspension. In emergency situations, however, the student may be suspended first; with the procedures taking place as soon as possible after the suspension has been imposed.

TECHNOLOGY

Chromebook Device Guidelines- Grades PreK - 12

1. Returning Your Chromebook
 - a. End of Year Grades 3 – 6
 - i. At the end of the day on the last day of school, devices will be expected to remain in the classroom cart for collection by the IT department.
 - b. End of Year Grades 7 – 11
 - i. Students will be allowed to keep their Chromebook over the summer and are responsible for the care of the device.
 - c. End of Year Grade 12
 - i. Students will return their Chromebook and charger by the last day of school.
 - d. Transferring/Withdrawing Students
 - i. Students in grades 3 – 6 that transfer out of EBPS, their device must remain in the classroom cart.
 - ii. Students in grades 7 – 12 who transfer out of EBPS must turn in their Chromebook and power cord to the Guidance Department during the withdrawal process. Failure to turn in the Chromebook will

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result in a delay of student records being transferred to the new school. If the Chromebook is not returned to the school, the student will be charged the full replacement cost of the device and power cord. The district may also file a report of stolen property with the local law enforcement agency for equipment not returned.

2. Taking Care of your Chromebook

- a. Students are responsible for the general care of the Chromebook they have been issued by the EBPS school district. Chromebooks that are broken or fail to work properly must be taken to the Technology Department as soon as possible so that they can be taken care of in a proper and timely manner. District owned Chromebooks should never be taken to an outside computer service for any type of repair or maintenance. Students should never leave their Chromebooks unattended, and should lock their device in a locker when not in use.

Administration reserves the right to revoke student Chromebook access, at any time with a notice sent home to parents.

b. General Precautions

- i. No food or drink should be near the Chromebook.
- ii. Cords, cables, and removable storage devices must be inserted carefully into the Chromebooks.
- iii. Chromebooks should not be used or stored near pets.
- iv. Chromebooks should not be stored or exposed to extreme temperatures and should not be left in a car during the day (especially in summer) or left overnight (especially in winter).
- v. Chromebooks should not be used with the power cord plugged in as the cord may cause a hazard to others.
- vi. Chromebooks must remain free of any writing, drawings, coloring, or stickers of any type, including skins.
- vii. No objects should be placed on top of Chromebooks.
- viii. Do not over rotate the web camera.
- ix. Do not install any software or change the device settings.
- x. Do not remove the Chromebook labels that have been placed by EBPS IT staff or the manufacture.

c. Carrying Chromebooks

- i. Never lift Chromebooks by the screen.
- ii. Never carry the Chromebooks with the screen open.

d. Screen Care

- i. Chromebook screens can be damaged if subjected to heavy objects, excessive pressure, rough treatment, some cleaning solvents, and liquids.
- ii. Do not put pressure on top of the Chromebook when it is closed.
- iii. Do not store a Chromebook with the screen open.
- iv. Do not place anything under the protective cover that will press against the screen.
- v. Ensure that nothing is left on the keyboard before closing the lid (e.g., pens, pencils, erasers). The screen should be cleaned with a soft, dry microfiber cloth or anti-static cloth only.

e. Serial Number

- i. All Chromebooks are assigned and tracked based on serial numbers.
- ii. Students who have tampered with or turned in a Chromebook with an altered or missing serial number will be charged up to the full replacement cost of the Chromebook.

3. Using your Chromebook at school

- a. If a student does not bring his/her Chromebook to school, it is the student's responsibility to make up missed assignments. Loaners will NOT be provided.
- b. Chromebooks being repaired
 - i. When available, loaner Chromebooks will be issued to students when they leave their school- issued device with the IT Department.
 - ii. Grades 7 -12 students borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- c. Charging Chromebooks
 - i. Grades 3 – 6

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1. Devices will be charged at the end of day by the charging cart located in the classroom.
 - ii. Grades 7 – 12
 1. Chromebooks must be brought to school each day with a full charge.
 2. Students should charge their Chromebooks at home every evening.
 3. A charging station will be set up in the library for students who need to charge their device during the day.
 - d. Backgrounds and Themes
 - i. Students may not use inappropriate media as a background image or theme. The presence of such media will result in disciplinary action.
 - e. Sound
 - i. Sound must be muted at all times unless permission is obtained from a teacher.
 - ii. Headphones may be used at the discretion of the teachers.
 - iii. Students will provide their own personal set of headphones.
 - f. Logging into a Chromebook
 - i. Students will login to their Chromebooks with their school issued email account.
 - ii. Students should never share their account passwords with others.
 - g. Managing and saving your digital work with a Chromebook
 - i. The majority of a student's work will be stored in Google Drive and can be accessed from any computer with an internet connection, as well as most mobile internet devices.
 - ii. The district is not responsible for the loss of any student's work.
 - iii. Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different internet storage locations.
4. Using your Chromebook outside of school
 - a. Grades 7 – 12
 - i. Students are encouraged to use their Chromebooks at home and other locations outside of school for educational purposes only. A Wi-Fi Internet connection will be required for use. Students are bound by the EBPS Student/Parent Device Agreement, the acceptable use policy and all other guidelines in this document wherever they use their Chromebooks.
5. Operating System and Security
 - a. Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.
 - b. Updates
 - i. The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
 - c. Virus Protection
 - i. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
 - ii. There is no need for additional virus protection.
6. Content Filter
 - a. As with all school devices, access to the Internet will be filtered when students are on campus. The district will utilize Go Guardian to monitor internet usage at home. Go Guardian has the capability to restrict internet access should inappropriate content on the school-issued device be uncovered.
7. Software
 - a. G Suite for Education
 - i. Chromebooks seamlessly integrate with the G Suite for education for productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
 - ii. All work is stored in the cloud.
 - b. Chrome Web Apps and Extensions
 - i. EBPS Technology staff will deploy several relevant apps and extensions for all students.

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- ii. Students are not allowed to install chrome web apps and extensions from the Chrome Web Store unless approved by their teacher(s).
- 8. Chromebook Identification
 - a. Records
 - i. The district will maintain a log of all Chromebooks which includes the Chromebook serial number, name and ID number of the student to which the device is assigned.
- 9. Repairing/Replacing your Chromebook
 - a. How to get support: Grades 7 -12
 - i. If a Chromebook breaks or is malfunctioning, students should go to the library to acquire a replacement device. If the break or malfunction occurs outside of school hours the students should report the issue to the library the following day.
 - b. How to get support Grades 3 – 6
 - i. If a Chromebook breaks or is malfunctioning, the teacher will need to put a ticket into the Helpdesk.
 - c. Vendor Warranty
 - i. Chromebooks include a one year hardware warranty from the vendor.
 - ii. The vendor warrants the Chromebooks from defects in materials and workmanship.
 - iii. The limited warranty covers normal use, mechanical breakdown, and faulty construction.
 - iv. The vendor will provide normal replacement parts necessary to repair the Chromebook, or if necessary, provide a Chromebook replacement.
 - d. Estimated Costs outside of the vendor warranty
 - i. Grades 7 – 12 students who have insurance are covered, with the exception of excessive abuse or if the device is lost or stolen.
 - ii. Grades 7 – 12 students who do not have insurance:
 - 1. Replacement is based on machine model type, which can range from \$140.00 to \$240.00
 - 2. A Cracked Screen - \$95.00
 - 3. Keyboard/Touchpad - \$40.00
 - 4. Power Cord - \$45.00
 - iii. Grades 3 – 6 students who deliberately damage the device are subjected to the above pricing.
 - e. Damages not paid for by the end of the school year, will prevent the child from re-enrolling in the 1:1 Device Program the following year.
- 10. Privacy Expectations
 - a. School Chromebooks have been configured to optimize the educational experience for students and staff as well as to protect students from harmful content per federally mandated guidelines. These Chromebooks are school property; students have no expectation of privacy when using this school device. **Administration reserves the right to restrict non-educational websites if a student violates the EBPS Acceptable Use Policy and/or Device Guidelines.**
 - b. On Campus Chromebook use
 - i. As mentioned previously, all devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the End User. The filtering policies are a requirement of the Children’s Internet Protection Act (CIPA).
 - c. Off Campus Chromebook use
 - i. When being used off school grounds (i.e. home use) Chromebooks will be filtered by the EBPS content filter.
- 11. Appropriate Uses and Digital Citizenship
 - a. Appropriate Use
 - i. School issued Chromebooks should be used for educational purposes and students are to adhere to the EBPS Acceptable Use Policy and all of its corresponding administrative procedures at all times, including any event in which the school’s internet filter fails.
 - b. Digital Citizenship

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- i. East Bridgewater Public Schools values the opportunity to help our students develop their digital citizenship skills. Students are encouraged to report any irresponsible or inappropriate online behavior to faculty, staff, or administration.

TELEPHONE USE

A courtesy telephone for student and public use is located in the main office. This telephone should be used by students only for significant matters during the regular school day. Use of the office telephone by students cannot be permitted after 3:30 P.M. Cell phones are NOT to be used during the instructional day.

TRANSFER OR OFFICIAL WITHDRAWAL PROCEDURE

If a student plans to transfer from East Bridgewater Junior-Senior High School before the conclusion of the school year, he/she must complete the following:

Inform his/her guidance counselor.
Obtain a withdrawal form from the guidance office.
Return all books, library materials, and other school property.
Contact all teachers and necessary staff members to sign the withdrawal form.
Account for all debts for lost or damaged materials in the main office.
Remove all belongings from his/her assigned locker.

VISITOR PASSES

Visitors must report to the main office to receive authorization to visit other sections of the building. Any visitor without such authorization should be reported to the main office immediately. Students are not allowed to bring friends/students from other schools to classes as this is disruptive to the school day.

ADDENDUM

REGULATIONS PERTAINING TO:

34 CFR §300.519 - §300.527

AMENDMENT TO THE DISCIPLINE CODE FOR SPECIAL EDUCATION STUDENTS

A. Change of Placement Resulting from Disciplinary Action

Suspensions or removals from a current educational placement constitute a change of placement for a student with disabilities when:

The suspension is for more than ten (10) consecutive school days;
or

The student is subjected to a series of suspensions that constitute a pattern because they accumulate to more than ten (10) school days in a school year.

B. Suspensions/Expulsions

A student with a disability may be suspended for not more than ten (10) consecutive school days for any violation of school rules in the same manner as students without disabilities.

A student with a disability may receive additional suspensions of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement).

After a student with a disability has been suspended for more than ten (10) school days in the same school year, during any subsequent suspensions, the student is entitled to receive educational services during the period of suspension.

A student with a disability may be expelled if the IEP team determines that the misconduct was not a manifestation of the student's disability.

If a student with a disability is expelled, the student is entitled to receive educational services for the period of the expulsion.

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C. Functional Behavioral Assessment/Behavioral Intervention Plan

Not later than ten (10) school days after either:

the student is first suspended for more than ten (10) school days in the school year

or

the student has had a series of suspensions that constitute a pattern,

or

the student is placed in a 45-day interim alternative placement,

the following procedures will be implemented:

The special education chairperson will arrange for a Functional Behavioral Assessment (FBA) to be conducted (if an FBA has not been conducted).

The special education chairperson will schedule a team meeting as soon as practicable to discuss the results of the FBA and develop a Behavioral Intervention Plan (BIP). (All required notices will be sent to the parent/ guardian.)

If the student already has a Behavioral Intervention Plan, the IEP team will meet to:

- a. review the plan and its implementation
- b. and modify the plan and its implementation as necessary, to address the behavior.

D. Interim Alternative Education Setting

The placement of a student with a disability may be changed to an appropriate interim alternative education setting for not more than 45 days.

If a student is to be placed in an interim alternative setting, the special education chairperson will convene the IEP team to conduct a manifestation determination and determine the setting for the interim alternative placement.

- a. its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances: or
 - b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is “substantially likely” to injure him/herself or others.
3. The interim alternative place will be selected that will:
- a. enable the student to continue to progress in the general curriculum, although in another setting;
 - b. enable the student to continue to receive those services and modifications, including those described in the current IEP;
 - c. include services and modifications to address the behavior and that are designed to prevent the behavior from recurring.

E. Manifestation Determination

A manifestation determination meeting must be held whenever a disciplinary action would constitute a change in placement. The manifestation determination meeting is held to review the relationship between the student’s disability and the behavior subject to the disciplinary action.

The principal will notify the parent/guardian of the action to be taken immediately after the disciplinary decision is made.

The special education chairperson will schedule the manifestation determination meeting and send the manifestation determination meeting letter along with a parent’s rights brochure.

The special education chairperson will invite the IEP team members and any other person qualified and necessary to assist in the determination.

The manifestation determination meeting will be held not later than 10 school days after the decision to take the disciplinary action was made.

The manifestation may be conducted at the same IEP meeting that is

convened under section C: Functional Behavioral Assessment/Behavioral Intervention Plan.

The manifestation determination will be made by the IEP team and other qualified personnel at the meeting.

In making a manifestation determination, the IEP team will:

- a. first consider all relevant information available to and provided by the school (including an observation of the student) and other relevant information supplied by the parent/guardian of the student.
answer the following questions:
 - i) Were the student’s IEP and placement appropriate and the special education services and behavior intervention strategies provided consistent with the student’s IEP and placement?
 - ii) Did the disability impair the student’s ability to understand the impact and consequences of the behavior subject to disciplinary action?
 - iii) Did the disability impair the student’s ability to control the behavior subject to disciplinary action?

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E1. Behavior IS a Manifestation of the Disability

If the IEP team determines that the answer to the first question (b, i) is no, the behavior must be considered to be a manifestation of the student's disability.

If the answer to the first question is yes, but the IEP team determines that the answer to either of the other two questions (b, ii-iii) is also yes, the behavior must be considered TO BE a manifestation of the student's disability.

In addition, as a result of the meeting, if the IEP team determines that either the student's IEP, placement, or Behavioral Intervention Plan were not fully implemented or need to be modified, the team will take immediate steps to ensure all plans are implemented and/or to remedy any deficiencies in the student's program.

Following the manifestation determination meeting, the Special Education Chairperson will send the parent/guardian a Results of Manifestation Determination Meeting letter.

E2. Determination that the Behavior was not a Manifestation of the Disability

If the IEP team determines that the answer to the first question is yes, but the answer to any of the other two questions is no, the behavior must be considered NOT TO BE a manifestation of the student's disability.

The suspension may be applied to the student with a disability in the same manner in which it would be applied to student without disabilities, except that the student is eligible to receive educational services during the period of suspension.

Following the manifestation determination meeting, the special education chairperson will send the parent/guardian a results of manifestation determination meeting letter.

F. Parent/Guardian Appeal

If the student's parent/guardian disagrees with a determination that the student's behavior was not a manifestation of the student's disability or with any decision regarding placement, the parent may request a hearing with the BSEA.

If a parent/guardian requests a hearing or an appeal regarding a disciplinary action or to challenge the interim alternative educational setting or the manifestation determination, the student must remain in the interim alternative educational setting, pending the decision of the hearing officer or until the expiration of the time period of the interim placement, whichever occurs first, unless the parent/guardian and the state agency or public school agree otherwise.

If a parent/guardian challenges a change in placement proposed by the school after the expiration of the interim educational placement (up to 45 days), the student will remain in the placement prior to the interim placement during the appeal, except as provided in section 4 below.

If school personnel maintain that it is dangerous for the child to be in the current placement (placement prior to removal to the interim alternative education setting) during the appeal, the school district may request an expedited due process hearing.

G. Students Not Yet Eligible for Special Education

If a student who has not been determined to be eligible for special education has engaged in behavior that violated any rule or code of conduct, the parent/guardian or the student may assert any of the protections provided for in this section, if school personnel had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

School personnel are considered to have knowledge that a student is a student with a disability if:

- a. the parent of the student has expressed concern in writing (or orally if the parent does not know how to write or has a disability that prevents a written statement) to personnel of the school department that the student is in need of special education and related services;
 - b. the behavior or performance of the student demonstrates the need for these services;
 - c. the parent of the student has requested an evaluation of the student; or
 - d. the teacher of the student, or other school personnel, has expressed concern about the behavior or performance of the student in accordance with the established special education referral system.
3. Exception: School personnel would not be considered to have knowledge if, as a result of receiving the information specified in a-d, the school had conducted an evaluation and determined that the student was not a student with a disability.
 4. If school personnel do not have knowledge that a student is a student with a disability prior to the suspension, the student may be suspended in the same manner as students without disabilities who engaged in comparable behaviors.
 5. Limitations:
 - a. If a request is made for an evaluation of a student during the time period in which the student is suspended, the evaluation must be conducted in an expedited manner.
 - b. Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
 - c. If the student is determined to be a student with a disability as a result of the evaluation, the student will be eligible to receive educational services during the period of the suspension or expulsion.

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H. Procedures for Recording Suspensions

Each principal (or designee) will be responsible for maintaining a suspension log for students with disabilities (Log of Suspensions).

At a minimum the log will include the student's name, type of infraction, date and length of suspension.

The principal (or designee) will notify the special education chairperson/504 coordinator assigned to the student of each suspension.

The special education chairperson/504 coordinator will be responsible for coordinating the principal (or designee) to ensure that all regulations related to the suspension of students with disabilities are followed.

AN ACT PROHIBITING THE PRACTICE OF HAZING

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follow: 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 less than one thousand dollars or by imprisonment in a house of correction of not more than one hundred days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly **endangers the physical or mental health of any student or other person**. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such 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 an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organizations.

ASBESTOS MANAGEMENT NOTIFICATION

In accordance with E.P.A. regulations, 40 CFR-763.83 the East Bridgewater Public Schools have been inspected for materials which contain asbestos. A copy of the management plan which includes the inspection results and location of A.C.M. (asbestos containing materials) is available in the main office of each school as well as the office of the superintendent of schools.

MEMORANDUM OF UNDERSTANDING BETWEEN THE EAST BRIDGEWATER SCHOOLS AND THE EAST BRIDGEWATER POLICE DEPARTMENT

This document states the intent of the East Bridgewater Schools and the East Bridgewater Police Department to engage in cooperative efforts aimed at the elimination of drugs, alcohol, and violence from the schools. Such cooperation is designed to bring about a comprehensive community response to the social and physical hazards of drug use and involvement and violence by students of the East Bridgewater Schools. Therefore, the Chief of Police with the support of the School Committee pledge to follow the agreed upon procedures for communicating criminal activity.

REPORTABLE ACTS

This memorandum of understanding concerns the reporting of mandatory reportable acts which include assaultive behavior, threats of serious bodily harm, indecent or sexual assaults, bomb threats, hate crimes, the possession of weapons, serious destruction of property, graffiti, or theft, a case where a student is believed to be under the influence of alcohol or drugs, a case where a student is believed to be in possession of or distributing any controlled substance, including but not limited to marijuana, cocaine, heroin or prescription drugs without a valid prescription, and conduct related to bullying where criminal charges may be pursued.

School personnel are not protected under any privilege statutes of the Commonwealth, and if called on to testify in court, they would be obligated to reveal any information relating to a crime, even if voluntarily confided to them by a student. (The term "school personnel" where used in the document includes administrators, faculty, and all support staff employed by the East Bridgewater School Department.)

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This memorandum of understanding also concerns the response of law enforcement agencies to criminal activity in a school setting.

PROCEDURES AND RESPONSIBILITIES

- 1.0 The School Superintendent designates the School Principal as the responsible school official in each school for handling all reportable acts. The Chief of Police designates the School Resource Officer or other police designee as the official responsible for handling all reportable acts. (The term “drugs” where used in this document, includes alcohol and controlled substances.)
- 2.0 All individuals who are involved in this memorandum of understanding agree to the following:
 - 2.1 All school personnel are under obligation to report any and all incidents of the use or possession of any drugs, including alcohol, by students to the School Principal.
 - 2.2 Every suspected pattern of use, possession, or distribution of drugs is to be reported immediately to the School Principal or his or her designee. The School Principal shall be responsible for reporting all of these incidents and observations to the School Resource Officer and the parents of the suspected offender in writing. The School Resource Officer shall inform the District Attorney’s Office of the incidents, and the appropriate cases shall be prioritized for prosecution.
 - 2.3 Any Student who is observed as, or has admitted to being under the influence of a drug, including alcohol, must be immediately escorted to the Principal, who shall immediately notify his or her parents, school nurse, and the School Resource Officer of the incident.
 - 2.4 All school personnel are under obligation to report any and all incidents of the use or possession of any dangerous weapons by students to the School Principal. The School Principal shall be responsible for reporting all of these incidents to the School Resource Officer. In the case of a dangerous weapon, as defined in Massachusetts General Laws Chapter 269, Section 10.
 - 2.5 All school personnel are under obligation to report any and all incidents of violence to the School Principal. The School Principal shall be responsible for reporting all serious incidents of violence to the School Resource Officer. A serious incident of violence shall include, but shall not be limited to, any actual assault, or threatened assault if deemed appropriate, involving at least one student against another student, teacher, administrator, or employee or member of the school community which involves the infliction or threat of serious bodily harm, or threatened harm if deemed appropriate.
 - 2.6 All school personnel are under obligation to report any and all incidents of bullying to the School Principal or his/her designee. The School Principal or his/her designee shall be responsible for reporting conduct related to bullying to the School Resource Officer where criminal charges may be pursued.

OTHER PROCEDURES

- 3.0 The Principal or his/her designee will turn over to the School Resource Officer all confiscated illicit drugs and paraphernalia and weapons on the day the violation took place and with a report. A written description of the confiscated material, which is signed and dated by the receiving police officer, will be given to the school official.
- 4.0 The Principal or his/her designee may report any illicit conduct, not outlined in Section 2.0 to the School Resource Officer. In such cases, students may be subject to disciplinary action and or prosecution in the normal course, but in addition may be eligible to be diverted from prosecution as deemed appropriate, by the District Attorney’s Office through the Plymouth County District Attorney Juvenile Diversion Program.

Any crime is a violation of school rules and is governed by this memorandum if it occurs in the school building, on school grounds, at school sponsored events, at school activities or events which may be conducted off school grounds, on school buses, and at or around the school bus stops, during loading and unloading procedures or on the way to or from school.

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- 5.0 The East Bridgewater Police Department's School Resource Officer will coordinate the Police Department's action in cases of students found to be in possession of drugs or drug paraphernalia committing criminal activity. The School Resource Officer will coordinate record-keeping functions for the Police Department.
- 6.0 The Principal of the school will report to the parents of the student and to the School Resource Officer all incidents of students found to be under the influence of drugs, including alcohol.
- 6.1 Reports of such incidents will be maintained by the East Bridgewater Police Department, as well as by the Principal.
- 7.0 The System Crisis Response Team shall meet at least once each school year for the purpose of reviewing policies and procedures contained herein and for the purpose of assessing conditions regarding school violence, illegal drug use and distribution of controlled substances.
- 8.0 The Principal, Assistant Principal, School Resource Officer, and shall establish regularly scheduled meetings to discuss the implementation and monitoring of this memorandum. The meetings shall occur monthly, unless by suggestion of the parties, it is necessary or appropriate to meet more frequently. The parties may also invite other officials (DCF, Probation) to participate as appropriate. To the extent permitted by law, the parties shall share information acquired during the roundtable meetings shall be confidential and subject to privacy restrictions by law.
- 8.1 The East Bridgewater Police Department, through the School Resource Officer, shall report the arrest for violation of any drug law or possession or use of a dangerous weapon involving any student in the East Bridgewater Schools to the Superintendent of Schools or the Principal of the student's respective school.
- 9.0 Every precaution shall be taken by school officials, the Police Department, and the Plymouth County District Attorney's Office to insure that the educational program of students is not disrupted.

Adopted June 2014

EDUCATIONAL REFORM LEGISLATION – 1993

Addendum

In accordance with the Educational Reform Legislation Act of 1993, the following policy regarding tobacco is in effect for all public school facilities and activities. The statute now states that all such policies "shall prohibit the use of tobacco products within the school buildings, the school facilities, or on school buses by any individual, including school personnel." Smoking rooms (for teachers, students, staff) smoking areas, etc. are no longer permitted, and the prohibition is intended to apply to any activity held on school property.

Addendum

The Educational Reform Act of 1993 gives principals the authority to recommend expulsion of any student who is found on school premises or at school-sponsored events in possession of a dangerous weapon or a controlled substance, or who assaults school personnel. Any student committing such a violation must receive a notice in writing of an opportunity for a hearing before the principal and can appeal to the superintendent within ten days from the date of the recommended expulsion. Also included is Chapter 71 Section 37H1/2 which deals with felony complaints against a student.

Department of Education, Revised
1994

Addendum

School department personnel are now required to file written reports on any incidents, regardless of whether or not they occur during school hours, involving a student's possession of a dangerous weapon on school premises. Principals receiving such reports file copies with the local chief of police, department of social services, school district office of student services, and the school committee. The filing of such a report triggers an assessment of the student, referral to a counseling program, and a follow up

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assessment.

Students transferring to a new district must provide that district with complete school records containing information on suspensions, violations of criminal acts, and incident reports filed against the student. These records are to be forwarded by the “sending” school.

Mass. Dept. of Ed.

8/93

UNIVERSAL PRECAUTIONS

Infectious diseases can spread easily. These suggestions will go far in protecting against the spread of all infections, whether they are spread by respiratory, intestinal, direct contact, or blood-borne routes.

HANDWASHING IS THE FIRST LINE OF DEFENSE AGAINST THE SPREAD OF INFECTIONS. Emphasize hand washing practice within a daily routine – especially at the following times:

BEFORE eating or handling food

AFTER contact with any nose, throat, or eye secretions

AFTER going to the bathroom

AFTER contact with body fluid (blood, mucus, feces, vomit, etc.)

AFTER cleaning areas contaminated with bodily fluid

AFTER handling pets or their equipment

3. **SANITIZATION RECOMMENDATIONS:**

Commonly used surfaces and equipment should be sanitized with a standard bleach solution (standard solution: small amount – 1 tablespoon household bleach in a quart of water; large amount – 1/4 cup of bleach in a gallon of water). Make the solution fresh daily and keep in a spray bottle out of children’s reach. This can be used on eating tables, countertops, desks, toys, equipment, bathrooms, sinks, etc. ... Air dry.

4. **PERSONAL ITEMS**, e.g. eating utensils, towels and washcloths, hats, combs, etc., should not be shared. Such items should be stored so that used surfaces are not in contact with other children’s personal items.

5. **DISPOSE** of all used tissues, paper towels, and disposable gloves in a lined, covered container which is kept away from food and common working areas.

6. **SNEEZE AND COUGH** toward the floor and away from other people. Use a tissue if possible but always wash your hands after sneezing or coughing.

7. **BLOOD PRECAUTIONS:**

You should consider using disposable gloves when contact with a large amount of blood is anticipated, particularly if you have open cuts or scrapes on your hands. In an emergency, it is not necessary to delay first aid while getting gloves. You should complete any emergency first aid using a barrier, such as a towel or a piece of clothing, between you and the blood. Wash your hands immediately after giving the required first aid. If blood has been spilled, you should consider wearing gloves for the clean-up of the bloodied area. Disinfect the affected area with a strong bleach solution of 1 part bleach to 10 parts water. Dispose of gloves and paper towels in a lined, covered container. Whether or not you wore gloves, **WASH YOUR HANDS** thoroughly with soap and water. Bloody clothing should be sealed in a plastic bag and sent home for the family to launder.

REMEMBER – WASH YOUR HANDS!!!

NON-DISCRIMINATION POLICY

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If you should have questions about this policy, please contact Dr. Gina Williams, Assistant Superintendent. She has been designated to respond to your inquiries and to be the school department’s Title I, Title IX, and Harassment Officer. Dr. Williams can be reached at 143 Plymouth Street, East Bridgewater, Massachusetts 02333 or by phone at (508) 378-8200.

EAST BRIDGEWATER PUBLIC SCHOOLS STUDENT HARASSMENT POLICY

The East Bridgewater Public Schools is committed to maintaining a work and educational environment free from all forms of harassing conduct. Harassment of others based on race, color, religion, sex, national origin, sexual orientation, or disability will not be tolerated in the East Bridgewater Public Schools. We expect all employees, students, contracted vendors, and other members of the school community to conduct themselves in an appropriate manner with respect, dignity, courtesy, and fair treatment for all individuals. Persons who engage in harassment will be subject to discipline, including, but not limited to, reprimand, detention, suspension, termination/expulsion, or other sanctions as determined by the school administration. Each member of the school

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community has a responsibility to ensure that harassment does not occur. In addition, staff is reminded that any incident involving alleged or suspected sexual abuse of a student shall immediately be reported to an administrator or guidance counselor for referral to the appropriate agencies.

DEFINITION: Harassment is defined as conduct that is sufficiently severe or repetitive so as to: unreasonably interfere with an individual's work or educational performance,
or
create an intimidating, hostile, or offensive work or educational environment.

Harassment on the basis of race, color, religion, sex, national origin, sexual orientation, or disability includes verbal or physical conduct which may or does unreasonably offend, denigrate, or belittle any individual because of any of the characteristics described above. Such conduct includes, but is not limited to, unsolicited remarks, jokes, comments, innuendoes, gestures, or the display or circulation of written materials or pictures derogatory to either gender, or to racial, ethnic, religious sexual orientation, or disabled individuals or groups.

In addition, sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when:

submission is made either explicitly or implicitly a term or condition of a student's participation in school programs or activities;

submission to, or rejection of, such conduct by an individual is used as the basis for educational decisions affecting such individual;

such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working/educational environment.

POLICY

It is the policy of the East Bridgewater Public Schools to maintain a learning and working environment that is free from harassment.

No employee or student of the district should be subjected to harassment of any kind. It shall be a violation of this policy for any member of the East Bridgewater school community, whether student or staff, to harass any other member of the school community through conduct or communications of a harassing nature as defined in Section I.

Each administrator shall be responsible, within his/her school or office, for promoting an understanding of and assuring compliance with state and federal laws, and with school committee policy and procedures governing harassment.

Violations of this policy will be cause for disciplinary action up to and including termination or expulsion.

COMPLAINT PROCEDURES

Anyone who feels he/she has been harassed as defined above should speak to or send a note to any school staff person he/she trusts (such as a teacher, nurse, counselor, or principal), should tell his/her parents who then should notify school personnel. The school staff person who is notified will immediately report the complaint to his/her principal who will immediately notify the Harassment Officer: Marie Grable, 11 Plymouth Street, East Bridgewater, MA 02333, 508-378-8200. Ms. Grable is the Title I and Title IX Coordinator, the Harassment Officer and the 504 Coordinator. The assistant principal will investigate all claims of harassment, or in cases which are appropriately handled informally, will assign the investigation to the principal and either the assistant principal or a guidance counselor. The confidentiality of all parties will be maintained as much as possible and to the extent consistent with the school's obligation under state and federal law. Complaints of harassment should be initiated as promptly as possible.

INFORMAL PROCEDURES

It is sometimes possible to investigate and resolve claims of harassment through an informal process. Examples of an informal process include:

- Bringing the two parties together and helping the complainant to voice his/her objections and securing assurances that the offensive behavior will stop.
- Helping the complainant write his/her objections in a letter to the perceived offender and requiring the behavior to stop.
- Securing an apology from the perceived offender in either oral or written form.

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- Bringing resolution that is satisfactory to both parties through other informal means.
- Taking disciplinary action.

An informal procedure may be preferable in certain circumstances to a more extensive and involved investigation. However, any of the involved parties may request a more formal investigation at any time. Also, based on the seriousness of the charge, the harassment officer may decide that a formal investigation is most appropriate. The informal procedure will be completed within five school days. Within this time, the principal or harassment officer (whoever is investigating the allegation) will notify all involved parties of the results of the informal process. Resolution of the situation may or may not occur as a result of the informal process. If all parties feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken unless there is a reoccurrence of the kind of conduct involved. If any of the parties feel that resolution has not been achieved, participants will engage in the formal procedure. Investigative deadlines may be extended under extenuating circumstances such as illness or an excessive number of individuals to interview.

FORMAL PROCEDURES

A formal investigation is initiated when any one of the following three criteria are met:

Any of the parties involved requests the formal procedure.

The harassment officer requests the formal procedure due to the seriousness of the allegations or to repeated behavior.

Any one of the parties involved in the informal process feels that the informal procedure was either inadequate or unsuccessful.

The formal procedure will normally be completed within 15 school days. During this time the harassment officer will:

Document the allegations in written form with sufficient detail to conduct a formal investigation.

Conduct an investigation of the complaint and prepare a written report including a summary of the investigation and of interviews with all individuals reasonably believed to have relevant information: the complainant, the respondent, his/her parents (if appropriate and the student is under the age of 18), witness, and anyone else who may have been the victim of similar conduct; and a description of any recommendations proposed by the harassment officer as a result of the investigation.

Provide copies of the written report to both the person who makes the complaint and the perceived offender.

All documentation of harassment grievances will be kept on file with the assistant superintendent, regardless of whether the investigation is handled through formal or informal procedures.

APPEALS

A party may appeal the harassment officer's decision in writing to the superintendent within ten (10) school days of the receipt of the findings of the formal procedure. The harassment officer's decision will be reviewed to ensure adequacy of the investigations and conclusions. Parties will be given an opportunity to submit additional relevant information. The superintendent will make a decision and provide it in writing to involved parties within fifteen (15) school days.

RETALIATION

Retaliation in any form against any person who has filed a complaint of harassment or assisted in an investigation of such a complaint will not be tolerated. No individual is to be subjected to any form of coercion, intimidation, retaliation, or discrimination as a result of filing or cooperating with the investigation of a complaint of harassment. The consequences for retaliation will be the same as for harassment. On the other hand, intentional false accusations of harassment will not be tolerated and could result in legal action against the complainant by the person falsely accused.

NOTIFICATION

Notice of this policy will be circulated to all schools and departments of the East Bridgewater Public Schools and included in staff and student handbooks. It will be posted in the central office and in the main offices and guidance offices of the middle school and high school. Training sessions on this policy and on the prevention of harassment, including sexual harassment, shall be held for teachers, administrators, and students in all schools.

School Committee Approved: June 26, 1997

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EAST BRIDGEWATER SCHOOL COMMITTEE POLICY: PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

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

At the beginning of each school year all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The superintendent of schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

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

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

Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the superintendent of schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the superintendent for review of the issue. The superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the superintendent's decision may send a written request to the school committee for review of the issue. The school committee will review the issue and give the parent/guardian a timely written decision preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute. The superintendent of schools will distribute a copy of this policy to each principal by September 1 of each year.

Policy adopted: June 26, 1997

ACCEPTABLE USE POLICY EAST BRIDGEWATER JUNIOR-SENIOR HIGH SCHOOL

I. Introduction

In accordance with the Children's Internet Protection Act, the East Bridgewater Public School District has revised its Acceptable Use Policy to comply with all federal requirements. This includes an Internet Safety Policy and a description of the Technology Protection Measure in place. In addition, the policy addresses general network acceptable use.

II. Rationale/Philosophy

The East Bridgewater Public School District offers Internet access at each school. The sole purpose of this Internet access is to support education and research by providing students, teachers, and staff with access to unique resources and an opportunity for collaborative work. All uses of East Bridgewater's Internet access (like all other uses of East Bridgewater's computer facilities) must be in support of and consistent with these educational objectives.

The sole purpose of providing Internet access to the District is to further educational and administrative goals. The District staff and parents/guardians are responsible for conveying and discussing responsible behaviors associated with Internet access with their students and children. In accordance with the CIPA law, the staff is also responsible for monitoring student use of the Internet in their classrooms. However, ultimately, the student is responsible and accountable for all activities conducted while on-line. Parents must grant permission for their child to independently use the Internet with teacher supervision. Parents have the option of requesting that their children do not have access to the Internet.

III. Technology Protection Measure

The East Bridgewater Public School System is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, gender, gender identity or homelessness.

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Each school has a device called a “firewall” that protects the students from seeing inappropriate materials and prevents unauthorized individuals from gaining access to our network. The firewall is regularly updated to block new sites that are offensive or objectionable. However, families should be aware that students, in rare instances, might gain access to inappropriate materials in spite of our hardware filtering precautions and teacher monitoring due to the global and ever expanding nature of the Internet. Therefore, the acceptable use behaviors outlined below must be adhered to.

IV. Guidelines and Procedures for Internet and Network Access

A. General

- The Internet connection will be used for educational and administrative purposes only.
- To remain eligible, users must support and adhere to the educational goals and objectives of the District.

B. Students

COMMUNICATION

The following provide communication within our learning community:

PUBLIC ADDRESS - Announcements are made during designated periods unless necessary.

VIKING VOICE - The student newspaper is published throughout the year. This student-run publication delivers news, sports, features, and editorials.

VIKING STUDENT/PARENT GUIDE - EBJSHS Student/Parent Guide is available on the district website, www.ebps.net

EBJSHS PROGRAM OF STUDIES - Included in the Program of Studies are course selection information, promotion/graduation requirements, and class rank details. A copy of the Program of Studies is available on the high school website, in the Guidance section.

REPORT CARDS / PROGRESS REPORTS (See page 49)

SCHOOLBRAINS - Schoolbrains is an online tool intended to help increase communication between the school and home. Instructions on how to access the Schoolbrains portal will be mailed home over the summer.

PARENT/TEACHER CONTACT - Parents are encouraged to call staff members to discuss students’ work or to make appointments. The staff similarly is encouraged to communicate with parents.

GUIDANCE BULLETIN BOARD - The guidance bulletin board is located in the guidance suite. It provides information about opportunities related to colleges, careers, and military service.

WEBSITE - The school website contains a wide range of contact, event, and departmental information and is updated on a regular basis. The school’s website may be accessed through www.ebps.net.

EAST BRIDGEWATER JUNIOR-SENIOR HIGH SCHOOL PARENTS’ PAGE

This page may serve as a reference guide for parents. For information not included in the student guide, please call any high school administrator or the guidance department. The high school administration, teachers, and guidance counselors encourage and appreciate parent communication (telephone numbers are available through the school website). Please telephone or make an appointment when you have a concern or need to discuss any important matter relating to your son/daughter.

Homework: Teachers assign homework regularly for most courses. Learning centers should be used for homework, research, and review. Homework will vary with the level of difficulty of the course. Some students may have only 1/2 hour per night, others may need to study several hours.

Progress Reports: Progress reports are issued through the iParent portal four times a year. These progress reports can alert a parent to the need for make-up, concern for excessive absence, need for additional study time or extra help as well as stating satisfactory progress. Parents are encouraged to call the guidance department to arrange counselor or teacher meetings when concerns arise.

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Report Cards: Report cards are issued to all students four times per year. They are given to students at the end of term 1 (the fourth week in November) and the end of term 3 (fourth week in April). Semester one and semester two report cards (final grades) are mailed to the students' home.

Guidance: The guidance department is located on the first floor of the high school. Entrance is through the library area. There are three guidance counselors. Each student is assigned the same counselor for all four years. Students are assigned alphabetically to a counselor. Parents are invited and encouraged to call or meet with guidance counselors. Early intervention, with the school and home working together, can ensure academic success. Guidance counselors also provide counseling to students in regard to personal, family, and emotional concerns, as well as academic assistance. Visit the guidance webpage at www.ebps.net/highschool/, Guidance tab.

Career and College Plans: Students are encouraged to begin planning their after high school career or education during their sophomore year. There are many reference materials in the guidance office that can also provide career information. The college search process should begin in the junior year. Guidance counselors assist students with applications for admission and financial aid. College applications should be completed by December of the senior year. For a timeline reference go to www.ebps.net/highschool/, Guidance tab. Find the timeline link as well as many other important links on the guidance home page.

Extended Absence: If a student is absent due to serious illness for two or more weeks, arrangements may be made through the guidance counselor for a home tutor. This process will require medical verification. If a student expects to be absent for more than three days, but less than two weeks, homework will be provided. A parent may call the high school office and request homework in these circumstances (twenty-four hour notice is needed). The homework may be picked up in the main office.

Absence and Tardy Policy: Absence remains the single greatest cause of academic failure. The administration urges parent cooperation with school policies regarding absence. Tardiness to class creates the same problem as an absence, as the student misses instruction. There are NO "SKIP DAYS" and NO DISMISSALS DURING EXAM WEEKS. Vacation trips during school weeks are discouraged as they inevitably impact course grades in a negative way.

Dismissals: Students are dismissed only for doctor and dentist appointments and verified emergency situations. Please do not ask to have a student dismissed for hairdresser appointments, dress fittings, car repair, babysitting, or work. Each school day is planned as an educational opportunity. Learning centers are beneficial as a time to do homework, library research assignments, meet with counselors, or complete general study work. Assemblies are thoughtfully planned to balance entertainment with education. Students should not request dismissal because they "don't have any work to do today." This is inaccurate.

JUNIOR-SENIOR HIGH SCHOOL PARENT SUPPORT GROUPS

East Bridgewater Junior-Senior High School is fortunate to have several active parent support groups. The high school would not be able to have the quality extracurricular programs that are maintained if these dedicated groups did not exist. Please consider joining, or assisting one of these groups. Any help that you can give will always be appreciated.

Contact Person

Telephone

MUSIC PARENTS ASSOCIATION

Music Director, Ray Ponte

508-378-5810

SPORTS PARENTS ASSOCIATION

Athletic Director, Patrick Leonard

508-378-5850

SPECIAL NEEDS PARENT ADVISORY COUNCIL

Pupil Personnel Director, James Robbins

508-378-5962

SCHOOL COUNCIL

Co-chairperson, Brian Duffey

508-378-5800

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ACTIVITIES

Art Club	Band
Chorus	Drama Club
EBCTV	French Club
Viking Saga (Literary Magazine)	SADD
Key Club	National Honor Society
STAND	Torch (School Yearbook)
Poetry Club	D.E.C.A.

ATHLETICS

Baseball	Basketball (M&F)
Cheerleading	Cross Country (M&F)
Field Hockey	Football
Golf	Ice Hockey
Soccer (M&F)	Softball
Spring Track & Field (M&F)	Winter Track & Field (M&F)
Lacrosse (M&F)	Tennis

STUDENT GOVERNMENT

Student Senate
All students must pass:

ENGLISH	20 credits
MATHEMATICS	15 credits
SOCIAL STUDIES	15 credits (<i>5.0 credits in U.S. History</i>)
SCIENCE	15 credits
PHYSICAL EDUCATION	10 credits
FINE AND/OR APPLIED ARTS	10 credits(<i>Fine Arts may include courses from music, drama or visual arts. Applied Arts may include multimedia, tech- nology education, and business</i>)
ELECTIVES	25 credits
TOTAL	110 credits

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Academic Calendar (2017 - 2018)

No School, PD Day	8/28-8/29/17
Labor Day, No School	9/1-9/4/17
Senior Parent Night	9/19/17
Freshman Dinner	9/18/17
Jr. College Tours	9/TBD/17
SAT	10/7/17
Individual Underclass/Staff Photos	10/3/17
Term 1 Progress Report Upload	10/6/17
Columbus Day	10/9/17
Early Release Days	10/12/17-10/13/17
Parent Curriculum Night	10/12/17
Balfour Ring Night	10/12/17
MCAS ELA Retest	11/8/17-11/14/17
Term 1 Ends	11/3/17
SAT	11/4/17
ASVHAB Test	11/15/17
MCAS Math Retest	11/15/17-11/17/17
Report Cards Issued By	11/9/17
Veteran's Day, No School	11/10/17
Early Release, 10:50 a.m.	11/22/17
Thanksgiving Break	11/23/17-11/24/17
Blood Drive	12/1/17
Christmas on the Common	12/2/17
SAT	12/2/17
Term 2 Progress Report Upload	12/8/17
HS Winter Concert	12/6/17
MS Winter Concert	12/14/17
CS Winter Concert-Aud. 8:30-11:30 a.m.	12/19/17
Winter Break	12/25/17-1/1/18
Career Day	1/12/18
Early Release, 10:50 a.m	1/12/18
Martin Luther King Day	1/15/18
Semester 1 Final Exams	1/16/18-1/19/18
Term 2 Ends	1/19/18
Semester 2 Begins	1/22/18
Report Cards Mailed By	1/26/18
Biology MCAS	2/5/18-2/6/18
Evening of Jazz EBJSHS Aud.	2/TBA/18
Winter Break	2/19/18-2/23/18
No School- PD	2/26/18
Jr. College & Career Panel	3/1/18
Term 3 Progress Report Upload	3/1/18
MCAS ELA Retest	2/28/18-3/2/18
NHS Dodgeball Tournament	3/TBA/18
MCAS Math Retest	3/5/18-3/7/18
Parent Conferences 7-12, Early Release	3/8/18-3/9/18
SAT	3/10/18
March Madness	3/12/18-3/16/18
Mr. EBHS	3/16/18
MCAS Long Comp/ELA	3/27/18
MCAS ELA Reading Comp.	3/28/18-3/29/18
Good Friday, No School	3/30/18
HS Spring Concert	4/4/18
Term 3 Ends	4/6/18
Report Cards Issued By	4/13/18
Spring Break	4/16/18-4/20/18
MS Spring Concert	4/22/18
Junior Prom	5/4/18
Term 4 Progress Report Upload (12)	5/4/18
AP Exams	4/30/18-5/10/18
Credit for Life Fair	5/11/18
SAT	5/5/18
Term 4 Progress Report Upload (9-11)	5/18/18
MCAS Math	5/23/18-5/24/18

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Senior Prom	5/24/18
Senior Final Exams	5/21/18-5/25/18
Early Release, 10:50 a.m	5/25/18
Marks Close for Seniors	5/25/18
Memorial Day, No School	5/28/18
Senior Honors & Awards Night	5/30/18
Senior Banquet	5/31/18
Last Day for Seniors (tentative)	6/1/18
SAT	6/2/18
Graduation	6/1/18
MCAS STE	6/6/18-6/7/18
Celebration of Accomplishment	6/11/18
8th Grade Dinner Dance	6/TBA/18
Grades 9-11 Final Exams (tentative)	6/11/18-6/14/18
Marks close (9-11) Tentative	6/14/18
8th Grade Celebration	6/TBA/18
Last Day of School	6/14/18
Last Day With 5 Cancellations	6/21/18

Final report cards will be mailed home

STUDENT HANDBOOK CHANGES

Guidance (p. 36)

Add:

EAST BRIDGEWATER JUNIOR/SENIOR HIGH SCHOOL PROGRAM ACCELERATION POLICY (see text on page 36)

School Bus Transportation Guidelines and Regulations (p. 50)

Change:

The fee is \$125.00 for the first student, \$65.00 for the second student, and \$35.00 for the third student with a family maximum of \$225.00. Bus fees are due by July 1st in order to establish the most accurate bus routes for the school.

Suspension Policy (p. 53)

Delete:

Any student facing possible suspension will be accorded due process. Every effort is made to contact a parent by telephone as soon as possible when a student is suspended. Parents are requested to furnish a telephone number at their place of employment so that the school may reach them if necessary.

Add: (see text on page 54)

Memorandum of Understanding (p. 61)

Update to new MOU (see text on page 61)

EAST BRIDGEWATER PUBLIC SCHOOLS

Contact Information

143 Plymouth Street
East Bridgewater, MA 02333
508-378-8200

Elizabeth L. Legault
Superintendent of Schools

Gina Williams
Assistant Superintendent

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violation of the guidelines posted by the service provider.

- violation of the copyright laws to online materials.
- plagiarism of materials taken from the Internet.

political lobbying.

participation in commercial activities and/or product advertisements, that are not directly related to the educational purposes of the East Bridgewater Public Schools.

unauthorized access to other computer systems, including attempts to login to a person's e-mail and network account.

VI. District Limitation of Liability

The East Bridgewater Public School System makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the network will be error-free or without defect. The district will not be responsible for any damage users suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising from the unauthorized use of the network. Any commercial use of the Internet is prohibited. When using the network, the user agrees to take full responsibility for his/her actions. The East Bridgewater Public Schools will not be held liable for the actions of anyone connecting to the Internet through its network.

VII. Due Process

The use of the Internet is a privilege, not a right. Inappropriate use may result in a revocation of this privilege, and/or disciplinary or legal action. Disciplinary actions will be tailored to meet specific concerns related to the violation. If the alleged violation also involves a violation of other provisions of the student handbook, the violation will be handled in accordance with the applicable provision of the student handbook. The principal will decide on the appropriateness, and the decision of the principal is final.

NOTE: All files and messages created on school equipment or messages sent or retrieved over the network or Internet, are the property of the East Bridgewater Public Schools. E-mail messages are also the property of the school department and should not be considered confidential, consistent with the Electronic Communications Privacy Act. The district will cooperate fully with local, state or federal officials in any investigation concerning any illegal activities conducted through the district's network.

East Bridgewater Junior-Senior High School Bullying, Cyber-Bullying, and Retaliation Policy

East Bridgewater Junior-Senior High School is committed to maintaining a school environment where students are free from bullying, including cyber-bullying, the effects of such conduct, and retaliation.

A. Definitions

Bullying is conduct that is repeated by one or more students and targets another student, causing one or more of the following:

- physical or emotional harm to the targeted student or damage to his/her property;
- placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property;
- a hostile environment at school for the targeted student;
- infringement on the rights of the targeted student at school; or
- material and substantial disruption to the educational process or the orderly operation of the school.

Bullying generally involves "picking on" a student over time and may include conduct such as hitting and shoving; pressuring a student into taking an action he/she does not wish to take; words that involve threats, teasing, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying is bullying through use of cell phones, computers, or other technology and may include conduct such as sending derogatory, harassing, or threatening email messages, instant messages, text messages, or blogs; creating websites or blogs that make fun of, humiliate, or intimidate others; and posting or sending embarrassing or inappropriate pictures or images of others. It may also include creating a website, blog, or posting by which the creator/author impersonates another person.

Hostile Environment is a circumstance in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education. The targeted student becomes so concerned about bullying that he/she is unable to participate in, and concentrate on, academic and other school activities.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides

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information during an investigation of bullying, or witnesses or has reliable information about bullying. It involves a student “getting back at” another student because of a belief that the student reported bullying or provided information about it to an adult or others who may help the targeted student.

B. Acts of Bullying (Including Cyberbullying) and Retaliation are Prohibited

The East Bridgewater Public Schools prohibit bullying (including cyber-bullying) and retaliation as defined above both at school and under the following circumstances:

on school grounds or any property next to school grounds;
at the bus stop or on school buses or any other school vehicle;
at any school-sponsored, or school-related activities, functions or programs;
through use of any school computers, Internet connection or other school based technology;
at a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school, or otherwise disrupts the orderly operation of a school.

C. How to Report Bullying

Students who believe that they are targets of bullying, cyber-bullying or retaliation, or who know about bullying or cyber-bullying conduct should report the conduct to the assistant principal. Students may also report the conduct to a teacher, guidance counselor, or other school staff member, who will in turn report the incident to the assistant principal.

D. Addressing Concerns Regarding Bullying

The principal or his/her designee will be responsible for taking steps to investigate and otherwise address reports of bullying, cyber-bullying, and retaliation. Students who engage in bullying, cyber-bullying, or retaliation will be subject to discipline by the principal or assistant principal, subject to any procedural requirements. In making disciplinary decisions, the principal/assistant principal will consider both the need for accountability and the importance of teaching appropriate behavior. The range of disciplinary action that may be taken includes, but is not limited to:

verbal warning;
written warning;
reprimand;
detention;
short-term or long-term suspension; or expulsion from school

In addition to taking disciplinary action, the principal/designee will report conduct relating to bullying, cyber-bullying, and retaliation to local law enforcement if the principal/designee believes that criminal charges may be pursued.

Nothing in this handbook provision is intended to prevent school staff and/or school committee from addressing and taking disciplinary action against a student for conduct that does not meet the definition of bullying/cyber-bullying or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

E. Closing a Complaint Regarding Bullying

In the event school staff determines that bullying, cyber-bullying, or retaliation, as defined in this handbook provision, has taken place, the principal or designee will, in addition to taking disciplinary action:

Notify the aggressor’s parent or guardian.

Inform parents of the targeted student of the steps that have been taken to prevent further acts of bullying; cyber-bullying or retaliation to the extent consistent with applicable legal restrictions.

Notify law enforcement if the principal/designee believes that criminal charges against the aggressor may be pursued.

The above language is intended to be consistent with the East Bridgewater Public Schools’ policy addressing bullying. A copy of the complete policy is available at the district’s website: www.ebps.net.

Adopted March 24, 2011

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EAST BRIDGEWATER JUNIOR-SENIOR HIGH SCHOOL PARENTS' PAGE

This page may serve as a reference guide for parents. For information not included in the student guide, please call any high school administrator or the guidance department. The high school administration, teachers, and guidance counselors encourage and appreciate parent communication (telephone numbers are available through the school website). Please telephone or make an appointment when you have a concern or need to discuss any important matter relating to your son/daughter.

Homework: Teachers assign homework regularly for most courses. Learning centers should be used for homework, research, and review. Homework will vary with the level of difficulty of the course. Some students may have only 1/2 hour per night, others may need to study several hours.

Progress Reports: Progress reports are issued through the iParent portal four times a year. These progress reports can alert a parent to the need for make-up, concern for excessive absence, need for additional study time or extra help as well as stating satisfactory progress. Parents are encouraged to call the guidance department to arrange counselor or teacher meetings when concerns arise.

Report Cards: Report cards are issued to all students four times per year. They are given to students at the end of term 1 (the fourth week in November) and the end of term 3 (fourth week in April). Semester one and semester two report cards (final grades) are mailed to the students' home.

Guidance: The guidance department is located on the first floor of the high school. Entrance is through the library area. There are three guidance counselors. Each student is assigned the same counselor for all four years. Students are assigned alphabetically to a counselor. Parents are invited and encouraged to call or meet with guidance counselors. Early intervention, with the school and home working together, can ensure academic success. Guidance counselors also provide counseling to students in regard to personal, family, and emotional concerns, as well as academic assistance. Visit the guidance webpage at www.ebps.net/highschool/, Guidance tab.

Career and College Plans: Students are encouraged to begin planning their after high school career or education during their sophomore year. There are many reference materials in the guidance office that can also provide career information. The college search process should begin in the junior year. Guidance counselors assist students with applications for admission and financial aid. College applications should be completed by December of the senior year. For a timeline reference go to www.ebps.net/highschool/, Guidance tab. Find the timeline link as well as many other important links on the guidance home page.

Extended Absence: If a student is absent due to serious illness for two or more weeks, arrangements may be made through the guidance counselor for a home tutor. This process will require medical verification. If a student expects to be absent for more than three days, but less than two weeks, homework will be provided. A parent may call the high school office and request homework in these circumstances (twenty-four hour notice is needed). The homework may be picked up in the main office.

Absence and Tardy Policy: Absence remains the single greatest cause of academic failure. The administration urges parent cooperation with school policies regarding absence. Tardiness to class creates the same problem as an absence, as the student misses instruction. There are NO "SKIP DAYS" and NO DISMISSALS DURING EXAM WEEKS. Vacation trips during school weeks are discouraged as they inevitably impact course grades in a negative way.

Dismissals: Students are dismissed only for doctor and dentist appointments and verified emergency situations. Please do not ask to have a student dismissed for hairdresser appointments, dress fittings, car repair, babysitting, or work. Each school day is planned as an educational opportunity. Learning centers are beneficial as a time to do homework, library research assignments, meet with counselors, or complete general study work. Assemblies are thoughtfully planned to balance entertainment with education. Students should not request dismissal because they "don't have any work to do today." This is inaccurate.

HIGH SCHOOL PARENT SUPPORT GROUPS

East Bridgewater Junior-Senior High School is fortunate to have several active parent support groups. The high school would not be able to have the quality extracurricular programs that are maintained if these dedicated groups did not exist. Please consider joining, or assisting one of these groups. Any help that you can give will always be appreciated.

Contact Person

Telephone

MUSIC PARENTS ASSOCIATION

Music Director

508-378-5810

SPORTS PARENTS ASSOCIATION

Athletic Director

508-378-5850 SPECIAL NEEDS PARENT ADVISORY COUNCIL

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Assistant Superintendent, Gina Williams
Co-chairperson,

508-378-5962 SCHOOL COUNCIL
508-378-5800

STUDENT DISCIPLINE SUSPENSIONS

The East Bridgewater Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 37H, 37 H1/2 and 37 H 3/4 and 603 CMR 53.00 *et seq.*

IN-SCHOOL SUSPENSION PROCEDURES (when available):

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or his/her designee.
East Bridgewater High School – Student Handbook

The principal or designee shall notify the superintendent of an exclusion imposed on a student enrolled in kindergarten through grade 3 prior to such exclusion taking effect, describing the alleged misconduct and reason for exclusion.

Notice of In-School Suspension:

The principal or his/her designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or his/her designee determines that the student committed the disciplinary offense, the principal or his/her designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or his/her designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or his/her designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the length of the in-school suspension, and inviting the parent to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent Meeting:

The principal or his designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or his/her designee is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

No Right to Appeal:

The decision of the Principal or his/her designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

OUT-OF-SCHOOL SUSPENSION PROCEDURES: Due Process Procedures for Out-of-School Suspensions:

There are two types of out-of-school suspensions, “short-term suspensions” and “long-term suspensions. principal or his/her designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense.

If the consequence may be long-term suspension from school, the principal or his/her designee shall afford the student, additional rights as described below, in addition to those rights afforded to students who may face a short- term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

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Notice for Any Out-of-School Suspension:

Prior to suspending a student, the Principal or his/her designee will provide the student and the Parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the Parent(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the principal or his designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the principal:
 - 1. the rights set forth in 603 CMR 53.08(3)(b) ; and
 - 2. the right to appeal the principal's decision to the superintendent.

The principal or his/her designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal or his/her designee will document reasonable efforts to include the parent. The principal or his/her designee is presumed to have made reasonable efforts if the principal or his/her designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

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

Emergency Removal of Student:

Under certain emergency circumstances, it may not be practical for the principal or his/her designee to provide prior oral and written notice before removing a student from school. The principal or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or his/her designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)(b);
- (b) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);
- (c) Provide the student an opportunity for a hearing with the principal or his/her designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
- (d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A principal will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

SHORT-TERM SUSPENSION PROCEDURES:

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal, or his/her designee, may, in his or her discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the Principal or his/her designee with the following process:

Principal Hearing - Short-term Suspension:

The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the

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basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) Based on the available information, including mitigating circumstances, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

(c) The principal or his/her designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

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(d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

No Right to Appeal:

The decision of the Principal or his/her designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

LONG-TERM SUSPENSION PROCEDURES:

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or his/her designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H 1/2, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or his/her designee with the following process

Principal Hearing - Long-term Suspension:

The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension.

The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
4. the right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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(c) The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(d) Based on the evidence, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or his/her designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal or his/her designee decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:

a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

(d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

Superintendent's Appeal Hearing:

(1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.

The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

(3) The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

(4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

(5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

(6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.

(7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

A parent conference (re-entry meeting) with the Principal or his/her designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

EXCLUSION/EXPULSION:

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section,

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37H. The grounds for exclusion or expulsion include but are not limited to the following:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.
- f. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

FELONY COMPLAINT OR CONVICTION:

Pursuant to Massachusetts General Laws Chapter 37 H 1/2, the following procedures shall be implemented for students charged with or convicted of a felony:

- a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.
- b. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.
- c. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
- d. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.
- e. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make

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up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal. f. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

SCHOOL-WIDE EDUCATIONAL SERVICES PLAN:

The School-Wide Educational Services Plan for each school is found on the district website. Written copies are available at the Superintendent's Office located at 143 Plymouth St. , East Bridgewater, MA

ELIGIBILITY TO PARTICIPATE IN SCHOOL ACTIVITIES AND EVENTS

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at East Bridgewater Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at East Bridgewater Public Schools is limited to students who are currently enrolled in and attending East Bridgewater Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H 3/4 (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.

The East Bridgewater Public School System is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, gender, gender identity or homelessness.

The contents of all East Bridgewater school publications are available upon request in languages other than English.