

Braintree High School

Parent/Student Handbook

2018-2019



PRIDE

Name _____ House _____

Contents	
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Mission Statement	6
School-Wide Expectations	6
Administration	7
Braintree High School	7
Braintree School Committee	7
Braintree Public Schools	7
Student Council Officers	8
Faculty and Staff Roster	9
General Information	11
School Hours	11
House System	11
Term Dates/ Report Card Distribution Dates	11
Academic Information	11
Graduation Requirements	11
Promotion Requirements	11
Class Rank – Mark Weighting System	11
Advanced Placement Program (AP)	11
Honor Roll	11
Course, Teacher, and Schedule Requests for Change	11
Program Errors	11
Deadlines for Course/Level Changes	12
Request for Level Change	12
Request for Teacher Change	12
Academic Integrity Policy	13
Process	14
Definitions of Plagiarism	14
Examinations	14
Senior Final Exam Exemption Policy	14
Failure Policy	14
Homework Policy (9-12)	15
Incomplete Grades	15
Physical Education Attendance and Make-Up Policy	15
Withdrawing or Transferring from School	16
Student Services	16
Counseling and Guidance Services	16
Nursing Services	16

Concussions	17
Physical Exam and Medication Policy	17
Wellness Policy	17
Lunch	17
Food Service Meal Plan	17
Peer Mediation	17
P.T.O. – Parent/Teacher Organization	18
Senior Study Hall	18
School Facilities	18
Elevators	18
Lockers	18
Media Center	18
Restrooms	19
Activities/Events	19
Dances/Activities	19
Field Trips	19
Athletics	20
Athletic Teams	20
Fees	20
Eligibility	20
Academic Requirements	20
Procedures to Determine Eligibility	21
Athletic Attendance Policy	21
MIAA Athletic Discipline Code	21
MIAA Chemical Health Rule	21
Concussions and/or Head Injuries	21
Student Activities/Clubs	21
Fees	21
Eligibility	21
Student Government	22
Student Council	22
Class Councils	22
Student Rights	23
Bullying, Harassment, Sexual Harassment, Discrimination, and Hate Crimes Policy	23
Hazing	23

Military Recruiters and Student Information	24
Search and Seizure	24
Student Records	24
Policies and Procedures	26
Bus Privileges/Late Buses	26
College Visits	26
Braintree Public Schools Computer Use Policies	26
Food	26
Fundraising by Students	27
Identification Card Policy	27
Lost and Found	27
Moment of Silence	27
Pledge of Allegiance	27
Residency Policy	27
Student Travel	27
Visitors	27
Student Responsibilities	27
Attendance Policies and Procedures	28
Daily Attendance	28
Absence from School	28
Excused Absences	28
Unexcused Absences	28
Absence Due to Field Trips or School Functions	28
Absence Due to a Class Cut	28
Absence Due to Truancy	29
Perfect Attendance	29
Academic Consequences for Poor Attendance	29
Tardiness Policy and Procedures	29
Tardiness to School	29
8:30 AM Rule	30
Tardiness to Class	30
Senior Privilege- Excused Tardy to School	30
Dismissal Procedure	30
Make Up Work Policy	31
Due to Absence	31
Due to Exclusion (suspension)	31
Due to Truancy or Cutting a Class	31
Due to Field Trips or School Functions	31
Work assigned prior to a student's absence	31
Cell Phone/Electronic Devices/ BYOD	31
Dress Code	32

Gambling/Games	33
Obligations to the School	33
Student Driving/Parking Policy	33
Driving	33
Motor Vehicle Accidents on School Property	33
Permit	33
Parking	33
Student Discipline	34
Discipline Code	34
Teacher Detention	34
Office Detention	35
Offenses for which office detention may be assigned	35
Extended Day Detention (E.D.D)	35
Offenses for which Extended Day Detention (E.D.D.) may be assigned	35
Extended Day Detention (E.D.D) Rules and Procedures:	35
Suspension Policy	36
Saturday School Suspension	36
Offenses for which Saturday School Suspension may be assigned	36
Saturday School Rules and Procedures	36
Out-of-School Suspension	37
Offenses for which an Out-of-School Suspension could be assigned	37
Braintree High School Chemical Health Policy	38
Overview	38
Policy	39
Chemical Health Policy Consequences	39
Alcohol Detection Policy	39
Social Probation	39
Overview	39
Social Probation Guidelines	40
Students who are members of the National Honor Society or Student Government	40
Students involved in Theatre Guild productions	40
Students involved in any other school sponsored clubs and activities	40
Social Probation & MIAA Disciplinary Consequences	40
Braintree Public Schools District Policies	40
Massachusetts General Laws Chapter 71, Sections 37H, 37H1/2 and 37H3/4	40
Chapter 71, Section 37H	41
Chapter 71, Section 37H ½ - Felony Complaints and Felony Convictions	42
Section 37: Section 37L of said Chapter 71 General Laws is hereby amended	43
Chapter 71, Section 37H3/4 – Requirements for Long and Short-Term Suspensions	44
Bullying, Harassment, Sexual Harassment, Discrimination, Hate Crimes and Hazing Policy	45
Expulsion Policy	52
Title 18, “Gun Free School Zones Act of 1990”	52

Memorandum of Understanding Between BPS and BPD	53
Statement of Purpose	53
Reportable Acts	53
Procedures and Responsibilities	53
Policy of BPS Relative to Illegal Distribution, Use, and Possession of Drugs	54
Other Procedures	55
Appendix A, Role of the Office of the Norfolk District Attorney	56
Parent Notification Law Re: Human Sexuality Education	57
Massachusetts General Law – Chapter 269 S. 10	57
Prohibition against Firearms in Schools	57
Policy on Vaping/Smoking/Tobacco Products	58
The consequences for vaping/smoking/tobacco infractions	58
Discipline Policy for Students with Disabilities	59
Student Travel Policy	60

Mission Statement

Pride is the hallmark of Braintree High School. We support all learners toward mastering a rigorous curriculum that builds upon students' strengths and addresses their individual needs. We are committed to ongoing reflection in our educational practice. We believe that a positive school climate comes from a sense of partnership and co-curricular involvement among all constituents in the school and community. This partnership is built upon respect for diverse ideas, experiences, and contributions. We are committed to providing a professional and educational environment that emphasizes personal well-being and responsibility; effective communication skills; critical thinking and problem solving; and creativity through the arts, sciences, and humanities, so that our students prosper as life-long learners and global citizens of the 21st century.

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. Think critically.
3. Solve real-world problems.
4. Communicate effectively.
5. Develop self-discipline, self-respect, and self-reliance.

Administration

Braintree High School

Headmaster

Dr. Christopher Scully
christopher.scully@braintreeschools.org

Housemasters

Andrew R. Delery
andrew.delery@braintreeschools.org

Nancy E. Moynihan
nancy.moynihan@braintreeschools.org

Matthew J. Riordan
matthew.riordan@braintreeschools.org

Braintree High School Phone Number (781) 848-4000

Braintree School Committee

Chairperson

Lisa Fiske Heger

Vice Chairperson

Thomas Devin

Cyril Chafe

Jennifer Aborn Dolan

George Kokoros

Kate Naughton

Joseph Sullivan, Mayor

Braintree Public Schools

Superintendent of Schools

Dr. Frank Hackett

Assistant Superintendent

Mr. James Lee

Director of Personnel and Student Services

Ms. Jennifer Fay

Director of Finance and Operations

Mr. Edward Cronin

Student Council Officers

President.....Bashar Abraham
Vice-President.....John Harrington
Secretary.....Molly Smith
Treasurer.....Kaitlyn O'Rourke
Advisor.....Ms. Jennifer Troy

Class of 2019 (Seniors)

President.....Colleen Donahoe
Vice-President.....Colin Babineau
Secretary.....John Coyne
Treasurer.....Cameron McArdle
Advisors.....Dr. Jessica Passeggio & Ms. Hillary Carpinella

Class of 2020 (Juniors)

President.....Matthew Barry
Vice-President.....Colleen O'Riordan
Secretary.....Sabrina Carnes
Treasurer.....Kathryn Rowell
Advisors.....Mr. Zachary Ritland & Ms. Katie Laubi

Class of 2021 (Sophomores)

President.....Victoria Zahopoulos
Vice-President.....Brooke Bonfiglioli
Secretary.....Shannon Marston
Treasurer.....Karim Mouline
Advisor.....Ms. Haley McAuliffe

Class of 2022 (Freshmen)

Advisors.....TBA

School Committee Representatives 2018-2019

Molly French
John Harrington
Molly Smith
Molly Tempesta

Faculty and Staff Roster

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

Administration

Dr. Christopher Scully, Headmaster
Mr. Andrew Delery, Housemaster
Ms. Nancy Moynihan, Housemaster
Mr. Matthew Riordan, Housemaster

Art Department

Ms. Heidi Hurlley, Director
Ms. Johanna Chase – 3
Mr. Joseph Keane - 3
Ms. Marina Michaelidis - 1

Business Ed. Department

Mr. Joseph Belmonto - 2

English Department

Mr. Rock Roberts, Director
Ms. Marisa Ciani – 1
Ms. Dawn Culbertson - 1
Mr. Connor Daley - 3
Ms. Alyson Gorman – 2
Mr. Alex Jefferies – 3
Ms. Victoria Joyce – 2
Ms. Lisa Murphy - 3
Mr. Paul Nellis – 1
Ms. Emily Panza - 2
Mr. Eric Parry - 1
Ms. Anne Rodzawicz – 3
Ms. Courtney Rollo - 2
Ms. Samantha Sarantakis- 2
Ms. Alissa Wallenstein - 1
Ms. Kera Wiggin - 3

Family and Cons. Sci. Dept.

Ms. Kelly Fox – 1
Ms. Haley McAuliffe - 1

World Language

Ms. Gail Ward, Director
Ms. Hillary Carpinella – 3
Ms. Mercedes Gutierrez Garcia - 3
Ms. Anny Jameson - 2
Mr. Kevin Jameson – 2
Ms. Jeanine McKinnies- 3
Ms. Meghan Murphy – 2
Mr. James Nichols - 2
Ms. Jessica Noone – 1
Ms. Abigail Nuñez - 2
Ms. Cristina Roffo - 3

Guidance Department

Mr. Anthony Garofalo, Director - (2277)
Ms. Stephanie Gandolfo – (2280)
Ms. Cynthia Gonsalves - (2260)
Ms. Carrie Kulick-Clark - (2273)
Mr. Thomas Mazza
Ms. Marsha Roos - (2274)
Ms. Jennifer Troy - (2276)
Ms. Susan Brady - Sch. Psychologist (2278)
Dr. Mary Ford-Clark - Adj. Counselor (2275)

Mathematics Department

Ms. Courtney Miller, Director
Mr. Kevin Clark - 2
Mr. Raymond Cooper – 3
Ms. Tristyn Eckler – 2
Ms. Heather Feener- 1
Ms. Madeline Jacob- 2
Ms. Katelyn Laubi – 2
Ms. Kelly Macko – 1
Mr. Robert McKinnies - 1
Ms. Christine Mulherrins – 2
Ms. Dorothea Nelson- 2
Mr. Vincent Reardon - 1
Ms. Lauren Squires/Carol Skill – 3
Mr. Jason Williams – 1
Ms. Katherine Wood - 3

Media Center

Ms. Susan J. Smith - 3

Music Department

Ms. Rachel Hallenbeck, Director
Mr. David Buckley – 1
Ms. Cassandra Sulbaran – 1

Physical Ed. Dept.

Ms. Melonie Bennett, Director
Mr. Michael Denise, Athletic Director
Mr. Eric Langenthal- 1
Mr. William O'Connell – 1
Ms. Maura Ranieri- 1
Mr. Robert Ritz- 1
Ms. Kaileen Spaulding - 1

Science Department

Dr. Betsey Clifford, Director
Ms. Tess Arikian- 2
Ms. Catherine Caracciolo- 3
Mr. Darren Dembrow - 3
Ms. Peter DiMilla - 2
Mr. Truong Dinh - 2
Ms. Sandra Dziedzic – 3
Ms. Amy Ferguson
Ms. Molly FitzGerald – 2
Ms. Kira Jordan – 3
Ms. Stephanie O'Dwyer - 2
Dr. Jessica Passeggio - 3
Ms. Susan P. Smith – 2
Mr. Svetlan Tassev – 2
Ms. Amy Thornton - 3
Mr. Sebastian Wood - 3

Health Department

Ms. Melonie Bennett – Director
Mr. Eric Langenthal – 1
Ms. Kaileen Spaulding - 1

Social Science Department

Mr. Gorman Lee, Director
 Ms. Rachel Egbert - 1
 Mr. Richard Flanagan - 3
 Mr. Kyle Fredericks - 1
 Mr. Matthew Freeman - 1
 Mr. Mallory Hauptert - 3
 Mr. Matthew Howe - 1
 Mr. Philip Krall - 1
 Ms. Cynthia Lang - 1
 Mr. Michael Pelletier - 3
 Ms. Colette Picard - 1
 Mr. Zachary Ritland - 2
 Mr. Zachary Samuels - 1
 Mr. Jamie Wiggin - 2

Special Education

Mr. Jeffrey Rubin, Interim Director
 Mr. Matthew Baker - 3 (LECE)
 Ms. Nicolette Brids- 2 (STRIVES)
 Ms. Colleen Carter - 2 (STRIVES)
 Ms. Alyson Dimeco - 1 (LECE)
 Mr. Warren Dimmick - 3 (LECE)
 Mr. Marc Duffy - 3 (Learning Center)
 Ms. Denise Fleming - 3 (LECE)
 Mr. David Flynn - 3 (LECE)
 Ms. Kathleen Jenkins - 3 (Learning Center)
 Ms. Jennifer Keane - 2 (Project Prove)
 Ms. MaryBeth Keene - 1 (Speech)
 Ms. Michelle Larkin - 2 (Learning Center)
 Ms. Kimberly Lourenco - 2 (Project Prove)
 Ms. Lynn Mills - 1 (LECE)
 Ms. Maureen Nigrelli - 1 (Learning Center)
 Ms. Lauren Reilly - 2 (Project Prove)
 Ms. Amanda Patrick - 3 (LECE)
 Dr. Petra Platt - 3 Coordinator, LECE
 Ms. Lauren Reilly - 2 (Project Prove)
 Ms. Stefanie Ritzau - 3 (LECE)
 Mr. Steven Trocki - 3 (COAST)
 Mr. Steven Wakelin - 3 (Learning Center)

Computer Technology

Ms. Rebecca Kidwell- Director of Technology & Accountability
 Mr. Tom Fallano- Technology Coordinator
 Mr. Evan Fernandes - Network Mgr.
 Mr. Jonathan Brace - Technician
 Mr. Michael Cristoferi- Technician
 Mr. Hatim Fagrach- Technician
 Ms. Cathy Kenny - Technician

Alternative Education

Mr. Michael Bochman, Director
 Mr. Robert Crook - 1
 Mr. Dwayne Dahlbeck - 1
 Mr. Martin Dundon - 2
 Mr. Michael Larkin - 1
 Ms. Laura Lebo - 1
 Ms. Catherine Mosesso - 2
 Mr. Michael Tosone - 2

Home Instruction

Ms. Diane Radigan

English Language Education

Ms. Kellie Pendley, Coordinator
 Ms. Patricia Bagnell - 1
 Ms. Rebecca Fazio - 3

METCO Program

Mr. Justin Wilson, Director

Support Staff**Secretarial**

Ms. Kathleen Finneran, Headmaster
 Ms. Linn Casey, Special Services/Preschool
 Ms. Pam Cushing, Special Services
 Ms. Noreen Devlin, Special Services
 Ms. Ann Frazier, Eng/Art/AV/Music/Technology
 Ms. Marybeth Grieco, House 2
 Ms. Rhonda Hill, Special Services
 Ms. Karen Keefe, SS/Sci./World Lang./Math/Bus.
 Ms. Paula Kelly, House 1
 Ms. Margaret MacDonald, Guidance
 Ms. Janis McLarnon, PE/Athletics/FCS
 Ms. Catherine Pugsley, House 3
 Ms. Janice Weitbrecht, Technology

Classroom Assistants (Paraprofessionals)

Ms. Nancy Bucknam - Special Services
 Ms. Pamela Burke - Special Services
 Ms. Jeanne Flaherty - Special Services
 Ms. Virginia Holmes - Special Services
 Mr. Matthew Lynch - Special Services
 Mr. Timothy Lynch - Special Services
 Ms. Patricia O'Neil - METCO
 Ms. Marisa Ranalli - Special Services
 Ms. Nicki Shaban - Special Services
 Ms. Christine Sheehan - Special Services
 Mr. Mark Troy - Special Services

Data Processing

Ms. Sandra Lyons - 1

Registrar

Ms. Susan Archdeacon

School Nurses

Ms. Jean Afzali, Director
 Ms. Brenna Coughlin
 Ms. Diane Bulman
 Ms. Heidi Morris

Reception/Security

Receptionist - Ms. Susan Frazier
 Building Monitor - Ms. Patricia Norton
 Security - Mr. Michael Bradford
 Security- Mr. Brian Murphy

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, and homeroom teachers, provides for student identity on a continuing basis. The subject teachers work closely with the Housemaster and the guidance counselors for the growth, development and success of the individual.

Term Dates/ Report Card Distribution Dates

Braintree High School updates and posts current term averages once every term to provide students and parents with the most current academic information. In addition, report cards are distributed to students at the end of each term and can also be viewed by parents via Aspen.

To view current term average and report card distribution dates, please refer to the Braintree High School website at: <https://www.braintreeschools.org/bhsheadmasterspage>

Please note: Paper Progress Reports are no longer issued at Braintree High School. Parents may access their child's current term average (mid-term progress report) through the Parent or Student Portal during the above window dates. If a parent does not have access to the Parent or Student Portal, he or she may contact their child's House Office and request a paper copy of the student's current term averages.

Academic Information

Please refer to the Braintree High School Program of Studies at the link below for the following information:

- **Graduation Requirements**
- **Promotion Requirement**
- **Class Rank – Mark Weighting System**
- **Advanced Placement Program (AP)**
- **Honor Roll**

For more information visit: www.braintreeschools.org/bhsprogramofstudies

Course, Teacher, and Schedule Requests for Change

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

Program Errors will be Corrected Immediately

- When verification list differs from the printed schedule.
- When prerequisites are not met to remain in a specific level.
- When course load requirements are *not* met.

Deadlines for Course/Level Changes

- Requests for course changes will not be considered after the second full week of classes.
- Requests for level changes in full year courses must be made no later than one week after term one report cards are distributed. After this date, level changes may be approved by the appropriate academic director for the beginning of the second semester, but no later than the second week of the semester.
- Requests for level changes in semester courses must be made no later than one week after the first progress reports are distributed.
- Cases involving extenuating circumstances may be reviewed by the counselor and the academic directors on an individual basis.

Request for Level Change

1. Student discusses the request with the counselor. If the student desires, at the conclusion of this conference, a *Request for Program/Course Change* form will be completed.
2. Student obtains teacher and parent comments and signatures.
3. If the counselor, student, parent and teacher approve of the request, the form will be forwarded to the appropriate Curriculum Director for review.
4. If the Director agrees that the change is appropriate, he or she will sign the form and return it to the counselor for processing.
5. If the Director does not agree, he or she will call the parent or counselor.
6. A parent/student/teacher/counselor/Director conference then will be arranged by the counselor to resolve the problem.
7. If agreement cannot be reached in the conference, the decision shall be referred to the Headmaster. All appropriate information will be forwarded to him.
8. The counselor will summarize the data and record the final decision in the student's temporary record file.

Request for Teacher Change

1. Requests for a teacher change must be referred to the appropriate Curriculum Director in writing.
2. The Director will call the parent to discuss the request.
3. A parent/teacher/counselor/Director meeting will be arranged by the appropriate Director, if necessary.
4. If agreement cannot be reached, the decision will be referred to the Headmaster. All appropriate information will be forwarded to him.
5. Counselor will summarize the data and record the final decision in the student's temporary record file.
6. 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.
7. Until the change has officially been made students are required to remain in the originally scheduled class(es)

Academic Integrity Policy

Braintree High School PRIDES itself on students putting forth their own best efforts and their best work on a daily basis. With that in mind, we maintain this Academic Integrity Policy to ensure that students are meeting these high standards:

Assignment Type	Red Tier
Homework	Extended Day Detention & "0" on assignment <ul style="list-style-type: none"> • Three incidents of yellow violations
Tests/Quizzes	Extended Day Detention & "0" on assignment <ul style="list-style-type: none"> • Any act involving intentional use of material that is not of student's origin or creation • Using unauthorized notes, material, or electronic devices in testing environment • Less than 20% copied, allowed to be copied, or collaborated on where prohibited • Obtaining an examination ahead of authorized issue
Projects/Papers /Assignments	Extended Day Detention & "0" on assignment <ul style="list-style-type: none"> • Any act involving intentional use of material that is not of student's origin or creation • Copying, allowing copying, or collaborating where prohibited • Greater than 20% copied, plagiarized, or completed through online translator

Assignment Type	Yellow Tier (3 incidents of Yellow violations result in Red consequences)
Homework	Up to 3 Office Detentions; Grade of 0 on homework assignment <ul style="list-style-type: none"> • Turning in homework assignment where any of the violations below occur
Tests/Quizzes	Up to 3 Office Detentions & Grade between 50-100% of earned grade (teacher discretion) <ul style="list-style-type: none"> • Any act, intentional or not, that creates an unfair advantage for the offender while disadvantaging other students • Observed looking at another student's work during a test • Greater than 20% copied, allowed to be copied, or collaborated on where prohibited
Projects/Papers /Assignments	Up to 3 Office Detentions & Grade between 50-100% of earned grade (teacher discretion) <ul style="list-style-type: none"> • Any act, intentional or not, that creates an unfair advantage for the offender while disadvantaging other students • Sharing personal work or graded work with another student • Less than 20% copied, plagiarized, or completed through online translator • Less than 20% improperly or inadequately cited, effort to correctly cite is evident • Unauthorized use of Cliffnotes, Sparknotes, or similar study resources when prohibited

Process

1. Teacher will speak with student's housemaster
2. Teacher meets with student to talk about incident and inform of consequences
3. Teacher communicates with parent/guardian to explain incident and consequences
4. Teacher submits student referral in Aspen
5. Housemaster meets with student to discuss incident and issue office consequences

Definitions of Plagiarism

Plagiarism includes the following:

- 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 a website or any other source without citing that source in full
- Copying includes copying passages, sentences, or parts of sentence
- Purchasing academic material from a website or any other source and submitting it as one's own work
- Not following the prescribed method of citation as set forth by the teacher for the assignment

Examinations

Mid-year and final examinations are given in all year-long academic subjects. Each exam will count as one tenth of the final year grade for a total of twenty percent of the final grade. Final examinations are administered in all semester courses 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 on the day of the exam.

Senior Final Exam Exemption Policy

Any senior at Braintree High School is eligible to be exempt from final exams (not mid-years) in any course (other than business) if the following criteria are met:

- A B+ average or better – cumulative for all terms and January exam
- No more than three unexcused absences for fourth term
- This policy applies to second semester courses and full year courses. (English, Social Studies, and Family and Consumer Science must link with first semester courses). If there is no first semester course, the exemption criteria will apply to the second semester course only.
- 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 the 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, 10, or 11 with the mark of E, he/she may attend Summer School for 2½ hours per day for 4 weeks, and receive 5 credits
- To make up a grade of E in a semester course (Grade 12), a student may attend Summer School for 2½ hours per day for 3 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 4 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.

Please note that running of individual Summer School courses as well as the entire Summer School program as a whole depends on enrollment.

Homework Policy (9-12)

To view this policy, please visit: www.braintreeschools.org/bhshwpolicy

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.

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 75% 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 75% 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 a class during a study period with the permission of the physical education teacher. Seniors must complete their physical education requirement before finals, in order to participate in graduation.

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.

Withdrawing or Transferring from School

Parents must notify the student's House Office whenever a student withdraws or transfers 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 and to settle all financial obligations before releasing permanent record.

Student Services

Counseling and Guidance Services

There are guidance counselors in each house who 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. 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.

Nursing Services

Students who become ill or have an accident during the school day must report to the Nurse's 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.

The nurse will record the student's time of arrival and departure, as well as his/her reason for the visit to the Nurse's Office. Upon leaving the Nurse's Office 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 Nurse's Office, the nurse will contact the home and the respective guidance counselor and Housemaster, as needed.

Students reporting to the Nurse's 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 student who contacts his or her parent for dismissal without first being evaluated by the nurse will not receive a dismissal note from the nursing staff. The student will be referred to his or her House office for a dismissal note.

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 a sling, cast, brace, splint or crutches.

It is the responsibility of parents/guardians to share medical information they feel is important to the health and safety of their child with the transportation department and all before and after school programs/clubs, including sports teams.

For a complete list of our Nursing Services, please visit the Braintree Public School website at: www.braintreeschools.org/nursingservices

Concussions

To view this policy, please visit: www.braintreeschools.org/concussion

Physical Exam and Medication Policy

To view this policy, please visit www.braintreeschools.org/nursingservices

Wellness Policy

To view this policy, please visit www.braintreeschools.org/policies

Lunch

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

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

Lunch Times:

- 1st Lunch 10:40-11:08
- 2nd Lunch 11:08-11:36
- 3rd Lunch 11:36-12:05

Food Service Meal Plan

To view this policy, please visit: www.braintreeschools.org/food

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. The goal of mediation is to help the parties make up their own solution to the situation that they are willing to live within the future. 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.

P.T.O. – Parent/Teacher Organization

The Braintree High School Parent Teacher Organization (PTO) is an active group that meets at various times throughout the school year. All parents are welcomed and encouraged to attend meetings. Dates for the year are announced in September and a variety of school related topics are presented and discussed. We encourage parents to make a small financial membership donation at the start of each school year. The PTO annually supports senior scholarships, various school wide educational assembly programs, and other worthwhile school initiatives.

Senior Study Hall

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.

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 or appropriate staff member.

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 locks on lockers. 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. Monday through Thursday, and Friday until 2:05 P.M. We encourage its use by all students. Resources in the facility include books, periodicals, newspapers, computers, e-books, books on CD, and e-readers. 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 is:

- Students assigned a study 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:

- Resources may be checked for 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 welcomes the opportunity to assist all students in locating and using the various resources of the Media Center.

Restrooms

Any student needing to use a restroom during class time should follow the sign in and sign out procedures set forth by the classroom teacher and use the restroom closest to their classroom. 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 and Senior Prom. Students planning on attending a prom are required to sign a Dance Contract and have their parents sign it before purchasing a ticket. Permission to bring a non-Braintree High School Student to the Junior or Senior Prom must be approved by the student's respective housemaster. In addition, the guest must have an administrator from his or her high school sign that he or she is a student in good standing. BHS students who bring a guest who is not a BHS student will be responsible for the behavior of the guest. Any infraction of school rules will result in the removal of both the BHS student and his/her guest. A completed contract must be presented in order to purchase tickets.

No middle school student or any person 22 years old or older will be allowed to attend any high school dance.

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](#))

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 Chemical Health 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 to fulfill all academic responsibilities.

Athletics

Athletic Teams

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

Fall

Football
Cross Country (B & G)
Soccer (B & G)
Field Hockey
Volleyball (G)
Golf (B)
Cheerleading
Dance Team
Swimming

Winter

Basketball (B & G)
Ice Hockey (B & G)
Indoor Track (B & G)
Gymnastics (B & G)
Wrestling
Cheerleading
Dance Team

Spring

Baseball (B)
Softball (G)
Tennis (B & G)
Outdoor Track (B&G)
Volleyball (B)
Golf (G)
Lacrosse (B & G)

Fees

All students participating in athletics will be charged an athletic fee of \$150.00 per sport, excluding ice hockey. The fee for Varsity Ice Hockey is \$425.00 per season and the fee for Junior Varsity Ice Hockey is \$350.00 per season. There is a family cap for sports fees of \$1200.00 per year. Students eligible for free or reduced lunch may request a 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.

Academic Requirements

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(based on final, not 4th term, grades). Those students enrolled in only five major courses must pass all five in order to maintain eligibility. Any incomplete grade will be averaged in as a "0" and may affect eligibility.

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. Those students enrolled in only five major courses must pass all five in order to maintain eligibility. Any incomplete grade will be averaged in as a "0" and may affect eligibility. Please Note: Term II report cards determine eligibility for the conclusion of Winter Sports and the beginning of Spring Sports.

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:

- 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.

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 Headmaster, each Housemaster, the Director of Health Services and the Director of Physical Education.

Athletic Attendance Policy

To view this policy, please visit the BHS Athletic Handbook at:

www.braintreeschools.org/athletics

MIAA Athletic Discipline Code

To view this policy, please visit the BHS Athletic Handbook at:

www.braintreeschools.org/athletics

MIAA Chemical Health Rule in accordance with Braintree High School

To view this policy, please visit the BHS Athletic Handbook at:

www.braintreeschools.org/athletics

Concussions and/or Head Injuries

To view this policy, please visit: www.braintreeschools.org/athletics

Student Activities/Clubs

Fees

Students participating in ANY extracurricular activity (including clubs, dances, and proms) will be charged an annual fee of \$50.00 per student, per year. Students eligible for free or reduced lunch may request a fee waiver.

Eligibility

Fall Activities: Students participating in extracurricular activities must earn the equivalent of 25 credits or more from 5 major courses taken the previous year and maintain an overall average of 70 in all courses (based on final, not 4th term, grades). Students enrolled in five major courses only must pass all five in order to maintain eligibility.

Winter and Spring Activities: Students participating in extracurricular activities must earn the equivalent of 25 credits or more from 5 major courses taken the previous marking period and must maintain an overall average of 70 in all courses. Those students enrolled in only five major courses must pass all five in order to maintain eligibility. 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.

For a complete **list of activities, clubs, and honor societies** (including selection procedures and criteria), please visit the Braintree Public Schools website at:
www.braintreeschools.org/bhsclubs

Student Government

Student Council

Advisor: Ms. Jennifer Troy

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.

Class Councils

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
- 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.
- Each candidate will be required to make a speech at an assembly of his or her classmates prior to the election

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. Any student, who is not elected to an officer position, will automatically be placed on the Class Representative Ballot.

Class Representative positions are granted to the top 6 vote recipients for each class.

Campaign posters may be placed in designated areas around the school. All candidates who have met the eligibility requirements to run for office/representative 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.

Student 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 and may require a physician's certificate stating that the student is under medical care.
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.

**Bullying, Harassment, Sexual Harassment, Discrimination, and
Hate Crimes Policy**

Please refer to [Braintree Public Schools District Policy](#).

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.

Legal References: Massachusetts General Laws, Chapter 269, Sections 17-19

Military Recruiters and Student Information

As part of the federally enacted "No Child Left Behind Act of 2001" Armed Forces recruiters are entitled access to secondary school students' names, addresses and telephone numbers, unless we have received a request from a parent or guardian that such information not be released. Recruiters traditionally request information prior to students' junior and senior years. Parents will receive notification in September of their child's junior year with information on the process for opting out prior to October 1. After that date, we will release lists to authorized military sources upon request, in order to comply with federal law.

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.

Any student who refuses a reasonable search on the part of administration will be referred to the Braintree Police and will face school disciplinary consequences for insubordination.

For a complete overview of the BPS Search and Seizure policy, please visit www.braintreeschools.org/policies

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, extracurricular activities, health records 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 and such access must be provided within two (2) consecutive weekdays of the initial written request; those students who are 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.

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 Special Education Department may examine or copy your records if you are being referred for a Team evaluation and have signed permission for testing, or if you are a student with special needs.
4. A permanent sign-in sheet or log must be kept as a part of your temporary record.
5. The temporary record, including the health 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

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 may 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 late bus pass, signed by the faculty member for whom the student has stayed, must be shown before the student can board the late bus. Loitering after school will not be permitted and those students who violate this policy will face disciplinary action. Late buses depart from Braintree High School at 3:20 PM, Monday through Thursday, from the front entrance.

If you have any questions or need to make special arrangements, please feel free to contact the Assistant Superintendent.

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

- He/she must have written permission from a parent approved by his/her guidance counselor and Housemaster.
- If the college confirms the visit, it will record as a field trip.
- Two (2) college visits days will be allowed during both the junior and senior year.
- Attendance at a college fair outside of BHS is considered one (1) visit.

Braintree Public Schools Computer Use Policies

To view the following policies, please visit: www.braintreeschools.org/policies

- Network & Technology Responsible Use Policy
- Internet Safety Policy
- Website and Social Media Policy

Food

Food can only be consumed in the cafeteria. There is to be no eating of food in classrooms, corridors or the locker areas. Students who violate this restriction will be asked to dispose of

the food immediately. Failure to do so or a repeat violation will result in disciplinary action. 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 and the Headmaster.

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 card while in school. Students will be required to scan their ID card when signing in tardy for school and may be asked to show their cards upon entering any school sponsored dance and/or activity. Failure to show an identification card may result in the student being excluded from the event.

Lost and Found

Articles of clothing and books will be deposited in the Lost and Found located in House One. Keys, money, wallets, pocketbooks, and other valuables will be turned into a House 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 morning. This time can be used for meditation or prayer and no other activity will take place during this time.

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.

Residency Policy

To view this policy, please visit: www.braintreeschools.org/policies

Student Travel

Please refer to [Braintree Public School’s District Policy](#).

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 is an integral and necessary aspect of our total educational environment. The Braintree High School student code of conduct proves an integral and necessary element in securing a positive educational environment. With the goal of providing and promoting student development, the following school regulations have been established:

Attendance Policies and Procedures

Daily Attendance

Daily attendance is taken within the first five minutes of the school day. Students who are tardy and fail to sign in at the front security booth are considered absent and truant for the day.

Absence from School

A student should never be absent from school without valid reason and a parent or guardian's knowledge. 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 7011

House 2: (781) 848-4000, extension 7012

House 3: (781) 848-4000, extension 7013

Upon returning to school after an absence, a student is required to present to their House Office a note of explanation signed by a parent or guardian stating the reason for the absence and the date(s) of the absence(s).

Excused Absences

- Excused reasons for absence include:
- Sickness or medical condition verified with a doctor's note
- Religious holidays
- Bereavement absences after the death of a family member, up to 5 school days
- Court appearances verified with a note from the court
- School-sponsored events such as field trips, assemblies, etc.
- School-imposed absences for Out-of-School Suspensions
- Documented college visitation (2 junior year and 2 senior year)
- Extenuating circumstances as approved by the Housemaster

Unexcused Absences

The following are considered unexcused absences:

- Parent Phone Call
- Sickness without a doctor's note
- An appointment to obtain a driver's license
- Family vacation

Excessive tardiness to class is also unacceptable. Any student who is tardy to class twenty (20) minutes or more without a note from a Housemaster will have that tardiness count as an unexcused absence for that particular class.

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.

Absence Due to a Class Cut

When a student is missing from any class or assigned study, the House Office is notified. If a class cut has occurred, the student will be issued disciplinary consequences (Please see [Discipline Code](#) for further information).

Absence Due to Truancy

Truancy is an absence from school without a legitimate reason. Parents will verify when a child has been truant and a Saturday School Suspension will be issued.

The Braintree High School Administration does not condone/sponsor any type of “skip day” and such behavior is considered truancy.

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.

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 unexcused 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 the grade earned for that course; however, the comment of “No Term Credit/Excessive Absence” will be added to the report card for that term and 1.00 credit will be withheld from that course at the end of the year (or semester in the case of a semester course). If the final grade is a passing grade, the student will have fulfilled the unit requirement for graduation in that particular department but will not be awarded full credit for the course. Due to this policy, it may be necessary for a student to enroll in extra courses to make up credits lost.

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 the twenty-five (25) credits he/she could have earned.

Tardiness Policy and Procedures

Tardiness to School

All students tardy to school must sign-in at the reception desk in the front lobby. 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 first class 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 to school in a given term are as follows:

- Third Tardy: Written warning to student
- Fifth Tardy: Office Detention
- Eighth Tardy: Extended Day Detention
- Eleventh Tardy: Saturday School Suspension

8:30 AM Rule: In order for a student to participate in any extracurricular activity, he or she must arrive to school by 8:30 A.M. and stay until 2:05. Those students arriving after 8:30 or getting dismissed early, will not be eligible to participate in any school activity unless the tardy or dismissal qualifies as “excused”, defined as a doctor’s appointment, court, or family funeral.

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 addition, any student who misses more than 20 minutes of a class, without a valid reason, will be considered absent for the class. In cases of repeated tardiness, students may be referred to the House Office.

Senior Privilege- Excused Tardy to School

During Semester 2, seniors who have a study hall the first period of the day and who meet the requirements set forth in the permission form (based on Term 2 data), will be granted the privilege of arriving to school for the second period of the day (any arrival after 8:30 will be recorded as an unexcused tardy):

- The individual student must meet the academic requirements set forth in Braintree High School’s academic eligibility policy
- The individual student must also maintain an overall average of “75” in all classes that meet daily
- The individual student must obtain written parental permission (Senior Privilege Permission Form)
- Any student placed on Social Probation will be ineligible for this privilege for the duration of the Social Probation
- The privilege may be suspended due to repeated disciplinary issues
- Any student caught abusing the privilege will have it revoked

The student must meet the following attendance requirement:

- no more than 5 unexcused absences per term
- no more than 8 unexcused tardies per term

Dismissal Procedure

Students are not permitted to leave 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, time of dismissal, reason for dismissal, telephone number to verify and a parent/guardian’s signature.

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.

If a student is dismissed from school without a legitimate reason, it is at the Headmaster’s discretion as to whether or not the student can return to school to complete the academic school day or participate in extracurricular activities.

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 using a false or forged note will result in a Saturday School Suspension and notification to parents.

Make Up Work Policy

Due to Absence: Students who have been absent from school have the responsibility to consult with all their teachers outside of class time, in regards to work missed during their absence, including the class that is dropped the day they return. Upon returning to school the time limit for the completion of all work, including the work required for the dropped class, will be the length of the absence plus one day. Work not made up by the given deadline will result in a "0." Extension of this time limit will be granted at the discretion of the teacher involved or by the Housemaster, if extenuating circumstances have occurred.

Due to Exclusion (suspension): Students who are suspended from school are expected to complete all graded work 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 "0."

Due to Truancy or Cutting a Class: Students who are truant from school and/or cut a class (es) will not be allowed to make up missed assignments or assessments and will not receive credit for any work missed.

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 assessment given in class.

Work assigned prior to a student's absence: Long term assignments and/or assessments assigned four school days or more in advance of an absence should be submitted and/or taken on the day they are due and are subject to the teacher's policy. Extensions will not be granted as the student was aware of those assignments/assessments prior to their absence. Extenuating circumstances as approved by the Housemaster may result in an extension.

Cell Phone/Electronic Devices/BYOD

Students are not permitted to use cell phones or any other type of electronic equipment for non-educational purposes during school hours, except while in study hall or the cafeteria. However, it should be noted that students may not use any electronic device for the purpose of making phone calls during the school day.

It is recommended that all electronic devices be left at home, for the school cannot assume responsibility for lost or stolen personal property. Students participating in the school's Bring Your Own Device (BYOD) initiative are expected to have those devices covered under personal insurance as the school's insurance does not cover loss or damage to personal property.

If a student is found using an electronic device for non-educational purposes by a staff member in class or in an unauthorized area, the student will be told to put the device away and reminded of the Cell Phone/Electronic Device Policy. A record of the incident will be 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 is prohibited, unless specified by a teacher as part of a lesson. Violators will have their cell phones confiscated and the device will be returned to parents.

In accordance with the regulations set forth by the Department of Elementary and Secondary Education and the College Board, the use of cell phones during standardized testing is expressly prohibited. This included, but is not limited to, the MCAS, PSAT, SAT and AP exams. Any student caught using a cell phone during standardized testing will have his/her test confiscated and his/her test score will be invalidated.

The following guidance applies to students' electronic devices as part of the BYOD initiative:

- Students are expected to fully charge the device prior to each school day. Use of outlets in the classroom for device charging is at the discretion of the teacher. Secure areas for charging devices will be available, but students are responsible for device safety and security at all times.
- Students using the school's wireless network are bound by the Network & Technology Responsible Use Policy even if the device is personal property.
- If a student does not have regular and reliable WiFi or ethernet on a computer (not a cell phone) at home, he/she or the family should contact the student's guidance counselor, who will work with school resources to assist the student in participating in the BYOD initiative.
- Any images or content on the electronic wallpaper, case, screensaver, or profile picture that a student employs (even on a personally-owned device) in school must be appropriate for the school community as outlined elsewhere in this handbook.

Parents needing to contact their child during the school day should contact him/her through the students' House Office by calling 781-848-4000. *Please refrain from contacting your child via his/her cell phone during the school day for it interrupts the educational learning process.*

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 and 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 a 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.*

Specific dress code regulations:

- 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.
- Hoods may not be worn at any time
- Shirts, tops and all dresses may not expose the midriff, navel, shoulders, back, or show any cleavage. For example, tube tops and spaghetti straps are not permitted. *All tank tops must have at least a one inch shoulder strap and not expose any undergarments*

- Accessories, which could reasonably be considered detrimental to student health and safety, are not permitted in school.
- 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.
- 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.
- 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.

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 they are allowed to attend senior events or receive their final report card.

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:

- **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.
- **Motor Vehicle Accidents on School Property:** Any student(s) involved in any type of motor vehicle accident while on school property will be referred to the Braintree Police Department for processing and assistance.
- **Permit:** Students driving cars to school are required to have parking permits. These permits will be issued through building security. Parking stickers must be attached to the driver's side rear window. The security guard will check stickers daily.
- **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.

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
- Any vehicle illegally parked can and will be towed.
- Students may not go to their cars during the school day without permission from the House Office.
- Drivers/owners are responsible if any other students are found in their vehicles during school hours.
- Student drivers who are dismissed before the end of the regular school day must leave

- school grounds immediately. Waiting for other students is prohibited.
- 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.
- 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.

Student Discipline

Discipline Code

The Braintree High School mission statement emphasizes respect and responsibility. 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 in order to be held accountable for his/her actions.

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

- Teacher Detention: (within 24 hours or at teacher’s discretion)
- Office Detention: (Tuesday, Wednesday or Thursday from 2:15-3:00 pm)
- Extended Day Detention: (Tuesday, Wednesday, or Thursday from 2:15-5:00 PM)
- Suspensions:
 - Saturday School Suspension (8:15- 11:45 AM)
 - Out-of-School Suspension
- Social Probation
- 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.

Per order of the Memorandum of Understanding, administrators will notify the Braintree Police Department of all disciplinary cases deemed appropriate.

Teacher Detention

- A teacher detention will be assigned for minor incidents occurring within the teacher’s jurisdiction (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 of time after school as designated by the teacher but will not exceed 45 minutes 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.
- Parents may be contacted at any time during the disciplinary process at the teacher’s discretion.
- If a student fails to appear for the assigned detention, a conduct referral will be sent to the House Office for disciplinary action. The penalty for cutting an assigned teacher detention without a valid excuse will be an office detention or an Extended Day Detention (this decision will be left to the discretion of the Housemaster).

Office Detention

- Students who are acting in a rude and uncooperative manner will be removed from the classroom and sent to their respective House Office where an Office Detention may be issued.
- Office Detention is held on Tuesdays, Wednesdays and Thursdays from 2:15-3:00 PM.
- If a student is absent from school the day of an assigned office detention, that detention must be served on the first day the student returns to school after the absence.
- Students should bring study materials and remain occupied during office detention.

Offenses for which office detention may be assigned include:

- first class cut in any subject area and first study hall cut in each semester
- repeated class disruption after teacher detentions have failed to solve the problem
- misbehavior in the “common areas” of the school: cafeteria, Media Center, corridors and school grounds, including the parking lot
- presence in an unauthorized area (Off Limits) as determined by an administrator
- behaving in a manner deemed contrary to proper student behavior not expressly listed above

Extended Day Detention (E.D.D)

- The main objective of the Extended Day Detention Program is to allow students to continue their academic class work in school and still be suspended for violations of the discipline code.
- Parents will be notified in writing of the Extended Day Detention, stating the reason(s) for the assignment.
- On the third Extended Day Detention assignment, a face-to-face parent conference may be requested by the respective Housemaster.

Offenses for which Extended Day Detention (E.D.D.) may be assigned include the following:

- cutting class and/or study hall (second and subsequent cuts)
- failure to report to an assigned detention without a valid excuse or removal from Office Detention
- excessive tardiness to school (see [Tardiness Policy](#))
- failure to follow the directive of a teacher and/or administration
- being in an unauthorized area
- unauthorized use of classroom phones
- harassment/ bullying
- behaving in a manner deemed contrary to proper student behavior not expressly listed above

Extended Day Detention (E.D.D) Rules and Procedures:

1. Students assigned to E.D.D must report to the E.D.D. room at 2:15 PM and remain until 5:00 PM.
2. You are not permitted to do the following things during Extended Day Detention:
 - Talk or communicate with other students
 - Leave your assigned seat without permission
 - Listen to music, play cards or games, use computers, cell phones, or other elec. devices
 - Bring food and/or drinks
 - Sleep or put your head down on your desk
3. Any infraction of the above will be handled in the following manner:
 - First Offense – Verbal warning with notation of offense and time it occurred.
 - Second Offense – Removal from E.D.D.
 - More serious infractions such as insubordination, profanity, vandalism or leaving

without permission will result in an immediate removal.

4. Students who are tardy, sent home, or fail to report to E.D.D. will receive a Saturday School Suspension or Out-of-School suspension.
5. There will be one restroom break during Extended Day Detention.
6. Students who become ill will be sent home and parents called. If this occurs, the student will need to serve the Extended Day Detention in its entirety on the next scheduled session.
7. Students are not permitted to participate in athletics or any extracurricular activity on the day of an Extended Day Detention.

Transportation to and from Extended Day Detention is the responsibility of the student/parent.

Any infraction of the above will be handled in the following manner:

- First Offense: Verbal warning with notation of offense and time it occurred.
- Second Offense: Removal from E.D.D. and referred to the House Office
- More serious infractions such as insubordination, using profanity, vandalism, or leaving E.D.D. without permission may result in immediate removal and Out-of-School Suspension.

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:

- The administrator in charge will fully investigate the matter.
- The student will be told the evidence against him or her and be given an opportunity to fully explain his/her side of the story.
- A hearing with the student, his/her parents, and the administrator will be conducted.
- If there is evidence that the student has violated a specific standard of conduct, then the administrator in charge may suspend the student by assigning an Out-of-School Suspension.
- Decisions for all suspensions will be based on the best interest of the students' growth and educational development in the opinion of the school administration.

Saturday School Suspension

- The main objective for Saturday School Suspension is to penalize poor conduct and at the same time avoid missing academic instructional time.
- Parents will be notified in writing for each assignment, stating the reason(s) for the assignment. 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.

Offenses for which Saturday School Suspension may be assigned include the following:

- Truancy and/or excessive tardiness to school (see [Tardiness Policy](#))
- Leaving the school building without permission (driving privileges may be revoked if a vehicle is involved)
- Any attempt to misrepresent a teacher, parent, or guardian, including but not limited to using a false or forged note, behaving in a manner deemed contrary to proper student behavior not expressly listed above

Saturday School Rules and Procedures:

1. Students should meet the Saturday School teacher in the main lobby by 8:15AM. Reporting to Saturday School tardy is unacceptable. Any tardy student will not be allowed to enter.
2. Students will be escorted to the Media Center and will be dismissed at 11:45AM. Early dismissals for sport teams, going to work, etc. will not be allowed.
3. Students are not permitted to do the following things while in Saturday School:
 - Talk or communicate with other students
 - Leave your assigned seat without permission
 - Listen to music, play cards or games, use computers, cell phones, or other electronic devices
 - Bring food and/or drinks into the media center
 - Sleep or put your head down on your desk
4. Any infraction of the above will be handled in the following manner:
 - First Offense – Verbal warning with notation of offense and time it occurred.
 - Second Offense – Parents contacted and student will be sent home.
 - More serious infractions such as insubordination, profanity, vandalism or leaving without permission will result in an immediate removal.
5. Students who are tardy, sent home, or fail to report to Saturday School will receive an Out-of-School suspension.
6. We want your day in Saturday School Suspension to be productive. Students who fail to bring materials to work on will be provided something to do.
7. There will be one restroom break during the Saturday School session.
8. Students who become ill will be sent home and parents called. If this occurs, a student will need to serve the Saturday School in its entirety on the next scheduled session.
9. Students are not permitted to participate in athletics or any extracurricular activity on the day of a Saturday School Suspension.

Transportation to and from Saturday School is the responsibility of the student/parent.

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.
- Unless otherwise authorized by administration, a parent or guardian will be required to attend a re-admittance conference with administration, following the suspension
- The school building and grounds are off limits 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/her make-up work. The teacher will give the student those assignments that he/she can complete on his/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.
- Upon request, the Guidance Department will assist in collecting work for a student who is suspended for more than 3 days.

Offenses for which an Out-of-School Suspension could be assigned:

- Abusive disrespect or flagrant insubordination to a staff member
- Use/possession or in the presence of tobacco products anywhere on school grounds, on school buses, or during school sponsored functions
- Open profanity directed at another person

- Stealing (restitution will be required)
- Willful destruction of school property (restitution will be required)
- Harassment/ bullying
- Fighting in severe assault cases, the matter may be referred to the Braintree Police Department.
- Use and/or possession of alcohol, drugs, or narcotics: legal action will be initiated
- Possession of any type of incendiary device (i.e., fireworks)
- Projecting any object in such a way as could cause an injury to another student
- Possession of any instrument which may be construed as a weapon or facsimile thereof
- Behaving in a manner deemed contrary to proper student behavior not expressly listed above

A student being suspended for any other reason, pursuant to G.L. Chapter 71, §37H½, shall be entitled to due process as shown below:

1. Except for Emergency Removals, prior oral and written notice of the charge shall be provided to the student, and to the student's parent. The student shall be given the opportunity for a meeting/hearing with the principal before the suspension takes effect.
2. If the primary language of the student's home is not English, the notice(s) shall be translated into the primary language spoken in the home.

The principal will make reasonable efforts to include the parent(s) in the meeting/hearing

3. If the principal notifies the student and student's parents of intent to impose a long-term suspension (more than ten (10) days), the student shall have the following rights:
 - a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
 - b. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
 - c. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
 - d. the right to cross-examine witnesses presented by the school district;
 - e. the right to request that the hearing be recorded by the principal, and a copy of the audio recording provided to the student or parent upon request
4. A parent attending the meeting/hearing for any suspension may request that the proceeding is audiotaped. All parties in attendance will be notified that the proceedings are being recorded.
5. Following meeting/hearing, the principal will provide a written decision.
6. If the principal imposes a long-term suspension, the student and/or parent may appeal the decision to the Superintendent of Schools.

Braintree High School Chemical Health Policy

Overview

Braintree High School, in accordance with the MA Interscholastic Athletic Association (MIAA), recognizes the use of chemicals as a significant health problem for adolescents, resulting in negative effects on behavior, learning, and development. Braintree High School, in order to participate in MIAA athletics, is required to adopt the MIAA Chemical Health Policy as a minimum standard for its athletes.

In order to provide disciplinary equity for all students, Braintree High School has adopted its own, more comprehensive Chemical Health Policy. The Braintree High School Chemical Health Policy is intended to provide meaningful consequences for illegal and harmful

activities, with the hope that families affected by these consequences will use their experience as an opportunity to teach and learn alternative healthy lifestyle choices.

Policy

The Chemical Health Policy States: From the earliest fall practice (for all student athletes, all seasons) or from the first day of school (for all non-athletes), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, vape pens and all similar devices); 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. (To view this policy, please visit www.braintreeschools.org/nursingservices)

The practical application of the Braintree High School policy is carried out in partnership with the Braintree Police Department. By law, any underage person in the presence of the above described substances is deemed to be “in possession”. The police have the right to criminally charge students who have been deemed in possession, and these students are listed on a police report prepared by the officers at the scene. Braintree High School considers law enforcement officials to be credible witnesses to events that take place outside of school. Information detailed in a police report is the basis for determining when the consequences of the Chemical Health Policy will be imposed.

Chemical Health Policy Consequences

Those students who have violated the Chemical Health Policy will be subject to the following disciplinary consequences:

- For offenses occurring on school grounds or at school sponsored events:
 - Suspension for a period of 1-10 days
 - Social probation
 - MIAA consequences
- For offenses outside of school:
 - Social Probation
 - MIAA consequences

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 [Braintree High School Chemical Health Policy](#) and the [Memorandum of Understanding](#). Students exhibiting signs of alcohol consumption such as glassy eyes, slurred speech, unsteadiness on the feet, or the emission of an alcoholic odor may 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 students who refuse to take the test upon determination that there is reasonable cause to suspect they have consumed alcohol, will be disciplined under the [Braintree High School Chemical Health Policy](#) and the [Memorandum of Understanding](#).

Social Probation

Overview

Social Probation means that a student may not attend or participate in any school sponsored or related function or activity. This includes, but is not limited to, clubs, athletics, competitions, dances, proms, trips, banquets, and graduation.

Offenses for which Social Probation may be assigned:

- Violation of the [Braintree High School Chemical Health Policy](#)

- Violation of the Memorandum of Understanding
- Any violation of the discipline code
- Disruption or disturbance of any school sponsored activity or public assembly
- Any action that threatens safety and security or disrupts the school environment not listed herein, which the administrator deems appropriate for Social Probation. This may include information received from the Braintree Police Department, per the Memorandum of Understanding, with regard to incidents that occur within the community, outside of the school day

Social Probation Guidelines:

- 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
- For offenses not involving suspension, social probation is for a period of three (3) weeks from the date that the school notifies the student and parent/guardian; subsequent offenses will be six (6) weeks social probation.
- Social Probation may carry over to the following school year
- Any student who violates the terms of his or her Social Probation will receive an Out-of-School Suspension and will be placed on Social Probation indefinitely.
- Students who are in a position of leadership may jeopardize their privilege to serve in that capacity. See next section for specific guidelines.
- These rules are in effect seven days a week, 24 hours a day, from the first day of school to the conclusion of the academic year.

Students who are members of the National Honor Society or Student Government may attend regularly scheduled meetings but will not be allowed to participate in other school sponsored activities during the period of the Social Probation. In addition, these organizations have internal ethics committees that will determine if students who hold leadership positions will be allowed to continue in their leadership role after the period of Social Probation has ended. A factor in the decision making process would be whether or not loss of leadership position would prevent the student from participating in the club or activity as a general member.

Students involved in Theatre Guild productions may rehearse but will not be allowed to participate in the production if the play/musical is within the dates of the Social Probation.

Students involved in any other school sponsored clubs and activities may attend regularly scheduled meetings but will not be allowed to participate in other school sponsored activities during the period of the Social Probation. The club advisors in conjunction with BHS administrators will determine if students who hold leadership positions will be allowed to continue in their leadership role after the period of social probation has ended. A factor in the decision making process would be whether or not loss of leadership position would prevent the student from participating in the club or activity as a general member.

Social Probation & MIAA Disciplinary Consequences

To view this policy, please visit: www.braintreeschools.org/athletics

Braintree Public Schools District Policies

Massachusetts General Laws Chapter 71, Sections 37H, 37H1/2 and 37H3/4

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:

Chapter 71, Section 37H:

- 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:

Section 37H.

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

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

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to

expulsion from the school or school district by the principal

- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
- f. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
- g. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

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

Section 37H1/2. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

- 1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal

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

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

Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

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

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

Section 37: Section 37L of said chapter 71 General Laws 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.

Chapter 71, Section 37H3/4 – Requirements for Long and Short-Term Suspensions

Section 37H3/4.

- a. This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.
- b. Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- c. For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.
- d. If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or

guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing.

The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school.

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

- e. A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent.

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

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

Bullying, Harassment, Sexual Harassment, Discrimination, Hate Crimes and Hazing Policy

- I. Policy
 - A. The Braintree Public School District is committed to providing our students equal educational opportunities where all school community members (students, employees, and visitors) treat each other with respect in a safe learning environment free from any form of bullying, harassment, sexual harassment, discrimination and hate crimes. This policy is an integral part of the District's comprehensive efforts to promote learning, eliminate all forms of violent, harmful, and disruptive behavior and enable students to achieve their personal and academic potential and become successful citizens in our increasingly diverse society.

The district prohibits bullying, harassment, sexual harassment, discrimination, hate crimes, or any other victimization of students in our schools or school-related activities based on any of the following *actual or perceived traits or characteristics*, including but not limited to: race, color, religion, ancestry, national origin, sex, socioeconomic, status, homelessness, academic status, gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics.

- B. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone bullying, harassment, sexual harassment, discrimination or hate crimes or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.
- C. It is the responsibility of every employee to recognize acts of bullying, harassment, sexual harassment, discrimination and hate crimes 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 bullying, harassment, sexual harassment, discrimination or a hate crime 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 but proper enforcement of this policy may require disclosure of any or all information received.
- E. The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to bullying, harassment, sexual harassment, discrimination, and hate crimes. This policy is not designed or intended to limit the school's authority to take disciplinary action or take remedial action when such harassment occurs out of school but carries over into school, or, is disruptive or substantially interferes with an employee's work, personal life, a student's school work, or participation in school related opportunities or activities.

Reports of cyberbullying by electronic or other means, occurring in or out of school will be reviewed and, when affecting work or school, will result in discipline. Parents of students alleged to have engaged in cyber harassment will be required to attend a meeting at which the activity, words or images subject to the complaint will be reviewed.

- F. When a reported incident involves the principal or the assistant principal the Superintendent or designee shall be responsible and if the Superintendent is involved, the School Committee, or its designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to bullying, harassment, sexual harassment, discrimination, and hate crimes.
- G. Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.
- H. Braintree Public Schools will provide an annual report to the Massachusetts Department of Elementary and Secondary Education. The following data will be collected and reported to the Department: 1) the number of reported allegations of bullying or retaliation; 2) the number and nature of substantiated incidents of

bullying and retaliation; 3) the number of students disciplined for engaging in bullying or retaliation, and 4) other information required by the Department.¹ (The Department is required to analyze the data and to issue a report annually to the legislature which contains statewide aggregated data on the nature and frequency of bullying in schools.) Additionally, Chapter 86 requires school districts, charter schools, approved private day or residential schools, and collaborative schools, to administer a Department-developed student survey at least once every four years to assess “school climate and the prevalence, nature and severity of bullying in schools.

II. Definitions

- A. Bullying/Harassment includes but is not limited to: physical contact or injury; threats of harm; demands for money; blackmail; extortion; non-verbal threats; intimidation; crude gestures; stalking; stealing or hiding possessions; excluding; isolating; spreading rumors or sending messages of an embarrassing, slanderous, or intimidating nature; repeated or pervasive teasing, taunting, tormenting, name-calling, belittling, mocking, put-downs, sarcasm, or demeaning humor; unwelcome touching.

Bullying, which is different than conflict, is the repeated, unwelcome use by one or more students or a member of a school staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target’s property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

The behavior must interfere with an employee’s ability to perform his or her duties or with a student’s academic performance or ability to learn, or interfere with a student’s ability to participate in or benefit from services, activities, or privileges:

- a. That are being offered through the school or district; or
 - b. During any education program or activity; or
 - c. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, or at school-sponsored activities, at school-sanctioned events.
- B. Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of

¹ G.L. c. 71 §370(k). *The Department is required to analyze the data and to issue a report annually to the legislature which contains statewide aggregated data on the nature and frequency of bullying in schools.*

another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

- a. Cyber-bullying may occur through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
- b. As used in this Section, “electronic communication” also means any communication through an electronic device including, but not limited to a telephone, cellular phone, computer or pager.

- C. 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 advances;
 3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or
 4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment through severe or pervasive behavior which substantially and materially interferes with work or school opportunities.
- D. Discrimination is treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of his/her race, color, national origin, ethnicity, religion, sex, gender identity, sexual orientation, age, or disability. A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as others, because of his/her membership in a protected class.
- E. Gender Identity: The term “gender identity” shall mean a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth.
- F. Hate Crime is a crime motivated by hatred or bias, or where the target is targeted or selected for the crime at least in part because the person is a different race, color, national origin, ethnicity, religion, gender, gender identity, or sexual orientation from the perpetrator or because the targeted person has a disability. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation or damage to another’s property.
- G. Hostile Environment means, a situation in which bullying causes the school

environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

- H. Hazing: The term "hazing" shall mean any conduct or method of initiation, even if consented to, 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.
1. Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
 2. Whoever knows that another person is the target of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.
- I. Retaliation: is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.
- J. School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, substitute employees or paraeducators.
- K. Target: is an individual whom bullying, cyberbullying, or retaliation has been perpetrated.

III. Guidelines/Procedures for Dealing with Bullying, Harassment, Sexual Harassment, Discrimination and Hate Crimes

In school systems, bullying, harassment, sexual harassment, discrimination or hate crimes 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 of these charges are as follows:

1. By law, harassment is defined by the target's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the target or an administrator to whom a complaint was made or reported make it clear to the harasser that the behavior is objectionable.
2. Staff members must always take every report of bullying, harassment, sexual harassment, discrimination or hate crimes seriously and take action immediately.
3. If an instance of student to student bullying, harassment, sexual harassment, discrimination or a hate crime is reported to a staff member other than an administrator, the staff member should inform the Assistant Principal/

Housemaster or the Building Principal and complete the designated forms.

4. If a situation involving a charge of staff member to student bullying, harassment, sexual harassment, discrimination or hate crime 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 bullying, harassment, sexual harassment, discrimination or hate crime, the staff member should notify the Building Principal or Assistant Superintendent.
6. In a situation involving a charge of staff member to staff member bullying, harassment, sexual harassment, discrimination, or hate crime, the staff member should notify the Building Principal or the Assistant Superintendent.
7. In all charges of bullying, harassment, sexual harassment, discrimination or hate crimes, the target should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless independently verified by clear and convincing evidence. All other complaints will be reviewed based on preponderance of evidence standard.
8. Once a charge of bullying, harassment, sexual harassment, discrimination, or hate crimes has been reported, including charges of physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken:
 - a. The Building Principal or designee will investigate the charge through discussions with the individuals involved and will use the designated forms for documenting the alleged incident. 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 students, the Principal or designee should interview the reporting staff member, target, witness(es)/bystander(s) and student alleged aggressor. Parents/guardians will 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 the circumstances permit
 - b. When a reported bullying, harassment, sexual harassment, discrimination, and hate crimes incident involves the principal or the assistant principal as the alleged aggressor the Superintendent or designee will investigate the charge through discussions with the individuals involved and will use the designated forms for documenting the alleged incident. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged target.
 - c. If the situation warrants, and the harasser and the target are willing to discuss the matter at resolution meeting in the presence of the Principal/designee or superintendent/designee, a supportive faculty member and/or parent should be included in the discussion. During this discussion, the offending behavior should be described by the target and administration, a request for a change in behavior should be made, and

- a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting the administration will present the target's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.
- d. The matter shall be documented in a manner consistent with the severity of the behavior, the impact of the behavior on the target and the school, and the disciplinary consequences imposed by the administration.
9. If after formal discussion with the involved parties, the Building Principal or designee determines that further action must be taken, the following would occur:
 - a. In instances involving student to student or student to staff member bullying, harassment, sexual harassment, discrimination or a hate crime the student would be held to the discipline code of the school. Legal action may also be initiated at this point.
 - b. In instances involving staff member to student and staff member to staff member bullying, harassment, sexual harassment, discrimination, or hate crimes, findings would be reported to the Superintendent of Schools, or to the school committee or designee when the superintendent is the alleged aggressor for further action. Legal action may also be initiated at this point.
 10. Retaliation or false accusations against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.
 11. Problem Resolution: Any parent/guardian of the target wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.
 12. Confidentiality: Reports of bullying, harassment, sexual harassment, discrimination, or hate crime should be kept completely confidential, involving as few people as possible, with the goal of protecting the target and stopping the behavior.

The District will respect the privacy of the complainant, the subject(s) of the complaint, and the witnesses to the extent possible consistent with its obligations under federal and state law and regulations and its Policy to investigate, report, and take appropriate disciplinary and corrective action, and consistent with applicable state and federal confidentiality laws and student record regulations.

For further information about these guidelines or help with sexual harassment, bullying, or hazing problems, or any other form of harassment, consult: the Assistant Superintendent of Schools.

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
4. M.G.L. Chapter 76 § 5
5. M.G.L. Chapter 269 § 17, 18, 19
6. M.G.L. Chapter 71, § 370, 82,84,92
7. Family and Education Privacy Rights Act
8. Mass Student Records Laws and Regulations

Approved by Braintree School Committee, June 18, 2014

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, rear-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
 - Social Probation from all school activities for a period of three 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

Approved by the Braintree School Committee, August 8, 2011

**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.

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 Mayor and the Superintendent of Schools, with the support of the School Committee, pledge to follow the agreed upon procedures for communicating criminal activity.

We further agree to coordinate our efforts, when appropriate, with the Department of Elementary and Secondary 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.

This memorandum of understanding is an internal document between the parties and does not confer any rights, privileges or obligations nor is it enforceable against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties of the memorandum of understanding will be protected by all laws relating to privacy and confidentiality. This memorandum of understanding is in addition to, and does not supplant, policies of the Braintree Public Schools with regard to disciplinary procedures and codes of students conduct which are now or may be formulated and published in any student handbook.

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 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 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 assault or any actual or threatening physical assault, or bullying injury or psychological harm. The Braintree Police Department shall determine and pursue appropriate measures to hold alleged offenders accountable and to help maintain school safety as warranted.
 - 2.2 The Braintree Public Schools, through its principals or their designees, shall continue to promptly notify the BPD liaison of any information regarding any “serious act of violence”. Serious acts of violence shall include, but not be limited to, (any sexual assault or any actual or threatened physical assault, or bullying) involving at least one student against another student, teacher, administrator or employee, occurring in a school facility or in connection with a school function, which results in bodily injury or psychological harm, or involves the possession or use of a weapon or is a civil rights incident.
 - 2.3 The Braintree Public Schools, through its principals or their designees, shall continue to promptly notify the BPD liaison of any instance where a “weapon” is possessed by or taken from a student on school grounds or in connection with a school function. A weapon includes any item as defined in Massachusetts General Laws chapter 269, section 10, and any other object that BPD, in its discretion, feels warrants further attention by BPD.
 - 2.4 The Braintree Public Schools, through its principals or their designees, shall continue to promptly notify the BPD liaison of any information regarding the possession, use or distribution of alcohol or drugs within a school facility or at any school function.
 - 2.5 The BPD will likewise promptly report to the principal any incident of underage drinking, possession, use or distribution of alcohol, drugs, weapons, or acts of bullying or violence occurring within the Town of Braintree during school hours and non-school hours. The BPD shall assign an officer to serve as liaison to the Braintree Public Schools. The BPD shall continue to make the School Resource Officer available to the Braintree Public Schools during school hours. The School Resource Officer shall receive reports from the Braintree Public Schools principals or their designees regarding serious acts of violence, bullying, the possession or use of weapons, or the possession, use or distribution of alcohol or drugs occurring in a school facility or at any school functions.

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 in possession or constructive possession of any form of drugs or alcohol during the regular school day or at school sponsored or related events, including athletic games, shall be subject to suspension or 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. A student who is suspended shall not participate in any extracurricular school activities for a period of three weeks, as outlined in the Chemical Health Policy in the Student-Parent Handbook. Student athletes will also be subject to an athletic suspension in accordance with the MIAA/Braintree High School Chemical Health Policy.

4.2 Second Offense:

Any student found using and/or in possession or constructive possession of any form of drugs or alcohol during the regular school day or a school sponsored or related event, including athletic games, shall be subject to suspension or 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. A student who is suspended shall not participate in any extracurricular school activities for a period of six weeks, as outlined in the Chemical Health Policy in the Student-Parent Handbook. Student athletes will also be subject to an athletic suspension in accordance with the MIAA Braintree High School Chemical Health Policy.

5.0 Use and/or Possession of Drugs or Alcohol Outside of the Regular School Day and Off School Grounds

5.1 Regardless of where any student is found using and/or in possession or constructive 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 will report any illegal or criminal 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 BPD Detective Commander 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 for Safe and Healthy Youth 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 Braintree Police Department, through the School Resource Officer, shall report any 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 and the Police Department to insure that the educational program of students is not disrupted.

Peter A. Kurzberg
Superintendent of Schools

Paul H. Frazier
Chief of Police

Joseph C. Sullivan
Mayor

Appendix A

Role of the Office of the Norfolk District Attorney

The Norfolk District Attorney's Office shall coordinate reported matters involving students with the Braintree Police Department and its designated liaison (school resource officer, police prosecutor) and the Braintree Public Schools and its designated liaison (school principal, school resource officer) as appropriate. The Norfolk District Attorney's Office shall endeavor to consult with the Braintree Police Department regarding conditions of release, sentencing recommendations and other appropriate information that may enhance school

and community safety, and the ability of the Braintree Public Schools and the Braintree Police Department to monitor court ordered conditions.

When a youth from the community has been charged with a felony, the Norfolk District Attorney's Office will endeavor to confirm that information for the Braintree Public Schools and the Braintree Police Department that the youth has been notified of the charges and arraigned.

The Norfolk District Attorney's Office shall participate in regular school safety (juvenile justice roundtable) forums with the Braintree Public Schools and the Braintree Police Department. Through these confidential forums, the Norfolk District Attorney's Office shall bring together school administrators, police officers, prosecutors and representatives from the Departments of Probation, Youth Services and Children and Families, as appropriate, to share information about court-involved and at-risk youth, to the extent permitted by law. These professionals shall work together to maintain school and community safety by developing early intervention strategies, linking appropriate services, monitoring student progress and ensuring compliance with court ordered conditions. The Norfolk District Attorney's Office shall endeavor to inform roundtable members, as necessary, of victims within the Braintree Public Schools to facilitate safety planning and enforcement of court ordered conditions. Any information discussed during such meetings shall be considered confidential and subject to privacy restrictions established by law.

Michael W. Morrissey, Norfolk District Attorney

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.

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.

Policy on Vaping/Smoking/Tobacco Products

In accordance with Board of Health regulations, Braintree High School has developed the following procedure as it relates to the use and/or possession of vaping, smoking, and tobacco products:

- Vaping/smoking/tobacco products include the following:
 - cigarettes or cigars
 - pipes
 - e-cigarettes
 - juul devices or juul pods
 - vaping or vape pens
 - chewing tobacco
 - other similar products not mentioned
- BHS prohibits the use and/or possession of vaping/smoking/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 club advisors of each infraction, as an infraction in the area of vaping/smoking/tobacco products is considered a violation of the chemical health policy.
- Administrators will confiscate the vaping/smoking/tobacco product from the student. The item will be returned to the violator's parent or legal guardian upon request, unless confiscated by the Braintree Police.
- Students found in the presence of vaping/smoking/tobacco products are subject to search and seizure.
- Students congregating in the presence of vaping/smoking/tobacco products may be viewed as guilty under this policy pending the outcome of administrator's investigation. Consistent with its practice for any suspected drugs or drug paraphernalia, the school will turn over confiscated vaping/smoking/tobacco products to the Braintree Police for drug testing. If the product is found to contain marijuana, THC, or other controlled drug, the offense will be handled as a violation of the school drug policy instead of a vaping/smoking/tobacco infraction.

The consequences for vaping/smoking/tobacco infractions are as follows:

First Offense:

- a. 1 Extended Day Detention
- b. Social Probation for a period of 3 weeks
- c. Parent conference with a Housemaster may be requested
- d. Notification to sports and club advisors

Second Offense:

- a. 2 Extended Day Detentions
- b. Social Probation for a period of 6 weeks
- c. Parent conference with a Housemaster may be required
- d. Notification to sports and club advisors

Third Offense:

- a. 3 Extended Day Detentions
- b. Social Probation for a period of 6 weeks
- c. Parent conference with a Housemaster may be required
- d. Notification to sports and club advisors

Subsequent Offenses:

- a. Out-of-School Suspension
- b. Indefinite Social Probation
- c. Parent conference with administration may be required
- d. Notification to sports and club advisors

Discipline Policy for Students with Disabilities

1. Each Individualized Education Program (I.E.P.) or 504 Plan 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, the Director of Guidance, or a designee will receive, in writing, a copy of each suspension notice.
3. Upon accumulation of ten school days of suspension in a school year, a Team Manifestation Meeting will be held to review the I.E.P. or 504 Plan to:
 - determine the appropriateness of the student's placement
 - modify or design a new I.E.P. or 504 plan
 - make provisions for temporary educational services
 - develop a long-term plan for educational services

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 and 504 students.

Student Travel Policy

All student trips, which include late night or overnight 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 the 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.fmcsa.dot.gov>.

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 a.m., 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.

3. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with student’s obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

4. Student Supervision

Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI check in accordance with M.G.L. c72, 2.3.8R.

CORI checks are required for all bus drivers.

All participating students must submit a signed parent/guardian permission form. Such form shall include appropriate authorization for emergency medical care and administration of medicine.

Additional Resources

- Federal Motor Carrier Safety Administration (FMCSA) <http://www.fmcsa.dot.gov>
- United Motorcoach Association – <https://www.uma.org/consumer/student-transportation/>
- Department of Defense’s approved list of motor carriers – www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf

Legal Refs:

- Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002
- M.G.L. 69:1B; 71:37N; 71:38R
- 603 CMR 27.00

Sources:

- Massachusetts Department of Education Model Policy
- MASC

Approved by SC 11/15/2004