

WEST BRIDGEWATER MIDDLE/SENIOR HIGH SCHOOL
155 WEST CENTER STREET
WEST BRIDGEWATER, MA 02379
www.wbridgewaterschools.org
(508) 894-1220
(508) 894-1226 (fax)

SCHOOL DIRECTORY
2011-2012

SCHOOL COMMITTEE

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Mrs. Molly Smith	508-588-6220	molly@raisingsuccessfulkids.com

OFFICE OF THE SUPERINTENDENT

508-894-1230

Office Hours: 8:00 a.m. – 4:00 p.m.

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Ms. Sarah Amaral Smith, Business Manager	ssmith@wbridgewater.com

ADMINISTRATION

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West Bridgewater Middle Senior High School Faculty and Staff

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Science Department

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Secretaries

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District Mission Statement.

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

Middle/Senior High School Mission Statement

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

Academic Expectations

The student will be expected to:

- Read actively and critically for a variety of purposes
- Write effectively
- Listen effectively and critically
- Communicate clearly in speech
- Identify and utilize a variety of resources for obtaining information
- Employ multiple strategies in reasoning and problem solving

Civic and Social Expectations

The student will be expected to:

- Develop leadership and teamwork skills for school, work, and community life.
- Identify the rights and responsibilities necessary to become a contributing member of society.
- Develop awareness of individual and cultural differences.
- Balance the demands of academic responsibility with social and extracurricular activities and employment

The West Bridgewater Public Schools do not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability

ABSENCES – If a student is absent from school, it is expected that a parent/guardian will notify the school. The school prefers that the parent/guardian call the school (508- 894-1220) the morning of the absence between 7 a.m. and 9 a.m. If this call is not made, the school will attempt to reach the parent/guardian either at home or at work. The student must bring a note from the parent/guardian to school the following day verifying the absence. If a student is absent from school without the permission of a parent/guardian, he/she will be considered truant.

ABSENCES FOR EXTENDED PERIODS OF TIME - If a student is going to be absent for several days for medical or legal reasons, that student may request, prior to the absence, a list of assignments to be completed from his/her teachers. If there is no prior knowledge of the extended absence, we ask parents to contact the school office to request a list of assignments so that the work can be completed at home. The school requires a minimum notice of one day to compile the list of assignments. (See Attendance Policy)

Because the school does have a policy regarding the number of days a student may be absent, and because a violation of this policy could seriously impact the child’s promotion to the next grade and course credit in the High School, we ask parents to submit a doctor’s note to the school principal in the case of extended absence. If the student’s absence is due to a family crisis, we ask the parent or the student’s legal guardian to inform the school principal.

If the extended absence is due to a trip or a vacation, we suggest that the parent, or the child’s legal guardian, contact the school principal. Vacation days are counted as unexcused absences. If a student is going to be absent for an extended period of time due to a vacation, a student may ask for work prior to leaving. If they choose to do this they must go through the Guidance Office. If a student does not ask for work, he/she must make up all work missed in the number of days absent from school plus one extra day. For example, if a student missed 5 days, then he/she will have 6 school days to complete the work from the day that they return.

In all cases of extended absence, please do not assume that the school knows the dates of the absence or the reasons for it. In all cases, it is the responsibility of the student’s parent or legal guardian to notify the school about the exact dates and reasons for the absence.

ABSENCES – UNEXCUSED - If a student is absent from school without a legitimate excuse, that student will be considered truant. State law requires all students to attend school every day. In truancy cases, prior to a return to school, the student and parent/guardian must meet with the school principal. At this point, the principal will opt to take disciplinary measures that may include one hour of detention for every hour of school missed and exclusion from extra or co-curricular activities until all the detentions have been served. For repeat offenders, referral to family court is mandatory. Unexcused absences include all absences for which there is no doctor’s note, dentist’s note, court authorization note, or family emergency.

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

ACADEMIC HONESTY POLICY (School Committee policy #6400) - We support a learning environment where honesty is valued. Academic dishonesty compromises this standard and will not be tolerated. It is important that each student’s work solely reflects his/her best effort. Academic dishonesty hinders the ability of a teacher to diagnose or remediate the work of a student. Academic dishonesty transcends being solely a private matter between teacher and student. It is of concern to the entire school community.

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

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

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

1. Notify parents.
2. The student will receive a zero for the academic work.
3. The student’s work will be closely scrutinized.
4. Other appropriate action, including but not limited to disciplinary measures, may be taken according to the severity of the case.

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

1. Parents will be notified and a parent conference will be arranged.
2. The student will receive a zero for the academic work in question.
3. The teacher will place a letter reporting the incident in the permanent record file.
4. Other appropriate action, including but not limited to disciplinary measures, may be taken according to the severity of the case.

The Guidance Office and the Administration will review any further offenses to determine supplementary disciplinary action.

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

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

ACCREDITATION STATEMENT - West Bridgewater Middle/Senior High School was evaluated March 2009 by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. It provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association would be directed to the administrative staff of the school or college. Individuals may also contact the Association:

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

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

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

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

Climber (Yearbook)

Drama Club
Halloween Parade
International Club
Jazz Ensemble
Key Club.
Math Club
Student Council
National Honor Society,
National Junior Honor Society
Homework Club
Chess Club
Newspaper Club
Photography Club.

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

AGENDA BOOKS - All students who desire one will be given a homework agenda (planner) in which to record homework assignments. The cost of an agenda book is \$5.00.

ANNOUNCEMENTS - School announcements are made twice daily, during the opening and closing of school. At this time, after school activities, birthdays, lost materials, messages from parents, etc., are given. Students must pay close attention at these times. These announcements are also placed on the school's website.

APPOINTMENTS – If at any time you would like to speak with a member of the staff, please call the main office (508) 894-1220 to set up an appointment. The office staff will be more than willing to assist. All visitors must sign in at the main office. Teachers may also be reached by email. Email addresses maybe found on the school's website.

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

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

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

ATTENDANCE POLICY - A consistent and strong attendance record in school is necessary for the academic and social growth of all students. Substantial research evidence indicates a correlation between the frequency of days absent and academic achievement. Frequent absenteeism will most often contribute to low academic output.

The principal or assistant principal will utilize the services of the Truant Officer when it is deemed that such assistance is in the best interest of the student.

An absence of more than five (5) consecutive school days requires a physician's certificate presented upon return. Students in grades 9-12 who are absent more than fifteen (15) classes in a yearly course may receive **NO CREDIT** for that course. If 15 minutes or more of any class is missed due to tardiness, the student may be considered absent for that particular class.

Students absent from school for any reason are required to submit a written excuse signed by the parent or legal guardian presented to the main office on the first day of the student's return to school after the period of absence.

The excuse must contain the following:

1. The reason the student was absent. (The word "illness" is acceptable in place of more explicit wording that could create embarrassment; other situations, not specifically illness, may be recorded similarly.)
2. The name of the day (or inclusive days) the student was absent and the date (or dates) of absence, The date (including the year) the note was submitted to the school;
3. The signature of the parent or legal guardian.

The absences need not be consecutive and are determined on a per class basis.

Any senior who exceeds the tardy policy during first or second quarter will not be allowed senior privileges until the beginning of third quarter.

The School Committee has approved a policy, which states that the only absences that are excused are those covered by a doctor's or dentist's certificate, a court mandated appearance, or those relating to family emergencies. All other absences are considered unexcused for purposes of credit. Transfer students who enter school during the year will have their allowable absences pro-rated. Doctor's and Dentist's notes must be turned into the office with 10 school days of the return of the student to school. These notes will NOT be accepted later in the year.

AUTOMOBILES (PARKING GUIDELINES) - Parents dropping off or picking up students during normal arrival and departure times should either use the front door near the main office or the door nearest to the gym. Parents' cars cannot block the arrival or departure of the school buses or faculty members. The faculty parking lot should not be used to drop off students or pick them up.

1. Extreme caution is to be used at all times when operating a motor vehicle on school property.
2. All students driving a motor vehicle (automobile, motorcycle, or truck) to school MUST fill out a registration form in the office. Upon completion of the registration form, students will receive a parking permit. All student vehicles on school property must display the parking permit. A \$5.00 fine will be issued to any car not displaying a parking sticker.
3. When driving through, or exiting school property speeds must not exceed 5 mph. This includes Spring Street and all other school properties.
4. Students may park only in the assigned parking lot. Students SHOULD NOT park in the teacher's lot or behind the school.
5. Permission to park on school property may be revoked at the discretion of the administration. A student who persists after revocation of parking privileges can expect the vehicle to be towed without notice. Driving and parking revocation of privileges may be either temporary or permanent.
6. Parking on school property is a privilege and not a right. Students seeking permission to park a vehicle on school property do so with the understanding that the vehicle parked on school property may be searched by school officials upon reasonable grounds to believe that contraband or illegal substances, such as, but not limited to, weapons, drugs or alcohol, are located in the vehicle.
7. Students will be assigned parking permits starting with seniors. Juniors and sophomores will be allowed to register their cars through a lottery process if needed.

B

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

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

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

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

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

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

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

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

BULLYING - Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day. Please refer to the section in the handbook on harassment. State Laws concerning bullying will be upheld in the school.

BULLYING

Definition and Prohibition of Bullying - Bullying is defined as the repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

- causing physical or emotional harm to the other student or damage to his or her property;
- placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;
- creating a hostile environment at school for the bullied student;
- infringing on the rights of the other student at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

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

Any form of bullying is prohibited:

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

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

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

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

Respect the property of other people and their right to pass on the sidewalk. Act appropriately while waiting for the bus.

1. Wait until the school bus is completely stopped and the door is opened before approaching the bus.
2. Remain in the seat until the destination is reached. Standees must remain quiet.
3. Proceed on the bus in single file. Do not push or shove.
4. Refrain from opening windows unless the driver gives permission.
5. Do not lean out an open window.
6. Walk in front of the bus when crossing the street.

7. The driver of the bus is the authority, unless there is a teacher present.
8. No throwing anything from the bus.
9. No smoking on the bus.
10. Keep the inside of the bus clean. No vandalism or destructive activities will be tolerated.
11. Refrain from pushing, striking or shoving on the bus.
12. Report any acts of vandalism, profane or abusive language and misbehavior of any kind to school authorities.
13. Students in Grades K-12 not observing rules may be refused permission to ride on the school bus. In cases of extreme emergency, students in Grades 7-12 may be immediately put off the bus.
14. Unacceptable behavior, distracting the driver or endangering the safety of the other students and driver will cause the loss of the privilege to ride on the bus for a period of time.

C

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

CANCELLATION OF SCHOOL - The Superintendent of Schools determines the closing or cancellation of school. Announcements of cancellations for snow days or school emergencies will be made on the radio and local television channels (see NO SCHOOL INFORMATION). The announcements will be aired on WBTV (local cable channel 9) and on the district website www.wbridgewaterschools.com. Although early school dismissals are rare, the school recommends that each family have an early dismissal plan in place to ensure proper supervision of their child. Parents **will not** be notified by phone if there is an early dismissal. Connect Ed calls will be made to notify parents of school cancellations.

The West Bridgewater Fire Department will sound the fire whistle indicating No School or Early Dismissal. The No School whistle will sound by 6:45 a.m. The Early Dismissal whistle will sound by 10:30 a.m. The whistle will be 1 long burst followed by 2 short bursts. This procedure is in addition to Radio, TV and the Web Page.

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

COLLEGE VISITS – College visits for seniors will be considered excused absences if the following conditions are met:

1. Student's parent notifies the school that the student is going.
2. Student presents a notice from the college that he/she was in attendance at the school.
3. All college visits must be done before 3/31 of the student's senior year unless special permission is obtained from the administration.

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

CONDUCT - Proper conduct must be maintained in every school-related location. These places include the bus stop, the bus, the school, the school grounds, the locations of school-related trips, and every place where extracurricular activities are held.

CONFERENCES – Parent conferences are held during the week of Thanksgiving on Monday and Tuesday nights. Parents/guardians are asked to call the high school office to make an appointment with the teacher or teachers with whom they wish to meet. These conferences are being held to inform the parent of their child's progress. More information about the conferences will be sent with the first quarter report cards. On some occasions, teachers or the school administration may ask to meet with you for a specific reason. Any conference requested is only to help your child. Please make every attempt to attend.

CONNECT ED – This system allows the school to contact each home phone number with important information, such as school cancellations, delays, early releases, as well as other pertinent information that may pertain to particular grades of students or groups of students. In the case of an emergency, the system will call up to six different phone numbers. It is imperative that we have updated phone numbers to be able to keep our system updated.

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

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

D

DANCES - Dances are held periodically during the school year for students who are in good academic standing. School dances usually run from 7:00 – 10:00 but this is subject to change. All students who plan on attending the dance should be in attendance within the first thirty minutes of the start time and may not leave more than thirty minutes before the scheduled end of the dance. If a student plans on arriving later than thirty minutes into the dance or leaving early, prior arrangements should be made with the administration. Arrangements should be made in advance for the students ride to be available at the conclusion of the dance. The cost of each dance activity may vary according to the activity or entertainment being planned. All school rules are in effect at the dance. Outside guests are permitted to attend but are the responsibility of the West Bridgewater student who signs them up to attend. All non-West Bridgewater students who attend must be signed up in the main office prior to the dance. All school rules are in effect at the dance. Middle school students are not allowed at any high school dances.

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

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

1. A *Warning*.
2. A *Parent Conference* - A parent may be required to meet with school personnel to help solve the problem.
3. A *Detention (PM)*– A student is required to stay after school for infractions of school rules. This detention may be a *Teacher Detention* or an *Office Detention*. Detention runs between 2:10 and 3:00 p.m.
4. An *Extended Day* – This is an extended detention held in lieu of suspension between 2:10 and 4:00 p.m. each day.
5. A *Suspension*- In all cases, when this discipline is used, a parent conference will be required.
6. In-school suspension students are allowed to come to school but must spend the day in the in-school suspension room. Parents will be notified in writing with a form that they must sign indicating they are aware of the suspension. As in all discipline issues, if the parent/guardian has a question, they can contact the Assistant Principal.
7. An *Expulsion* – This penalty applies to any student who is suspended for more than ten days. Because this is the most serious penalty that can be handed down in a public school, the Principal will request a formal hearing. (See Appendix for more information)

DRESS – The tone and atmosphere of a school are affected by the appearance of its students. Therefore, students are expected to consider cleanliness, good taste, and appropriateness in the selection of clothing worn to school. Situations in which clothing is disruptive to the learning process and/or offensive to community standards, students will be expected to make changes. Students are not permitted to wear hats or other head coverings, including bandanas, with the exception of religious head gear. Girls - must wear tops that have at least a 2" strap over the shoulder. Shorts and skirts must be an appropriate length. Boys – must wear their pants above their hips and may not wear sleeveless shirts, or tank tops in school during the school day. Students are not allowed to wear coats in the school unless there are extenuating circumstances such as loss of heat in a room.

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

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

breathalyzer in school or at school functions under circumstances where the school administration is given cause to feel it is warranted.

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

Any student violating any section of this policy will be subject to formal disciplinary action up to and including suspension, and referral for the possibility of expulsion pursuant to the procedures provided for by law. Violations of this policy will be referred to the law enforcement agencies for prosecution. Students found in possession of, having, exchanging, or under the influence of drugs and/or alcohol may be suspended for up to 10 days as well as the possibility of expulsion. Outside counseling is mandatory. The complete School Committee Policy #3600-S can be found in the appendix.

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

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

DUES – Each student is responsible for paying yearly class dues. The collected money goes into the class treasury and is used for things such as the end of the year field trip and field day, and eventually senior activities. Class dues will be collected during the lunch period. The amount of dues for each grade will be announced to each class during a class meeting. All dues must be paid by the deadline stated by the class advisor.

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

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

The Court pointed out that due process does not require that hearings in connection with suspensions be trial-like in nature. Therefore, school officials are not required to give the student an opportunity to secure counsel, to confront and cross examine witnesses supporting the charges, or to call his/her other supporting witnesses.

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

E

EARLY DISMISSAL – There are times when school closes early for the entire school population. In emergency situations such as snowstorms or hurricanes, parents will be notified about early dismissal through local cable and radio stations. If possible, Connect Ed phone calls will be made notifying parents of an early dismissal. If email addresses are provided, the staff will do its best to contact the parents via email. Parents/Guardians should have an early dismissal plan in place at the start of each year in case of an

early dismissal.

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

The West Bridgewater Fire Department will sound the fire whistle indicating No School or Early Dismissal. The No School whistle will sound by 6:45 a.m. The Early Dismissal whistle will sound by 10:30 a.m. The whistle will be 1 long burst followed by 2 short bursts.

EDUCATIONAL REFORM ACT OF 1993 - The Education Reform Act of 1993 specifically cites causes for which student expulsion could be a disciplinary outcome. The following standards are in place.

CHAPTER 71, SECTION 37H:

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other education 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.

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

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

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

CHAPTER 71, SECTION 37 H½

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 of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of 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.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, 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.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal of a school in which the student is enrolled may expel said student if such principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent

shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, 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. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student.

ELECTRONIC DEVICES – Students will be allowed to carry electronic devices (cell phones; iPods; etc) on their person. Students will be allowed to use their electronic devices during any non-instructional time during the day, including between classes, during morning break and during their lunch time. Students will also be allowed to use these devices during classes at the teachers’ discretion.

If a student uses any electronic media device during the school day without permission of a staff member, the equipment will be confiscated, secured in the main office, and returned to a parent. Students may be required to serve a detention on the first violation and may face further disciplinary action any time after that.

If students wish to use electronic video or still-image devices while on school property, they must request permission from the administration. The unauthorized use of electronic video devices (handheld video camcorders, cameras, video cellular phones, and other electronic video or still image devices) is prohibited at the school. If any student uses these devices during school, they may be confiscated, secured in the main office, and returned to a parent. Using cell phones to call or text message **anyone** during the school day is a violation of this policy. Parents are asked to conform to this policy also. If a student needs to contact his/her parent, he/she should come to the main office to do so. Any parental contact should be made through the school office. Any unauthorized capture or distribution of electronic video or still images may result in a suspension and/or possible prosecution by the West Bridgewater Police Department.

ELEVATOR USE – A student should not be using the school elevator unless he/she has a note from a doctor, which has been approved by the school nurse, or a written pass from a faculty member.

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

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

EMERGENCY INFORMATION – The information requested on the EMERGENCY INFORMATION FORM is to assist us in helping your child. We try to provide a safe and healthy school environment. However, accidents and sudden illness do occur. When they do, the school nurse will administer first aid and then notify the parent/guardian. If the parent/guardian is not available, one of the listed contacts will be notified. NO injured or ill pupil will be allowed to walk home. First aid is the immediate temporary care given in case of accident or illness. School personnel will not give any care beyond first aid. After the initial emergency has been met, the responsibility rests with the family. The school’s obligation extends to placing the injured or ill pupil in the care of those responsible for him/her.

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

EXITING STUDENTS GUIDELINES -

1. The guidance office must be notified in advance so that the necessary forms may be prepared.
2. A student under 18 years of age is required to present a letter of consent from his/her parent or guardian before being allowed to withdraw from school.
3. Students are accountable for all books and supplies issued and must make returns to each teacher before leaving school.

In the event of lost school property, restitution must be made.

4. A checklist, procured at the guidance office, must be presented to each teacher and department before a student will be allowed to withdraw from school.
5. The school will send records after all financial obligations are met.

EXTENDED DAY – An extended day is a form of discipline. If a student is assigned to extended day, he/she must report to the designated location from 2:10 to 3:00 p.m. or in more severe cases a student may be assigned reverse in-school that will be served during a half day. The student will be required to bring his/her own lunch to school and remain in the office from 11:00 a.m. until 2:00 p.m.

EXTENDED FIELD TRIP POLICY - (School Committee Policy #6450) By “extended day (s) is meant any field trip which extends beyond the length of the current student school day.

Eligibility: PARTICIPATION IN SCHOOL SPONSORED FIELD TRIPS/CLASS TRIPS IS CONSIDERED A PRIVILEGE AFFORDED ONLY TO STUDENTS WHO DEMONSTRATE THE HIGHEST STANDARDS OF ACADEMIC AND SOCIAL DECORUM.

Any teacher and/or advisor who feels that a student has not earned the privilege of participating in a field trip/class trip may express his or her opinion to the Administration, and the student may be deemed ineligible to attend the field trip/class trip. Sufficient grounds for precluding a student from a field trip/class trip include **but are not limited to:**

1. Conviction of a felony or adjudication or admission in court with respect to a felony or felony delinquency.
2. Hazing or harassment-including but not limited to sexual harassment-or condoning such behavior by not reporting and/or attempting to stop any other student or staff member from being harassed.
3. History of or pending court action relative to substance abuse during the present or previous marking periods.
4. Violations of the smoking policy during the present or previous marking periods.
5. Violations of the Educational Reform Act of 1993, including but not limited to possession of a dangerous weapon or assault.
6. Any school suspension (INCLUDING In-School Suspension) for any reason during the present or previous marking periods.
7. Excessive absences, tardiness, academic, or discipline problems punishable by office detention during the present or previous marking periods.
8. Failure (below 65%) of more than one subject on the previous report card or previous mid-quarterly progress report- whichever is more current.
9. Receiving a “Danger of Failing” letter from the Guidance Office, until the student demonstrates that there is no longer any danger of failing.

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

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

F

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

FIELD TRIPS – The purpose of a field trip is to complement the school program. In all field trip situations, advance notice of the trip will be given to students and parents. Students must file written permission slips with the school prior to the date of the trip. Under normal circumstances, the school expects parents/guardians to pay for the cost of the field trip. If extenuating circumstances exist, please make the principal aware of these so that arrangements can be made. Students **may not** arrive at a field trip location on their own, and may not leave the field trip location without the permission of the supervising teacher and the school principal. (All students who need special considerations according to special needs under IDEA and 504, are asked to make these needs known to the school administration or Pupil Personnel Director prior to the trip.) School Committee policy #6450

FINANCIAL OBLIGATIONS - Students texts are to be covered at all times and kept in good condition, with care not to lose them. Loss or damage of books will result in a compensatory financial obligation to the school. The same financial obligation rule applies to

loss or damage of any school property other than books.

Financial obligations must be met in order for students to participate in any school programs or activities, including, but not limited to, graduation, sports, theater productions, field trips, clubs, etc., these obligations will be carried from one school year to the next. Class dues are considered such an obligation and must be paid before the end of the school year.

Class Dues are collected at every grade level.

Each class establishes an account that grows in a cumulative manner. Dues money offsets the expense of yearly class activities and expenses, senior week activities, senior yearbook, caps and gowns, and related graduation expenses. Seniors will be considered eligible for graduation only after all financial obligations have been met.

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

FOOD SERVICE PROGRAM - Free or reduced priced lunches for eligible students will be made available, and every care will be taken to provide these lunches in such a way as to avoid embarrassment to the student. Breakfast is served daily.

G

GRADUATION REQUIREMENTS

1. In order to participate in the graduation ceremony and “walk”, the student will have satisfied and met academic, disciplinary (time) and financial standards and obligations by the prescribed completion dates. There are **NO** exceptions.
2. All students are required to carry 40 credits a year in grades 9, 10, 11, & 12. Students are required to pass four years of English, four years of Science, four years of Math, and four years of Social Science. Students must also pass Communications, two years of a Foreign Language, two years of Fine Arts, four years of Physical Education, and one year of Health. All students must earn 140 credits to graduate. PLEASE NOTE: A student may be excused from Physical Education only on written request from a medical doctor, but must fulfill health requirements. Students must pass the required MCAS examinations in order to graduate.
3. Pupils are required to meet all time and financial obligations to West Bridgewater High School before receiving a diploma.
4. In order to participate in graduation ceremonies, students must fulfill all graduation requirements.
5. A student who fails to adhere to school behavior expectations and requirements in academic, social or special events settings shall not participate in graduation week activities or the graduation ceremony.
6. Graduation week events are governed by school behavior expectations.
7. A violation of the code of conduct during these events may preclude the student’s participation in any/all events up to and including graduation.

GUIDANCE OFFICE – The office is located directly across from the main office. We have two Guidance Counselors and a School Adjustment Counselor, who share the responsibilities. The counselors are available to meet with students to discuss concerns that may or may not be school related. If a parent/guardian is aware of circumstances that could affect performance or behavior, it is recommended that the parent/guardian contact the guidance counselors. Students can either make an appointment with a counselor, or they can ask permission from a classroom teacher to see the counselor.

H

HARRASSMENT - The West Bridgewater Public Schools are committed to maintaining a school environment free of harassment, bullying and hazing, based on race, color, religion, natural origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The West Bridgewater Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community. The complete School Committee policy #3500-S can be found in the appendix.

Compliance Officers for 2010-2011

Hope Hanscom– System	894-1236
Mark Bodwell – M/S High School	894-1220
Tom Oleksyk – Howard School	894-1250
Linda Dubin – Rose L. MacDonald School & Spring Street School	894-1240

Harassment Investigators for 2010-2011

Mark Bodwell	894-1220
Susan Fontecchio	894-1220

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

- Section 17: Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.
The term "hazing" as used in this section and in section eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
- Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to appropriate law enforcement official as soon as reasonable and practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.
- Section 19: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school and to every member, plebe, pledges or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in case of secondary school, the board of education, certifying that such institution has complied with provisions of this section also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report. Anyone involved in any act of hazing will be removed from the team of activity for that year and receive a minimum school suspension of ten days and possible expulsion.

The hazing of any student is not acceptable behavior whether it occurs in school or at any school related activity. (Please refer to section on harassment)

HOMEWORK – Teachers assign homework on a regular basis. Homework is given to reinforce a classroom lesson or to prepare the student for an upcoming lesson. You can expect that your child will have homework every night. If your child does not have homework on a consistent basis, it is advisable to contact the teacher or the team. All homework assignments should be written down. The planner is an effective way for parents and teachers to maintain good communication and can be purchased for \$5.00.

HONORS BREAKFAST – Twice a year, students who have been on the honor roll for 2 consecutive terms are invited along with

their parents/guardians to attend the Honors Breakfast. If a student is on the honor roll quarters 3 and 4 of the previous year and/or quarters 4 (previous) and Quarter 1 (current) then they will be invited to the December Honors Breakfast. If a student is on the honor roll quarters 1 and 2 and/or quarters 3 and 4 they will be invited to the May Honors Breakfast. Students must have either achieved honors or high honors to be invited. (See criteria listed in Honor Roll).

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

1. The Honor Roll is based on the term grades for each quarter.
2. Students will not be considered for Honor Roll with an incomplete grade.
3. Honorable Mention – (2.67 GPA) with one C- (1.67 – 2.33 GPA).
4. Honors – (3.00 GPA) with no grade lower than B- (2.67 GPA).
5. High Honors – (3.67 GPA) with no grade below B- (2.67 GPA).

I

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

ILLNESS RE-ADMITTANCE (School Committee Policy #5730) - In order for a student to be admitted to school after an absence of more than five (5) consecutive school days, the student must present a certificate of health from either the family physician or the school physician. All children who are returning to school following a confinement for a communicable disease, such as mumps, measles, chicken pox, must present a certificate from their physician.

IN SCHOOL SUSPENSION – This disciplinary procedure is used when a student's behavior requires that the student be removed from the regular classroom setting. In all cases, parents will be notified and a conference may be held. At the start of the day upon his/her arrival to school the student will report directly to the main office. The student will be assigned to a room under the supervision of a staff member and will be required to complete classroom assignments. The in school suspension may be up to ten days in length. While students are assigned to in school suspension, they may not take part in any after school, co-curricular, or extra-curricular activities. These include but are not limited to athletics, dances, etc.

INTERNET POLICY – Students must have a signed permission form to use the Internet. The West Bridgewater School District shall provide access for employees and students to the computer network, including access to external networks, for the purpose of advancing the interest of the West Bridgewater Public Schools. Educational purposes shall be defined as classroom activities, career and professional development, and self-discovery activities of an educational nature. The purpose of the computer network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The computer network will be used to increase communication (staff, parent and student), enhance productivity, and assist staff and students in upgrading existing skills and acquiring new skills through a broader exchange of information. The computer network will also be used to provide information to the community, including parents, governmental agencies, and businesses.

We will require that all parents and students read the guidelines for Internet use and sign the Acceptable Use Form.

Noncompliance with this policy and/or administrative regulations may result in suspension or termination of user privileges (other than in connection with directly supervised use during classroom instructions) and other disciplinary actions. The complete School Committee policy #5580 –S can be found in the appendix.

L

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

LIBRARY/MEDIA CENTER – Students may use the library before and after school, and at the discretion of each classroom teacher. Books and materials taken out of the library must be returned on time to the library, or the privilege of borrowing from the

library will be discontinued. The student will not receive his/her report card or an academic schedule for the following year until all obligations are met.

LOCKERS – The school lockers are the property of the school. The lockers should be kept clean and free of debris. Lockers should be used to hold books, gym clothing, lunches, and coats. The students should periodically clean their lockers of unwanted materials. The students may use locks if they desire and we recommend they do. The combination to the locker and/or a key must be given to the main office. The school encourages all students to use locks both on their hall lockers and in the gym locker room. The school is **not** responsible for lost or stolen items. School officials may remove locks if no combination or key has been provided by the students, or if school officials have reasonable grounds to believe the locker contains contraband or illegal items. If a student brings anything of great value to school, it is best to bring it to the main office rather than leaving it in the locker. Since the lockers are school property, they are subject to search by school officials without notice.

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

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

M

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

MAKE-UP POLICY

1. Students who are absent, tardy, or dismissed must make up all work within a period of one day more than the time missed.
2. Students who miss work through suspension must make up all work and will receive credit.
3. Students who miss work through truancy should make it up; however, no credit will be given.
4. It will be the student's responsibility to pick-up and complete all assignments if the student is out of class for ANY activity during class time. Furthermore, the student must be prepared for all classes unless previously excused by the subject teacher.

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

MEDICATION POLICY - School Committee policy #6300) – To ensure the health and safety of students needing medication in school:

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

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

MID-QUARTER PROGRESS REPORTS - Mid-quarterly progress reports will be issued to ALL students on a quarterly basis indicating academic performance to date. Seniors will not receive progress reports for 4th quarter.

N

NATIONAL HONOR SOCIETY (NHS) – In order for a student to be considered for the West Bridgewater chapter of the National Honor Society, said student must have a cumulative grade point average of 87. The student must be currently enrolled in, and have taken, either Advanced Placement or Honors level courses in their major subject areas. Additionally, the student must supply the faculty council with evidence of his/her service, character and leadership qualifications. Character, leadership and service to one's community, in addition to scholarship, play equally important roles in the selection process. Once a member, a student must maintain his/her standing in all four areas, as stipulated in the constitution and by-laws. All members are required to donate 5 hours of service to the school and/or community per term.

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

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

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

NON-DISCRIMINATION - (Title IX, Chapter 622, Section 504) – The West Bridgewater Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program and activities. The following member of the staff has been designed to handle inquiries regarding the non-discrimination policies. Compliance Officer – Sue Fontecchio, Assistant Principal- M/S High School – 508-894-1220

NO SCHOOL INFORMATION - DO NOT CALL THE SCHOOL, THE POLICE, OR FIRE DEPARTMENTS. Information on school closing is available through the following media outlets:

WBZ 1030 AM

WBET 1460 AM

TV Stations 4 – 5 – 7

Website www.wbridgewaterschools.com

The West Bridgewater Fire Department will sound the fire whistle indicating No School or Early Dismissal. The No School whistle will sound by 6:45 a.m. The Early Dismissal whistle will sound by 10:30 a.m. The whistle will be 1 long burst followed by 2 short bursts. This procedure is in addition to Radio, TV and the Web Page.

A connect –ed call will also be made to notify students and parents if there is not school.

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

O

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

OUT OF DISTRICT AGRICULTURAL, VOCATIONAL, TECHNICAL HIGH SCHOOLS

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

P

PARTICIPATION IN SCHOOL EVENTS - A student absent, dismissed or more than 15 minutes late to school on a given school day will not be permitted to participate in or attend any athletic or extra-curricular event on that same day unless approved by the high school administration. If a student is more than 15 minutes late to school they are ineligible to participate in after school events unless permission is granted by the Administration. Approval will not be granted unless there are extenuating circumstances.

Students are expected to dress and act in a responsible manner. Students behaving improperly will be required to leave and may receive office discipline.

While many activities are appropriate for all students, events such as dances, proms, etc. will be grade specific. Such events for grades 9-12 **MAY NOT** be attended by students in grades 7 and 8. Conversely, students in grades 9-12 **MAY NOT** attend grade 7 and 8 dances, etc.

PHONE CALLS – The school office accepts messages for students only when absolutely necessary and only from parents/guardians. The office calls students to the telephone only to accept emergency phone calls during school hours. A pay phone is available for student use and may be used before and after school as well as during break and lunch. Students who wish to contact home because of an emergency, should come to the office. If a student is not feeling well, he/she should come to the nurse's office and the nurse will then get in touch with the parent.

PHYSICAL EDUCATION CLASSES AND GYM CLOTHING – According to state law, all students must participate in physical education classes unless they are excused by a doctor's note. A parent conference with the physical education teacher and/or the school administrator may be necessary if a student has problems complying with these regulations.

Physical education classes do not require specific uniforms. However, due to the nature of the program, a change of clothes is necessary. The physical education teacher will inform the students about what type of clothing is appropriate for the various activities. All students are required to have this change of clothing. Jewelry is not to be worn during physical education classes due to safety and health concerns.

PM – See section – Detention and Disciplinary Procedures.

POWER BLOCK – Power block is for all students and is 30 minutes long each day. It is a time that students may use the library, computer labs; go to Guidance, or to see teachers for extra help or to work on assignments. Each student is assigned to a room where they must report for attendance purposes. Any student who needs to see a teacher, use the library, computer room, or go to guidance must make arrangements prior to Power Block. The teacher will distribute specific rules for Power Block classrooms.

PROGRESS REPORTS – In addition to the quarterly report card the school will send home four quarterly progress reports. These will be sent approximately half way through each quarter. Often other important information is included in the mailing. The progress report gives an indication of how the student is doing academically. If the parent/guardian is not satisfied with his/her child's performance it is recommended that he/she telephone or email to an individual teacher to set up an appointment with the team.

R

REPORT CARDS- Report cards are distributed to the students three times a year and mailed home at the end of the year. Please refer to the school calendar in the appendix and on the website for a list of the dates for the issuance of report cards.

RESPECT - The school expects every staff member to be treated with respect and dignity, just as it expects every staff member to treat each student with respect and dignity. Anything less than this, results in a poor educational environment for all. In order for

students to learn, it is necessary for the teacher to be in charge of the class. The teacher must do his/her utmost to provide the best learning atmosphere for every person in the class. Therefore, any show of disrespect toward the teacher or any other staff member, will not, under any circumstances, be tolerated.

S

SCHOOL CALENDAR – The calendar for the school year is located in the appendix and on the school website. Parents/Guardians should consult the calendar when planning vacations and trips. The calendar is subject to change due to weather conditions and other unforeseen circumstances.

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

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

SEXUAL HARASSMENT

Sexual Harassment shall mean:

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.(M.G.L. c.151,s.I(18))

Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges, or placement services or as a basis for the evaluation of academic achievement, or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. (M.G.L.c.151C,s1(e))

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

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

SPECIAL EDUCATION: 603 CMR 28.00 (Formerly known as Chapter 766)

The provisions of the state special education law and the federal special education law the Individuals with Disabilities in Education Act are designed to help students between the ages of 3 and 22 years of age who have not yet received a high school diploma and who are not making effective progress in the regular classroom due to the existence of a disability.

In accordance with the provisions of the state and federal special education laws, after receiving parental permission, an evaluation is conducted to determine whether a child has a special need that requires special education and, if so, what form that special education will take. The following questions must be answered as part of that evaluation:

- Is there a disability?
- If so, is the student unable to make effective progress in the regular education classroom because of the existence of that disability?
- If so, what special education services or related are required?
- Those services are described in an Individual Education Plan (IEP) for that student. Additional information may be obtained from the Director of Special Needs.

Discipline of Students with Special Needs

All students are expected to meet the requirements for behavior as prescribed in this handbook. State and federal special

education laws prescribe additional requirements concerning the discipline of students with special needs. Suspension is defined as any action that results in the removal of a student from the program that is prescribed in his/her IEP. This includes in-school suspensions, if the in-school suspension does not allow the student access to the general curriculum or services as specified on his/her IEP as well as any exclusion from transportation services that prohibits the student's participation in his/her prescribed program.

Anytime school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a "change of placement." A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include, but are not limited to:

- a. If the school did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such student before the behavior that resulted in the discipline, the school shall convene an JEP meeting to develop an assessment plan to address the behavior; or if the child already has a behavioral intervention plan, the I.E.P. Team shall review the plan and modify it, as necessary, to address the behavior.
- b. A review by the I.E.P. Team of the relationship between the child's disability and the behavior subject to the disciplinary action, which is often referred to as the Manifestation Determination.

If the I.E.P. Team concludes that the student's misconduct is a manifestation of the student's disability; then the student should not be suspended and the Team should instead meet in order to modify the I.E.P. and/or placement. Following parental approval, the student will be placed immediately in the new program.

If the I.E.P. Team concludes that the student's misconduct was not a manifestation of the student's disability, the district may discipline the student in accordance with its applicable discipline code. However, the district must continue to provide the student with educational services during the period of exclusion, if the exclusion goes beyond a total of ten days in any given school year. If a parent disagrees with the Team's manifestation determination or with the Team's decision regarding the placement of a student, the parent may request a hearing from the Bureau of Special Education Appeals (BSEA).

School personnel may unilaterally order a change in the educational placement of a child with a disability to an appropriate Interim Alternative Education Setting (IAES) for the same amount of time that a child without a disability would be subject to discipline, but not more than forty-five (45) school days (unless there is a hearing at the BSEA) if the student:

- a. Carries or possesses a weapon to or at school, on school premises or to or at a school function.
- b. Knowingly possesses or uses controlled substances at school, a school function, or school sponsored event.
- c. Sells or solicits the sale of a controlled substance while at school, a school function, or a school sponsored event.
- d. Inflicts serious bodily injury upon another person while at school, on school premises, or at a school function.

Section 504 of the Rehabilitation Act of 1973 is a federal statute which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance because of his/her disability. 29 U.S.C. § 794 and its implementing regulations, 34 C.F.R. 104 *et seq.* School personnel may not suspend a student on a 504 plan for more than ten (10) school days without first conducting a manifestation determination.

Section 504

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

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

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

2. Has record of such an impairment
 3. Is regarded as having such an impairment
- It is the intent of the district and the school to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be

disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). For more information or if you have questions, please contact the Assistant Superintendent of Student Services.

STUDENT ATTIRE (WBSC#6400) - Students at West Bridgewater Middle/Senior High School are expected to behave and dress in a manner that is appropriate for a school environment and is consistent with a learning atmosphere. Teachers may refer students whose attire is of concern to the office for administrative action.

Students are to remove hats, outside coats, jackets or warm up jackets, and all headgear in the building. Bare feet, radios, beepers, cellular phones, and clothing with inappropriate words, symbols, or gestures are not allowed.

Clothing that may be described, as beachwear is not acceptable in school at any time and will not be allowed. Students are responsible for wearing appropriate attire. The administration reserves the right to determine appropriateness of clothing within the guidelines, especially regarding shorts that are extremely short, extremely tight or short skirts or pants, and tops as described above. A student whose clothing is considered inappropriate for school will be asked to make arrangements for other, more appropriate clothing. The visibility of undergarments is not acceptable.

Student attire that promotes or advertises tobacco, drug or alcohol use, sexual activity or discrimination of any kind is prohibited. Students with such inappropriate clothing will be asked to have a change of clothes brought from home or will be dismissed upon notification to parents.

The school rules on attire will be followed and enforced at all dances. Good taste should prevail at any school jurisdiction dance event. Students who are refused admission will have their money refunded.

STUDENT RECORDS REGULATIONS (School Committee policy #4000) – According to Student Record Regulations in the Code of Massachusetts Regulations, student records are divided into two parts: the transcripts and the temporary record. The transcript contains the student’s name, address, course titles, grades, credits, and grade level completed. The school keeps the transcript for at least sixty years after the student leaves the school. The temporary record may consist of standardized test scores, class rank, school-sponsored extracurricular activities, evaluations and comments by school personnel, and disciplinary information. The temporary record is destroyed within five years after the student leaves the school system. Among other rights accorded to parents, parents and eligible students have the right to inspect student records upon request, to receive copies of these records, and to meet with the principal or the principal’s designee to discuss the contents of the student record.

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

Student Records – General

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

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

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

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

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

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

Student Records – Access by Non-custodial Parents

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

Student Records – Complaint Procedures

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

Standardized Testing and Research Studies

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

SUBSTANCE ABUSE (INCLUDING TOBACCO, ALCOHOL, DRUGS, ETC.) (WBSC #6400) The major concerns of the school with regard to substance abuse are the welfare of the individual student and the general welfare of the school population.

Substance Use/Abuse Procedures:

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

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

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

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

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

The administration may suspend students for offenses up to a maximum of ten (10) days or longer for most serious behavioral offenses. Behavioral offenses that relate to the commission of any action under the educational reform laws (weapons, assaults, chemicals, felonies) are subject to suspensions exceeding 10 days and possible exclusion or expulsion. **Established offenses resulting in suspension are listed but not limited to the following:**

1. **Smoking in school or on school grounds**
2. **Vulgar and abusive language to anyone**

3. **Fighting**
4. **Stealing**
5. **Harassment**
6. **Rude, Disrespectful, uncooperative behavior**
7. **Use of Alcohol at school or at school sponsored events**
8. **Use of drugs at school or at school sponsored events**
9. **Vandalism**
10. **“Teacher Directive”**- Failing to follow a teachers request/directive to leave the classroom and report to the office
11. **Cheating**
12. **Threats** - Under school committee policy it is expected that students will conduct themselves “in a non-disruptive manner with due regard for the rights and privileges of others”. A threat, an uttered or written warning that one will do harm, is a highly disruptive and most serious matter. This infraction will be rapidly acted upon. The student will be subject to suspension or expulsion from school.
13. **“Assessment effort”**- Assessment results affect a students’ academic record and reflect upon the school at large. Therefore, it is expected that students will put forth their best efforts on any assessment. Students who deliberately choose to disregard the importance of an assessment via no effort demonstrated or intentionally providing inappropriate responses will be suspended.

Suspension may be used for other offenses at the discretion of the administration. Repeated offenses ordinarily resulting in detention hours are grounds for suspension. Suspensions may be external or internal.

In all cases of suspension, the parent(s) or guardian(s) will be notified before the student is dismissed from school. A conference with the student's parent(s) or guardian(s) must be held prior to the student being re-admitted to school. The administration will use discretion when deciding if a suspension will be in school or out-of-school. The administration may make judgments on a case-by-case basis, based on the safety, health and welfare of individual students and the school community.

SUSPENSION OF SPECIAL NEEDS STUDENTS - The Director of Pupil Personal Services shall be notified of any offense that could lead to the suspension of a special needs student. If a modified code is required, the code must be written into the I.E.P. in the form of a behavior plan with an explanation of how the code is to be applied.

If a student with special needs is suspended more than ten (10) days in a school year, a review of the individual education plan must be held to determine the appropriateness of the student’s program. If the TEAM determines that the suspension or misconduct is related to the student’s special need, placement, or implementation of I.E.P., then the student may not be suspended. The I.E.P. must be modified to meet the student’s needs. If the misconduct is not related to the student’s special needs, then the student may be suspended provided that his/her I.E.P. is amended to provide appropriate special education during the time of suspension. Should a parent not accept the amended plan, the school system is under no obligation to provide alternative services to a suspended student.

T

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

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

TRANSFER STUDENTS GUIDELINES

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

1. Every attempt is made to match courses from the sending school. In this case transfer grades are averaged in with your grades for the term mark.
2. Many students transferring in do not have eight majors. Every attempt will be made to enroll these students into courses

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

TRUANCY – When a student is absent from school without permission/knowledge of his/her parent/guardian he/she is considered truant. A parent meeting must be held and students are expected to make up all missed time from school.

V

VACATIONS - Parents should consult the school calendar before planning vacations during the school year. Vacations taken when school is in session are counted as unexcused absences and parents are discouraged from planning them or allowing their child to plan one, unless it is absolutely necessary. Please see School Committee Policy #7805.

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

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

VENDING MACHINES - Juice and snack machines are available for use by the students before school, during lunchtime, and after school. Students are not to use the machines except during these times. If they do, the food or drink may be confiscated. Open containers of food or drink are only allowed in the cafeteria and in the hallways during break. They are not allowed in the hallways at any other time during the day.

VISITORS - All visitors, including parents, must report to the school office upon entering the school and must obtain and wear a visitor's pass. Students who wish to have a guest in the school building during the school day must obtain permission from the Principal at least one day before bringing the guest to school. Parents are welcome and encouraged to participate in school activities. Wandering the school grounds or halls without permission from the school office is considered trespassing.

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

W

WEBSITE – The districts website is www.wbridgewaterschools.com. From this district website you are also able to access the other schools' sites as well as other information pertinent to the school district.

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

APPENDIX

SCHOOL COMMITTEE POLICY #3600-S WEAPONS, DRUGS, ALCOHOL

I. Purpose:

The purpose is to provide a clear and consistent approach to situations where drug and alcohol abuse may exist. The West Bridgewater School Committee does not condone the illegal possession or the inappropriate use of controlled substances and alcohol by members of the school community at any time, but most particularly on school property, or at any school sponsored event.

II. Weapons:

In accordance with *M.G.L. Chapter 71, Section 37H* and the Federal Gun-Free Schools Act is Section 14601 of the Improving America's Schools Act that took effect in October 1994. This act requires school districts and other local education agencies to expel from school for a minimum period of one year any student who is determined to have brought a firearm to school. An exception is made to permit the superintendent of schools to modify the expulsion requirement on a case-by-case basis. The law does not preclude an expelled student from receiving educational services in an alternative setting.

III. School Drug and Alcohol Abuse Policy:

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

The School Committee considers drug and alcohol abuse a treatable illness.

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

Alcohol is defined as alcoholic beverages containing beer, wine or distilled spirit. It is a criminal offense to possess any alcoholic beverages on school premises. (MGL c. 272, s. 40A)

Any student violating any section of this policy will be subject to formal disciplinary action up to and including suspension, and referral for the possibility of dismissal pursuant to the procedures provided for by law. Violations of this policy will be referred to the law enforcement agencies for prosecution.

The major concern of the school with regard to drug and alcohol use and substance abuse are the welfare of the individual student and the general welfare of the school population.

The use of, serving of, consumption of, or possession of any drug or alcohol beverage on school property or at school functions is prohibited. Further, any person shall be barred from any school sponsored or school related activity if he or she has been drinking alcoholic beverages prior to his or her attendance at, or participation in, said school sponsored or related activity.

Students who possess, sell, exchange, or consume drugs within the school or on school property are liable to criminal charges. The School Committee assures the student that the civil rights of all students under investigation will be protected.

IV. Substance Use/Abuse Procedures:

A teacher or any school personnel will report to the Principal or his/her designee (liaison person) any direct knowledge of drug and alcohol use/abuse within the school.

The liaison person (Principal or his/her designee) will consult with any student, teacher or school personnel who ask for assistance with any problem, which arise pertaining to drug or alcohol use/abuse.

The liaison person (Principal or his/her designee) will follow up any referrals made to her/him regarding student drug problems. She/He will make known to any students or teacher sources of rehabilitation and/or treatment. She/He will accept student self-referral and offer assistance.

The Principal will contact the West Bridgewater Police Department when drugs or alcohol are found within the school.

Any suspected drug substance is to be given to the West Bridgewater Police Department for identification.

V. Disciplinary Procedures:

Students found in possession of, having, exchanging, or under the influence of drugs and/or alcohol may be suspended for up to 10 days as well as the possibility of expulsion. Outside counseling is mandatory.

VI. Re-Admission Procedures: Parent and student will be given information regarding outside agencies that may be contacted to help resolve the issue. Outside counseling is required.

Follow regular suspension procedures as outline in student handbooks.

VII. Distribution: A copy of this policy shall be at the following locations: Guidance Department, Nurse’s Office at all schools, all School Libraries.

VIII. Applicability: This policy will be reviewed every three years.

This policy listed has been reviewed and/or revised by the School.

This policy, WBSC 3600 (S), has been adopted by the School Committee on December 10, 2007.

SCHOOL COMMITTEE POLICY 3500-S HARASSMENT

I. Mission Statement

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

II. Purpose:

The West Bridgewater Public Schools are committed to maintaining a school environment free of harassment, bullying and hazing, based on race, color, religion, natural origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The West Bridgewater Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

III. Policy Statement:

The West Bridgewater School Committee takes the position that all of its students have the right to work and to learn in an environment free of harassment. The West Bridgewater School Department is committed to providing a working and learning environment that is free from all forms of abusive, coercive, or harassing conduct.

The West Bridgewater Public Schools will foster a school climate free of harassment and will promote a positive, safe, bias-free, and harassment free climate. There will be annual opportunity for all students to receive training on understanding harassment and how to address it when it occurs in school.

The School Committee and its agents will take seriously all complaints of harassment and will investigate, through its designated harassment investigators, each and every complaint thoroughly and as quickly as possible. Additionally, all statutory obligations in the reporting of suspected child abuse and sexual assault on minors shall be complied with.

IV. Definition of Harassment:

1. *Harassment* shall mean:

a. **Communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct, which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.**

b. **By Law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may**

consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

2. *Sexual Harassment* shall mean:

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.(M.G.L. c.151,s.I(18))

Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges, or placement services or as a basis for the evaluation of academic achievement, or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. (M.G.L.c.151C,s1(e))

3. *Bullying* shall mean:

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day.

4. *Complainant* -is the person bringing forth the charge of harassment.

5. *Respondent* -is the person charged with harassment.

6. *Reasonable Man/Reasonable Woman Standard:*

The harassment investigator shall employ either a reasonable man or a reasonable woman standard, depending upon the sex of the complainant, when investigating a charge of sexual harassment. That is, would a reasonable man or reasonable woman perceive the conduct of the respondent as sexual harassment. The School Committee retains the right to adjust the standard applied to the standard set by the United States Supreme Court in the sexual harassment case now pending before it.

7. *Reprisal:*

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

V. Examples:

1. Harassment may include but is not limited to:

- a. verbal harassment or abuse,
- b. subtle pressure for sexual activity,
- c. inappropriate patting or pinching,

- d. intentional brushing against student's body,
 - e. demanding sexual favors accompanied by implied or overt threats concerning an individual's educational status,
 - f. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status,
 - g. any sexually motivated unwelcome touching,
 - h. sexually demeaning comments or sounds made to another,
 - i. being made to feel different, being treated differently or being excluded from specific activities due to one's gender,
 - j. negative comments about someone's real or perceived sexual orientation,
 - k. harassment directed against someone because of their gender or sexual orientation (real or perceived),
 - l. sexist language used to demean,
 - m. discussion of one's sexual activities.
2. Examples of bullying include, but are not exclusive to:
- a. Intimidation, either physical or psychological.
 - b. Threats of any kind, stated or implied.
 - c. Assaults on students, including those that are verbal, physical, psychological and emotional.
 - d. Attacks on another's property.

VI. Harassment Investigators:

- 1. One male & one female:
- 2. The harassment investigators are the people appointed by the Superintendent to investigate charges of harassment. The harassment investigators shall be individuals both employees and students feel comfortable approaching with such a charge. This list will be posted in every school building and school handbook. See Attachment C.

VII. Persons Who Need to Know:

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

VIII. Procedure: -- When complainant is a student:

If a student confides in an employee that he/she, or another student has been treated inappropriately by either another student, or an employee of the Committee, the employee shall immediately bring the matter to the attention of the building principal, (or Dean of Students) who will report the complaint to the Harassment Investigator. If a student reports to a parent/guardian that he/she or another student has been treated inappropriately by another student, or an employee of the district, the parent/guardian shall have the right to bring forth a complaint on behalf of the student(s).

- 1. The investigators shall:
 - a. notify the student and his/her parent(s)/guardian(s) that the student's claim of harassment has been referred

- to the harassment investigator for an investigation,
- b. notify the proper authorities, if the situation warrants such obligation,
 - c. notify the respondent of the charge against him/her,
 - d. interview the complainant with parent(s)/guardian(s) and/or legal representation present,
 - e. interview the employee who notified the investigator of the claim of harassment,
 - f. interview any witnesses to the harassment, and
 - g. submit a written determination to the Superintendent of Schools.
 - h. Re-interview the complainant and the respondents, under the same circumstances as the first interview, if the Harassment Investigator believes more information or clarification is necessary. Or, the Harassment Investigator may permit the complainant and the respondent the equal opportunity to submit written reports with any additional information.
2. The investigators shall document the statements of the complainant, the respondent, and the witnesses as to (a) the date(s) of the alleged incident(s); (b) the dates of the meetings with the interested parties; and (c) the persons present at the meetings. See Attachments A & B.
 3. Complainants, respondents, and witnesses shall have the opportunity to review their statements and confirm that the harassment investigators have reported their statements and the meetings accurately. The parties shall then sign their statements. In the case of the minor student, the student's parent(s)/guardian(s) shall co-sign the statement.
 4. The Superintendent shall:
 - a. notify the complainant and the respondent that a determination has been made, and
 - b. determine whether or not action need be taken.
 - c. If action is taken, the Superintendent shall notify the School Committee in the same manner as he/she would in other serious matters.
 - d. The action to be taken may include, but not be limited to:
 1. An apology to the victim,
 2. Detention;
 3. Researching and writing a paper on the topic of harassment,
 4. Counseling,
 5. Suspension or expulsion – the procedure for suspension will follow the procedure set forth in the Student Handbook for serious offenses.

Should the harassment/retaliation be of the level of sexual assault of a minor, the proper authorities will be notified at any point in time during the investigation. The School Committee's investigation, through its investigator, will be separate. The School Committee will cooperate with the authorities.

Persons who need to know include, at the appropriate time(s), the respondent, any witnesses, the investigators, the representatives present in the investigation interviews, the complainant's parents, guardians if complainant is a student, the Superintendent, and the School Committee.

IX. When complainant is an employee and respondent is a student:

2. If an employee believes that he/she has been harassed by a student, the employee shall report the incident(s) immediately to a Harassment Investigator.
3. After the report of harassment, the harassment Investigator shall immediately commence the investigation. The Harassment Investigator shall:
 - a. Notify the parent(s) /guardian(s) of the student respondent,
 - b. Interview the complainant
 - c. Interview the student respondent with parent(s)/guardian(s) and/or legal representation present.
 - d. Document the statements of both the complainant and the student respondent by noting (a) the dates of the alleged incident(s), (b) the dates of the meetings with the complainant and the respondent, (c) the persons present at the meetings, and, (d) the names of persons given as witnesses.
 - e. Interview any employee witnesses named by either the complainant or the respondent, individually and privately.
 - f. Interview any student witnesses, named by either the complainant or the respondent, with either parental approval or the parent(s)/guardian(s) and/or legal representative present.
 - g. Document the statements of the witnesses, who will sign-off as to the validity of the statements, and
 - h. Re-interview the complainant and the respondents, under the same circumstances as the first interview, if the Harassment Investigator believes more information or clarification is necessary. Or, the Harassment Investigator may permit the complainant and the respondent the equal opportunity to submit written reports with any additional information.
4. The complainant and the student respondent shall both verify the Harassment Investigator's documentation of their individual statements as to the incident(s) of harassment, by signing the Harassment Investigator's notes of the meetings, making any corrections to their own statements, if necessary.
5. Within a reasonable time of the submission of the complaint of harassment and completion of the investigation:
 - a. The Harassment Investigator shall file a written report, which shall include his/her findings of fact with the Superintendent.
 - b. The Superintendent shall determine what action shall be taken, if any,
 - c. The action to be taken may include, but not limited to:
 1. An apology to the victim,
 2. Detention;
 3. Researching and writing a paper on the topic of harassment,
 4. Counseling,
 5. Suspension or expulsion – the procedure for suspension will follow the procedure set forth in the Student Handbook for serious offenses.
 - d. The action of the Superintendent shall be taken as soon as possible following the submission of the Harassment Investigator's report.
 - e. If action is taken, then said action shall be placed in the student respondent's file.

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

IX. Safeguards:

1. Reprisal against the complainant or any witnesses after non-finding shall not be tolerated.
2. Both the complainant and the respondent shall be provided with a copy of the Harassment Investigator's report.
3. Confidentiality will be maintained to the best ability of the Harassment Investigator. The persons who need to know will be the only ones to be told the names of the parties.
4. If either the complainant or the respondent is dissatisfied with the results of the investigation of the harassment charge, he/she may discuss his/her dissatisfaction directly with the Superintendent. If still dissatisfied, he/she may turn to the grievance procedure set forth in the applicable collective bargaining agreement.
5. At all times, the parties retain all rights under state and federal laws, and are free to avail themselves of those rights.
6. If an individual believes that he/she has been subjected to harassment, he/she may file a formal complaint with either or both of the government agencies set forth below. Using the District's complaint process does not prohibit an individual from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC-180 days; MCAD-6 months).
 - a. The United States Equal Employment Opportunity Commission (EEOC)
1 Congress Street – 10th Floor
Boston, MA 02114
(617) 565-3200
 - b. The Massachusetts Commission Against Discrimination (MCAD)
Boston Office
One Ashburton Place-Rm 601
Boston, MA 02108
(617) 727-3990

X. Distribution:

A copy of this policy shall be at the following locations: Guidance Department, Nurse's Office, and Office of Principals in all schools.

XI. Confidentiality:

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

XII. Applicability:

This policy will be reviewed and re-adopted every three years in December.

This policy listed has been reviewed and /or revised by the School Committee.

Please remove and replace the listed Policy with the attached approved copy.

Effective immediately, the policy with attachments is approved as School Committee policy.

This policy WBSC 3500 has been adopted by the School Committee on January 11, 2010.

**West Bridgewater Public Schools
West Bridgewater, Massachusetts**

The West Bridgewater Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following members of the staff have been designated to handle inquires regarding the non-discrimination policies.

Title IX, Chapter 622

Section 504

Compliance Officers for 2010-2011

Hope Hanscom – System	894-1236
Mark Bodwell – M/S High School	894-1220
Tom Oleksyk – Howard	894-1250
Linda Dubin –MacDonald & Spring Street Schools	894-1240

Harassment Investigators for 2009-2010

Mark Bodwell	-	894-1220
Susan Fontecchio	-	894-1220

August 2010

Patricia W. Oakley, Ed. D.
Superintendent of Schools

School Committee Policy #5580-S Internet Use

Acceptable Use:

The superintendent or designee shall implement these administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the West Bridgewater School District as well as with the law and policy governing copyright.

Availability:

The superintendent or designee shall implement, monitor, and evaluate the district’s computer network for instructional purposes as provided herein.

Access to the computer network, including external networks, shall be available to students for instructional purposes and in

accordance with these administrative regulations and procedures.

All users shall be required to acknowledge receipt of this policy and procedures governing the use of the system and shall agree in writing to comply with this policy and procedures. Noncompliance with this policy and/or regulations may result in suspension or termination of user privileges and other disciplinary actions and consistent with the policies of the West Bridgewater School District and relevant law(s). Violations of law may result in criminal prosecution as well as disciplinary action by the West Bridgewater School District.

Monitored Use:

Electronic mail transmissions and other use of electronic resources by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional purposes. Copies of all information created, sent or retrieved are stored in the school’s backup files. The administration reserves the right to access and monitor all message and files on the computer system as it deems appropriate in the ordinary course of its business, including, but not limited to ensuring proper use of resources and conducting routine maintenance. Where appropriate, communications, including text and images, may be disclosed to law enforcement officials without prior consent of the sender and receiver.

Liability:

West Bridgewater School District shall not be liable for users’ inappropriate use of electronic resources or violations for copyrighted and restrictions or costs incurred by users which are knowingly not related to acceptable use under this policy. The West Bridgewater School District shall not be responsible for ensuring the accuracy or usability of any information found on external references.

Procedure:

The School Committee so orders the Superintendent to develop procedures to enact the policy. These procedures will be presented to the School Committee for approval. These procedures will be attached to aid policy after School committee approval.

VIII. Acknowledgment:

Each user will sign the Internet Use Agreement Form (Attachment A) before given access to the net. Parent/Guardian must sign also for student access.

IX Applicability:

This policy listed has been reviewed and/or revised every three years in May by the School Committee.

Effective immediately, this policy with attachments with the above date will be the School Committee policy, all prior documents identified as WBSC 5580-S will be destroyed.

This policy WBSC 5580-S has been adopted by the School Committee on 5.14.07.

WBSC No. 6200 Pages 9

Referenced Material

603 CMR 46.00

Restraint Policy

	SECTION	SUBJECT	PAGE
I		Mission Statement	1
II		Purpose	1
III		Definitions	1
IV		Staff Training	1
V		Administration of Physical Restraint	3
VI		Principals and Techniques of Personal Safety	4

VII	Methods of Physical Restraint	5		
VIII	Chemical/Mechanical/Seclusion Restraints Prohibited	6		
VIII	Reporting Requirements	7		
X	Grievance Procedures	8		
XI	Students with Disabilities	9		
XII	Distribution	9		
XIII	Applicability	9	Attachment A	Physical Restraint Form

This Policy has been approved by the West Bridgewater School Committee on 9-11-06

I. Mission Statement:

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

II. Purpose:

The purpose of this policy is to ensure that every student attending West Bridgewater Public Schools is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

In the event that physical restraint is required to protect the safety of school community members, the West Bridgewater Public Schools has enacted the following policy and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. None of the foregoing paragraph or the policy/procedures which follow, precludes any teacher, employee or agent of the West Bridgewater Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm.

III. Definitions:

Physical Restraint - the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate.

Physical Escort - Defined as the touching or holding a student without the use of force for the Purpose of directing the student. Physical escort is not physical restraint and is not covered by this policy/procedures.

Extended Restraint- A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written documentation as described in 603 CMR 46.06.

IV. Staff Training:

- A. All staff/faculty will receive training regarding the school's restraint policy within the first month of each school year, and employees hired after the school year begins will receive training within one month of starting their employment.
- B. Required training for all staff will include review of the following:
 1. West Bridgewater's restraint policy;
 2. Interventions which may preclude the need for restraint, including de-escalation of problematic behaviors, methods for preventing student violence, self-injurious behavior, and/or suicide, including techniques for de-escalation of potentially dangerous behavior occurring among groups of students with an individual student including:
 - a. Crisis development behavior levels and staff attitudes/responses.
 - b. Non-verbal and para-verbal interventions during crisis development.
 - c. The principle of an integrated experience between staff and student during crisis intervention. Staff behavior does not always effect student behavior as precipitating factors are always to be considered.
 - d. Achievement of tension reduction through the use of therapeutic rapport strategies.
 - e. Non-violent physical crisis intervention.

3. Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint is used;
4. Administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student; and
5. Identification of program staff who have received in-depth training (as set forth below in Section C in the use of physical restraint.

C. The West Bridgewater Public Schools recommends that such training be at least sixteen hours in length.

1. At the beginning of the school year, the principal will identify those staff who will participate in in-depth training and who will then be authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint.
2. In-depth training will include:
 - a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building, and the use of alternatives to restraint;
 - b. A description and identification of dangerous behaviors on the part of a student that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
 - c. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
 - d. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
 - e. Demonstration by participants of proficiency in administering physical restraint.

D. Staff/faculty will review any behavior plans pertaining to special techniques for identified students.

V. Administration of Physical Restraint:

A. Physical restraint may only be used in the following circumstances:

1. When non-physical interventions would be ineffective; and
2. The student's behavior poses a threat of imminent, serious, harm to self and/or others.

B. Physical restraint is prohibited in the following circumstances:

1. As a means of punishment; or
2. As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. At such time, law enforcement or other state agencies can be contacted.

C. Referral to law enforcement or other state agencies. Nothing in these regulations prohibits:

1. The right of any individual to report to appropriate authorities a crime committed by a student or other individual;
2. Law enforcement, judicial authorities or school security personnel from exercising their

responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or

3. The exercise of an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, § 51A. These regulations shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency.

- D. Only school personnel who have received required training or in-depth training pursuant to this policy shall administer physical restraint on students with, whenever possible, one adult witness who does not participate in the restraint. The training requirements, however, shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious physical harm.
- E. Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or others from assault or imminent, serious, physical harm.
- F. A person administering physical restraint shall use the safest method available and appropriate to the situation.
- G. Physical restraint shall be discontinued when it is determined that the student is no longer at risk of causing imminent physical harm to self or others.
- H. Additional safety requirements:
 - 1. A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.
 - 2. If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
 - 3. Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- I. At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:
 - 1. Review the incident with the student to address the behavior that precipitated the restraint;
 - 2. Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and,
 - 3. Consider whether any follow-up is appropriate for students who witnessed the incident.

VI. Principals and Techniques of Personal Safety:

- A. **Strike:** a weapon coming in contact with target (hit, kick, missile)
Response: block the weapon, move away
- B. **Grab:** the control or destruction of a part of one's anatomy (wrist grab, hair pull, choke, bite)
Response: use the weak point of the grab, gain leverage, use momentum.

VII. Methods of Physical Restraint:

A. Children's Control Position

Staff person takes position behind and to the side and secures arms of acting out person by locking one arm under the other.

Ancillary team member remains in background to assist if necessary.

Team Control Position

Staff members face in the same direction. Inside legs placed in front of acting out person. Staff members' outside hands hold acting out person's wrists. Staff members' inside hands form a "C" on the acting out person's shoulders.

Transport Technique

Staff removes their hands from the person's shoulders and move them under the arms of the person to clasp their (staff's) own wrists. This forms a cross-grained grip to secure the person between staff. Staff should remain close to the person.

D. Interim Control Position

As a temporary control position, the staff member maintains control of one arm by holding the wrist and moves his/her (staff member's) arm under the arm of the acting out person in an attempt to gain control of the loose arm.

VIII. Chemical/Mechanical/Seclusion Restraints Prohibited:

- C. Chemical restraint – the administration of medication for the purpose of restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/guardian(s).
- B. Mechanical restraint – the use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his/her body – is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/guardian(s).
 - 1. A protective or stabilizing device, such as a harness, lap or other belts for securing a child in a chair, ordered by a physician or a therapist shall not be considered mechanical restraint.
- C. Seclusion restraint – physically confining a student alone in a room or limited space without access to school staff – is prohibited.
 - 2. The use of "time out" procedures, during which a staff member remains accessible to the student, although not necessarily present, shall not be considered "seclusion restraint."

IX. Reporting Requirements:

- A. All applications of physical restraint shall be reported to the principal and the school nurse shall check all involved. Staff shall report the use of physical intervention after administration of a physical restraint in all circumstances, including those that:
 - 1. Result in injury to a student or staff member; or
 - 2. Last longer than five minutes.
- B. The staff member who administered such a restraint noted in (1) and/or (2) above shall verbally inform the principal of the restraint as soon as possible, and by written report by the end of the next school working day.

1. The written report shall be provided to the principal or his/her designee, except the principal shall prepare the report if the principal administered the restraint;
 2. A copy of the report will be forwarded by the principal to the Director for Pupil Personnel Services.
 3. The principal or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.
- C. The principal or his/her designee shall verbally inform the student's parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school working days following the use of such restraint. A copy of this policy will also be included.
- D. The written report required by sections B and C above, shall be Attachment A.
1. For extended restraints (restraints lasting more than twenty minutes), description of the alternatives to extended restraint that were attempted, the outcome of those efforts, and the justification for administering the extended restraint;
 2. Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student; and
 3. Information regarding opportunities for the student's parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions, and/or other related matters.
- E. The school will, within five school working days of the reported restraint, provide to the Department of Education a copy of the written report as described above and a copy of the record of physical restraints maintained by the program administrator for the thirty day period prior to date of the reported restraint when:
1. a restraint has resulted in a serious injury to a student or program staff member; or
 2. when an extended restraint has been administered.
- F. Parent(s)/guardian(s) may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or a program staff member and do not constitute extended restraint.
1. West Bridgewater Public Schools may seek such individual waiver for students who present a high risk of frequent, dangerous behavior that may require the frequent use of restraint.
 2. West Bridgewater Public Schools shall not require parental consent to such a waiver as a condition of admission or provision of services.
 3. Parent(s)/guardian(s) may withdraw consent to such waiver at any time without penalty.
 4. Extended restraints and restraints that result in serious injury to a student or program staff member must be reported as described above regardless of any individual waiver.
 5. The following documentation regarding individual waiver of reporting requirements will be maintained on-site in the student's file and will be made available for inspection to the Department of Education upon request:
 - a. Informed written consent of parent(s)/guardian(s) to the waiver, which shall specify those reporting requirements listed above that the parent(s)/guardian(s) agrees to waive; and
 - b. Specific information regarding when and how the parent(s)/guardian(s) will be informed regarding the administration of all restraints to the individual student.

X. Grievance Procedures:

Any school employee, parent, student or interested party may file a grievance if that person has a complaint regarding West Bridgewater Public Schools restraint practices. The following three-step structured grievance procedures have been adopted to protect the rights of all persons protected by these regulations. The grievances will be heard at each step as soon as possible.

STEP 1:

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

STEP 2:

At this level, the grievance is to be heard by Director for Pupil Personnel Services or the Director of Special Education. If the parent, student, employee or interested party is not satisfied with the decision, he/she can continue the grievance procedure to Step 3.

STEP 3:

At the School Committee level, the grievance is to be heard by the Superintendent and the West Bridgewater School Committee.

XI. Students with Disabilities:

A. Restraints may be administered to a student with a disability pursuant to the student's Individualized Education Plan or other written and agreed upon plan developed in accordance with state and federal law, subject to the following exceptions:

- (1) The limitations on chemical, mechanical, and seclusion restraint as stated above shall apply; and
- (2) The training and reporting requirements described in this policy shall apply.

XII. Distribution:

Nothing in this policy shall be construed to limit the protection of West Bridgewater Public School Students as provided in 603 CMR sect. 46.00- To that end, the policy developed pursuant to those regulations is available upon request from the principal, and the Superintendent's office.

XIII. Applicability:

This policy will be annually reviewed and re-adopted every 3 years November.

Please remove and replace the listed Policy with the attached copy, which was approved by the School Committee.

Effective immediately, the policy with attachments with the above date will be the School Committee policy, all prior documents identified as WBSC 6200 will be destroyed.