

BRAINTREE HIGH SCHOOL
STUDENT / PARENT HANDBOOK

2006 - 2007

P R I D E

NAME _____ HOUSE _____

BRAINTREE HIGH SCHOOL

Mission Statement

Pride is the hallmark of Braintree High School. We recognize our responsibility in addressing the learning needs of all students by providing a variety of instructional techniques in a curriculum that meets state and national standards. We believe that a positive school climate requires a sense of partnership among students, parents, educators, support staff and community members. We foster educational excellence and encourage the recognition of and respect for diversity. We are committed to promoting scholarship, personal responsibility, co-curricular involvement, effective communication skills and critical thinking so that our students continue to be life-long learners and civic-minded citizens.

The essence of our mission statement can be found in the acronym PRIDE:

Partnership
Respect and Responsibility
Involvement
Diversity
Educational Excellence

SCHOOL-WIDE EXPECTATIONS

Students at Braintree High School will:

1. BE PREPARED and ready to learn
2. WRITE EFFECTIVELY
3. USE RESEARCH SKILLS appropriately
4. THINK CRITICALLY
5. WORK COOPERATIVELY in groups
6. USE TECHNOLOGY appropriately
7. APPRECIATE CULTURES of the world
8. Use an UNDERSTANDING OF HISTORY to make decisions
9. RECOGNIZE DEMOCRATIC PRINCIPLES of the United States
10. Communicate effectively in a FOREIGN LANGUAGE
11. USE THE ARTS for expression and self-discovery
12. MAKE HEALTHY CHOICES
13. DEVELOP CAREER SKILLS
14. Read and INTERPRET LITERATURE of different kinds
15. USE MATHEMATICS to problem solve
16. USE SCIENCE to solve problems
17. PARTICIPATE IN DEMOCRACY
18. Help CREATE A SAFE AND POSITIVE ENVIRONMENT
19. DEVELOP SELF-DISCIPLINE, self-respect and self-reliance
20. DEMONSTRATE CIVILITY in interactions with others
21. RESPECT DIVERSITY

Headmaster's Message

July 2006

Dear Student and Parent:

On behalf of the faculty and administrators of Braintree High School, I welcome you to BHS, "where quality education and school pride are always present". Whether you are a member of the senior class preparing to meet the challenges of graduation and further education or whether you are entering BHS as a freshman, full of questions and excitement, we encourage all of our students to embrace our school's mission of PRIDE.

This handbook explains the various policies, procedures and programs that are the essence of our school. Students and parents should review the handbook together and utilize it as a guide over the course of the school year. I also direct your attention to the Philosophy and Mission Statement contained in this handbook.

The table of contents outlines the important components of our school such as Academic Information, Policies and Procedures, and Activities and Events. The information pertaining to these and other concepts clarifies the expectations for student achievement and your own personal success while a student at BHS. When you review our PRIDE acronym, you will see that these key elements of our school, such as Partnership, Respect and Responsibility, and Involvement are common themes in the handbook. Lastly, Braintree High School has a long standing tradition of Educational Excellence and our faculty takes great pride in establishing an enriched educational climate for our students.

The partnership among members of our school community is the foundation of our school's success. This involves parents, community members, students and faculty and staff working together to enhance the educational experience of our students. Whether that be achieving Honor Roll status, selection to an Honor Society or participation in a club or athletic team, this partnership supports the goals, talents and interests of "our" students. Our administrators, counselors, coaches, advisors, and teachers encourage you to be involved in activities that will enrich your high school experience. Meeting new friends, expressing and showcasing your talents and interests and participating in a club, sport or activity, will make your "BHS Experience" unforgettable. Review the Activities and Events section in the handbook.

To our students, the BHS community has high expectations for you and we wish you a safe, prosperous and exciting school year. Be focused and do your very best in all your endeavors.

To parents, I encourage you to become involved in your child's high school experience. There are many programs such as Freshman Orientation, College Planning, Financial Aid and Pre-Prom meetings that provide parents with guidelines and information that will assist you and your son/daughter. School Council, PTO, Project Graduation and other committees solicit your participation and encourage your input and energy in improving the "BHS Experience" for all of us. We are here to serve you as well as your children.

Sincerely,

David M. Swanton
Headmaster

The information contained in this handbook has been approved by the Braintree School Committee, and a copy is on file with the State Department of Education. Because this handbook details the rights and responsibilities of each student and outlines the discipline code and the consequences for various infractions of Braintree High School rules, it is important that each student and his/her parent read this document thoroughly.

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Braintree High School

Headmaster
David M. Swanton

dswanton@braintreema.gov

Housemasters

John A. Hurstak, Jr.

jhurstak@braintreema.gov

Suzanne J. Kelly

sjkelly@braintreema.gov

Nancy E. Moynihan

nmoynihan@braintreema.gov

Braintree High School Phone Number (781) 848-4000

Braintree School Committee

Chairperson

Margaret Dunlea-O'Reilly

Maureen Clark

David Cunningham

Kathleen Maguire

Sean Powers

Kathryn Prioli

Karen Whitney

Superintendent of Schools

Dr. Peter A. Kurzberg

Assistant Superintendent

T. Michael Molongoski

Business Manager

Peter B. Kress

Braintree High School Student Council Officers

Student Council Officers

President.....Andre Watson '07
Vice President.....Brian Ellis '07
Secretary.....Jackie O'Brien '08
Treasurer.....Emily Larkin '08
Advisor.....Mr. Anthony Garofalo

Class of 2007 (Seniors)

President.....Edward Harrington
Vice President.....Brendan Flaherty
Secretary.....Kara Ruggiero
Treasurer.....Jackie Cooney
AdvisorMr. Matt Simmons

Class of 2008 (Juniors)

President.....Gregory Zukauskas
Vice President.....Kalie Whitehouse
Secretary.....Molly Sullivan
Treasurer.....Kyle Murphy
Advisor.....TBA

Class of 2009 (Sophomores)

President.....Brigid Murphy
Vice President.....Bojan Grozdanic
Secretary.....Jeanmarie McDonald
Treasurer.....John Ellis
Advisor.....Ms. Susan McCabe

School Committee Representatives

Katharine Darche Chelsea Furlong Andre Watson
Katie Fitzgerald Peter Lind

Braintree High School
Faculty and Staff Roster

**Extension Numbers for Offices, Departments, and
Personnel are in Parentheses**

Houses 1,2,3- Number indicates House assignment for each teacher

Administration

Mr. David M. Swanton Headmaster (2259)
Mr. J. Hurstak, Housemaster (2283)
Ms. S. Kelly, Housemaster (2281)
Ms. N. Moynihan, Housemaster (2282)

Art Department (2248)

Ms. Joan Carroll, Director
Ms. Allison DiMaio – 3
Ms. Heidi Hurley – 1
Mr. Alan Tibbetts - 3

Business Ed. Department (2229)

Mr. Matthew Simmons – 2

English Department (2248)

Ms. Mary Cunningham, Director
Ms. Ann Batz - 3
Ms. Cheryl Blundo – 2
Ms. Marisa Ciani – 1
Ms. Pamela Cosgrove – 2
Ms. Lisa Cross – 3
Mr. Dwayne Dalhbeck - 3
Mr. Alexander Jefferies - 1
Mr. Kevin Kay – 1
Ms. Rebecca Kidwell – 3
Ms. Jane Kreinsen – 3
Ms. Laura Lebo – 1
Ms. Jaime LePore - 2
Ms. Beth McGaw – 3
Ms. Erin McGovern – 2
Ms. Alissa Wallenstein – 3

Family and Cons. Sci. Dept. (2119)

Ms. Kathleen Welch, Director
Ms. Diane Lapworth – 3
Ms. Lina Russo - 1
Ms. Christine Vincent – 1

Foreign Language (2237)

Ms. Ellen Munley, Director
Ms. Hillary Carpinella – 3
Ms. Jeanine DeRosa - 2
Ms. Meghan Hadley - 3
Mr. Kevin Jameson – 2
Mr. George Knasas – 3
Ms. Jessica Noone – 1
Ms. Sally Spear- 3
Ms. Gail Ward- 2

Guidance Department (2272)

Mr. Anthony King, Director (2280)
Mr. Anthony Garofalo – 3 (2277)
Ms. Cynthia Gonsalves – 2 (2260)
Ms. Carrie Kulick-Clark – 1 (2273)
Ms. Jennifer DiGregorio – 2 (2276)
Ms. Marsha Roos – 3 (2274)
Ms. Susan Brady – 1 Sch. Psychologist (2278)
Dr. Mary Ford-Clark – 1 Adj. Couns. (2275)

Ind. Tech. Dept. (2229)

Mr. Ronald Smith – 3

Mathematics Department (2229)

Dr. William Kendall, Director
Ms. Holly Belmosto – 3
Ms. Marie Denneen – 2
Ms. Lauren Forger – 2
Mr. Michael Goldman – 2
Mr. Nicholas Krot – 3
Ms. Stephanie Macsata- 3
Ms. Deborah McBride – 2
Mr. Robert McKinnies – 1
Mr. Bryan Paul – 2
Mr. Kyle Piazza- 2
Ms. Linda Raymond – 3
Mr. Brian Selig – 2
Ms. Lynette Zickl – 3

Media Center (2289)

Ms. Marsha Dinneen – 3

Music Department (2248)

Ms. Rachel Hallenbeck, Director
Mr. Charles Shaffer – 1

Physical Ed. Dept. (2119)

Ms. Maura Ranieri, Physical Ed. Director
Mr. Frank Tricomi, Athletic Director (2124)
Mr. William O'Connell - 1
Mr. Eric Langenthal – 1
Ms. Victoria Buchholtz-1

Science Department (2237)

Dr. Dianne Rees, Director
Mr. Joseph Bengiovanni – 1
Ms. Jennifer Donovan - 3
Ms. Sandra Dziedzic - 3
Mr. William Ellis – 2
Mr. Matthew Fallano - 3
Mr. Robert Gordon – 2
Mr. John Mauch – 3
Ms. Lynn Mills – 2
Ms. Erika Palazzolo - 2
Ms. Jessica Passeggio - 3
Mr. Matthew Riordan - 2
Ms. Susan Smith – 2
Mr. Robert Stanford – 2
Mr. Robert White - 1
Ms. Marylou Williams-Blake – 1

Health Department (2119)

Ms. Kathleen Welch, Director
Mr. Eric Langenthal - 1

Social Science Department (2237)

Ms. Nancy Guenther, Director
Mr. Richard Flanagan – 3
Mr. Kyle Fredericks – 1
Mr. Matthew Freeman – 1
Mr. Mallory Hauptert – 3
Ms. Michelle Keefe - 2
Mr. Philip Krall- 1
Ms. Cynthia Lang – 1
Mr. Michael Pelletier – 3
Ms. Colette Picard – 1
Ms. Mildred Skinner – 1
Ms. Rachel Smith - 1
Mr. Robert Sutton – 2
Mr. Jamie Wiggin- 2

Special Education (2292)

Mr. Robert Belmont, Director
Ms. Janelle Brady – 1 (Resource)
Ms. Doreen Brides – 1 (Case Worker)
Mr. Warren Dimmick-1 (School-to-Work)
Ms. Petra Eaton – 1 (SSEC)
Ms. Mary Jane Farley – 1 (Project Prove)
Ms. Roxanne Griffin – 1 (School-to-Work)
Ms. Heidi Harrington – 1 (Speech)
Ms. Barbara Johnson – 3 (Resource)
Ms. Linda Kuperstein – 1 (Archer)
Ms. Susan McCabe – 2 (Resource)
Mr. Richard McCarthy – 3 (Resource)
Ms. Theresa McCarthy – (Pre-School)
Ms. Elaine Mitchell – 3 (Resource)
Ms. Rosemary Murphy – 1 (Coord. STW) (2285)
Ms. Maureen Nigrelli – 1 (Resource)
Ms. Meghan Roche (Speech) - 1
Ms. Deanne Sullivan – 1 (Project Prove)

Computer Technology

Ronald McClure (2226)
Scott Mullin (2222)
Gerry Sullivan (2231)

Alternative School (2266)

Mr. Michael Bochman, Director (2219)
Ms. Joanna Chmielinski-Sheerin – 1
Mr. Kevin Coyne (PMI) - 1
Mr. Robert Crook – 1
Ms. Christine Lajewski (ARCHER) – 1
Mr. Cornelius Driscoll – 1
Ms. Catherine Mosesso – 1 (ACES)
Mr. Michael Tosone – 1 (ACES)

Home Instruction

Ms. Diane Radigan –1 (2150)

ESL

Ms. Patricia Bagnell- 1

METCO Program (2232)

Ms. Jacqueline Dix-Smith, Director

Support Staff**Secretarial**

Ms. Kathleen Finneran, Headmaster (2259)
Ms. Pam Cushing, Special Serv. (2293)
Ms. Pamela Cushing, Sp. Serv. Data Entry
Ms. Noreen Devlin, Special Serv. (2292)
Ms. Ann Frazier, Eng/Art/AV/Musc. (2248)
Ms. Karen Keefe, SS/Sci/For.Lang (2237)
Ms. Paula Kelly, House 1 (2281)
Ms. Susan McCarthy, Media Center (2289)
Ms. Laura McConville, House 2 (2282)
Ms. Janis McLarnon, PE/Ath/FCS (2119)
Ms. Linda Mulligan, Guidance (2272)
Ms. Laura Powers, Mth/Tch/IT/Bus (2229)
Ms. Catherine Pugsley, House 3 (2283)

Classroom Assistants (Paraprofessionals)

Ms. Nancy Buckman – Project Prove (2238)
Ms. Kathleen Callahan – ACES (2266)
Ms. Carol Canwell – Project Prove (2238)
Ms. Virginia Holmes – Special Ed. (2292)
Ms. Cynthia Keenan – School to Work (2285)
Ms. Mary Mitchell – Project Prove (2238)
Ms. Christine Sheehan – Special Ed. (2292)

Data Processing

Ms. Sandra Lyons – 1 (2249)

Registrar

Ms. Marie Roundtree – 1 (2253)

School Nurses

Ms. Paula Dowd, Coordinator (2224)
Ms. Frances Barron – 1 (2256)
Ms. Rosemary Donoghue – 1 (2256)

Reception/Security

Receptionist- Ms. Susan Frazier (2299)
Security- Mr. Michael Bradford (2020)
Hall Monitor- Ms. Doris Rose (2525)

General Information

School Hours

The high school office is open daily from 7:00 A.M. to 4:00 P.M.
Administrators can usually be reached until 5:00 P.M.

House System

The high school is organized on a modified house plan. This is accomplished by organizing the student body and faculty into three units. The plan, utilizing a Housemaster, secretary, guidance counselors, homeroom teachers and assistant homeroom teachers, provides for student identity on a continuing basis. The homeroom teachers, assistant homeroom teachers, and subject teachers work closely with the Housemaster and the guidance counselors for the growth, development and success of the individual.

Headmaster

David M. Swanton

The Headmaster is responsible for every aspect of administering the high school.

Housemasters

House 1 - Suzanne J. Kelly

House 2 - Nancy E. Moynihan

House 3 - John A. Hurstak, Jr.

The Housemasters direct and coordinate all activities within their respective houses and are responsible to the Headmaster for the general administration of the entire school.

No School/Delayed Openings Announcements

Announcements of no school and/or delayed school openings due to inclement weather will be made on Boston TV stations, Channels 4, 5 and 7, and radio stations WBZ, WHDH and WJDA between 6:00 and 7:30 A.M. When delayed school openings occur, everyone should know that all classes will meet for shortened periods of time.

Connect-Ed

Connect-Ed, a computerized telephone message system, is used to expand communication between BHS and parents. Through Connect-Ed, parents are notified of a school closing because of inclement weather, as well as meetings and other important information. In the case of BHS closing or having a delayed start because of bad weather, parents and students will receive a telephone call early in the morning or, in some cases, the night before.

Term Dates/ Report Card Distribution Dates

		<u>Report Cards Issued:</u>
First Term:	Sept. 6, 2006 – Nov. 3, 2006	Week of November 6, 2006
Second Term:	Nov. 6, 2006 – Jan. 16, 2007	Week of January 22, 2007
Third Term:	Jan. 22, 2007 – March 30, 2007	Week of April 2, 2007
Fourth Term:	April 2, 2007 – Jun. 11, 2007	Week of June 25, 2007 (via mail)

Mid-Term Progress Report Distribution Dates

First Term:	Week of October 9, 2006
Second Term:	Week of December 11, 2006
Third Term:	Week of March 5, 2007
Fourth Term:	Week of May 14, 2007

Academic Information

Graduation Requirements

- I. Minimum Credits Necessary to Earn a Diploma: 115

<u>Department</u>	<u>Credits</u>
English	20 credits or passing the equivalent of 4 year-long courses
Mathematics	15 credits or passing the equivalent of 3 year-long courses
Science	15 credits or passing the equivalent of 3 year-long courses
	Must include successful completion of Biology
Social Studies	15 credits or passing the equivalent of 3 year-long courses
	Must include successful completion of American History and American Government courses
Foreign Language	10 credits or passing the equivalent of 2 year-long courses
Creative/App. Arts	5 credits or passing the equivalent of 1-year-long course
Physical Education	8 credits or passing the equivalent of 4 year-long Physical
Education courses	(PE courses meet 2 days per cycle)
Electives	27 credits or passing the equivalent of 5 year-long courses

Additional requirements: Computers/Technology

All students must successfully complete one course that uses the computer in a way separate from word processing. Courses fulfilling this requirement are:

#325 Computer Electronics	
#412 AP Statistics	#622/638 Intro to College Bus.
#413, 414 or 428 Calculus	#623/633 Office XP
#416 AP Computer Science A	627/637 Finance/Business & Personal
#417 Adv. Comp. Science Sem.	631 Accounting 1
#418/427 Honors Comp. Appls.	672 Marketing Retail & Sports
#422 /424 Analysis of Functions	721/722 Yearbook
#426 Honors Computer Science	781/782 Expl. Music through Tech.
#621 College Accounting	725 Intro to Digital Arts & Photog.
	920, 921 or 922 Computer-Aided Design

- II. All students must carry five major courses each semester plus Physical Education. A major course is defined as a course that meets every day during the 7-day cycle. In addition, freshmen will also be scheduled to take Health Education.
- III. Promotion Requirements:
In order to be promoted to the respective grades, students must earn a minimum of the credits listed below:

Sophomore	25
Junior	55
Senior	85

IV. Requirements for awarding of diploma and participation in graduation exercises:

- Successful completion of 115 credits minimum – Closing date for this requirement is two days before graduation.
- Successful completion of all required courses as listed in the Parent/Student Handbook (see previous page). Closing date for marks will be the end of senior finals. No extra credit projects or assignments will be permitted after this date. [Note: Seniors who have received an Incomplete in a course must complete all make-up work two school days before graduation exercises. Students who complete graduation requirements in another institution approved by the Headmaster must submit all grades on an official school document for credit two school days before graduation.]
- Successful completion of the MCAS tests (Massachusetts Comprehensive Assessment System) in both Math and English Language Arts. Students must receive a passing score in both subjects in order to receive a competency determination for graduation.
- Fulfillment of all discipline, financial, and/or procedural obligations. Closing date for this requirement is two school days before graduation.
- Adherence to mandates of Braintree High School/Braintree Police Department Drug and Alcohol Policy, as outlined in the Memorandum of Understanding, Sections 4.0/4.1; 5.0/5.1; 5/2; 11.0/11.1 (pages 56-59). Based on the date and/or nature of the infraction/arrest, students in violation of the specific policy may not be allowed to participate in graduation exercises and/or senior activities.

Class Rank - Mark Weighting System

The high school uses a mark-weighting system recommended by the National Association of Secondary Principals. Mark weighting is used to determine a student's rank in class.

Class rank is cumulative, based upon final (end-of-year) grades for grades 9, 10, 11 in academic courses that meet daily. Rank is computed at the end of each grade to assist students in making realistic plans for further education. Senior rank is recomputed at the end of each term. The rank at the end of Term 3 is used for the purposes of selecting a class valedictorian and salutatorian.

A list of courses used in the computation of rank is on file in the Headmaster's office.

Grade	%Value		Level 1	Level 2	Level 3	Level 4
A	94-100	Superior	8.00	7.00	6.00	5.00
A-	90-93	High Honors	7.75	6.75	5.75	4.75
B+	87-89		7.50	6.50	5.50	4.50
B	83-86	Honors	7.00	6.00	5.00	4.00
B-	80-82		6.75	5.75	4.75	3.75
C+	77-79	Average	6.25	5.25	4.25	3.25
C	73-76		6.00	5.00	4.00	3.00
C-	70-72		5.50	4.50	3.50	2.50
D+	67-69	Below Average	4.50	3.50	2.50	1.50
D	63-66		4.00	3.00	2.00	1.00
D-	60-62		3.50	2.50	1.50	0.50
E	50-59	Unsatisfactory (fail)	0.00	0.00	0.00	0.00
F	0-49	Extreme Difficulty (fail)	0.00	0.00	0.00	0.00

Advanced Placement Program (AP)

The Advanced Placement Program, which the College Board has sponsored since 1955, offers able and ambitious secondary school students an opportunity to study one or more college-level courses and then, depending on examination results, to receive advanced placement, credit, or both when they enter college.

There are many AP course offerings at BHS. The course descriptions are prepared by committees of school and college teachers and are revised biannually.

The same committees also prepare three-hour examinations in these subjects, which Educational Testing Services administers to AP candidates each May. Readers from schools and colleges then grade the examination on a five-point scale: 5, extremely well qualified; 4, well qualified; 3, qualified; 2, possibly qualified; 1, no recommendation.

Students enrolled in AP courses are expected to take the AP exam at the end of the year.

Each candidate's grade report, examination booklet and other materials in support of his/her application for advanced placement or credit are sent in July to the college she/he will enter. It is then up to the individual college to decide whether and how it will recognize the work.

Braintree High School offers Advanced Placement courses in English (Literature and Composition), U.S. History, Environmental Science, European History, Psychology, Physics, Biology, Chemistry, Calculus (AB and BC), Government and Politics, Human Geography, Statistics, Computer Science, French, Spanish, Art Portfolio and Music Theory. (Enrollment will determine course offerings each year.)

Change of Program

Program changes must be made by following the process listed below:

- I. Program errors will be corrected immediately:**
 - A. when verification list differs from printed schedule.
 - B. when prerequisites are not met due to failing or not attending summer school.
 - C. when course load requirements are not met.

- II. Deadlines for Course/Level Changes**
 - A. Requests for course changes will not be considered after the second week of classes.
 - B. Requests for level changes in full year courses must be made no later than one week after term one report cards are distributed.
 - C. Requests for level changes in semester courses must be made no later than one week after the first progress reports are distributed.
 - D. Cases involving extenuating circumstances may be reviewed by the counselor and the academic directors on an individual basis.

- III. Request for Level Change**
 - A. Student discusses the request with the counselor. If the student desires, at the conclusion of this conference, a Program Change Request form will be completed.
 - B. Student obtains teacher and parent comments and signatures and then returns the form to the counselor.
 - C. If the counselor, student, parent and teacher agree that a change is in the best interest of the student, the form will be forwarded to the appropriate Curriculum Director or Department Head for review.
 - D. If the Director agrees that the change is appropriate, he or she will sign the form and return it to the counselor for processing.
 - E. If the Director does not agree, he or she will call the parent or counselor/
 - F. A parent/student/teacher/counselor/Director conference then will be arranged by the counselor to resolve the problem.
 - G. Where agreement does not exist at Step C, the counselor will arrange for a conference, as described in Step F.
 - H. If agreement cannot be reached in Step F, the decision shall be referred to the Headmaster. All appropriate information will be forwarded to him.
 - I. The counselor will summarize the data and record the final decision in the student's temporary record file.

IV. Request for Teacher Change

- A. Student discusses the request with the counselor. If the student desires, at the conclusion of the conference, a Program Change Request form will be completed.
 - B. Student obtains teacher and parent comments and signatures, and then returns the form to the counselor.
 - C. A parent/student/teacher/counselor/head counselor/Director conference will be arranged by the counselor to resolve the problem.
 - D. If agreement cannot be reached, the decision will be referred to the Headmaster. All appropriate information will be forwarded to him.
 - E. Counselor will summarize the data and record the final decision in the student's temporary record file.
- V. All requests for course changes and/or teacher changes must be discussed *during a student's study period*. Students may not schedule appointments with counselors and/or administrators during regular class time.
- VI. Until the change has officially been made students are required to remain in the originally scheduled class(es).

Cheating and Plagiarism

Any attempt to gain academic credit for knowledge or work not genuinely a student's own is considered cheating. Plagiarism is the copying or imitating of the language and ideas of another and claiming them as one's own. Students must follow the prescribed method of citation. Failure to do so may also be viewed as plagiarism.

The penalty for cheating and/or plagiarism is total loss of credit ("0") for any test or assignment on which they were attempted. Please note that Braintree High School utilizes the program "Turnitin" to detect any forms of plagiarism.

Plagiarism includes:

- Copying verbatim words, expressions, or ideas directly from another source without giving proper credit.
- Paraphrasing written ideas from a source and rewriting in one's own words without attributing to the author.
- Adapting an idea from another source without giving proper credit.
- Downloading material from the Internet or any other source without citing that source in full.
- Copying includes copying passages, sentences or parts of sentence.
- Purchasing material from the Internet or any other source.

Examinations

Mid-year and final examinations are given in all yearlong academic subjects. Each exam will count as one tenth of the final year grade (or a total of twenty percent of the final grade). Semester courses will have their final examinations administered in January (for first semester courses) and June (for second semester courses). Their exams will count as one fifth or twenty percent of the final grade.

All students are required to take all scheduled exams.

*In the event a student is absent on the day of an exam(s), the parent of that student must provide a medical note or reason for that absence as outlined under the Excused Absence Policy. Also, the parent must contact the student's House Office by 9:00 AM of the exam day to report the student absent.

Senior Final Exam Exemption Policy

Any senior at Braintree High School is eligible to be exempt from being required to take the final exam (not mid-years) in any course (excluding AP courses) if the following criteria are met:

- a B+ average or better – cumulative for all terms and January exam
- no more than three absences for fourth term
- policy would apply to second semester courses and year courses. English, Social Studies, FCLS, and Business must link with first semester course. If no first semester course, exemption criteria will apply to second semester course.
- students will be informed after the first week in April

- eligibility must be maintained through the last day of classes

Failure Policy

Any student receiving a grade of "E" (50-59) for the final mark has the following options:

1. Accept mark and receive no credit.
2. Attend Summer School to receive credit and/or meet prerequisite.

Any mark of "F" in a required course will necessitate the student repeating that course the following year.

The School Committee has approved the following regulations:

- If a student fails English 9 or 10 with the mark of E, he/she may attend Summer School for two hours per day for five week, and receive 5 credits.
- To make up a grade of E in a semester course (Grade 11 or 12), a student may attend Summer School for two hours per day for three weeks, and receive 2 ½ credits.
- Underclassmen may attend Summer School in order to receive course credit if they earned a final grade of 'F' in English only. Full year courses require 3 hours per day for 5 weeks; semester courses require 2 hours per day for 5 weeks.
- Although students are not required to attend Summer School, we strongly urge and recommend that students who fail English attend. Students may repeat the course during the next school year or may transfer credit from another accredited summer school.

Freshmen Orientation Program

The first day of the school year is for freshmen only. During that day, freshmen will attend a special assembly with the Headmaster and Housemasters. They will follow an abbreviated Day 1 schedule in preparation for the next day when all BHS students will be in attendance. The orientation day concludes with the opportunity for freshmen to meet with their individual faculty advisor. The advisor will answer questions about student schedules, extracurricular activities, the Student/Parent Handbook, and academics. Advisors monitor their advisees through the first marking period, directing students to appropriate resources if problems develop.

Homeroom Period

Homeroom classrooms should be open to students at 7:30 AM. Three verbal reminders are announced to students via the PA at 7:30, 7:32 and 7:34 AM. The official tardy to homeroom tone sounds at 7:35 AM. All students are expected to remain in homeroom during the moment of silence and all announcements. Homeroom concludes at the tone at 7:40 AM.

Students in the main lobby at 7:34 AM are considered tardy when the one-minute verbal warning is announced via the PA. 7:35 AM is when the tardy tone sounds for all students and the homeroom period begins.

Homework Policy

Homework in the Braintree Public Schools is an essential part of the school program. Homework assignments will vary in accordance with the needs of the class and relate to classroom instruction.

Objectives of Homework Assignments:

1. To reinforce and extend learning initiated in class.
2. To develop good work habits.
3. To develop abilities to study independently.
4. To provide extra practice in fundamental skills.
5. To enrich learning.
6. To increase an opportunity for individual initiative and responsibility.
7. To stimulate creativity and critical thinking.
8. To develop an awareness that learning can take place in an environment other than school.
9. To increase parental awareness of the school program.

Daily assignments will be given to reinforce skills and concepts conveyed in school and/or provide the basis for the following day's work. Homework will be assigned in all academic classes on a daily or long-range basis. An average of 30-45 minutes per night per course will be assigned.

15- 25% of the term grade in individual subjects is for successful completion of homework.

Homework Policy (Continued)

Completion of assigned homework is required of all students in the Braintree Public Schools. Students are assigned homework as outlined in the Homework Policy. Failure to comply with this regulation will result in the following:

1. A teacher-student conference is held to discuss the nature of the issues regarding homework.
2. In the event the student continues to come unprepared to class, a parent-teacher conference will be held. This may be in the form of a face-to-face meeting or a phone conference.
3. If lack of preparation continues, then the teacher should seek the support of the guidance counselor and possible intervention by the Housemaster.

Guidelines for Students:

1. Students should understand assignments clearly before leaving class.
2. Students are to record the directions for homework in an assignment notebook.
3. Students are required to hand in completed assignments on time.
4. Students are responsible for any work missed due to absence from class.
5. Students should realize that homework will be part of their grade.
6. Students are responsible for bringing home the proper materials.
7. Students are to budget time properly for long-term assignments.
8. Students are always to do their best work.

Guidelines for Parents:

1. Parents shall be familiar with, and support, the philosophy and guidelines of the approved Homework Policy.
2. Parents should provide the student with a time and place to do the homework assignment(s).
3. Parents should check the student assignment notebook.
4. Parents should take an active part in supervision of the student completing the assignment(s).
5. Parents should oversee long-term assignments and assist students in learning to budget time accordingly.
6. Parents should limit television and telephone interruption.
7. Parents should assist, but not do, the work.
8. Parents should contact the teacher in the event of questions or concerns.

Guidelines for Teachers:

1. Homework is to be in keeping with the Objectives of Homework assignments.
2. Homework is to be given on a regular basis.
3. Assignments are to be clearly understood by the students.
4. Specific homework policies/practices of teachers are to be submitted to the Headmaster and clearly communicated to students and parents.
5. Teachers are to require that every student have a daily/weekly assignment agenda book.
6. Homework may take the form of class, group or individual assignments. The type of homework should vary according to the abilities, interests and educational backgrounds of the students in the group.
7. Assigned homework should be discussed/checked, and when appropriate, corrected and returned to students.
8. Assignments may be made on a daily basis, or they may be of a long-range type, such as a report.
9. Teachers should coordinate homework assignments, tests, and projects with other teachers, as appropriate, to avoid overburdening assignments.
10. Teachers have the responsibility to communicate with parents of students who are falling behind in completing homework assignments.

Guidelines for Administrators:

1. Include this homework policy in all teacher handbooks.
2. Require teachers to communicate homework policy to students and parents.
3. Assist teachers, when necessary, in implementing this homework policy.
4. Make certain that homework is being assigned according to guidelines.
5. Observe use of homework during classroom visits.
6. Review homework samples periodically.
7. Give suggestions to teachers, when necessary, on how homework assignments could be improved.

8. Develop homework incentive programs/practices in conjunction with teachers and parents to assist and enhance homework completion and participation.

Honor Roll

Braintree High School students earn Honor Roll status each term by attaining excellent grades in all courses, which meet every day.

The three honor roll categories are:

<u>Maximum Honors:</u>		<u>All A's in all subjects</u>
High Honors:		All A's and one (1) B
Honors:		All A's and B's and one (1) C

Incomplete Grades

A teacher can assign an incomplete grade (I) for any given term if assignments and/or tests were not completed due to legitimate long-term absences. The work must be completed in a time span, which does not exceed the length of the absence plus one day. In no case will a student be given a grade for any succeeding term until the incomplete grade has been changed.

Make-up Work

1. Due to absence - students who have been legitimately absent from school have the responsibility to obtain and complete all work missed during the time of their absence. Upon returning to school the time limit for the completion of such work will be the length of the absence plus one day. Extension of this time limit will be granted at the discretion of the teacher involved. Work not made up by the given deadline will result in a zero.
2. Due to exclusion - (suspension) - students who are suspended from school are expected to complete all homework missed during the time of their suspension. The teacher will give the student those assignments that he or she can complete on his or her own. Credit will be given for these assignments. The time limit for the completion of work missed shall be the length of the suspension plus a day. Work not made up by the given deadline will result in a zero.
3. Due to truancy or cutting a class - Students who are truant from school and/or cut a class (es) will not be allowed credit for any work missed. There could be a significant drop in term grades when students choose to miss a class (es) on purpose.

Parent -Teacher Conferences

The school encourages parents to contact a student's teachers and Guidance Counselors at any time during the school year to arrange conferences to discuss student progress.

There will be four (4) school-wide Parent/Teacher Conferences scheduled for this year. The first of these sessions will be a group "Back-to-School" night in late September and subsequent sessions will be individual conferences after the first marking period (two evenings in November) and at the mid-point of the third marking period (an evening in March). Please see back cover for specific dates.

Physical Education Attendance and Make-Up Policy

Students must be in appropriate PE dress in order to participate and receive credit. Students attending class less than 70% of the term/semester who do not make up classes will fail.

Loss of physical education class time due to absence from school must be made up within two weeks.

Students must pass all eight (8) semesters of physical education to be eligible to graduate. To pass, a student must (unless medically excused) participate in 70% of the classes in a given term or semester. *Students may make up class time missed due to absence from school* through Fitness Center participation after school or by taking class during a study period with the permission of the physical education teacher. Seniors must complete their physical education requirement before finals to participate in graduation.

Physical Education (Continued)

Exception: Juniors and seniors who are members of varsity or junior varsity athletic teams must participate in Physical Education a minimum of one term per semester. The term(s), which the athlete is exempt, must coincide with his/her sport season. During that term(s) the athlete must attend a structured study.

Students will not use physical education time to make up loss of class time in other subjects. Physical education time may not be used in order to take make-up exams, to receive remedial help in other subject areas, or to resolve scheduling problems. These must be done on the student's free time, during study periods or after school.

Progress Reports

Progress reports are given to students at the mid-point of each of the four terms. The progress reports indicate whether the student's work in each subject area is commendable, satisfactory, in need of improvement, in danger of failing, or failing. Specific comments about a student's strengths and/or weaknesses in a particular subject area are also noted. *Progress Reports must be signed by both the student and the parent and returned to the student's homeroom teacher within three days of distribution.*

Report Cards

Report cards are issued to students and parents at the conclusion of each of the four (4) terms. Letter grades and comments indicate student progress. Please refer to page 5, General Information, for specific distribution dates. The final report card will be mailed home unless a student has not met his/her financial obligations with the school.

Study Period Policy

In accordance with the Massachusetts Department of Education's Time & Learning mandate, all students have been provided with 990 hours of instructional learning time each year. Everyone has been assigned to five major classes, physical education and structured study periods.

Study periods have been assigned to the cafeteria (seniors only) or to individual classrooms. Attendance will be taken and a quiet atmosphere conducive to study will be maintained.

Senior Study in the cafeteria is a privilege, not a right. Seniors will be assigned to the cafeteria for study if they meet the athletic/activity eligibility requirement. Those students who do not meet the eligibility requirement will be placed in classrooms for study hall. Eligibility will be monitored at the end of each term and assignments will be made accordingly.

Students are required to bring appropriate learning material to these studies, which reflect long or short-term assignments given by teachers. Students will be expected to utilize this time period in a constructive fashion and will have the choice of:

1. Remaining in their study location
2. Accessing the resources available in the main area of the Media Center
3. Attending prearranged appointments with counselors, teachers, advisors, and/or administrators.

Note: Students wishing to report to an alternate location for study must supply a preauthorized pass to their study hall teacher before leaving study hall.

Summer School

The Braintree Secondary Summer School is five weeks in duration and is open to students who have completed grades 6-12. Classes are held Monday thru Friday, from 8:00 to 10:00 a.m. and 10:00 to 12:00 p.m. Students may attend for the purpose of making up a failed course, or for enrichment.

The Braintree Secondary Summer School has classes exclusively for middle school students and enrichment classes, such as SAT Review, for high school students. (See brochure for class descriptions) At the end of the school year, guidance counselors will make recommendations to parents and/or students as to whether or not a student should register for a class. The Braintree Secondary Summer School is open to non-residents as well.

Eligibility For High School Make-up Courses

- Underclassmen may attend in order to receive course credit if they earned a final grade of "E" in any course (this applies to full year or semester courses). Full year courses require 2 hours per day for five weeks; semester courses require two hours per day for three weeks.
- Underclassmen may attend in order to receive course credit if they earned a final grade of "F" **in English only**. Full year courses require 3 hours per day for five weeks; semester courses require 2 hours per day for five weeks.
- Seniors may attend in order to receive course credit for any course they failed, if needed to fulfill graduation requirements.
- Students may not earn credits lost due to excessive absences during the school year (NC policy), by attending summer school.

Summer School Attendance Policy

Daily attendance is a vital component to the Secondary Summer School program. Therefore, there is a strict attendance policy in place. Students are not allowed to miss more than **2 days**, regardless of the reason. In addition, a total of 3 tardies will be counted as 1 absence. Students who miss more than 2 days will not receive course credit.

Students and parents should refer to the brochure on the following page for more details, or contact the director of the program, Anthony Garofalo, ext. 2277.

Withdrawing or Transferring from School

Parents must notify the student's House Office whenever a student is withdrawing or transferring from school. The student must obtain a withdrawal form from the House Office that must be signed by all staff members as indicated on the form and returned to the House Office before the student departs. Students are obliged to return all school property. Students must settle all financial obligations before permanent records are released.

Academic Support Programs

ACES Program: Alternative Center for Educational Success

The ACES Program provides academic and behavioral support for regular and special education students in grades 9 and 10. This transitional program, complete with a behavioral modification system, guides students in an attempt to reenter regular education classes in future years. ACES stresses academic remediation, behavioral modification and self-esteem building.

AIMS Program: Alternative Instruction Makes Success

The AIMS Program is designed to provide maximum remediation in all academic subject areas. This program, complete with a behavioral modification system, provides a self-contained English Language Arts and mathematics environment with a co-teaching model. Students are integrated into regular classes, including alternative education offerings, whenever possible.

Alternative Education Program

The Alternative High School provides academic, social and emotional support for regular and special education students in grades 10-12. A highly structured and disciplined classroom environment, complete with a well tested behavioral modification system, the program provides students with an opportunity to earn a high school diploma outside of the regular education classroom.

ARCHER Program: Achievement, Reinforcement, Cooperation, Helping Each other Reach

The ARCHER Program provides academic, social, and emotional support for special education students in grades 9-12. Students typically attend alternative and regular education classes while utilizing the ARCHER classroom for counseling and resource services.

ELL Program: English Language Learners

Students who do not speak English or whose native language is not English receive instruction that is specifically designed to assist them both in learning English and in learning subject matter content. The students are referred to as limited English proficient (LEP) and the program is for English Language Learners (ELL). Braintree High School teachers work closely with the ELL teacher to offer these students every assistance in mastering the English language. Braintree High School benefits from the rich cultural mix of its student population.

Hearing Impaired

Special assistance is provided for students who have been evaluated and found in need of services for hearing impairment. This assistance, provided by a trained specialist, is designed to provide the student with acquisition of communication skills as well as developing techniques for maximum use of hearing ability.

Home Instruction

Students who are unable to attend school due to a medical disability are provided with home instruction after receipt of a physician's statement. In addition to home instruction, an in-school tutorial program is available for students who can attend mainstream classes on a partial schedule. These students also work in the tutoring room to complete their academic requirements. This program also reintegrates some students into a full schedule after a prolonged absence. Tutors utilize the student's home, school, and a Braintree High School classroom.

Learning Center

A comprehensive public high school such as Braintree High School must make every effort to meet the mandates of State Law to educate special needs students in the least restrictive setting while maximizing their potential. Since all students must be educated in the mainstream, the Learning Center provides support supplementary/remedial resources for both students and faculty members to enhance the student's academic performance.

Students are scheduled to come to the Learning Center on a regular basis during unassigned periods. Faculty members are encouraged to send work to the Learning Center for students who are falling behind or who need supplemental instruction. Faculty members are also invited to utilize the reference materials available in the Learning Center.

METCO: Metropolitan Council for Educational Opportunity

The METCO Program is a state-funded program that provides an opportunity for urban minority students to attend suburban schools. There are students in Grades 9-12 who are enrolled in the METCO Program at BHS.

PMI: PM Instruction

The PMI program provides academic opportunities for those students who were unable to achieve success during the regular school day. Designed to mirror an evening school, this program offers specific academic courses on particular days. Each class is co-taught and special education resource assistance is also available daily.

Project PROVE

Project PROVE is a federally and locally funded secondary level program for educationally handicapped students. Project PROVE offers students pre-occupational and pre-vocational experiences as well as daily living skills. The program provides work-simulated experiences through specially designed training stations. The project offers on-the-job experiences at selected workstations in the school complex and in the community.

School-To-Work Program

The School-to-Work Program is a collaboration between Braintree area businesses and Braintree High School. This program is offered through the Special Needs Department. Students are chosen to participate in an internship during the school day and receive academic instruction in resource classes.

Speech and Language

Speech and language services are provided for students whose speech or hearing handicaps prevent them from achieving their academic potential.

Visually Impaired

A trained specialist provides students who are partially sighted and legally blind assistance in use of visual skills or Braille techniques. This assistance is provided to assist the student in maintaining his/her performance in subject matter classes.

Evaluation and Diagnostic services are available for students under chapter 766

Student Services

Counseling and Guidance Services

There are counselors in each house. Your counselor will be working with you during your four years in high school.

We hope you will get to know your counselor well. He or she is available to help you with:

- personal, social problems
- academic or other school-related problems
- choosing high school courses
- career counseling
- planning further education
- achievement, academic and ability testing, interest inventories and their interpretation

We encourage you to sign up to see your counselor during any study. Parents are also invited to contact and meet with counselors and to visit the Guidance Library.

Your counselor has reference materials pertaining to careers, military services, further education and many other areas. Students wishing to use guidance services and/or see their counselors during study periods must sign up for an appointment with their guidance counselor and receive a signed corridor pass for the appointment.

Health Services

The school nurse is the primary coordinator of health services within the school building and is on duty each day. Parents/guardians and students are encouraged to see the nurse not only for specific health matters, but also in connection with all matters relating to student health and welfare.

Students who become ill or have an accident during the school day must report to the health office with a pass from the teacher. Accidents on school premises are treated according to standard first-aid practices. Care beyond first-aid is the responsibility of the parent/guardian. The nurse will notify the parent/guardian if further treatment is needed. All accidents resulting in student injury will be reported to the House Office immediately and the nurse will complete an accident report.

Students who need to use the health room during a class period must obtain a permission slip from the classroom teacher, or if between periods, from the teacher of the next class.

The nurse will record the student's time of arrival and departure, as well as his/her reason for the visit to the Health Room. Upon leaving the Health Room the student should obtain a pass back to class. If a student misses an entire class block, the student should obtain written proof from the nurse. Failure to follow this procedure could result in a class cut. When a student is making excessive use of the Health Room, the nurse will contact the home and the respective guidance counselor and Housemaster, as needed.

Students with an emergency should report directly to the Health Office, with the assistance of an adult.

Students reporting to the Health Office will be evaluated by the nurse, who will then make a determination if the student should be dismissed home. Students may only be dismissed from school after the nurse speaks with the parent/guardian. At the beginning of each year, parents/guardians are asked to complete an emergency card listing both home and work telephone numbers and the name and number of an authorized person who can act on their behalf in case of an emergency and the parent cannot be reached. Students who drive to school still need parent permission to be dismissed. The nurse and parent will decide if the student is able to drive safely home.

A physician's certificate is required for any student returning to school under the following conditions: an illness of five days or longer, an operation, an accident, or any restrictions of activity such as students with slings, casts or crutches.

Physical Exam and Medication Policy

The Commonwealth of Massachusetts, in accordance with State Law, Chapter 71, Section 57 and School Committee regulations, requires that all students entering grade 11 have a recent (within one year) complete physical examination and up-to-date immunizations. In the winter of grade 10, a physical exam form will be mailed to your home. Please make an appointment upon receiving this notification so the requirement can be fulfilled prior to entering grade 11. For prompt, safe delivery, parents/guardians should mail the completed physical form to the health office.

When a student must take medication during school, a written order from the student's physician and written permission from the parent/guardian is required. These forms are available from the nurse or can be downloaded on the BPS website. A parent/guardian or adult designee must deliver the medication to the nurse where it will be counted. The parent/guardian and nurse must then sign that the medication was received. All medication must be in pharmacy labeled or manufacturer labeled containers. The pharmacist will supply a second bottle for the school upon request. Only a thirty-day supply of medication may be left at school.

With written parent/guardian permission, the school nurses are able to administer Tylenol, Ibuprofen or Benadryl to students during the school day. These forms are available from the school nurse or may be downloaded from the BPS website.

Students are not allowed to carry any medication on their person, in their lockers, backpacks, pocketbooks, etc. Students using inhalers to treat asthma or Epi-Pens to treat an allergic reaction may carry them on their person only if they are properly labeled and the parent/guardian has notified the Health Office in writing. It is suggested that a second set of the medication be left in the health office in case the student forgets their inhaler or Epi-Pen.

Lunch

All students will be assigned a 25-minute lunch period during the fifth period. While in the cafeteria, students must abide by the following regulations:

- a. All food and drink must be consumed in the cafeteria.
- b. All personal litter must be cleaned from the tables and placed in the trash barrels. All students sitting at a table are responsible for their area.
- c. Students may only use the restrooms adjacent to the cafeteria.
- d. Students should remain seated during the lunch period.
- e. If a student does not follow the cafeteria rules he/she will be assigned a specific seat or may be removed from the cafeteria.

Lunch Room Times and Assignments:

- "A" Lunch 11:08-11:33 (3rd floor classes)
- "B" Lunch 11:33-11:58 (Freshmen and all study halls)
- "C" Lunch 11:58-12:23 (1st and 2nd floor classes)

Note: Lunch assignment may change on occasion due to teacher needs

Food Service Meal Plan

The Food Service Department provides Meal Prepayment Plans for students for all breakfast and lunch items. Students will use their Braintree High School identification number in accessing the program. Parents will be notified when the account balance reaches below the allocated expenditure. Those students who may qualify for free and reduced lunch should contact either their House Office or Ms. Joanne Gunnard, Food Service Director, for the appropriate information and forms.

Parents and students will receive registration forms from the Food Service Department in September. For further information contact Joanne Gunnard LD, RD, Food Service Director at 781-380-0144.

Peer Mediation

If a student at BHS is having a conflict with another student, peer mediation is a process that might help to resolve the conflict quickly and peacefully. Mediation is a way of helping students to solve conflicts by talking to each other. The mediation session is facilitated by BHS students who have been trained to listen to those in conflict and help them to resolve their problem. A guidance counselor, teacher or Housemaster may refer a student for Peer Mediation. In addition, any student who is interested in arranging a mediation session on their own should contact Dr. Clark or their guidance counselor.

New Peer Mediators are trained every other year on the recommendation of their guidance counselor or Housemaster.

Tutoring

- Those students desiring student tutors during school hours or after school should contact their guidance counselor. At that time, a request will be made for a National Honor Society student tutor.
- For additional tutoring services, including private tutoring, contact the respective department directors.

School Facilities

Elevators

Elevators are not for general student use. Any student, who needs to use the elevator because of injury or other valid reason, must obtain a pass from the nurse. Students who are transporting equipment, supplies, or other materials for a teacher must receive written permission from that teacher. Students must have their permission slip visible at all times.

Lockers

Lockers are the property of the Braintree Public Schools. Students must use their assigned locker and *not* share it with anyone else. Students are not allowed to put their own lock on a locker. If it is necessary, a student may obtain a padlock for his/her locker from the House Office.

Media Center

The Media Center is an integral component of our school. It is open from 7:00 A.M. to 4:00 P.M. every school day. We encourage its use by all students.

Resources in the facility include books, periodicals, newspapers and computers.

Students may choose to visit and use the resources of the Media Center during each of their "study" periods.

The procedure students will use to go to the Media Center Proper is:

- Students assigned a "study" in a classroom or the cafeteria will report directly to the study, sign-in, and request a teacher pass. The study hall teacher will regulate the number of students allowed to access the Media Center. Study teachers will be notified of students signed in by the Media Center staff.

The lending policy of the Media Center is as follows:

- Books may be charged out for a period of two weeks and renewed for an additional two weeks if needed.
- Periodicals and reference books may not be taken from the media area (beyond the circulation desk).

The Media Specialist and the Media Secretary welcome the opportunity to assist you in locating and using the various resources of the Media Center. If you need help, please ask.

Telephones

A pay telephone for student use is located in the front lobby. It may be used only at the following times: before school, after school, during lunch period, between periods, or at other times with written permission by a staff member. Cell phones are not permitted on school grounds (please see Cell Phone/Electronic Devices Policy on page 43).

Unauthorized use of classroom phones by students is prohibited.

Restrooms

Restroom facilities are available for students on all floors of the building including the locker rooms.

Any students needing to use a restroom during class time must go to restrooms closest to them. During lunch, the restrooms on the first floor will be open and supervised.

Loitering in restrooms will not be tolerated.

Activities/Events

Dances/Activities

Braintree High School activities are for Braintree High School students only, except for the Junior Prom, the Senior Prom, and the Homecoming Dance. Students planning on attending a scheduled dance and/or event are required to sign an *Events Contract* (see below) and have their parents sign it before purchasing a ticket. Permission to bring a non-Braintree High School Student to the Junior Prom, Senior Prom, or the Homecoming Dance must be approved by the student's respective housemaster. A special contract must be completed and signed by both the student and his/her guest before the housemaster approves.

No Tickets will be sold at the Event!

Students must arrive to a dance or activity within 30 minutes of the posted start time. The only exception will be to have the late arrival approved by the activity coordinator or a school administrator prior to the dance. No student may leave and re-enter any dance. The alcohol detection device is available and will be used, if necessary, at school dances and other school activities.

See Alcohol Detection Policy on page 55 .

BRAINTREE HIGH SCHOOL ACTIVITY CONTRACT

I agree to abide by the *Memorandum of Understanding*, which is in the 2006-2007 Parent/Student Handbook, entered into by the Braintree School Department, the Braintree Police Department, and the Norfolk District Attorney's Office.

This memorandum provides for consequences for use and/or possession of drugs or alcohol during a school sponsored function. These consequences include the following:

- Suspension or expulsion from school
- Loss of privilege to participate in any extracurricular school activities for a period of four weeks.

In addition to the *Memorandum of Understanding*, and in an effort to provide a safe and positive environment during school-sponsored events including proms and dances, evening social events and/or performances, I further agree to the following terms:

- I will not consume or be in possession of alcoholic beverages prior to or during a school-sponsored function that I attend.
- I will not ingest or be in possession of an illegal drug prior to or during a school-sponsored function that I attend.
- Students exhibiting signs of alcohol consumption will be required to take a test using an alcohol detection device.

I realize and agree that any infraction of the rules listed above will result in my exclusion from any future school-sponsored events, including proms and dances, evening social events and/or performances *for the duration of my career at Braintree High School*. This also includes exclusion from graduation.

Student's Name	HR/House	Student's Signature	Date
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Parent/Guardian's Signature	Parent/Guardian's <u>Phone # for (night of dance)</u>
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Limousine Service (if applicable)	Company Telephone Number
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Field Trips

Field trips are an educational experience and a privilege extended to our students. Students who are involved in a field trip must have a signed parent permission form provided by the teacher. The trip is a school function and therefore the rules concerning student conduct are applicable. This includes, but is not limited to, offenses listed in our Discipline Code, including the Drug and Alcohol Policy.

Absence from class or school due to a field trip does not excuse a student from class work, homework or previously announced tests. It is the responsibility of the student to contact teachers in advance for schoolwork.

Housemasters' Breakfast

Twice each month four students in each house are randomly selected to represent each of the four grades, freshmen through seniors. These students meet with their respective Housemasters for breakfast and conversation. Discussion revolves around issues of concern to the students, and includes safety, discipline, academics, sports, activities, and school climate. Results of the discussions are shared with students, teachers, and the Headmaster.

P.T.O. – Parent/Teacher Organization

The Braintree High School Parent Teacher Organization (P.T.O.) is an active, viable group that meets four times during the school year. There is a nominal membership fee of \$10.00 per family. All parents are welcome and encouraged to attend meetings. Meeting dates for the year will be announced in September. A variety of school related topics are presented and discussed.

The P.T.O. annually supports two scholarships, agenda books for students, the CONNECT-ED phone notification system and other worthwhile school initiatives.

Athletics

Athletic Teams

Braintree High School competes in the Bay State League in the following sports:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Football (B)	Basketball (B &G)	Baseball (B)
Cross Country (B & G)	Ice Hockey (B & G)	Softball (G)
Soccer (B & G)	Indoor Track (B & G)	Tennis (B & G)
Field Hockey (G)	Gymnastics (B & G)	Outdoor Track (B&G)
Volleyball (G)	Wrestling (B)	Volleyball (B)
Golf (B)	Cheerleading	Golf (G)
Cheerleading	Dance Team	Lacrosse (B & G)
Dance Team		
Swimming (G)		

Fees

All students participating in extracurricular activities will be charged a one-time fee of \$100.00. This fee will cover all activities and sports for one year. There is a \$300.00 maximum for families having more than one child enrolled in a sport/activity at Braintree High School.

Students eligible for free or reduced lunch are eligible to request fee waiver.

Eligibility

As a member school of the Massachusetts Interscholastic Athletic Association (MIAA), specific eligibility policies of this association are followed, as well as those adopted by the Braintree School Committee.

The following policies prevail for Braintree High School student athletes:

Fall Sports: Student-athletes must have earned the equivalent of a minimum of 25 credits from 5 major courses taken the previous year and have maintained an overall average of 70 in all courses.

Winter and Spring Sports: Student-athletes must have earned the equivalent of a minimum of 25 credits from 5 major courses taken the previous marking period and maintain an overall average of 70 in all courses. If a student receives a No Credit (NC) grade in a course, they will lose 1 credit for the term. Students must earn the equivalent of a minimum of 25 credits to remain eligible. The student's numeric average will reflect the earned grade.

Braintree High School follows all Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations including those on academic eligibility.

Procedures to Determine Eligibility

Prior to the first contest: Each sport, each marking term (no later than 5 days before the first contest):

- Each coach will forward FINAL rosters to the Director of Athletics. The Athletic Director will check the eligibility of each athlete, and forward any ineligible students to the headmaster and the Director of Guidance to be crosschecked with the list of ineligible students.

After term I, II and III:

- Each coach reviews their student athletes' report cards for eligibility and will forward any whose eligibility is in question to the Director of Athletics.

Participation at any time during the school year:

- After the eligibility of all student athletes is determined by the sport season, team rosters will be distributed to the Housemasters.
- In addition, students must attend ALL practices and games AND they are expected to do so with a cooperative attitude. It is expected that all reasonable training rules, as set forth by the coaches and athletic department, will be followed. Chemical health guidelines can be found below.

Athletic Attendance Policy

All Student Athletes are expected to adhere to the following attendance policy:

- Players are expected to attend ALL practices and games. Daily attendance is imperative in the basic development of basic skills, fundamentals and serves as a foundation for team discipline, unity, spirit, commitment and loyalty.
- Players are encouraged to stay after school to make up ANY schoolwork. Upon arriving tardy for practice the player must produce a note from a teacher stating the reason for his/her tardiness.
- Players who miss practice for ANY reason should provide the coach with a note explaining the reason. Unexcused absences will be dealt with in the following manner:
 - Practice: An unexcused absence at practice will result in loss of playing time.
 - On the third unexcused absence from practice, the player will be suspended for the next 2 athletic contests.
 - Any further unexcused absences from practices OR games will result in suspension of that player from the team for the remainder of the season.

Athletic Vacation Policy

As stated above, all Student Athletes are expected to attend ALL practices, scheduled scrimmages, and games AT ALL LEVELS! The ONLY exceptions are as follows:

- Planned family vacations in which the student/athlete will be in the company of his/her parents AND have so informed the coach, in writing, at least TWO weeks in advance of said vacation.
- At the individual coaches discretion due to unforeseen or extenuating circumstances.

The enforcement of this policy is meant to encourage commitment of the student/athlete to his/her team and teammates. The first priority of the Athletic department is to those student/athletes who adhere to the fairness and tradition of a team player.

MIAA Athletic Discipline Code

Rule 63.1

- Student-Athletes may not represent their school if they are on In-House OR Out-of-House disciplinary suspension(this includes Saturday School Suspension). A suspended student is INELIGIBLE for practice OR competition for at least the number of days (or partial days) equal to the number of days of the suspension.
Local policies will determine the actual days of ineligibility.

MIAA Chemical Health Rule in accordance with Braintree High School

The MIAA recognizes the use of chemicals as a significant health problem for adolescents, resulting in negative effects on behavior, learning and development. The abuse of chemicals can affect extracurricular participation and the development of related skills. Other adolescents are affected by the chemical abuse of family, teammates and significant persons in their lives.

MIAA Rule 62.1 states:

- “During the season of practice OR play, a student shall not, regardless of quantity, use, consume, possess, buy/sell, or give away, any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer.” It is NOT a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.” (Please note that carrying prescription medication is a violation of the Braintree High School Medication Policy. Please see page 18 for further details)

This rule represents only a minimum standard upon which schools may develop more stringent requirements.

- Those students who have violated the Chemical Health rule will be subject to the following disciplinary consequences in accordance with the Braintree High School Student/Parent Handbook:
 - Suspension from school for a period of 1-10 days for those offenses occurring on school grounds or at a school-sponsored events
 - Suspension from all athletic practices and games for a period of four weeks from the date in which the school notifies the student and parent/guardian
 - Suspension from all school activities that occur outside of the regular school day for a period of four weeks
 - *Subsequent Offences:* Suspension from all athletic practices and games and all school activities that occur outside of the school day for a period of twelve weeks from the date in which the school notifies the student and parent/guardian

(See Drug and Alcohol Memorandum of Understanding on pages 56-59)

Constructive Possession

Student athletes must be aware that those students deemed to be in “constructive possession” might be subject to disciplinary consequences in accordance with the Braintree High School Student/Parent Handbook.

Constructive Possession means possession in which the possessor does not physically have the item on his or her person but is aware that the item is present and is able to exercise intentional control or dominion over it. So, someone who has knowledge of the character of an item and knowingly has both the power and the intention at a given time to exercise control over it, either directly or through another person or persons, is then in constructive possession of that item.

Student Activities/ Clubs

Fees

Students participating in extracurricular activities will be charged a one-time fee of \$100.00. This fee will cover all activities and sports for one year. There is a \$300.00 cap for families having more than one child enrolled in a sport/activity at Braintree High School.

Students eligible for free or reduced lunch are eligible to request activity fee waiver.

Eligibility

Fall Activities: Students participating in extracurricular activities must have earned the equivalent of a minimum of 25 credits from 5 major courses taken the previous year and have maintained an overall average of 70 in all courses.

Winter and Spring Activities: Students participating in extracurricular activities must have earned the equivalent of a minimum of 25 credits from 5 major courses taken the previous marking period and maintain an overall average of 70 in all courses. If a student receives a No Credit (NC) grade in a course, they will lose 1 credit for the term. Students must earn the equivalent of a minimum of 25 credits to remain eligible. The student's numeric average will reflect the earned grade.

Chemical Health Rule

Those students who have violated the Chemical Health Rule will be subject to the following disciplinary consequences in accordance with the Braintree High School Student/Parent Handbook:

- Suspension from school for a period of 1-10 days for those offenses occurring on school grounds or at school-sponsored events
- Suspension from any club or activity in which the student is a member for a period of four weeks from the date in which the school notifies the student and parent/guardian
- Suspension from all school activities that occur outside of the regular school day for a period of four weeks
- *Subsequent Offences:* Suspension from any club or activity in which the student is a member and all school activities that occur outside of the school day for a period of twelve weeks from the date in which the school notifies the student and parent/guardian

Academic Decathlon: Advisor TBA

This national program is intended to provide a challenging academic experience to approximately twenty students from all four-grade levels. Participating students must represent a variety of levels of academic achievement from "A" students to "C" students. The program includes objective testing, oral presentations and an oral quiz in subject areas including Art, Social Science, Economics, Science, Mathematics, Literature, and Music. There will be two Saturday competitions with outside schools.

Art Honor Society: Allison DiMaio

At the end of each semester, students are nominated by their teachers to participate in the Art Honor Society. Membership of this honorary group is based on character, scholarship (B+ in art class), and an active interest in art making and in art tutoring. A committee of art teachers will review the nominees and qualifying students become eligible for induction in the spring after completing the academic and the service requirements.

The members elect officers. Meetings are held weekly to plan activities that include the teaching of six after school art classes for middle school students in the spring and six in the fall, preparation and hanging of student exhibition art works, museum field trips and group work on community based projects.

B.H.S. News: Mr. Cornelius Driscoll

In conjunction with the Braintree Forum, B.H.S. News submits monthly articles that reflect the "life at B.H.S.". The editorial staff is open to all students who have an interest in journalism and/or photography.

Cultural Awareness Club: Advisor TBA

The Cultural Awareness Club was created in 1990 by a group of students who wanted to generate a better understanding and awareness of the school's multicultural and diverse student body. Club activities include: 1) bi-monthly meetings to exchange cultural ideas, 2) emotional and academic support for newly arrived students, 3) international food festivals, 4) participation in conferences sponsored by the Student Alliance Against Racism and Violence. All Braintree High School students are welcome. Ability to speak a foreign language is helpful, but not required.

Debating Club: Advisor TBA

Students are selected for varsity or junior varsity competition in which a student prepares a case and argues it for a monthly resolution. Competition includes weekend travel to regional high schools and national tournaments. This is a yearlong program.

Environmental Club: Ms. Susan Smith

Students at Braintree High School have acknowledged the environmental needs of our school and community. Issues such as, recycling, educational awareness programs and community projects will be the focal point of the students' activities. Membership is open to all students at the high school.

French National Honor Society: Ms. Meghan Hadley

Students are recommended at the end of the first term by their teachers to become members of this honorary group based on character, scholarship, and active interest in French. Students become eligible for membership at the end of their third year of study.

The members at large elect student officers and meetings are held periodically to plan for activities. Members offer in-school tutoring services to students having difficulty in French. Whenever possible, the society will sponsor related activities, such as a field trip to Quebec, movies, plays, art exhibits, musical performances or lectures.

French Tour/Home-Stay Visit: Dr. Ellen Munley

With sufficient enrollment, a ten-day tour of Paris including a family stay will be arranged for interested students of French. This program is usually offered every other year and occurs during the April vacation with departure on Thursday and return on Sunday. The financial obligation is the student's responsibility.

Spanish National Honor Society: Ms. Jeanine DeRosa

Students are recommended at the end of first term by their teachers to become members of this honorary group based on character, scholarship, and active interest in Spanish. Students become eligible for membership at the end of their third year of study.

The members at large elect the student officers and meetings are held periodically to plan for activities. Members offer in-school tutoring services to students having difficulty in Spanish. Fund raising activities are held to sponsor a child from Guatemala.

Spanish Tour/Home-Stay Visit: Mr. Kevin Jameson

With sufficient enrollment, a ten-day tour of Madrid including a family stay will be arranged for interested students of Spanish. The program is scheduled with a departure on the Thursday before April vacation and the return by Sunday at the end of vacation. The financial obligation is the student's responsibility.

Requirements for Membership in the French and Spanish National Honor Societies

Established: 2005-2006

- *Requirements for Membership*
 - ✓ *GPA of at least 6.5 (same as that of the National Honor Society)*
 - ✓ *Enrollment in at least second half of year 2 in French or Spanish and Junior year status*
 - ✓ *A "B+" or better average in the current language course (three quarters including mid-term examination)*
 - ✓ *Nomination by selection committee composed of French and Spanish teachers for exemplary performance in language studies*
 - ✓ *Continued enrollment in foreign language for the following year*
- *NB: In order to remain a member in good standing after induction, the following conditions apply:*
 - ✓ *B+ average maintained in the language*
 - ✓ *Attendance at 2 of 3 sponsored activities during the year*
 - ✓ *Regular attendance at meetings*
 - ✓ *Fulfillment of service project requirements as determined by faculty advisor*
 - ✓ *Dues kept up to date*

Appeals Process:

An Appeals Committee consisting of the President of the National Honor Society in French or Spanish, a current student member, 2 faculty members, and the Director of Foreign Languages will consider any appeals.

Future Educators of America Club: Ms. Maureen Nigrelli

Future Educators of America is a club at Braintree High School for Braintree High School students in grades 10-12 who express an interest in exploring teaching as a career. The club's purpose is to provide activities and guidance for students interested in the field of education, in addition to being dedicated to the principle of service—service that develops character, fosters learning, and promotes teaching. Phi Delta Kappa, the professional fraternity in education, is a national sponsor and supporter of the Future Educators of America. The club meets regularly to organize events and activities.

Interact Club: Ms. Jamie LePore

The Braintree High School Interact Club is a community-based organization sponsored by the Braintree Rotary Club. Many community-based activities are planned each year.

Jazz Ensembles: Mr. David Buckley

Membership in the Jazz Ensembles is open to talented musicians by audition. They perform in school and community concerts.

Key Club: Ms. Alyssa Wallenstein

The Braintree High School Key Club is a community-based organization sponsored by the Braintree Kiwanis Club. Club members are involved in community projects as well as school projects, each of which is organized and run so that some segment of the greater Braintree community benefits.

Math Team: Ms. Linda Raymond and Ms. Marie Denneen

The Math Team is an academic club for students who have a serious interest in mathematics. All students are welcome to develop their math skills practicing for and competing in meets of the Southeastern Massachusetts Mathematics League.

National Honor Society: Mr. Matt Riordan

BHS National Honor Society Selection Procedures:

1. Candidacy for the BHS National Honor Society (NHS) is open to only Juniors and Seniors who have attended BHS for a minimum of one semester. Selection is a privilege, not a right. Students do not “apply” for a membership. Instead, they are invited to submit information in support of their candidacy to be reviewed by a five member Faculty Council, representing the Faculty of BHS.
2. At the end of the second term of the Junior year and at the end of terms one and two of Senior year, students who have met the cumulative GPA requirement of 6.5 (on a scale of 8.0) are invited to submit further information regarding their credentials for SCHOLARSHIP, LEADERSHIP, SERVICE, and CHARACTER. This additional student information assists the Faculty Council to ascertain the degree to which a student candidate meets the overall selection criteria. The packets must be completed, signed by both student and parent, and returned to the advisors by the specified deadline. Note that late or incomplete forms are taken as negative indicators and will have an impact on selection.
3. Additional input collected from such sources as school records for academics, attendance, guidance, conduct, and administrative or professional teacher records may also be considered. In particular, a list of all scholastically eligible students is sent to members of the faculty and staff who are invited to either to recommend or to not recommend the student based upon their knowledge of the student, as well as to elaborate on the strengths and weaknesses of any active student candidates in the areas of SCHOLARSHIP, LEADERSHIP, SERVICE, and CHARACTER. If a faculty or staff member does not recommend a student, an explanation must be included. A single instance of non-recommendation will not eliminate the applicant.
4. Upon reviewing each active candidate’s credentials, activity information, faculty evaluation, and other factors, the Faculty Council will give individual consideration to and conduct a review of every student in making a final decision.
5. All active candidates will be informed of the decision of the Faculty Council. If not selected, the candidate will be contacted personally by the advisor and will have the opportunity to review the decision. If selected, the candidate is notified in writing.
6. Students and parents wishing to appeal the outcome of the selection process should first meet with the advisor. Should the student and/or parents still not be satisfied, the next level of discussion should take place with the Headmaster.

Parents of the inductees will be invited to a special induction ceremony held each year in late April.

NHS Members annually engage in fund-raising activities. These funds are used to help support the annual activities such as the teacher appreciation day, adopt-a-family, holiday baskets, the annual induction ceremony and to fund the NHS scholarship.

Peer Mediators: Dr. Mary Ford-Clark

Students trained as Peer Mediators will be assigned by Dr. Clark to mediate problems between students in an attempt to solve conflicts. New Peer Mediators will be trained each year. Anyone interested in being a Peer Mediator should contact Dr. Clark in the Guidance Office.

S.A.D.D. Peer Leaders: Ms. Diane Radigan

This is a student-initiated program founded to encourage a happy, healthy drug and alcohol free life style. The group provides education and awareness programs to Braintree High School students and the community regarding drinking/driving consequences.

The Members Pledge is not to drink and drive, not to ride with someone who is drinking, and not to let friends drink and drive.

Ski Club: Mr. Kevin Coyne

The Braintree High School Ski Club is an organization of and for students. Its purpose is to promote the sport of alpine skiing and to make opportunities to ski in a safe, enjoyable manner available to all Braintree High School students.

Stone Soup (Literary Magazine): Ms. Lisa Cross

Stone Soup is Braintree High School's student magazine. It contains short stories, essays, poems, artwork and photography. Students evaluate, select and publish the works submitted by the student body.

Theatre Guild: Ms. Rebecca Kidwell

Founded in 1990, the Braintree High School Theatre Guild presents professionally produced performances twice each year. The organization is operated and partially funded by students, through fundraising and ticket sales. Open auditions are held each year, and all students are encouraged to audition.

The Theatre Guild is a member of the Massachusetts High School Drama Guild and will compete in the state drama festival competition. Also, BHS has chartered a chapter of the International Thespian Society and annually inducts members. Entry into this select group is earned by focused service to the BHS Theatre Guild.

Student Government

Student Council: Mr. Anthony Garofalo

The Braintree High School Student Council serves:

- To act as a liaison between the administration and the entire student body
- To work jointly with the administration, the faculty and the student body in solving school and community concerns
- To encourage a higher quality of school morale and involvement
- To promote a positive environment within the school
- To recognize and protect the needs of students
- To coordinate and lead school and community service projects

The BHS Student Council is comprised of 44 elected members, including Student Council Officers, Class Officers, and Class Representatives.

The 4 Student Council Officers (President, Vice-President, Secretary, and Treasurer) are nominated each spring from amongst the current Council members, and elected from a vote by the entire student body to serve the following school year.

Each of the Class Councils (freshmen, sophomore, junior, and senior) is comprised of 10 members, including the 4 officers and 6 representatives that are elected each year. Elections are held in June of the previous year for the upcoming sophomore, junior and senior classes, and in the fall for the incoming freshmen.

To be eligible to run for class officer/class representative, a student must:

- Be a member of that class, and be academically eligible at the time of elections
- As part of the nomination process, obtain 10 signatures of classmates, 3 faculty members and his/her designated Housemaster, who will determine whether there have been any significant discipline issues on the part of this student. If there are significant issues, the Housemaster may elect to not endorse the student's candidacy, in which case, he/she will not be allowed to run for office.
- Adhere to the regulations listed in the student Council Constitution and by-laws (specifically for current members seeking re-election)

In order to be elected for an officer position:

- Candidates must receive 50.1% of their classmates' votes.
- In any category in which no candidate receives 50.1% of the vote, a run-off election will be held the next day, between the top two vote getters.
- Class Representative positions are granted to the top 6 vote getters for each class.

Each candidate for officer will be allowed to make a speech at an assembly of his or her classmates prior to the election. Campaign posters may be placed around the school. All candidates who have met the eligibility requirements to run for office will receive a written policy regarding speeches and campaigning, which must be adhered to. Failure to adhere to this policy may result in termination of a student's candidacy.

GREATER BOSTON REGIONAL STUDENT ADVISORY COUNCIL (GBRSAC)

Two members of the BHS Student Council are appointed by the Council and the Faculty Advisor to represent the school at the monthly regional meetings. The GBRSAC is a statewide organization of high school students, which has voting representation on the State Board of Education, and is involved in educational decision-making across the state.

Student's Rights

1. As guaranteed by the First Amendment of the Constitution of the United States, students have the right to freedom of expression, petition, and assembly through speech, the use of symbols, and the dissemination of written viewpoints as well as the right to assemble peaceably on school property provided that no disruption or disorder is caused within the school or its program. (Any expression made by the student(s) will not be deemed to be the expression of school policy, and school personnel will not be held responsible.
2. Chapter 76, Section 5 of the Massachusetts General Laws provides that "Every person shall have the right to attend the public schools of the town where she/he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation." Title VI of the Civil Rights Act of 1974 also prohibits discrimination on the basis of race and national origin. Title IX of the Education Amendments of 1972 also prohibits discrimination on the basis of sex. The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability. It is the policy of the Braintree Public Schools to abide by all applicable laws prohibiting discrimination.
3. Any student who believes he/she may have been the victim of discrimination will be informed by the Headmaster/Principal of the school's grievance procedures and will, upon request, receive a copy of these procedures.
4. No student shall be discriminated against because of marriage, pregnancy, or parenthood. The school may require a physician's certificate and/or supervision of a pregnant student.
5. All students have the right to attend school without fear of harassment, threats, or reprisals. Any student violating these or any other civil rights of students will be dealt with by administration and, depending on the nature and severity of the violation, may be suspended from school for up to 10 days, expelled, and/or reported to the police department.

Search and Seizure

The school administration reserves the right to search automobiles on school property, lockers, desks, gym bags, and/or other clothing of students when a determination has been made that such a search would be in the interest of safety and/or the health of that student or other students.

Such searches and subsequent seizure of substances and/or contraband will be conducted based on reasonable suspicion as a result of reliable reports from credible sources, personal observations of students engaging in prohibited conduct, and observations of suspicious behavior. Such searches will not be performed in an arbitrary or capricious manner.

Student Information and Military Recruiters

As part of the recently enacted "No Child Left Behind Act of 2001," Armed Forces recruiters are entitled access to secondary school students' names, addresses, and telephone numbers. If you or your parent does not want this information released, please notify the Guidance Office in writing by September 15. After that date, in accordance with federal law, if requested, we will release to authorized military sources, lists of students' names, addresses, and phone numbers.

Harassment/Sexual Harassment

No forms of harassment will be tolerated.

Whenever ANY person or persons interfere by threats, intimidation or coercion, or attempt to interfere by threats, intimidation or coercion, with the exercise or enjoyment by any other person or persons of rights guaranteed under the law, it shall be considered HARASSMENT. Students should inform their parent(s) and school administrators immediately if they feel they have been the victims of such actions.

Harassment/Sexual Harassment (Continued)

Sexual harassment is a form of sex discrimination prohibited by the Massachusetts anti-discrimination law, G.L., c.151B. The term "sexual harassment" shall mean sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature including but not limited to: unwanted and uninvited touching, caressing, pushing, fondling, kissing, and making reference to an individual's sexual preference. 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. Students should inform their parent(s) and school administrators immediately if they feel they have been the victims of such actions.

All reported incidents of harassment will be dealt with seriously on an individual basis by the school administration.

Refer to Braintree Public Schools District Policy on page 60.

Hazing

No student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

The term "hazing" means 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 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.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Headmaster including the time, date, location, names of identifiable participants and the types of behavior exhibited.

Students and employees of the Braintree School System are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against the student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or person may, upon the approval of the Superintendent of Schools, be suspended for up to ten (10) school days.

Any student determined by the Headmaster to be the organizer of a hazing activity may be recommended for expulsion from school, but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

Student Records

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

A student's record is that information that includes:

1. Permanent Record (transcript)
2. Temporary Record

The permanent record is made up of personal data, courses taken, grades, credits, and class ranks.

The temporary record is made up of personal discipline record, progress reports, test scores, extra curricular activities and other relevant educational information.

Students and parents or guardians have the right to review and have copies of any part of the student record. Students 14 years of age or older have the right to access their records with their parents or guardian. Students eighteen years or older may request in writing that they alone have the right of access to their record.

Student Records (Continued)

The student and/or parent or guardian may add relevant information to the record or by request to the Headmaster, remove inaccurate, misleading or irrelevant information. Upon denial of such a request, an appeal procedure is available through the office of the Headmaster.

At least once during each school year the school will publish and distribute a routine letter to students and parents or guardians informing them of the above information.

Your student record is available to the professional staff and/or their designee. They do not need permission to see your records. NO information in your student record is available to anyone outside the school system without written permission from you or your parent or guardian. You also have the right to withhold individual parts of the records. However, there are a few exceptions to this ruling:

1. The school must supply your records to a probation officer. The school must release your records if there is a court order or subpoena. In these cases, the school must notify you or your parent or your guardian before the records are released. You can contest or question the court order by acting quickly through a lawyer.
2. The Superintendent of schools may provide anonymous data to the Massachusetts Department of Education or independent researchers when required for research purposes.
3. The Division of Special Education may examine or copy your records if you are being referred for a core evaluation or if you are a student with special needs. The superintendent of schools must notify you or your parent or guardian of the reason the Division of Special Education want access to your record at least ten (10) days before your record is examined.
4. A permanent sign-in sheet or log must be kept as a part of your temporary record.
5. The temporary record of each student will be destroyed during the summer months immediately after the student's graduation. Two months prior to graduation, each senior will be notified through the Headmaster's office that he/she may request a copy of the temporary record before the record is destroyed.
6. Permanent records will be held for (60) sixty years.

Policies and Procedures

Bulletins/Announcements/BHS Highlights

Information pertaining to students will be announced during morning homeroom exercises. Student attendance is recorded and published daily. Cancellation of afternoon activities will be announced daily before the end of the school day.

The Headmaster's bulletin is published weekly and contains that week's activities as well as advance notices.

BHS Highlights is a quarterly newsletter sent home with students that provides information regarding administrative initiatives, guidance services, academic programs, athletic program, PTO events and important upcoming activities.

Bus Privileges/Late Buses

Braintree Public Schools has bus transportation available to all students who live at least two miles from Braintree High School. The transportation fee is \$180.00 per student. The maximum transportation charge is \$250.00 per family per year.

Students eligible for free and reduced lunch are eligible to request a fee waiver.

Late buses are provided for those bus students who must remain after school for academic, extracurricular, athletic, or disciplinary reasons. A student's bus pass must be shown before he/she can board the late bus. Late buses depart from Braintree High School at 3:20 PM from the front entrance.

If you have any questions or need to make special arrangements, please feel free to contact the Assistant Superintendent at (781-380-0130).

All school rules are in effect on school buses and around bus stops and during loading and/or unloading procedures.

Students must obey their bus driver at all times. The driver may not remove a student from the bus for disciplinary reasons. However, the driver must report all violations of safety regulations as well as any behavior problems to the appropriate Housemaster at the first opportunity. The Housemaster has the authority to deny any student(s), at any time, the privilege of riding a school bus for a just cause. The Housemaster must notify a parent or guardian in writing of all complaints received and action taken, and he/she must notify parents immediately by phone when a student's riding privilege has been suspended.

Smoking, drug use, or consumption of alcoholic beverages on the bus are absolutely forbidden.

Students will be let off and picked up at the front entrance of the school building. Students are required to enter the building and not leave school property. Buses will stop only at regularly planned stops.

College Visits

When a senior plans to visit a college or a college fair during a regular school day, the following procedures must be followed:

1. He/she must have written permission from a parent approved by his/her guidance counselor and Housemaster.
2. If the college confirms the visit, it will record as a field trip.
3. Only two (2) college visits will be allowed.
4. Attendance at a college fair outside of BHS is considered one (1) visit.

Computer Use Policies

Computer labs are located throughout the building. In order to use these labs, students must be aware of all rules guiding the use of computers and computer programs.

Computer Lab Rules

- A teacher must be present before a student may enter the computer lab.
- Students may only sit at his/her assigned workstation.
- Materials not required for lab work should be left in designated areas and not brought to work stations.
- Food/drinks of any kind are not allowed.
- Only teachers or designated students with proper training may remove work from the printers or adjust printer options.
- All students must save work and log out at the end of their work session. Unless the teacher specifies otherwise, computers should not be turned off.
- Students should push in chairs and remove all trash from work area.
- Mistreatment of equipment will not be tolerated. All incidents will be reported to the House Office for disciplinary action

Internet Use Policy

The Braintree Public Schools has a detailed [Internet Acceptable Use Policy](#) on file in all school offices. A summary of that policy is as follows:

- The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand that purpose.
- Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.
- Braintree Public Schools strongly condemns the illegal distribution of software, otherwise known as pirating. Any students caught transferring such files through Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.
- All Braintree Public Schools employees and students are prohibited from using the Braintree Public Schools Internet access for any personal use; using any profane, vulgar, threatening, libelous, or criminal language when using the Internet for school business; accessing any prohibited sites on the Internet; downloading papers, overriding or encouraging students to override any firewalls established on the Internet access network; permitting another individual to use their password, dissemination of any passwords, codes, access telephone numbers, or account numbers; and/or any other action whatsoever which would in any way subject the employee and/or employer to a possible criminal or civil action. The foregoing list is not all-inclusive and the Braintree Public Schools reserves the right to notify a user of any other impermissible action regarding the use of the Internet.

Illegal Use of Computers

- Copying certain commercial software is illegal. Any student found copying software on Braintree Public Schools' computers would be referred to the Headmaster for a suspension hearing, as well as to the Superintendent of Schools for further action, if necessary. The student will also be subject to prosecution for possible copyright violation.
- Any student who uses the terminals to tamper with administrative records stored in the computer will be suspended by the Headmaster and referred to the Superintendent of Schools for appropriate action, which may include expulsion. The student will be withdrawn from any course using computers in which he/she is enrolled and will lose the privilege of using the computer terminals within the Braintree Public Schools
- Students are assigned computer access by their subject teacher. Unauthorized use of computers may result in an In-School Suspension for a first offense and will result in an Out of-School Suspension, exclusion from class, or expulsion for subsequent offenses.

Illegal Use of Computers (Continued)

Unauthorized use will include, but not be limited to, the following:

1. Accessing an account or file other than the one assigned.
2. Copying software (i.e., programs, files without permission of the student's subject teacher
3. Accessing copyrighted software without permission of the student's teacher (i.e., playing games).
4. Any activity that causes damage to the computer equipment, memory or files
5. Any activity that infringes upon the rights of others.

Website Policy

The Braintree Public Schools Website is a publication of the Braintree Public Schools (BPS). Its purpose is to convey information about the BPS to the community and the world. The website represents the BPS and also acts as a teaching tool and learning resource for students, faculty and staff.

With these goals in mind, the Braintree Public Schools (BPS) establishes the following policies about its website:

- All material contained in the BPS website must be approved by the Superintendent or his designee.
- The BPS website is maintained by the Webmaster or his/her designee.
- All material submitted to the Webmaster for posting must be in an acceptable electronic format.
- Information on the BPS website must be about events occurring in the BPS or directly related to events occurring in the BPS.
- No advertising is allowed on the BPS website.
- The website cannot be used for political activity, accessing objectionable material, accessing material that may create a hostile educational environment, accessing confidential student or employee information, accessing illegal information, or transmitting copyrighted material without authorization of the copyright holder.
- The website cannot contain links to any websites that have not been approved by the Superintendent of Schools or his designee. Links are not allowed to any teacher's or student's personal website unless these are websites maintained by the BPS and subject to its regulations. Links cannot logically lead to any website screened out by the BPS Internet filtering system or any other objectionable website.

The Braintree Public Schools also establishes the following additional policies governing its website and any websites maintained by its employees:

1. Students' last names cannot appear.
2. The contact person for any postings must be an administrator, teacher, or coach.
3. Posted material must not include any personal information. For example, personal phone numbers, street addresses, personal e-mail addresses, and names of other family members cannot appear.
4. Group pictures of three or more students can appear as long as the students are not identified in the picture caption or in any accompanying posted material.
5. Individual pictures of students cannot appear.

Fire Drill/Evacuation Plan

- Fire/Evacuation procedures are posted in all classrooms and student/staff areas in the school.
- Each classroom is assigned to an exit and to a zone outside of the building.
- Teachers will familiarize students with the exit procedures for each classroom and inform students as to what zone their classroom is assigned.
- Students will exit the building in an orderly manner remaining with their teacher and classmates.
- After exiting the building, classes will continue to remain together in their assigned zone while teachers take attendance.
- If a student is not in a classroom at the time the fire alarm signals, he/she should leave the building through the closest exit. Once outside, he/she should find the nearest zone and report to a teacher. The student should make certain that his/her name is given to the teacher who will record it on the attendance sheet.
- All classroom teachers will be taking attendance immediately using the pink attendance sheet, and will note any additional students who may have “joined” their classes.
- Students must stay with his/her class while waiting for further directions or until an “all clear” is communicated.
- Students will return to same classroom/area that they were in at the time of original alarm. The teacher will take attendance and all will wait for further instructions via the PA.

Teachers should review emergency procedures outlined in their “Crisis Management Handbook” to assure a safe classroom atmosphere in the event an emergency occurs.

No students or staff are to return to the building until the “All-Clear” Bell is Rung

Food and Drinks

Food and beverages can only be consumed in the cafeteria. There is to be no eating of food or drinking of any beverage (except water) in classrooms, corridors or the locker areas. Students who violate this restriction will be asked to dispose of the food or beverage immediately. Failure to do so or a repeat violation will result in the assignment of an office detention. All staff will strictly enforce this policy.

Fundraising by Students

Students at Braintree High School are allowed to participate in fundraising activities on a limited basis. Such activities must have the approval of the Superintendent of Schools, the Headmaster, and the parents of students who would be involved.

Identification Card Policy

Safety is the number one concern of Braintree High School. Part of the safety plan for the high school includes an identification card policy. All students will be issued identification cards at the start of the school year and will be required to carry the identification cards while in school and produce them when requested to do so by a staff member.

Students will be required to show their cards upon entering any school sponsored dance and/or activity. Students will be requested to show identification cards if requested by their school bus driver. Failure to show an identification card will result in the student being excluded from the event or removed from the school bus.

Lost and Found

Articles of clothing and books will be deposited in the Lost and Found located in House 1. Keys, money, wallets, pocketbooks, and other valuables will be turned into the

Headmaster's Office. Money or other valuables should not be left in lockers, as the school cannot assume responsibility for any lost or stolen personal property.

Any student who loses any personal and/or school property must report it to his/her respective House Office and fill out the appropriate form.

Moment of Silence

In accordance with Massachusetts General Law, Chapter 71, Section 1A, B.H.S. will observe an announced moment of silence each day during homeroom period. This time can be used for meditation or prayer and no other activity will take place during this time.

Off Limits Areas

Students are not allowed to leave the building for any reason without written permission from the House Office.

During class time, a student found anywhere in the building without an appropriate pass from a staff member is considered to be off limits.

Students are asked to respect the neighbors of Braintree High School. Students are not allowed to gather on a neighbor's property or congregate on neighboring streets.

Students are not to congregate on Town Street at the corner of the entry road to BHS. Also, there is no smoking on school property and this corner is considered school property and off limits.

Pledge of Allegiance

In accordance with the Massachusetts General Laws, Chapter 71, Section 69, Braintree High School will display a flag in every classroom and all students will be asked to stand and "Pledge Allegiance to the Flag" every morning during homeroom period.

Residency Policy

In order to attend Braintree High School, the student must be a resident of Braintree. If a student is not living with a parent or guardian in Braintree, he/she must produce a document in addition to his/her academic, discipline, and health records prior to enrolling at Braintree High School. The student must provide the school with a notarized letter from the adult with whom he/she plans to reside, which includes the following information.

1. The name, address, and phone numbers (home, work, and emergency) of the adult.
2. The length of time that the student is expected to live at the Braintree address.
3. The reason(s) for the change of residence.

School Security

Braintree High School is equipped with a visitor's reception booth, surveillance cameras, and security guards to ensure the safety of students and staff. It is expected that all students, staff, and visitors will cooperate and comply with all security personnel requests or directives.

Student Travel

All student trips, which include late night, overnight, or out-of-state travel, must have prior approval of the School Committee. Approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches or transportation provided through the Braintree Public Schools.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.saferys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 AM, due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

Visitors

Students are not allowed to bring visitors or guests to the school. All other legitimate visitors to our school will report to the reception booth and sign in. Visitors will receive a visitor's badge to be worn while in the building.

Student Responsibilities

The code of conduct for students at Braintree High School has been developed as an integral and necessary aspect of our total educational environment.

Our goal is to provide and promote the fullest development of all of our students. The school regulations that follow have been framed and will be administered with these important tenets as a base.

Attendance Policies/Procedures

A. Daily Attendance

Daily attendance is taken in the homeroom. A student who fails to report to homeroom is marked absent for the day. A student who reports to school but fails to report to homeroom or the office for a tardy slip will be recorded as absent and considered truant for the day, regardless of whether he/she attends some or all classes. "Proof" that he was in school is unacceptable.

B. Perfect Attendance

Perfect attendance certificates are awarded annually to any student who has not been absent *officially* from school during the entire school year. If a student is absent from his/her classes on a given day because of a school-imposed and/or sponsored absence (i.e., field trip, approved college visitation for seniors, etc.) that day will not count as an official day(s) absent. Any other type of absence such as court appearances, doctor's appointments, funerals, etc., although excused, is considered a day absent from school. Students who are suspended from school are not eligible for perfect attendance.

C. Absence from School

1. Legitimate reasons for absence include sickness, religious holidays, bereavement, school functions, family emergencies and court appearances. A student should never be absent from school without his or her parent or guardian's knowledge and then only with valid reasons.
2. Upon returning to school after an absence, a student is required to present to the homeroom teacher a note of explanation signed by a parent or guardian stating the reason for the absence and the date(s) of the absence(s). If a note is not received by the third day an anecdotal form will be completed by the homeroom teacher and submitted to the House Office for mailing to parents for their information. If the Headmaster has granted prior approval, a student who is 18 years old may have the option of signing such notices.
3. When a student is absent from school, parents are encouraged to notify their child's house office the morning of the absence. Otherwise, the automated caller will call the home of each student in order to notify the parent/guardian of the absence.

- **House 1: (781) 848-4000, extension 2281**
- **House 2: (781) 848-4000, extension 2282**
- **House 3: (781) 848-4000, extension 2283**

D. Planned Absences

It must be understood that school administrators cannot approve the practice of parents taking their children on vacations during school year. However, we recognize that, on occasion, opportunities arise for parents to go on a trip as a family that involves a four or five day absence from school. In such cases, parents should weigh carefully the advantages and disadvantages of the experience before making a decision to take their children out of school. If

such a decision is made, the student's House Office must be notified in writing, at least two weeks prior to the absence, of the dates and reasons for the extended absences.

If parents do decide to go on a vacation of five days or less when school is in session, the student will be responsible for making up all work and will be allowed to make up examinations scheduled during this period. The time limit for completion of all work is the length of the absence plus one day.

Planned Absences (Continued)

If parents decide to take their son or daughter out of school for more than five days for what is clearly a vacation, this absence cannot be treated in the same manner as the case above or as one for illness, a family emergency or educational experience/

The loss of critical learning time in the classroom caused by the extended absence and the necessity to comply with the state regulation on school attendance becomes even more critical under these circumstances. Accordingly, the pupil will have the same loss of privileges as other pupils who are absent for unauthorized reasons. That is, he/she will not be allowed to take any examinations or pass in any work for credit, which was scheduled during the absence. The administration will, however, request teachers to provide a description of the class work that will be missed during the absence, and pupils should inform their teachers in at least two weeks in advance of the absence in order to give them adequate time to prepare a description of what will be covered in class during the absence.

E. Absence Due to Field Trips or School Functions

Students are responsible for keeping up with any work missed while they are on a school-sponsored trip. On the day following a field trip, students must have their homework completed and be prepared to take any previously announced test given in class.

F. Absence from Class (or other assigned location)

1. When a student is missing from any class or assigned study, the office is notified in writing. If a deliberate class cut has occurred, the student will be assigned an office detention for the first cut of any class. Any additional class cuts each will result in an In-School suspension. Students who continue to cut class after three in-school suspensions have been assigned will be assigned Saturday School Suspension and if necessary, an Out-of-School suspension.
2. Students are not allowed to make up work when a deliberate class cut has occurred. The student's academic average will be significantly affected if a quiz or test was given that day.

G. Class Cutting

The cutting of classes is not allowed at Braintree High School. It is expected that each student will attend all assigned classes and study halls throughout the school day. All unexcused absences from class are direct infractions of the Discipline Code and will be met with the assignment of office detention, In-School Suspensions or Saturday School Suspensions. (Please see Discipline Code for further information.)

H. Prolonged Absence

If for a medical reason or other valid reason a student is absent from school more than a week, the student should contact his or her guidance counselor for home assignments. Extended absences may require home tutoring and this service is available if the situation warrants it. When a student returns to school after a prolonged illness, the doctor's excuse verifying the absences should be brought to the House Office.

I. Skip Days

Parents may not give their son/daughter permission to skip school. Any student found in violation of this rule will be considered truant and will be assigned a Saturday School Suspension.

J. Truancy

Truancy is defined as an absence from school without a legitimate reason. Parents will verify when a child has been truant.

Penalties for truancy are:

- 1st offense: Saturday School Suspension and parental notification.
- 2nd offense and succeeding offenses: same as first and a parental conference.

Academic Consequences for Poor Attendance

Braintree High School has adopted an attendance policy that requires all students to attend a minimum of 90% of the sessions in each course each term to be eligible to receive credit for that course during that particular term. This means that the maximum number of absences a student can accrue during any marking term for any course is five (5). (Exception: Fourth term for seniors, three (3) absences is the maximum number.)

If the student exceeds this number of absences, he/she will receive an NC (No Credit) on his/her report card for that term and will have 1.00 credit withheld from that course at the end of the year (or semester in the case of a semester course).

The only exceptions to the above are:

1. a long-term illness (four or more consecutive school days) or medical condition verified by a physician's letter
2. bereavement absences after the death of an immediate family member
3. school-sponsored events such as field trips, assemblies, etc.
4. school-imposed absences for suspensions (ISS and/or OSS)
5. religious holidays
6. extenuating circumstances as approved by the Housemaster

Excessive tardiness to class is also unacceptable. Any student who is tardy to class fifteen (15) minutes or more will have that tardiness also count as an absence in this policy.

It is important to understand that behind every NC grade, there is an actual letter grade (i.e., D, C-, B+, etc.) in that particular course. That earned grade will appear on the term report card in the comment section and will be the grade used in averaging the final year (semester) grade. *If the final grade is a passing grade, the student will be considered to have fulfilled the unit requirement for graduation in that particular department but the credits awarded will be less than normal.* It very well may be necessary for a student to enroll in extra courses to make up credits lost due to this policy.

Example: If during the second marking period, a student has accrued six (6) or more unexcused absences in all five (5) of his/her courses, he/she will have five (5) credits withheld (one from each course) at the end of the year. This, of course, is assuming that that student completes the year with passing grades in all subjects. In this example, the student would earn a total of twenty (20) credits for the year instead of twenty-five (25) credits he/she could have earned.

Tardiness Policy and Procedures

A. Tardiness to School

All students tardy to school must sign-in at the reception desk in the front lobby. Students will remain in the lobby until the homeroom period has ended (7:40 AM) and go directly to their Period 1 class.

Students in the main lobby at 7:34 AM are considered tardy when the one-minute warning is announced via the PA. 7:35 AM is when the tardy tone sounds for all students and the homeroom period begins.

The only tardies, which will be excused, will be those for medical appointments verified by a physician's note, court appearances, family bereavement, and/or extraordinary circumstances determined by the House Office.

Tardiness to school is evaluated on a per term basis.

*The consequences for tardiness **during homeroom** in a given term are as follows:*

- Third Tardy: Warning to students
- Fifth Tardy: Office Detention
- Eighth Tardy: In-School Suspension

*The consequences for tardiness **after homeroom** in a given term are as follows:*

- Third Tardy: Warning to students
- Fifth Tardy: In-School Suspension
- Eighth Tardy: Saturday School Suspension and Parent Conference

Any student tardy twelve (12) times in a term will be considered a chronic tardy student.

B. Tardiness to Class

Students who arrive to class late will be admitted by the teacher, but should present a valid pass and a reason for their tardiness. In the absence of these, teachers will take appropriate disciplinary measures. In cases of repeated tardiness, students may be referred for discipline to the house office.

C. Teacher Tardiness/Absence

In the event that the teacher does not arrive after a reasonable length of time (10 minutes or so) one student will summon a Housemaster, who will arrange for coverage.

Dismissal Procedure

Students are not permitted to leave the school grounds at any time during the school day without a note from home and/or approval from the House Office. Dismissal notes must be turned in to the House Office prior to the beginning of school each day and must contain the name of the student, date of dismissal, reason for dismissal, telephone number to verify and a signature of parent/guardian.

If any of the above is omitted and/or a parent cannot be reached to confirm the dismissal, the student will not be allowed to leave the school.

Before leaving the building each student who is dismissed either by note or from the health office must sign out on the dismissal list at the reception desk in the front lobby.

Failure to sign out or dismissal from school on false or forged note will result in an In-School Suspension and notification to parents.

Cell Phone/Electronic Devices

Students are not permitted to use or carry cell phones, MP3 players, I-Pods, CD/radio headsets, pagers or any other type of electronic equipment during school hours. It is recommended that all electronic devices be left at home, for the school cannot assume responsible for lost or stolen personal property.

If a student is found using an electronic device by a staff member in class or in the school building, the student will be told to put the device away and reminded not to use these items in school. A record of the incident will be made on an Anecdotal Report and forwarded to the student's House office.

Students who do not comply with this policy will be referred to the House office for disciplinary action and repeat offenders will have their items confiscated.

Use of cell phones for photography purposes or text messaging is prohibited. Violators will have their cell phones confiscated immediately and the device will be returned to parents.

Dress Code

Students are reminded that Braintree High School is a learning environment and a place of business. Students are expected to exercise maturity and responsibility in all matters including their dress and personal grooming habits. Parents are also expected to monitor the attire of their children. Students must meet normal standards of cleanliness, modesty and pose no health or safety threat to the school in a way that disrupts the academic process. Students should take pride in their appearance, dress appropriately and dress for success.

If the student is wearing an item of clothing not permitted by the handbook guidelines, parents/guardians will be contacted to bring a change of clothing to school for the student or the school will provide clothing if needed. *The student will not be able to resume his/her regular schedule until his/her clothing is modified.*

Dress Code (Continued)

Specific dress code regulations:

1. Teachers have the right to ask students not to wear hats in their individual classrooms. When a teacher so instructs his/her students, everyone will remove their hats immediately upon entering that room. *No hat stickers* will be posted at the entrance of the rooms where teachers have chosen to use this option.
2. Shirts, tops and all dresses may not expose the midriff, navel, shoulders, back or show any cleavage. (For example, tank tops, tube tops and spaghetti straps are not permitted.)
3. Accessories, which could reasonably be considered detrimental to student health and safety, are not permitted in school.
4. Shirts or other clothing, or jewelry, which displays a message or illustration of a profane nature, sexual connotation, violent advertisement or suggestive statement relating to drugs, alcohol or any illegal substances are unacceptable and may not be worn at school.
5. Pants and shirts must be worn in such a way as not to reveal undergarments or expose skin normally covered by undergarments. Undergarments may not be worn as outer clothing.
6. The length of shorts, skirts, dresses, skorts, etc., must be no shorter than the length of the longest fingertip with the arms fully extended.

Although a student with offensive clothing may have inadvertently been allowed to attend one or more classes, this does not mean that a student cannot be referred for a dress code violation later in the day.

Dress Code for Dances

We understand that styles for formal wear are different than the clothing we expect students to wear to school everyday. As you plan for the upcoming formal and semi-formal dances (Homecoming and Junior/Senior Proms), please keep in mind the spirit of our new dress code as you select your attire for the evening event. We are asking that you dress appropriately for the occasion, which in this case would include evening dresses (with spaghetti straps, for example). However, you do not want to select anything that would show a blatant disregard for our new dress code (for example, dresses with bare midriffs).

If you have any questions about what is appropriate, please check with your Housemaster.

Gambling/Games

Gambling on school grounds is strictly prohibited. This includes but is not limited to the use of dice, coins, and/or cards.

Obligations to the School

Any student who owes an obligation to the school in the form of money, material or time must satisfactorily resolve the debt before any of the following will occur:

1. Graduation
2. Issuance of final report card
3. Completion of transfer procedure

Students who have lost school material should refer to the section titled "Books and Equipment" and follow the outlined procedure.

Student Driving/Parking Policy

Students who drive a vehicle on school property must view that action as a privilege that is regulated by the following rules and responsibilities. Failure to comply with these expectations will result in disciplinary action and a referral to the Braintree Police Department.

1. Driving:

Students must proceed cautiously while driving anywhere on the high school grounds. Many cars and pedestrians travel to and from school and any type of reckless driving is *strictly prohibited*. Students who drive to endanger the safety of others will have their driving and parking privileges revoked, their parents will be notified and they will be referred to the Braintree Police Department.

2. Permit:

Students driving cars to school are required to have parking permits. These permits will be issued through their house office. Parking stickers must be attached to the driver's side rear window. The security guard will check stickers daily.

3. Parking:

Students must park their vehicles in the main parking lot in the front of the school adjacent to the football field. All vehicles must be parked within the lines of the designated parking spaces.

4. Parking is prohibited in the following areas:

- The staff parking lots adjacent to the tennis courts and at the rear of the school
- The side road adjacent to the Industrial Technology section of the building
- Any area designated as a No Parking Zone/Fire Zone

5. Any vehicle illegally parked can and will be towed.

6. Students may not go to their cars during the school day without permission from the House Office.

7. Drivers/owners are responsible if any other students are found in their vehicles during school hours.

8. Student drivers who are dismissed before the end of the regular school day must leave school grounds immediately. They cannot wait for other students.

9. Braintree High School is not responsible for personal property in vehicles parked on school grounds. All precautions must be taken regarding the protection of your personal property. *Please lock your vehicle at all times!*

10. The school administration reserves the right to search vehicles parked on school property when a determination has been made that such a search would be in the best interest of the safety and/or health of that student driver and others.

Attention all Drivers:

The access road parallel to the Cable TV Station is closed to all traffic at Braintree High School from 2:05 – 2:30 PM. Parents should make arrangements to pick up students in the front parking lot.

Yearbook

Any student expecting to graduate in June and would like their photo in the BHS Wampatuck Yearbook MUST submit a photo to the yearbook adviser by the required September deadline. Failure to meet the deadline will result in the photo being omitted from the senior section. It is the student's responsibility to assure that the correct photo is submitted. Yearbooks are distributed the end of May. Spring supplements are available the following October and contain the spring activities. The supplements are a part of the yearbook and free of charge.

Student Discipline

Discipline Code

The Braintree High School mission statement emphasizes respect and responsibility. Respect and responsibility are essential to the personal growth and development of our students. Students are expected to respect school rules and demonstrate responsible behavior at all times. When a student fails to respect school rules and/or fails to act in a responsible manner, he/she will be given a disciplinary consequence.

Both students and parents should be familiar with the discipline code to have a clear understanding of the behavioral expectations at Braintree High School, for a discipline policy can only be successful with the support and cooperation of parents. In addition, students must know that they are accountable for their actions.

Teachers are encouraged to contact parents for all discipline issues.

A student's failure to accept his/her school-wide responsibilities could result in one or more of the following consequences:

1. Teacher Detention: (day of infraction or at teacher's discretion)
2. Office Detention: (Tuesday, Wednesday or Thursday from 2:15-3:00 pm)
3. Suspensions:
 - a. In-School Suspension (Tuesday, Wednesday, or Thursday from 11:33-3:00 pm)
 - b. Saturday School Suspension (8:15- 11:45 am)
 - c. Out-of-School Suspension
4. Social Probation
5. Expulsion

Please note that it is impossible to describe all actions that are contrary to proper behavior at Braintree High School. In those cases, the administration reserves the right to impose consequences that are not expressly stated in the following code.

The Braintree Police Department will also be notified of all disciplinary cases deemed appropriate by the High School Administration, per order of the Memorandum of Understanding (please see page)

Teacher Detention

- Teachers will enforce all rules necessary to maintain proper order in their classrooms
- For minor incidents occurring within the teacher's jurisdiction, teacher detention will be assigned. i.e. class disruptions and unacceptable tardiness to class.
- Teacher detention takes precedence over all after school activities. It will be served for a period after school as designated by the teacher but will not exceed one hour in length. If a student is unable to serve the detention on the original day, the teacher will assign an alternate afternoon session, which must be served as assigned. (Students will be given a written reminder if an alternate date is assigned.)
- Parents may be contacted at any time during the disciplinary process at the teacher's discretion.
- If the student fails to appear for the assigned detention, the discipline referral form will be given to the House Office for disciplinary action. The penalty for cutting an assigned detention without a valid excuse will be an office detention or an In-School Suspension. (This decision will be left to the discretion of the Housemaster.)

Office Detention

- Students are expected to behave in a cooperative and respectful manner in all of their classes. Students who are acting in a rude and uncooperative manner will be removed from the classroom and sent to their respective house office.
- Any time a student is referred to the administration for disciplinary action, the situation will be investigated thoroughly. One option open to the Housemaster is to assign an office detention.
- If a student is unable to serve the detention on the original date, the office will assign an alternate afternoon session, which must be served as assigned.
- If a student is absent from school the day of an assigned detention that detention must be served on the first day the student returns to school after the absence.
- Students must bring study materials and remain occupied during office detention.
- *Offenses for which office detention may be assigned include:*
 1. First class cut in any subject area and first study hall cut in each semester.
 2. Repeated class disruption after teacher detention has failed to solve the problem.
 3. Misbehavior in the “common areas” of the school: cafeteria, Media Center, corridors and school grounds, including the parking lot.
 4. Presence in an unauthorized area (Off Limits) as determined by an administrator.
 5. Loitering on school property after school hours

Suspension Policy

- All students must be afforded *Due Process* whenever deprived of their education from regular classroom instruction or from other school activities through suspension.
- The following steps will be taken upon receiving a complaint or information of possible student misconduct:
 1. The administrator in charge will fully investigate the matter.
 2. The student will be told the evidence against him or her and then be given an opportunity to fully explain his/her side of the story.
 3. A post-investigation conference with the student and his/her parents and the administrator shall be held if a dispute exists.
 4. If there is evidence that the student has violated a specific published standard of conduct, then the administrator in charge may suspend a student by assigning an In-School Suspension or an Out-of-School Suspension.

A. In-School Suspension

- The In-School Suspension Program is designed to allow students to continue their academic class work in school and still be suspended for violations of the discipline code.
- During the day prior to an assigned In-School Suspension, the student must obtain from all of his/her teachers assignments that he or she can complete on his or her own. An appropriate form will be provided for this. The student must bring this form, along with all other necessary books and materials, to the ISS room at 11:35 AM on the day that the In-School Suspension has been assigned.
- Students complying with the rules and regulations pertaining to In-School Suspension receive attendance credit in each of their academic classes. Therefore, adherence to the rules of the In-School Suspension room allows the student to fulfill the attendance requirement in each of his/her classes for that day.
- The main objective is to penalize poor conduct and at the same time to allow the student to succeed academically.
- In any given semester (1/2 year) a student may accumulate no more than three (3) In-School Suspensions. Parents will be notified in writing for each assignment stating the reason(s) for the assignment. Any subsequent offense (s) will result in an assignment of a *Saturday*

School Suspension or a three-day Out of School Suspension.

Decisions for all suspensions will be based on, in the opinion of the school administration, the best interest of the student's growth and educational development.

- On the third In-School Suspension assignment, a face-to-face parent conference with the respective Housemaster will be mandatory. In addition, parents will be notified in writing that assignments to Saturday School Suspensions will result for each subsequent offense during that semester,

In-School Suspension (Continued)

- Offenses for which In-School Suspension (I.S.S.) may be assigned include the following:
 1. cutting class and/or study hall (second and subsequent cuts)
 2. cutting an assigned detention without a valid excuse
 3. using a false or forged note
 4. failing to sign in immediately when tardy to school
 5. excessive tardiness to school (see tardiness policy on page 44)
 6. failure to follow the directive of a teacher and/or administration
 7. being in an unauthorized area
 8. unauthorized use of classroom phones
 9. behavior in a manner deemed contrary to proper student behavior not expressly listed above.

In-School Suspension Rules and Procedures:

- a. Students assigned I.S.S. must report to the ISS room at 11:33 AM and remain until 3:00 PM
- b. Failure to report to an assigned I.S.S. will result in an immediate suspension from school with a reinstatement meeting at 11:00 AM the following day. The original I.S.S. must be served.
- c. Reporting to the I.S.S. room tardy is unacceptable. Any student who is tardy will make up time in the House Office.
- d. Students must report to I.S.S. with the Assignment Form given to them by their Housemaster and with the appropriate study materials.
- e. Students who would be released early because of an athletic event, or other school events forfeit that privilege and must remain until 3:00 PM.
- f. The student will be given full credit for work completed and attendance for that day.
- g. Students are not permitted to talk or communicate with other students, leave his/her seat without permission, listed to a head-set, play cards or electronic games or bring food and/or drinks to I.S.S.
- h. Any infraction of the above will be handled in the following manner:
 - *First two offenses:* verbal warning with notation of offense and time it occurred.
 - *Third offense:* Automatic one day Out-of School Suspension with the I.S.S. served upon return.
 - *More serious infractions such as insubordination, using profanity, vandalism, or leaving I.S.S. without permission will result in an immediate removal and Out-of –School Suspension; I.S.S. served upon return.*
- i. A staff member will escort students who become ill during the day to the nurse's office. Any dismissal by the school nurse will not count as an I.S.S. served and the I.S.S. will be served the following school day.
- j. One restroom break, no longer than five (5) minutes in duration, will be allowed between 12:30 and 2:05 PM, if absolutely necessary.
- k. Students with an assigned I.S.S. will eat their lunch during A lunch before they enter the I.S.S. room.

B. Out-of-School Suspension

- Out-of-School Suspension will be assigned by the administration for certain serious infractions of school rules. Parent(s) or guardian(s) will be notified by telephone followed by a letter explaining the nature and length of the suspension. If the parent(s) or guardian(s) of the student involved wishes to have a conference at this point, the request will be granted.
- A student cannot participate in any school activity from the time he/she is suspended until he/she is reinstated.
- If the cause for suspension is fighting or some other volatile situation, the students may be excluded from classes immediately. This day will be considered the first day of the suspension if the removal from classes occurs prior to 11:00 a.m.
- Unless otherwise authorized by the administration, a parent or guardian will be required to attend a conference with the administration, to effect re-admittance of a student following suspension
- The school building and grounds are out of bounds to a suspended student. If a student violates this regulation, the police may be called for a trespassing complaint.
- The student has the responsibility of requesting his or her make-up work. The teacher will give the student those assignments that he or she can complete on his or her own. Credit will be given for these assignments. The time limit for the completion of work missed shall be the length of the suspension plus one day.
- Offenses which may incur Out-of-School Suspension:
 1. abusive disrespect or flagrant insubordination to a staff member
 2. use/possession or in the presence of tobacco products anywhere on school grounds, on school buses or during school sponsored functions
 3. open profanity directed at another person
 4. stealing. (restitution will be required)
 5. willful destruction of school property.(restitution will be required)
 6. fighting:
 - after investigating a fight, the administrator in charge will make the decision as to who among the combatants will be suspended. If it can be *clearly* determined that one participant was the aggressor and the other *only* defended him/herself, only the aggressor will be suspended
 - a "cooling-off" period (1-3 days) may be declared.
 - peer mediation may be recommended
 - in severe assault cases, expulsion will be considered and the matter will be referred to the Braintree Police Department.
 7. use or possession of alcohol, drugs, or narcotics: legal action will be initiated
 8. possession of or setting off any type of exploding or incendiary device (i.e., fireworks) on school grounds: legal action will be initiated
 9. projecting any object in such a way as could cause an injury to another student
 10. possession of any instrument which may be construed as a weapon or facsimile thereof .

C. Saturday School Suspension

- The Saturday School Suspension Program is designed for students who have accumulated three (3) In-School Suspensions in any given semester. It is the last alternative to Out-of-School Suspension.
- The main objective for Saturday School Suspension is to penalize poor conduct and at the same time avoid missing academic instructional time.
- In any given semester (1/2 year) a student may accumulate no more than three (3) Saturday School Suspension. Parents will be notified in writing for each assignment, stating the reason(s) for the assignment. Any subsequent offenses will result in a three-day Out-of-School Suspension. Decisions for all Saturday School Suspensions will be based on, in the opinion of the school administration, the best interest of the student's growth and educational development.
- On the third Saturday School Suspension assignment a face-to-face parent conference with the respective Housemaster will be mandatory. At this time parents will be notified that a three-day Out-of-School Suspension will result for each subsequent suspendable offense.
- Transportation to and from Saturday School is the responsibility of student/parent.
- Offenses for which Saturday School Suspension may be assigned include the following:
 1. accumulation of three (3) In-School Suspensions in any given semester
 2. truancy and/or excessive tardiness to school (see tardiness policy page)
 3. leaving the school building without permission (Driving privileges may be revoked if a vehicle is involved).
 4. behavior in a manner deemed contrary to proper student behavior not expressly listed above.

Saturday School Suspension (SSS) Rules and Regulations:

- a. You have been assigned to SSS because you have broken a school rule. We sincerely hope that you will *not* have to repeat this type of punishment in the future.
- b. This listing of rules and regulations is given to you so that you clearly understand what you *can and cannot* do during this day and what would happen to you if you violate an SSS room regulation.
- c. We want your day in Saturday School Suspension to be productive
- d. *Note:* If you fail to bring materials you will be sent home.
- e. Reporting to the SSS room tardy is unacceptable. Any student who is tardy will be sent home.
- f. The time for the SSS session is 8:15 A.M. – 11:45 A.M. Early dismissals for sports teams, going to work, etc. will not be honored.
- g. Students are not allowed to put their heads down on their desks during the entire SSS session.
- h. You will be allowed one restroom break between 8:15 A.M. – 11:45 A.M. *This break may last no longer than five minutes and will be given only if necessary.*
- i. You are not permitted to do the following things while you are here:
 - to talk or communicate with other students
 - to leave your assigned seat without permission
 - to listen to a headset, play cards or electronic games
 - to bring food and/or drinks into the room
 - to wear a hat
 - to abuse restroom privileges
 - to sleep
- j. Any infraction of the above will be handled in the following manner.
 - *First two offenses:* verbal warning with notation of offense and time it occurred.
 - *Third offense:* students will be removed from SSS and be suspended out-of-school for three (3) days.
 - *More serious infractions such as insubordination, using profanity, vandalism or leaving SSS without permission will result in an immediate removal and a three-day Out-of-School Suspension.*
- k. Students who become ill during the day will be sent home and parents called. Any dismissal will not count as an SSS served and the SSS in its entirety will be served the following Saturday SSS.

- I. Students who fail to report to SSS must have a parent conference on the next school day (in most cases, Monday) with their respective Housemaster. The SSS that had been previously assigned to the student will be reassigned to the next scheduled SSS day. In addition, a determination will be made at the conference to the extent of any further disciplinary action. This could include being assigned an In-School Suspension or an Out-of-School Suspension.

Social Probation

- Social probation means that a student *may not* attend or participate in any volunteer school sponsored or related function or activity. This includes, but is not limited to, clubs, athletics, competitions, dances, trips, banquets, and graduation.
- Offenses for which Social Probation may be assigned:
 1. Violation of the alcohol and activities regulation.
 2. Violation of the drug regulations.
 3. Any violation of the Discipline Code.
 4. Repeated offenses resulting in three or more Saturday Schools and/or Out-of-School Suspensions.
 5. Disruption or disturbance of any school sponsored activity or public assembly.
 6. Any action that threatens safety and security or disrupts the school environment not listed herein, which the administrator deems appropriate for social probation.
 7. A student who is under Out-of-School suspension is automatically under social probation from the moment it is assigned by the administration until the morning of the return date or date assigned by the administrator.
 8. Seniors are reminded that Social Probation may include senior activities such as senior trips, Senior Awards Night, and Graduation.
- Social Probation may carry over to the following school year.

Smoking/Tobacco Products

The faculty and staff of B.H.S. are committed to providing the students with a smoke-free environment. This policy hopefully will serve as a deterrent to those students who presently smoke. Additionally, an educational component is available to all students who are interested in learning about the dangers of smoking or needing assistance in stopping the use of tobacco products. The educational component is not an option for those students that accumulate two tobacco infractions.

- In conjunction with the Board of Health, the Braintree Public Schools has developed the following policy as it relates to the use or possession of tobacco products.
- The Braintree Public Schools prohibit the use and/or possession of tobacco products in school buildings, facilities, school buses, on school grounds, and at school sponsored functions. Administrators will notify the parent or legal guardian and sports and activity directors of each infraction; mandate the confiscation of tobacco products; and require tobacco cessation programs
- It is important to understand that being in possession of tobacco products, i.e., cigarettes, cigars, chewing tobacco or any other form of tobacco are subject to confiscation and considered an infraction under the policy. Administrators will return the confiscated tobacco product to the violator's parent or legal guardian upon request.
- In addition, all students must realize that an obvious display of tobacco products indicates to the administration the intent to violate the state law prohibiting smoking in public buildings.
- Students found in the presence of the use of tobacco products may be subjected to search and seizure. If in possession of tobacco products, students will be disciplined by the conditions stated in the tobacco policy.
- Students congregating in the presence of cigarette smoke will be viewed as "guilty of smoking" under this policy. Therefore, it is strongly suggested that students who do not smoke should not be present where students are smoking.
- As a result of being in violation of the State Education Reform Law, State Fire Department Regulations, Braintree Board of Health Regulations, as well as town by-laws pertaining to Fire Prevention Regulations, students will be issued a citation by school administrators and must pay the imposed fine at the office of the Board of Health within 14 days or they may contest the fine by requesting in writing a hearing in front of the Board of Health within 7 days after the citation has been served; if necessary, the board will bring action to the court of jurisdiction.
- Braintree school officials have been designated by the Braintree Board of Health to be their agents for this purpose and shall be responsible for the enforcement of this regulation.

Smoking/Tobacco Products (Continued)

- The consequences for students found possessing/using or in the presence of tobacco products at B.H.S. are as follows:
 - 1st offense:*
 1. 3 day Out-of-School Suspension
 2. \$50 fine in the form of a "ticket" or participation in Smoking Cessation Program run by the accredited school nurse
 3. Parental conference with Housemaster
 4. Notification to sports and activity directors
 - 2nd offense:*
 1. 3 day Out-of-School Suspension
 2. \$100 fine
 3. Mandatory Smoking Cessation Program
 4. (If not opted for after 1st offense)
 5. Parental conference
 6. Notification of sports and activity directors
 - 3rd offense*
 1. 5 day Out-of-School Suspension
 2. \$100 fine
 3. Notification to activity directors
 4. Mandatory meeting w/administrators and parents
- Court referral – (Site G.L. C.40 Sec. 210)

Massachusetts General Laws Chapter 71, Sections 37H and 37H1/2

In order to maintain an environment conducive to teaching and learning we will declare unequivocally that weapons, illegal drugs, alcohol, and violent acts have no place in an academic setting.

The Massachusetts Education Reform Act of 1993 was signed into law on June 18, 1993. This law has a direct impact on some student discipline policies and procedures. The information contained below details policy and procedural changes that are now in effect in all schools in Massachusetts. The Massachusetts Education Reform Act supersedes pertinent discipline policy and procedures that are outlined in the student handbook. These policies and procedures include:

- A. Possession of Weapons / Drugs**
- B. Assault on School Personnel**

It is important for students and parents to understand and be mindful of the information listed below:

- a.) Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or a knife, or a controlled substance as defined in chapter 94 C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b.) Any student who assaults a principal, vice principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c.) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his/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); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

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

- d.) student shall have 10 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 provision of this section.
- e.) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

Chapter 71, Section 37H ½ - Felony Complaints and Felony Convictions

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

however, that the suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension with the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than 5 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 3 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/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to suspension.

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

The student shall have the right to appeal the expulsion with the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than 5 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 3 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to expulsion.

Section 37: Section 37L of said chapter 71 General Laws, as appearing in the 1990 Official Edition, is hereby amended by adding the following paragraphs:

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Board of Education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incident reports in which such student was charged with any suspended act.

Expulsion Policy

- A. Certain offenses are considered sufficiently severe that *expulsion* will be considered. *Among these offenses are:*
- possession of a dangerous weapon, included but not limited to a firearm, knife, chain, studded bracelet, tear-gas canister, and “metal star”
 - possession of a controlled substance, included but not limited to, marijuana, cocaine or heroin (Massachusetts General Law Chapter 71, Section 37 H)
 - assault on a staff member (Massachusetts General Law Chapter 71, Section 37 H)
 - causing a major school disruption; i.e. pulling a false fire alarm
 - falsely reporting the existence of an exploding device
 - any other act that is deemed by the administration as serious enough in nature including being arrested for a felony even though it occurred off of school grounds.(Massachusetts Education Reform Act 37H 1/2)
- B. Those students who have violated any of the above infractions may be subject to the following disciplinary action:
- Suspension from school for a period of 1-10 days for those offenses occurring on school grounds or at a school-sponsored events
 - Suspension from all school activities for a period of four weeks from the date of the infraction
 - Expulsion hearing with the Headmaster
 - Expulsion from school
 - Referral to local law enforcement for criminal complaint
- C. Procedural due process for expulsion includes:
- Written notice of the charges and adequate time to prepare for a hearing
 - The right to be represented by a lawyer or other advocate at the hearing
 - The right to present and question evidence and witnesses
 - The right to a reasonable prompt, written decision, including specific grounds for the decision
- D. Any student who has been expelled by the Headmaster shall have the right to appeal to the Superintendent

Alcohol Detection Policy

Braintree High School prohibits and does not tolerate the use or possession of drugs including alcohol. The Alcohol Detection Policy supports the Memorandum of Understanding, printed on page 56. Students exhibiting signs of alcohol consumption such as glassy eyes, slurred speech, unsteadiness on the feet, or the emission of an alcoholic odor will be required to take a test using an alcohol detection device administered by a school administrator. If a student tests positive for alcohol consumption he or she will receive two additional opportunities to take the test. Students who test positive for alcohol consumption or student who refuse to take the test upon determination that there is reasonable cause to suspect they have consumed alcohol, will be disciplined under the Policy of Braintree Public Schools Relative to Illegal Distribution, Use, and Possession of Drugs outlined in the Memorandum of Understanding on page 57.

Memorandum of Understanding Between the Braintree Public Schools and the Braintree Police Department

Statement of Purpose:

We agree that crimes committed by young people are a national and societal problem reaching into our community of Braintree. To maximize the effectiveness of our efforts to achieve a crime-free community, we recognize the coordination and cooperation of the community as a whole are essential. Therefore, the Chief of Police, with support of the Board of Selectmen, the Superintendent of Schools with the support of the School Committee, and the Norfolk District Attorney pledge to follow the agreed upon procedures for communicating criminal activity.

We further agree to coordinate our efforts, when appropriate, with the Department of Education.

An agreement such as this is necessary since administrators, teachers, and other staff members are increasingly relied upon to monitor student behavior and to report unusual behavior that may indicate involvement with criminal activity. In these instances, the rights and responsibilities of school personnel and students and the role of police officers and law enforcement must be clearly understood.

Reportable Acts:

This memorandum of understanding concerns the report of mandatory reportable acts, which include assaultive behavior, the possession of weapons, a case where a student is believed to be under the influence of alcohol or drugs, or a case where a student is believed to be in a possession of or distributing any controlled substance. School personnel are not protected under any privilege statutes of the Commonwealth and, if called on to testify in court, they would be obligated to reveal any information relating to a crime, even if voluntarily confided to them by a student.

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

Procedures and Responsibilities:

- 1.0 The School Superintendent designates the School Principal as the responsible school official in each school for handling all reportable acts. The Chief of Police designates the School Resource Officer or, in his or her absence, the Detective Bureau Commander, as the official responsible for handling all reportable acts. The Norfolk District Attorney designates a Juvenile Assistant District Attorney responsible for handling all reportable acts. (The term "drugs," where used in this document, includes alcohol and controlled substances.)
- 2.0 All individuals who are involved in this memorandum of understanding agree to the following:
 - 2.1 All school staff members are under obligation to report any and all incidents of the use or possession of any drugs by students to the School Principal.
 - II. Every suspected pattern of use, possession, or distribution of drugs is to be reported immediately to the School Principal or his or her designee. The School Principal shall be responsible for reporting all of these incidents and observations to the School Resource Officer and the parents in writing. The School Resource Officer shall inform the Juvenile ADA of the incidents, and the appropriate cases shall be prioritized for prosecution.
 - III. Any student who is observed as, or has admitted to being under the influence of a drug, must be immediately escorted to the office of the Principal who shall immediately notify parents and the School Resource Officer of the incident. The School Resource Officer shall inform the Juvenile ADA of the incident.
 - IV. All school staff members are under obligation to report any and all incidents of the use or possession of any dangerous weapons by students to the School Principal. The School Principal shall be responsible for reporting all of these incidents to the School Resource Officer. In the case

of a dangerous weapon, as defined in Massachusetts General Laws, Chapter 269, Section 10, the School Resource Officer shall inform the Juvenile ADA of the incidents, and the appropriate cases will be prioritized for prosecution.

- V. All school staff members are under obligation to report any and all incidents of violence to the School Principal. The School Principal shall be responsible for reporting all serious incidents of violence to the School Resource Officer. A serious incident of violence shall include, but not be limited to, any actual or threatened assault involving at least one student against another student, teacher, administrator, or employee or member of the school community, which involves the infliction or threat of serious bodily harm. The School Resource Officer shall inform the Juvenile ADA of the incidents, and the appropriate cases will be prioritized for prosecution.
- VI. In every case, under this memorandum, which leads to prosecution, the Juvenile ADA shall make every effort to consult the Principal and the School Resource Officer regarding disposition recommendation of such cases. In any case involving a serious incident of violence, use or possession of dangerous weapons, or the distribution of drugs, it shall be the policy of the Norfolk District Attorney's Office not to recommend a dismissal or pre-trial probation on any such case, except for extraordinary circumstances and only after consultation with the Principal and the School Resource Officer.

**Policy of Braintree Public Schools Relative
to
Illegal Distribution, Use, and Possession of Drugs:**

3.0 Selling Drugs or Possession with Intent to Sell During Regular School Day or at Any School Sponsored Function:

3.1 Any student found selling, or in possession of a quantity of a controlled substance with intent to sell, shall be subject to expulsion by the Principal. The student shall be notified in writing of an opportunity for a hearing and have the right to representation, along with the opportunity to present evidence and witnesses at said hearing. Any student expelled shall have the right to appeal to the Superintendent of Schools. The student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student shall have the right to counsel at a hearing before the Superintendent.

4.0 Uses and/or Possession of Drugs or Alcohol During Regular School Day or at a School Sponsored Function:

4.1 First Offense:

Any student found using and/or possessing any form of drugs during the regular school day or at school sponsored or related events, including athletic games, shall be subject to expulsion from school by the Principal. The student shall be notified in writing of an opportunity for a hearing and have the right to representation, along with the opportunity to present evidence and witnesses at said hearing. A student who is suspended shall not participate in any extra-curricular school activities for a period of four weeks. Any student expelled shall have the right to appeal to the Superintendent of Schools. The student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student shall have the right to counsel at a hearing before the Superintendent.

4.2 Second Offense:

Any student found using and/or possessing any form of drugs during the regular school day or a school sponsored or related event, including athletic games, shall be subject to expulsion from school by the Principal. The student shall be notified in writing of an opportunity for a hearing and have the right to representation, along with the opportunity to present evidence and witnesses at said hearing. Any student expelled shall have the right to appeal to the Superintendent of Schools. The student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student shall have the right to counsel at a hearing before the Superintendent.

5.0 Regardless of where an arrest for possession of alcohol or a controlled substance, or the distribution or intent to distribute a controlled substance takes place, paragraphs 4.1 and 4.2 will be followed as if the offense took place on school property with the exception that no suspension from school will be imposed.

Other Procedures:

- 6.0 The Principal or his/her designee will turn over to the School Resource Officer all confiscated illicit drugs and paraphernalia and weapons on the day that the violation took place and with a report. A written description of the confiscated material, which is signed and dated by the receiving police officer, will be given to the school official.
- 7.0 The Principal or his/her designee may report any illegal conduct, not outlined in Section 2.0 to the School Resource Officer. In such cases, students may be subject to disciplinary action and/or prosecution in the normal course, but in addition may be eligible to be diverted from prosecution in appropriate circumstances.

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

- 8.0 The Braintree Police Department's School Resource Officer will coordinate the Police Department's action in cases of students found to be in possession of drugs or drug paraphernalia committing criminal activity. The School Resource Officer will coordinate record-keeping functions for the Police Department.
- 9.0 The Principal of the school will report to the parents and to the School Resource Officer all incidents of students found to be under the influence of drugs.
- 9.1 Reports of such incidents will be maintained by the Braintree Police Department as well as by the Principal.
- 10.0 The Braintree Alliance Against Drugs shall meet at least once each school year for the purpose of reviewing policies and procedures contained herein and for the purpose of assessing local conditions regarding illegal drug use and distribution of controlled substances.
- 11.0 The Principal, Asst. Principals, School Resource Officer, and Juvenile ADA shall establish regularly scheduled meetings to discuss the implementation and monitoring of this memorandum. The meetings shall occur monthly, unless by suggestion of the parties, it is necessary or appropriate to meet more frequently. Other members of the Braintree Public School Department, Braintree Police Department, and Norfolk District Attorney's Office may be invited where appropriate. Representatives of the Norfolk County Juvenile Court Probation, the Department of Social Services, and the Department of Youth Services may be invited to participate as appropriate. To the extent permitted by law, the parties shall share information regarding the implementation of this Agreement. The parties agree that any information acquired during the roundtable meeting shall be confidential and subject to privacy restrictions established by law.
- 11.1 The Juvenile ADA shall report any felony delinquency complaint or adjudication to the Principal or his/her designee.
- 11.2 The Braintree Police Department, through the School Resource Officer, shall report the arrest for violation of any drug law involving any student in the Braintree Schools to the Superintendent of Schools or the Principal of the student's respective school.
- 12.0 This memorandum shall become part of the Codes for Student Conduct established in each school
- 13.0 Every precaution will be taken by school officials, the Police Department, and the Norfolk District Attorney's Office to insure that the educational program of students is not disrupted.
- 14.0 Students involved illegally with drugs will be required to undergo counseling and therapy as indicated by policies adopted by the Braintree School Committee, by regulations of the State Department of Education, or on orders from the District of Juvenile Court.

Special Education Discipline Policy

1. Each Individualized Education Program (I.E.P.) will indicate whether the student can be expected to meet the regular discipline code or note any modifications to the code.
2. The Director of Special Services will receive, in writing, a copy of each suspension notice.
3. Upon the accumulation of ten (10) school days of suspension in a school year, a review of the I.E.P. will be conducted to:
 - determine the appropriateness of the student's placement
 - modify or design a new program
 - make provisions for temporary educational services
 - develop a long-term plan for educational services
4. Upon accumulation of more than ten (10) school days of suspension in a school year, an alternate educational plan will be implemented with request for approval to the Regional Education Center and notification to the parents of the special education student.

It is the intent of Braintree High School to comply with the Massachusetts General Laws and Department of Education Regulations governing the disciplining of special education students.

Title 18 – UNITED STATES CODE

“GUN FREE SCHOOL ZONES ACT OF 1990”

It shall be unlawful for any individual knowingly to possess...or discharge...a firearm at a place the individual knows or has reasonable cause to believe, is a school zone...except on private property not part of the school grounds or licenses to do so by the State in which the school...School Zone means within 1,000 feet from the grounds of a public, parochial or private school. Violators shall be fined not more than \$5,000, imprisoned for not more than 5 years, or both. The term of imprisonment imposed under any other provision of law.

MASSACHUSETTS GENERAL LAW – Chapter 269 S. 10

Prohibition Against Firearms in Schools:

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of Chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purposes of this paragraph, “firearm” shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

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 may be subject to expulsion from the school by the Headmaster.

PARENT NOTIFICATION LAW RE: HUMAN SEXUALITY EDUCATION

In accordance with Massachusetts General Laws, Chapter 71, Section 32A, an Act Relative to Human Sexuality Education, the Braintree School Committee provides this notification to parents regarding curriculum which primarily involves human sexuality education or human sexuality issues. This notification, provided through the student handbook at the Middle School and High School levels and through the newsletter at the elementary level, allows parents or guardians to exempt their child/children from any and all portions of the said curriculum through written notification to the school principal. No child exempted shall be penalized in any fashion, and will be given an alternate assignment, which complies with the time and learning requirement. Program materials will be made reasonably accessible to parents, guardians and other to the extent practicable.

Parents or guardians wishing to inspect and review program materials may contact the Assistant Superintendent of Schools at 781-380-0130.

BRAINTREE PUBLIC SCHOOLS

SEXUAL HARASSMENT POLICY

I. Policy

- a. It is the policy of the Braintree Public Schools to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment
- b. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone sexual harassment.
- c. It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.
- d. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties.
- e. The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

II. Procedures

A. Definitions

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature that takes place under any of the following circumstances

1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;
2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advance;
3. When such conduct has the effect of unreasonably interfering with the individual's work, or
4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

LEGAL REFERENCES

1. Title VII of the 1964 Civil Rights Act, Section 703
2. Title IX of the 1972 U.S. Civil Rights Act
3. Chapter 151C, Massachusetts General Laws

B. Guidelines for Dealing with Sexual Harassment

In school systems, sexual harassment may cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of sexual harassment are as follows:

1. By law, the victim defines sexual harassment. What one person may consider acceptable behavior may be viewed as sexual harassment

by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is bothering him or her.

2. Staff members must always take every report of sexual harassment seriously and take action immediately.
3. If an instance of student to student sexual harassment is reported to a staff member other than an administrator, the staff member should inform the Assistant Principal/Housemaster, or the Building Principal.
4. If a situation involving a charge of staff member to student sexual harassment is brought to the attention of any staff member, that staff member should notify the Building Principal or Assistant Superintendent immediately.
5. In a situation involving a charge of student to staff member sexual harassment, the staff member should notify the Building Principal or Assistant Superintendent.
6. In a situation involving a charge of staff member to staff member sexual harassment, the staff member should notify the Building Principal or the Assistant Superintendent.
7. In all charges of sexual harassment, the victim should describe in writing the specifics of the complaint.
8. Once a charge of sexual harassment has been made, including charges of physical harassment as well as threats to a person's safety or position in the work environment, the following course of action should be taken.
 - a. The Building Principal should investigate the charge through discussions with the individuals involved. In situations involving a staff member he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving a student, parents should be informed of the situation and invited to participate in discussions. It is important that the situation be resolved as confidentially and as quickly as possible.
 - b. If the harasser and the victim are willing to discuss the matter in the presence of the Principal/designee or Assistant Superintendent, a supportive faculty member of the same sex as the victim and/or parent should be included in the discussion. During this discussion, the offending behavior should be described by the victim, a request for a change in behavior should be made, and a promise that the described behavior will stop. Depending upon the seriousness of the behavior, legal action may be initiated against the harasser.
9. If after formal discussion with the involved parties, the Building Principal determines that further action must be taken, the following would occur:
 - a. In instances involving student to student or student to staff member harassment, the student would be held to the discipline code of the school.
 - b. In instances involving staff member to student and staff member to staff member harassment, findings would be reported to the Superintendent of Schools for further action. Legal action may also be initiated at this point.
10. Retaliation:

Retaliation in any form against any person who has filed a complaint relating to sexual harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for the student.

11. Confidentiality:

Reports of sexual harassment should be kept completely confidential, involving as few people as possible, with the goal of protecting the victim and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems consult the Assistant Superintendent of Schools at 781-380-0130, ext. 107.

Adopted by School Committee: 10/4/93

Braintree High School Discipline Code of Conduct

TD	Teacher Detention	ISS	In-School Suspension
OD	Office Detention	SSS	Saturday School Suspension
OSS	Out-of-School Suspension		

The list of infractions below is not all-inclusive. The administration reserves the right to assign sanctions for acts deemed contrary to proper student behavior not expressly listed below. Incidents dealing with threats, harassment, sexual harassment, possession of weapons/drugs, assault on school personnel, hazing, gambling, and cheating and plagiarism contain individual procedures specific to each infraction documented earlier in this handbook.

Infraction	Sanction for First Offense	Sanctions for Subsequent Offenses
Late to class without authorization	TD	OD/ISS
Sent out of Class for misbehavior	TD	OD/ISS
Being in an unauthorized area without permission	OD	OD/ISS
Failure to stay for teacher/administrative detention	OD	ISS/SSS
Failure to follow staff directive(s)	OD/ISS	ISS/SSS/OSS
Leaving class without permission	OD	ISS
Class Cutting	OD	ISS/SSS
Profanity	OD/ISS/OSS	ISS/OSS
Smoking and/or possession of tobacco products	3-day OSS	OSS/ Public Health Fine
Failure to serve or removal from Saturday School	OSS	OSS
Leaving school grounds without permission	SSS	SSS/OSS
Tampering with school records (i.e. forged fake note)	1-5 OSS	6-10 OSS
Abusive disrespect to staff member	1-5 OSS	6-10 OSS/Recommendation for Expulsion
Continual disturbance of class, cafeteria, corridor, etc.	1-5 OSS	6-10 OSS/Recommendation for Expulsion
Infraction	Sanction for the First Offense	
Stealing	1-10 OSS/Referral to local law enforcement for criminal complaint/Financial restitution required	
Projecting any object in such a way as could cause an injury to another student	1-10 OSS/Referral to local law enforcement for criminal complaint/Recommendation for expulsion	
Possession of a weapon	1-10 OSS/Referral to local law enforcement for criminal complaint/Recommendation for expulsion	
Fighting	1-10 OSS/Referral to local law enforcement for criminal complaint/Recommendation for expulsion	
Use and/or possession of alcohol	1-10 OSS/Referral to local law enforcement for criminal complaint/Recommendation for expulsion	
Use and/or possession of a controlled substance	1-10 OSS/Referral to local law enforcement for criminal complaint/Recommendation for expulsion	
Destruction of school property and/or vandalism	1-10 OSS/Referral to local law enforcement for criminal complaint/Recommendation for expulsion	