
BRIDGEWATER-RAYNHAM REGIONAL SCHOOL DISTRICT

2019-2020
Student Handbook
Grades K-4



APPROVED BY SCHOOL COMMITTEE ON >>>>>>>>

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Part One: General Information

Mission Statement

The mission of the Bridgewater-Raynham Regional School District is to provide excellence in education for all students in a safe learning environment

Vision Statement

The district, in partnership with its communities, will provide outstanding educational opportunities and resources for all students to achieve academic excellence in order to realize their potential and to succeed as responsible citizens in a global society.

Core Values

Student Achievement: High standards are the key to students' academic excellence and their lifelong learning.

Personal Growth: Our schools guide students in their academic, social, emotional, and physical growth encouraging responsible citizenship.

Collaboration and Partnerships: Students, faculty, staff, families, and the communities of Bridgewater and Raynham are committed to prepare students to succeed in a global society.

School Climate: All students learn best when actively involved in a safe and supportive learning environment.

Instructional Resources and Facilities: All students have access to facilities, technology, materials, and instruction in order to maximize their potential.

District and School Contact Information

Office of the Superintendent 166 Mount Prospect Street (Rear) Bridgewater, MA 02324 508-279-2140	Office of Student Services Grades PK – 12 Office #: 508-279-2140 x124 166 Mount Prospect Street (Rear) Bridgewater, MA 02324	Central Registration Grades K – 12 Office #: 508-279-2140 x139 166 Mount Prospect (enter via Mitchell Elementary School) Bridgewater, MA 02324
Bridgewater-Raynham Regional High School Grades 9-12 Main Office #: 508-697-6902 415 Center Street Bridgewater, MA 02324	Raynham Middle School Grades 5-8 Main Office #: 508-977-0504 420 Titicut Road Raynham, MA 02767	Bridgewater Middle School Grades 7-8 Main Office #: 508-697-6902 x11120 415 Center Street Bridgewater, MA 02324 **Note: 7 th grade is currently housed at the Williams Intermediate School and 8 th grade is currently housed at the High School**
Williams intermediate School Grades 4-6 Main Office #: 508-697-6968 200 South Street Bridgewater, MA 02324	LaLiberte Elementary School Grades 2-4 Main Office #: 508-824-2731 697 Pleasant Street Raynham, MA 02767	George Mitchell Elementary School Grades K-3 Main Office #: 508-279-2100 166 Mount Prospect Bridgewater, MA 02324
L. B. Merrill Elementary School Grades K-1 Main Office #: 508-824-2490 777 Pleasant Street Raynham, MA 02767	Pre-School Program @ Raynham Middle School Grade PK Main Office #: 508-977-0504 420 Titicut Road Raynham, MA 02767 <u>*Prescreening required before registering*</u>	

School Hours

Full Day Schedule					
School	Teachers' Day Begins	Students Enter the Building	Students' Day Begins (Late Bell)	Students' Day Ends	Teachers' Day Ends
BRRSD Pre-school	8:30 AM	8:40 AM	8:50 AM	3:05 PM	3:20 PM
Merrill Elementary	8:50 AM	8:55 AM	9:05 AM	3:25 PM	3:40 PM
Mitchell Elementary	8:50 AM	8:55 AM	9:05 AM	3:25 PM	3:40 PM
Laliberte Elementary	8:50 AM	8:55 AM	9:05 AM	3:25 PM	3:40 PM
Williams Intermediate	8:05 AM	8:10 AM	8:20 AM	2:40 PM	2:55 PM
Raynham Middle	8:05 AM	8:10 AM	8:20 AM	2:40 PM	2:55 PM
Bridgewater Middle	8:05 AM	8:10 AM	8:20 AM	2:40 PM	2:55 PM
Bridgewater-Raynham Regional High School	7:20 AM	7:19 AM	7:26 AM	2:00 PM	2:10 PM

Half Day/Early Release Schedule					
	Teachers' Day Begins	Students Enter the Building	Students' Day Begins (Late Bell)	Students' Day Ends	Teachers' Day Ends
BRRSD Pre-school	8:30 AM	8:40 AM	8:50 AM	11:00 AM	11:55 AM
Merrill Elementary	8:50 AM	8:55 AM	9:05 AM	12:05 PM	12:15 PM
Mitchell Elementary	8:50 AM	8:55 AM	9:05 AM	12:05 PM	12:15 PM
Laliberte Elementary	8:50 AM	8:55 AM	9:05 AM	12:05 PM	12:15 PM
Williams Intermediate	8:05 AM	8:10 AM	8:20 AM	11:20 AM	11:30 AM
Raynham Middle	8:05 AM	8:10 AM	8:20 AM	11:20 AM	11:30 AM
Bridgewater Middle	8:05 AM	8:10 AM	8:20 AM	11:20 AM	11:30 AM
Bridgewater-Raynham Regional High School	7:20 AM	7:19 AM	7:26 AM	10:40 AM	10:45 AM

District Calendar

The District Calendar can be found on the District’s website at http://www.bridge-rayn.org/for_parents/adademic_calendar_and_important_dates

School Conferences

Parent-Teacher conferences will be held during the fall and spring of each year. These dates are listed on the district’s school calendar. Parents/Guardians are highly encouraged to attend their child’s conference at least twice a year. Parents/guardians can request a meeting at any time during the school year should the need arise.

School Cancellation/Delay Information

In extremely bad weather, when it is deemed wise to have no school or when a delayed opening is appropriate, such notice shall be broadcast over multiple media outlets as well as posted to the District’s website and Facebook page.

If school is delayed, please refer to the chart below for the delayed start times.

Delayed Start Times				
School	Students' Normal Day Begins (Late Bell)	1 Hour Delay (60 Minutes)	90 Minute Delay	2 Hour Delay (120 Minutes)
BRRSD Pre-school	8:50 AM	9:50 AM	10:20 AM	10:50 AM
Merrill Elementary	9:05 AM	10:05 AM	10:35 AM	11:05 AM
Mitchell Elementary	9:05 AM	10:05 AM	10:35 AM	11:05 AM
Laliberte Elementary	9:05 AM	10:05 AM	10:35 AM	11:05 AM
Williams Intermediate	8:20 AM	9:20 AM	9:50 AM	10:20 AM
Raynham Middle	8:20 AM	9:20 AM	9:50 AM	10:20 AM
Bridgewater Middle	8:20 AM	9:20 AM	9:50 AM	10:20 AM
Bridgewater-Raynham Regional High School	7:26 AM	8:26 AM	8:56 AM	9:26 AM

****PLEASE DO NOT seek "NO SCHOOL" information the night before the day in question as a decision is usually not reached until conditions are assessed early in the morning.****

Part Two: Attendance

Attendance

Massachusetts General Law Chapter 76 sets for the requirements under the law for student attendance. Students are expected to be in school for the required 180 days. If your child will be absent from school, we request that parents call the school and notify us of their child's absence. If you do not call your child in absent, an automated phone call will go out to your phone number. Parents can also help by making sure that Student Emergency Sheets and the Parent Portal are kept up to date and that we are advised of any changes of phone numbers at home, daycare, work, etc... Please keep in mind that even though your child's absence may have been reported through a phone call, notes are still required for each and every absence.

If a student is absent from school, on the day a student returns to school from an absence, s/he must bring a note from home signed by his/her parent or guardian explaining the absence. This note should be given to the classroom teacher, who will forward it to the office. If a student is absent five or more consecutive days, a note from your child's physician must be provided to the School Nurse when your child returns to school.

Student attendance is monitored on a regular basis by both the building administration and the District's attendance officer. The purpose of monitoring attendance primarily for safety reasons, but also for general attendance purposes. Chronic and/or excessive absences, tardies, and/or dismissal may result in a meeting with or correspondence from the school administration and/or attendance and in some cases involvement of the Juvenile Court System.

Arrivals

If your child is a parent drop off, please follow building procedures for where students should be dropped off and how they should proceed into the building.

At the Merrill, Mitchell and LaLiberte, students will not be allowed into the building until 8:55 A.M. Students are considered tardy after 9:05 A.M. At the Williams, students will not be allowed in the building until 8:10 AM. Student are considered tardy after 8:20 AM.

Tardies

Any student late for school MUST first report to the main office and be signed in at the main office by a parent or guardian.

Dismissal

Except in cases of illness, early dismissal from school will be granted only on the presentation of a note from the parent or guardian. If a child is to be dismissed early, he/she should bring the note to his/her teacher stating the time and reason. The child being dismissed will be sent to the office at the appropriate time for dismissal. Parents are asked to report to the main office to meet their child and parents must sign their child out. Please do not attempt to dismiss your child from his/her classroom. Teachers have been instructed not to release a child unless notified by the school office. No child will be dismissed except by his/her parent, guardian or person designated by them and must be on file. Persons not related to the student must have photo identification and written authorization from the child's parent.

Parent Pick-ups

At the end of the school day, students who are to be dismissed as a parent pick-up must have on file in the office a written notification as to when and to whom they will be dismissed. Parents who pick up children at the end of the day must have photo identification and be prepared to show it upon request.

Vacations

Family vacations scheduled during the school year are strongly discouraged. Nothing can substitute for the direct instruction and guided practice that is available only in the classroom. Should it be necessary for families to remove their children from school for a vacation, parents must contact the office with the information prior to the planned absence. It is NOT our practice to send schoolwork with a child on vacation. An opportunity to make up any missed work will be provided when the children return to school.

Religious Holiday Guidance

State and federal laws require schools to make reasonable accommodation to the religious needs of students and employees in observance of holy days. Mass. General Laws Chapter 151B, section 4 (1A) addresses this issue with respect to employees. With respect to students, Mass. General Laws Chapter 151C, section 2B reads in relevant part as follows:

Any student in an educational or vocational training institution...who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

Schools may meet their obligation to accommodate students by excusing individual absences for religious observance, or by adjusting the school calendar to provide a school year of at least 180 school days while taking into account possible days of low attendance due to religious holidays (MA DESE,12/06/17).

Therefore, the Bridgewater-Raynham Regional School District will implement the following practices: Students who are absent for religious reasons will be marked as excused only when a parent and/or legal guardian has provided a note explaining the absence.

1. Students who are unable to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. Students will be excused from said work and granted extensions only when a parent and/or legal guardian has provided a note explaining why the student was unable to complete the assignment.
2. Students will have up to the number of days absent plus one additional day to complete missed assignments. For example, if a student is absent for two school days, the student will have 3 days to make up the missed assignments.
3. It is the teacher's discretion to determine what work requires completion.

Part Three: Academics

Kindergarten Program

Children may be enrolled in kindergarten if they are five (5) years of age prior to September 1st of the enrolling school year. Prior to enrollment students are screened to assess their developmental milestones before they are enrolled. This screening takes place each spring, in late May or June. In some instances, students may need to be rescreened and/or will be referred for further testing through our Special Education Department.

The Bridgewater-Raynham Regional School District currently offers a full-day kindergarten for all incoming kindergarteners. Students receive a full-day of instruction in the major content areas as well as unified arts, which includes physical education twice a week, art and music once a week and computer/library every other week. Students will also be served lunch and engage in recess each day.

Academic Intervention

The Child Study Team, or CST, is a group of teachers, school psychologists and administration working together to support the needs of the students who may be struggling within our school. The CST members work together to design a plan that supports the student and teacher. The teacher presents his/her concerns to a team who brainstorm ideas and strategies and interventions for the teacher to implement in the classroom. The same team meets within four to six weeks to assess the progress of the student and the strategies and interventions that were implemented.

When teachers are completing the CST referral paperwork, they are asked if they have shared their concerns with the parent/guardian before the team meets. If you have any questions regarding the CST and its process, please contact our school guidance staff or principal.

Homework

Homework is an extension of the curriculum that improves student performance by reinforcing material presented in the classroom. It is an important link between school and home that allows parents to become involved with their children's education.

Homework gives students the opportunity to practice skills without the pressure of time and to apply principles based upon work begun in the classroom. It may enrich school experiences and promote a permanent interest in learning. A secondary goal of homework is to stimulate individual initiative and personal responsibility and maintain enthusiasm for learning.

Homework also encourages students to organize their time, to work independently, to use good study skills and to develop self-discipline. Please refer to School Committee Policy

The time required to complete homework assignments will vary at all grade levels according to the nature of the subject being studied and the needs and abilities of the students. The following is a guideline for weekly homework assignments:

Kindergarten	1/2 to 1 hour
Grades 1-2	1 1/2 to 3 hours
Grades 3-5	3 to 6 hours
Grades 6-8	4 to 9 hours
Grades 9-12	5 to 10 hours

Report Cards

The Bridgewater-Raynham Regional School District currently issues standards-based report cards for students in kindergarten through fourth grade, as of June 2011. The report card is aligned to the Curriculum Frameworks in accordance with the Department of Elementary and Secondary Education of Massachusetts.

Standards-based report cards are designed to inform parents/guardians of how their child is doing in comparison to his/her grade level standards. Each content area is broken down into specific skills and concepts that students are assessed on. The academic rating scale is a rubric that identifies at which level the student is progressing towards meeting the year end standards.

Part Four: Student Services

Health Services

The basic purpose of the health program is to assure that each child attains the greatest benefit from the educational opportunities provided by the school and grows into a healthy adult in the future. Policies have been developed to protect the health and promote the safety of all children while in school.

FOR YOUR CHILD'S PROTECTION, PLEASE KEEP HIM/HER AT HOME IF HE/SHE SHOWS SIGNS OF NOT FEELING WELL.

Please keep your child home 24 hours after a fever is no longer present with use of medication (i.e. Tylenol or Ibuprofen) and 24 hours after their last episode of vomiting or diarrhea.

Please send a note when your child returns to school explaining the reason for your child's absence. If your child is absent more than five (5) consecutive days, he/she must have a doctor's note to return to school.

Be sure your child understands that he/she should always tell his/her teacher if he/she is hurt or feels sick. Any student who is sick or hurt in school should report to the nurse's office. If the school nurse feels that a student should be dismissed, the parent or guardian will be called. Parents will either pick the child up at school or provide a way home.

District Protocol for Physical Restrictions during Academic Day

All students with a chronic health condition that impairs their mobility, (Muscular Dystrophy, Spina Bifida, congenital anomalies, etc.), will have an Individualized Health Care Plan and an Emergency Safety Plan.

Any student who arrives at school with a casted extremity, or wearing a splint, immobilizer or boot, shall be sent to the school nurse for the development of an IHCP or Accommodation Plan as needed. Teachers will be notified of any accommodations that have been put in place. If parents have immobilized an extremity without consulting a physician, a phone call will be made to the parent for clarification.

Any student with a casted extremity or wearing a boot, immobilizer or splint will not be allowed to participate in Physical Education or recess to ensure their safety and the safety of others.

In order to resume all activities, the student will need a note from their doctor. Doctor's notes will indicate when a child may resume full participation in all activities. It is full participation or no participation.

Students will be excused from Physical Education (due to illness or injury) if a note is sent from the parent. If subsequent days are needed limiting activities, a doctor's note will be required.

The school nurses will assess each individual student using sound professional nursing judgment. Any questions regarding this protocol can be directed to the Nurse Leader or Building Administrator

Medication Policy

It is more desirable for medication to be administered in the home. However, any pupil who is to receive medication at school must comply with school regulations.

Written orders from a physician detailing the name of the drug, dosage, time interval medication is to be taken. (Forms A1-A4) (This includes psychotropic medications.)

Written permission from the parent or guardian of the pupil requesting that the school district comply with the physician.

Medication must be brought to school by the pupil's parent or guardian in a container appropriately labeled by the pharmacy with the child's name affixed to the container. Unused medication must be brought home in the same manner.

A locked cabinet will be provided for the storage of medication.

Short-term medications that are to be administered for less than 10 days require the parent to sign consent forms A2 or A3.

Concussion Policy

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, identification, training, management and return to activity decisions regarding students who incur head injuries while involved in school or extracurricular athletic activities¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through twelve. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health as found on our district website under *Athletics*: coaches; certified athletic trainers; school physicians; school nurses; athletic directors; directors of school marching bands; employees or volunteers working with coaches; and students who participate in an extracurricular activity and their parents. In addition, all coaching staff in the Bridgewater-Raynham Regional School District shall maintain current CPR certification.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that the MDPH receives an affirmation on school district letterhead that the district has developed policies that have been approved by the School Committee no later than March 1, 2012 in accordance with 105CMR201.000. This policy shall be updated and reviewed at a minimum of every two years. The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer detention period:

1. Verification of completion of annual training and receipt of materials;
2. DPH Pre-Participation Forms with receipt of materials, or school based equivalents;
3. DPH Report of Head Injury Forms, or school-based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents;
5. Re-Entry Plans for Academics and Return to Play Athletic Activities

This policy also applies to volunteers who assist with extracurricular activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of the law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate, as many high school athletes were previously unaware of the signs, symptoms or the severity concussive injuries pose, or they may feel pressure from coaches,

parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes or students in the general population who receive concussions may appear to be “fine” on the outside, when in actuality they have a brain injury and are not able to return play or academics. Incurring a second concussion can prove to be devastating to a student who has not healed from an initial head injury. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a neurological injury known as Second Impact Syndrome. The following procedures and protocols will outline how our district is implementing the requirements of the new Concussion Law. This protocol will also be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage all sports-related concussions. This protocol will also be reviewed annually by the Athletic Trainer, Athletic Director, Nurse Leader and all of the athletic and nursing staff. The Concussion Education for our athletes, coaches, parents, volunteers and all others required by law is a top priority. Any changes in this document will be approved by the school committee and given to athletic staff, nursing staff, coaches and all school personnel. An accurate summary of this policy shall be placed in the student and faculty handbooks.

*LEGAL REFS; M.G.L. 111:222; 105 CMR 201.000

Review done by Health Advisory Council, Nurse Leader, Athletic Director and Athletic Trainer
12/2017

¹ *Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, AD, Marching Band Director, including but not limited to: Skiing, snowboarding, baseball, basketball, cheerleading, field hockey, football, rugby, lacrosse, track, fencing, swimming, golf, gymnastics, marching band, tennis, ice hockey, wrestling, volleyball, softball and squash.*

Health Examinations

Health examinations are required all for children entering PreK, Kg, grades 3, 6 and 10, children demonstrating special needs, and for all new pupils in our system. We strongly urge that the child's own physician perform this very important examination for reasons of privacy, a more thorough appraisal, immediate treatment if necessary, and to develop the good health practice of seeing a physician at regular intervals.

Screening Programs

All screening programs begin in the fall of each school year. Dates vary based on the availability of the screener and the classroom schedules. Parents may opt —out of any screening procedure including, BMI's, with a written note to the school nurse at the beginning of the school year. A note from a physician is required if parents/guardians choose to have their own physician do the Postural Screening.

1. Hearing and Vision Tests

Hearing and vision tests are done annually for pupils in grades PreK-5, grade 7 and grade 10 by a screener who is trained by the Department of Public Health. If your child fails the first screening, he will then be given an individual retest by the school nurse who will notify you if there is a failure. Extensive follow-up work is done by the school nurse to insure each child will receive needed care. If you need help in making arrangements to have your child seen by a physician, please call your school nurse. In addition to the routine vision and hearing screening, individual tests are given by the school nurses throughout the year as needs are indicated by parental request, classroom teachers, other pupil personnel and private physicians.

2. BMI Screening Program

Is required in grades 1, 4, 7, and 10 by the Massachusetts Department of Public Health. The result of your child's BMI screening is strictly confidential, and will not be discussed with anyone other than you. All height and weight are done in a confidential manner. Parents may choose to opt-out if they notify the school nurse in writing.

Head Lice

Your child will be in close contact with many children. Head lice still exist. It would be well to check your child's head carefully each week. Examine several areas of the scalp, especially the nape of the neck and over the ears. Your doctor can prescribe treatment. Please call your school nurse and she will provide you with more information.

Immunization Requirements

See chart on this link: <http://wyvw.mass.gov/kohhs/docs/dph/cdc/immunization/guidelines-ma-school-requirements.pdf>

Food Allergies

If your child has moderate to severe food allergies, it would be well to teach your child to question all foods eaten outside of the home. To avoid all concerns, it would be best for your child to bring lunch from home. An *Allergy Action Plan* should be completed by the parent and school nurse. Our cafeterias do not serve any peanut or tree nut products. No outside foods for student consumption are allowed to be brought in for celebrations of any kind. Please stress with your child "No Sharing" of any snacks or lunches.

Health Education

Health education happens periodically during the school year. School health services personnel act as resource for parents, pupils and teachers in providing counseling and materials regarding special needs of pupils as well as classroom units in health education.

Health Insurance

If your child is not covered by a health insurance plan, please contact the school nurse for free or low-cost insurance options.

Hospitalization

Parents should notify school nurse of any hospitalization for illness or surgery. A note from the doctor will be necessary to return to school so follow-up care can be provided as necessary.

Student Emergency Forms

Each year you will be required to complete a student emergency form giving information regarding your work phone numbers, neighbor's names (in case you are not at home), means of transportation, phone number, etc. Also, we request information regarding any emergency treatment your child may need for allergies, medication prescribed by a physician or any condition your child may have requiring our special consideration. This sheet should be filled out on both sides and returned to school promptly.

These sheets are carefully screened. Your school nurse may call you to more fully understand your child's situation. Information to his teachers is given in a professional, confidential manner. Children will ONLY be dismissed by person(s) listed on Student Emergency Form. There must be two alternate numbers to call. Even if parent is not employed outside the home, it is

often necessary to call someone else in the event of dentist appointments, grocery shopping, etc. It is important for the school to be informed of changes during the school year, of employment, home address, phone numbers, etc.

In the event your child is injured and ambulance transportation has been arranged, treatment cannot be instituted until parent is reached.

There are no facilities for keeping ill children in school. The schools do what is best for your child. Your child will have a cumulative health record started on his entering kindergarten which will follow him throughout high school. All appraisals, with consequent follow-up are diligently recorded.

Communicable Disease Control

According to School Health Regulations, your child will be required to have a certificate of readmission from your family physician or school physician **AFTER HE/SHE HAS BEEN EXCLUDED FROM SCHOOL WITH A CONTAGIOUS DISEASE**. These certificates may be issued by the school physician by appointment only at no charge.

Pupils absent 5 days or less with a non-contagious disease may be readmitted with a note from the parent

Lunch

The School Lunch Program was created to provide every student with a nutritionally balanced meal during the regularly scheduled lunch periods.

For further information regarding the lunch program including but not limited to the cost of lunch, free/reduced lunch applications, menus, and payment options, please visit the District's website using the following link:

<http://chartwellsk12.compass-usa.com/BridgewaterRaynhamSchoolDistrictFoodService>

Emergency Drills

1. Fire Drills

Fire drills are practiced to prepare for any emergency. These drills will be strictly supervised and may take place at any time. The classroom teacher is in charge and will lead his/her class in following the proper protocol for these procedures. Students are expected to remain quiet and follow the instructions of his/her teacher.

2. A.L.I.C.E

The school and school district uses the A.L.I.C.E. response protocol in the event an active intruder situation occurs on one of our campuses. A.L.I.C.E. stands for Alert, Lockdown and barricade, Inform, Counter, and Evacuate. The Training Institute defines each response as follows:

ALERT is when you first become aware of a threat. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

LOCKDOWN and barricade entry points into your room in an effort to create a semi-secure starting point if evacuation is not an option.

The purpose of INFORM is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes.

COUNTER is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved.

EVACUATE to a safe area. Evacuating takes people out of harm's way and hopefully prevents students, staff, and/or civilians from having to come into any contact with the shooter.

Transportation

At no time are children allowed to ride any other bus except the one they have been assigned. Parents may request a regular bus stop other than the one closest to home providing the stop is on a route scheduled for the child's school and there is space on the bus. Only one alternate bus stop per child is allowed. A "Regular Bus Stop Change Request" form is available in the school office.

Appropriate pupil behavior is essential for the safety of everyone who rides a school bus. Thus, the following rules must be obeyed at all times.

1. Students should arrive at the bus stop five minutes before the anticipated arrival of the bus.
2. Parents who meet students after school should be at the designated stop five minutes prior to the scheduled arrival.
3. Students should wait well back from the roadway until the bus has completely stopped, the door has been opened, and the lights are flashing before approaching the bus.
4. Students shall enter the bus in an orderly fashion, go directly to a seat and remain seated until the destination is reached and the bus is at a complete stop. On reaching their destination, students shall leave the bus in an orderly fashion and get safely away from the bus.
5. Bus windows may be opened only with the permission of the bus driver. Students shall keep hands, arms, heads, and belongings inside the bus.
6. There will be no eating or drinking allowed on the school bus.
7. If it is necessary to cross the street, the student shall cross in front of the bus.
8. Students are expected to help the driver in keeping the inside of the bus clean by not eating, drinking, littering, or throwing objects around the bus.
9. Students shall keep their hands off the person and property of others.
10. Students shall keep the aisles clear. Books, lunch boxes, athletic equipment and musical instruments should be placed under the seat or held by the student.
11. In order not to distract the driver, students shall converse quietly.
12. Students are not to touch any safety equipment on the bus. The emergency door is for emergency use only.

The bus driver shall have the same authority as the classroom teacher and as such, has the right to establish reasonable rules on the bus, including the right to assign seats to the students.

The bus driver should report to the principal in writing any violations of the above rules and regulations. Under no circumstances should the driver put pupils off the bus going to or coming from school. When incidents are reported to the principal, he/she will take appropriate measures to correct the problem. Parents will be notified in writing that further misconduct by their child may result in the loss of the privilege of riding the school bus for a period of time. When such action has been taken, it will then become the responsibility of the parents to provide transportation for the child to and from school each day.

****Please note the school's code of conduct is in effect on the school bus****

Part Five: Student Life

Code of Conduct

We believe:

Education is the shared responsibility among families, school, and the community.

Every child should have the opportunity to learn and grow in an environment in which they feel valued, respected, and safe.

Every child should experience a sense of belonging as a contributing member of our diverse learning community.

Every child is responsible and accountable for his or her behavior.

Classroom

In addition to the general school conduct code, each teacher will develop a room management plan consistent with the philosophy of the Code of Conduct. Room management plans will be posted in classrooms, discussed with students, and communicated to parents.

Students who do not observe classroom rules are subject to appropriate consequences by the teacher. Repeated infractions will be communicated to the parents and may be brought to the attention of the principal.

Corridor

In order to ensure the safe and smooth passing of students during arrival or dismissal or at any other time, students are expected to keep to the right at all times, especially on the stairs. Students are expected to walk at all times, keep their hands and feet to themselves, pass in a quiet orderly manner, and keep the corridors clean and free from litter or debris.

Cafeteria

Students are expected to display appropriate table manners and good behavior at all times. Students are expected to be courteous and respectful to the cafeteria staff and others. The cafeteria rules will be posted in the cafeteria and reviewed with students. Students who do not observe cafeteria rules are subject to appropriate consequences.

Consequences may include having an assigned seat, loss of recess privilege, removal from the cafeteria, or other consequences. Repeated infractions will be communicated to parents and may be brought to the attention of the principal.

Recess

During recess students are expected to remain within the designated playground areas at all times. Students are not permitted to use the playground equipment without adult supervision. Students are expected to follow all instructions or corrections from supervising teachers and staff members. In order to avoid accidents, students are expected to use good judgment and play in a safe manner at all times. Wrestling, tackle football, "play fighting," tripping, pushing, excessive running are not permitted. Baseballs, baseball bats, hockey sticks, lacrosse sticks, or other unsafe objects are not permitted on the playground. Students are also reminded that the provisions of the discipline procedure with regards to minor and major offenses are in effect at all times. Students who do not observe recess rules are subject to loss of recess and other appropriate consequences. Repeated infractions of recess rules will be communicated to parents and maybe brought to the attention of the principal.

Activities, Assemblies and After School Programs

Students are expected to behave in the proper manner at all school sponsored functions and programs, including assemblies, field trips, field days, concerts, after school programs, and other school activities. Inappropriate behavior may result in the loss of participation in school activities or other consequences.

To participate in afternoon and/or evening school programs, students must be present in school for at least one half of the day of said activities. The Principal or his/her designee may make exceptions.

Dress Code

Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws or affect the welfare and safety of the student or his/her classmates. Concern for personal appearance is an indication of self-respect and of courtesy toward others. The essentials are cleanliness, safety, and neatness in dress and grooming. Any decisions concerning questionable dress will be made by the administration. Students wearing flip flops to school are not allowed to run at recess or play on the playground equipment for safety reasons.

The committee recognizes the First Amendment's guarantee of Freedom of Expression applies to students. A student's style of dress is an individual statement of who he/she is. However, the Committee has the right to restrict certain aspects of dress; for example: A student may not wear a shirt, including a T-shirt or a sweatshirt, with an offensive slogan.

An offensive slogan includes, but is not limited to:

- profane or obscene language
- language that mocks or ridicules a person or a particular group
- pictures/graphics that demean a person or a particular group
- promotes alcohol or tobacco products

Electronic Devices

Students are prohibited from using electronic devices (i.e. cell phones, Smart Watches, iPod, iPads, laser pointers, Kindles, cameras, and any device which can transmit/record either audio or video material). Unauthorized use of such devices will result in immediate confiscation by any staff member and will be turned over to a school administrator. Such devices will ONLY BE RETURNED TO A PARENT OR LEGAL GUARDIAN.

Toys are not permitted in school unless requested by the classroom teacher for a special event or occasion.

Field Trips

A field trip shall be a valuable part of the educational program and shall be planned as an education experience. Permission to take a class on a field trip shall be secured from the building administrator. Prior to making arrangements for the field trip, approval from the Superintendent must be obtained. All out-of state field trips must have prior approval from the School Committee. Students on field trips represent their school and shall understand that they shall remain under school supervision during the entire field trip. They shall understand the standards of personal conduct expected on a field trip.

- Siblings and friends may not accompany chaperones or students on a field trip. Students are to remain in the control of the school officials in charge of the field trip until all students are released to parents once the students have returned to school property.
- Parental permission slips shall be secured for any field trip involving transportation of students outside the Regional School District. Parental permission forms are not needed for walking trips.
- The classroom teacher shall meet the educational needs of a student whose parents will not allow that student to go on a field trip.
- The classroom teacher and a parent or other adult assistants shall adequately supervise each field trip.
- Chaperones should not take pictures of students other than their own child while on the field trip.

- One adult per eight (8) students, exclusive of teachers, shall be recommended.
- Parents not selected as chaperones are not permitted to join the field trip once the students arrive at the destination.
- Students will not be permitted to bring electronic devices with them on field trips. (e.g. iPod touches, cell phones, ipads, video game players, etc.)
- No student shall be unable to attend a field trip if he/she is unable to pay the field trip cost.
- Whenever feasible, money shall be refunded to any student who has paid for a field trip, but who shall be absent from school on the day of the field trip.

Chaperones and Volunteers

All parent volunteers and chaperones must have a C.O.R.I (Criminal Records Check) completed and returned every year in September.

Part Six: Local, State and Federal Policies

Disciplining Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations Require that additional provisions be made for students with disabilities. The principal shall notify the Director of Special Education of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

School personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 consecutive days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 days in the same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement) equivalent to discipline imposed on students without disabilities for the same offense. IDEA 2004, section 615 (k) (1) (B).

After a child with a disability has been removed from his or her placement for 10 school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and the child must receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modification, that are designed to address the behavior violation so that it does not recur.

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the district, the parent, and relevant members of a child's IEP, any teacher observation, and any relevant information provided by the parents to determine if:

If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability

If the conduct in question was the direct result of the district's failure to implement the IEP

The conduct must be determined to be a manifestation of the child's disability if the district, the parent, and relevant members of the child's IEP team determine that a condition in either paragraph (i) or (ii) of this section was met. The TEAM will make a finding, a manifestation determination, as to the relationship between the student's misconduct and his/her disability condition, conduct a functional behavioral assessment if appropriate, and modify or amend the IEP to provide special education services during the suspension, or to include a behavioral intervention plan. If the district, the parent and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP team must:

Either:

Conduct a functional behavioral assessment unless the district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred and implement a behavioral intervention plan for the child.

If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it as necessary to address the behavior.

Except as provided in 34CFR 300.530(g) of this section return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral plan.

There are some special circumstances in which the district may unilaterally remove a student and place them in an Interim Alternative Education Setting without regard to whether the behavior is determined to be a manifestation of the child's disability. Specifically, school personnel may remove a student to an interim alternative education setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

1. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the district
2. Knowingly possesses or used illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the district.
3. Has inflicted serious bodily injury upon another person while at school, on school premises or at school function under the jurisdiction of the district.

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the district must notify the parents of the decision, and provide the parents the procedural safeguards notice described in 34 CFR 300.504. The building principal will notify the Director of Special Education, and then will notify the Department of Elementary and Secondary Education as required by law as to the course of action. Subsequent amendments to state or federal law will supersede contrary handbook provisions.

A student not yet eligible for Special Education may be protected under IDEA 2004 regulations if the district can be deemed to have had knowledge that the student had a disability. The district must be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred:

1. The parents of the child expressed concern in writing to a supervisory or administrative personnel of the appropriate educational agency, or to a teacher of the child, that the child is in need of special education and related services.
2. The parent of the child requested an evaluation of the child pursuant to Sec.300.300 through 300.311.
3. The teacher of the child or other personnel of the district expressed specific concerns about a pattern of behavior demonstrated by the child directly to the Director of Special Education of the agency or to other supervisory personnel of the agency.

The district would not be deemed to have knowledge if:

1. The parent of the child has not allowed an evaluation of the child pursuant to 34 CFR 300.300 through 300.311 or has refused services under IDEA or
2. The child has been evaluated in accordance with Sed. 300.300 through 300.311 and determined to not be a child with a disability under this part.

If the district does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under 34 CFR300.530, the evaluation must be conducted in an expedited manner.

Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of 34 CFR 300.530 through 300.536 and IDEA 2004 section 612 (a)(1)(A).

The parent of a child with a disability who disagrees with any decision regarding placement in this context or the manifestation determination under or a district that believes the maintaining the current placement of the child is substantially likely to result in injury to another child or others may appeal the decision by requesting a hearing from the Massachusetts Department of Elementary and Secondary Education Bureau of Special Education Appeals.

Discipline of Students with Disabilities under Section 504

As a nondiscrimination statute, Section 504 prohibits the district from disciplining students with disabilities more harshly than nondisabled students would be disciplined under similar circumstances. In addition, students identified with disabilities under Section 504 may not be expelled or suspended from school for more than 10 school days in a school year for misconduct that is a manifestation of the student's disability.

If a suspension will not exceed 10 consecutive days and will not result in the student receiving more than 10 cumulative school days of suspension during the current school year, the student may be disciplined in the same manner as a nondisabled student under similar circumstances. The student may be suspended beyond 10 school days, consecutively or cumulatively, only if the Section 504 team determines that the behavior in question was not a manifestation of the student's disability.

If a proposed suspension will exceed the 10-day limit, the Section 504 Team should meet and make a manifestation determination in accordance with the district's Section 504 manifestation determination procedures.

However, a manifestation determination review is not required, regardless of the length of the suspension or expulsion, if the student is a current user of alcohol or illegal drugs and the behavior resulting in disciplinary action is an alcohol or drug infraction. Under those circumstances, the student may be disciplined in the same manner as other students under similar circumstances.

General Administrative Authority

Other unacceptable behavior and subsequent consequences not specified will be dealt with at the discretion of the administration, consistent with the established Discipline Policy of the Bridgewater-Raynham Regional School District and the General Laws of Massachusetts.

Anti-Bullying Policy

The Bridgewater-Raynham Regional School District is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying.

In accordance with Ch.71, Section 370 of Massachusetts General Laws, the Bridgewater-Raynham Regional School District has implemented a plan to educate, prevent, and respond to bullying. Bullying and harassment will not be tolerated and is prohibited.

Bullying is repeated written, verbal or electronic expression, or physical act or gesture directed at a student or staff member by one or more student(s) or staff member(s). This unwanted behavior may cause:

- Physical or emotional harm
- Damage to the victim's property
- Reasonable fear, intimidation, humiliation, ridicule or insult
- Violation of rights of the victim at school
- Disruption of the educational process for that student or the school

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. For further definition, see M.G.L. c71S370.

Reporting Bullying

The Bridgewater-Raynham Regional Schools will respond and investigate all suspected report of bullying with the goal of preventing future incidents. Students may report suspected bullying incidents by:

- Completing a Harassment or Bullying Reporting Form and providing it to a guidance counselor, principal, or assistant principal
- Report verbally in person to one of the above listed. A form will be completed at that time

Harassment or Bullying Reporting Forms will be given to the Assistant Principal or Principal. Forms may be found on the District website and are available at the school. Reports may be made anonymously; however, this may limit the ability to contact the individuals making the report when necessary. Also, no disciplinary actions can be taken against a student solely on the basis of an anonymous report

➤ Parent / Guardian and Staff Resources

Parents may report by completing a Harassment or Bullying Reporting Form, which can be found on the District website

Teachers and Staff will assist in keeping students safe in school by recognizing and addressing behaviors that may be inappropriate. To assist in the prevention of bullying incidents, teachers and staff will report all suspected behaviors that may be considered bullying.

➤ Report Response Procedure

Person receiving the report (principal/designee) will assess for the safety of the victim

The Principal/designee, will review the incident and proceed with but not limited to interviews of reporters or targets, note witnesses and/or adults who may have been present, determine online involvement, and query about behaviors which may be threatening in the context of the bullying. After determining the seriousness of the incident, the Principal/designee will interview the alleged aggressor. If determination that a criminal charge may be pursued, immediate notification will be made to the School Resource Officer

➤ Response Action Plan

Disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior. Depending on the seriousness of the incident and the repetition of bullying behaviors, school response may include:

- Notification of parents/guardians

- Notification of the School Resource Officer
- Detention, after school, and/or suspension and expulsion
- Other interventions may include mediation and/or individual intervention for the target and the aggressor such as counseling, parent/student meeting
- Consequences will also consider progressive discipline recognizing the seriousness, age and frequency of a student's behaviors requiring disciplinary action

A plan with the goal of restoring a sense of safety for the target and the aggressor will be developed if necessary. Factors to be taken into consideration may include:

Where the incident has taken place

Unstructured areas and adults who have contact with the student reporter

Parents of the target and the aggressor will be notified verbally and in writing. In accordance with the Family Educational Rights and Privacy Act and Massachusetts State Law, 606CMR23.07(4) school officials cannot share the specific disciplinary procedures against any child except your own, and actions being taken that affect another child or the content of communication with another child's parent or guardians or any contract with a child who is not your own.

Reporting form and action plan will be kept on file. In the event of further incidences involving the students involved, this documentation will be considered.

Harassment Policy

It is the goal of the Bridgewater-Raynham Regional School District to provide equal employment for all employees, to prevent any unlawful discrimination or harassment, including sexual harassment, of any individual working at or attending our schools, and to provide a mechanism by which individuals can bring any concerns about discrimination or harassment to the District's attention.

We expect all individuals to treat each other with dignity and respect. We are committed to maintaining a safe and secure environment in which staff and students are all treated with respect. The Bridgewater-Raynham Regional School District will not condone or tolerate any harassment, discrimination, or different treatment, of or among staff or students based upon characteristics that include but are not limited to: Age, Disability, Sex (including sexual orientation), Gender Identity, Religion, Race, Nationality, Creed, Color and Homelessness.

Not only does the Bridgewater-Raynham Regional School District prohibit discriminatory treatment of its staff and students by supervisors and administrators, we also will not tolerate discriminatory treatment among staff or among students, including harassment.

Harassment and Retaliation

Harassment, including sexual harassment, in any form or for any reason is absolutely forbidden and violates Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Civil Rights Act of 1972, G.L. c.151B, and c.278s 3A of the Acts of 1996.

The Bridgewater-Raynham Regional School District will not tolerate retaliation against any individual who has brought harassment or other inappropriate behavior to our attention. Retaliation is strictly forbidden, and if any individual is found to have retaliated against any individual for filing a complaint and/or cooperating in the investigation of any complaint, such action shall be grounds for separate discipline.

Harassment includes verbal or physical conduct which may or does offend, denigrate, or belittle any individual because of, or due to, any of the characteristics listed above. Such conduct includes pictures, jokes, comments, innuendoes, graffiti, or any other behavior which creates an environment which is offensive and impairs the ability of the employees to work, and students to learn.

The Committee recognizes that employees and students have legal rights under Massachusetts and federal anti- defamation laws that are not superseded by this policy.

The student and the employee retain all state and federal protection throughout a harassment investigation; and, both can seek the remedies afforded them by state and federal law at any time. The Committee shall take the necessary steps to ensure that the parties involved shall have the utmost protection of privacy; that is, only those persons with a need to know will be informed of the complaint.

Massachusetts General Laws, Chapter 151B, Section 1 (18):

The term "sexual harassment" shall mean sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when; (a) submission to or rejection of such advance, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive environment. Discrimination on the basis of sex shall include, but not be limited to sexual harassment.

Massachusetts General Laws, Chapter 151C, Section 1(e):

Sexual harassment means any sexual advances, requests for sexual and other verbal or physical conduct of a sexual nature; (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly services or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purposes or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Title VII of the 1964 Civil Rights Act:

Unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature constitute sex harassment when; 1) submission to such conduct is made a term or condition of employment, 2) submission or rejection of such conduct is used as a basis for employment decisions or 3) such conduct unreasonably interferes with work performance, or creates an intimidating, hostile or offensive working environment.

Examples of Sexual Harassment:

Sexual harassment may include but is not limited to:

- Verbal harassment or abuse;
- Subtle unwelcome pressure for sexual activity;
- Inappropriate patting or pinching;
- Intentional unwelcome brushing against an employee's (co-workers)/ student's body;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
- Any sexually motivated unwelcome touching;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex

life. Comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;

- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities

Harassment Investigation

The *Harassment Investigator* is the person appointed by the Committee to investigate charges of *harassment*. The *Harassment Investigator* shall both be an employee and person the students feel comfortable approaching with such a charge. The Bridgewater-Raynham Regional School District's *Harassment Co-Investigators* are:

Assistant Superintendent and/or Human Resources Director 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140)

Complainant and Respondent:

Complainant is the person bringing forth the charge of harassment.

Respondent is the person charged with harassment.

Reasonable Man/Reasonable Woman Standard:

The *Harassment Investigator* shall employ either a *reasonable man* or a *reasonable woman* standard, depending upon the sex of the *complainant*, when investigating a charge of harassment. That is, would a *reasonable man* or a *reasonable woman* perceive the conduct of the *respondent* as harassment.

Reprisal:

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

Employee(s):

Employee(s) shall be read to mean: administrators, teachers, clerical, cafeteria workers, educational assistants, custodial staff, and anyone else employed by, or a volunteer of the Committee.

Harassment may encompass an accumulation of incidents, and not just one incident; i.e. a joke, etc. that may seem innocuous when said the first time but continues after *complainant* states that she/he is offended by that type of remark/joke/etc. The following *Procedure* section refers to an "incident" of harassment but also means the accumulation of "incidents" to the point of harassment.

Persons who need to know:

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

Procedure:

When complainant is a student:

If a student confides in an employee that the student, or another student, has been treated inappropriately by either another student or an employee of the Committee, the employee shall *immediately* bring the matter to the attention of the building Principal or Assistant Superintendent. If the Principal/Assistant Superintendent determines that the actions meet the criteria of harassment, the

Harassment Investigator will immediately be contacted.

The *Harassment Investigator* shall:

1. notify the student and her/his parent(s)/guardian(s) that the student's claim of harassment has been referred to the *Harassment Investigator* for an investigation.
2. notify the proper authorities, if the situation warrants such obligation.
3. notify the *respondent* of the charge against her/him and inform her/him that she/he may have a representative present when interviewed by the *Harassment Investigator*.
4. interview the *complainant* with parent(s)/guardian(s) and/or legal representation present.
5. interview the *respondent* with union representation or legal representation present, if requested.
6. interview the employee who notified the Investigator of the claim of harassment.
7. interview any witnesses to the harassment; and,
8. submit a written determination to the Superintendent.
9. re-interview the *complainant* and the *respondents*, under the same circumstances as the first interview, if the *Harassment Investigator* believes more information or clarification is necessary. Or, the *Harassment Investigator* may permit the *complainant* and the *respondent* the equal opportunity to submit written reports with any additional information.

The *Harassment Investigator* shall document the statements of the *complainant*, the *respondent*, and the witnesses, as to

- (a) the date(s) of the alleged incident(s);
- (b) the dates of the meetings with the interested parties; and
- (c) the persons present at the meetings.

Complainants, *respondents*, and witnesses shall have the opportunity to review their statements and confirm that the *Harassment Investigator* has reported their statements and the meetings accurately. The parties shall then sign their statements. In the case of a minor student, the student's parent(s)/guardian(s) shall co-sign the statement.

The Superintendent shall:

1. notify the *complainant* and the *respondent* that a determination has been made; and,
2. determine whether action needs to be taken if action is taken
3. notify the Committee in the same manner as she/he would in other serious matters.

Action shall consist of but not be limited to one of the following:

1. warning
2. suspension
3. dismissal, following all due process procedures
4. expulsion

SHOULD HARASSMENT BE OF THE LEVEL OF ASSAULT OF A MINOR, THE PROPER AUTHORITIES WILL BE NOTIFIED AT ANY POINT IN TIME DURING THE INVESTIGATION. THE SCHOOL COMMITTEE'S INVESTIGATION, THROUGH ITS *HARASSMENT INVESTIGATOR*, SHALL BE SEPARATE BUT THE SCHOOL COMMITTEE WILL COOPERATE WITH THE AUTHORITIES.

When the complainant is an employee:

If an employee believes that she/he has been harassed, she/he shall report the incident immediately to the *Harassment Investigator*, or a person with whom the *complainant* feels the most comfortable reporting such a matter (e.g. union representative, supervisor). If the harassment is not reported to the *Harassment Investigator* initially, the person to whom it was reported shall notify the *Harassment Investigator* immediately upon learning about the harassment.

After the report of harassment, the *Harassment Investigator* shall immediately begin the investigation. The investigation shall consist of:

1. interviewing both the *complainant* and the *respondent*, individually and privately, unless the presence of a union representative or other legal representative is requested.
2. documenting the statements of both the *complainant* and the *respondent* by noting:
 - (a) the date(s) of the alleged incident(s);
 - (b) the dates of the meetings with the complainant and the respondent;
 - (c) the persons present at the meetings.
 - (d) the names of persons given as witnesses.
3. interviewing any witnesses named by either the *complainant* or the *respondent*, individually and privately, unless the presence of a union representative or other legal representative is requested.
4. documenting the statements of the witnesses, who will sign-off as to the validity of the statements;
5. re-interview the *complainant* and the *respondents*, under the same circumstances as the first interview, if the *Harassment Investigator* believes more information or clarification is necessary. Or, the *Harassment Investigator* may permit the *complainant* and the *respondent* the equal opportunity to submit written reports with any additional information.

The complainant and the respondent shall both verify the Harassment Investigator's documentation of their individual statements as to the incident(s) of harassment, by signing the Harassment Investigator's notes of the meeting(s), making any corrections to their own statement, if necessary.

The respondent shall be informed of the complainant's identify and shall also be informed that reprisals against the complainant shall/will not be tolerated.

Within a reasonable time of the submission of the complaint of harassment and completion of the investigation:

1. the *Harassment Investigator* shall file a written report which shall include her/his findings of fact with the Superintendent.
2. the Superintendent shall determine what action shall be taken, if any.
3. if the charge is substantiated, the action to be taken shall consist of, but not be limited to, one of the following:
 - warning
 - suspension
 - dismissal
 - expulsion
4. the action of the Superintendent shall be taken as soon as possible following the submission of the *Harassment Investigator's* report.
5. If action is taken, then said action shall be placed in the *respondent's* personnel file. If the *Harassment Investigator's* findings do not substantiate the charge of harassment, then the charge is not placed in the *respondent's* personnel file.

When complainant is an employee and respondent is a student:

If an employee believes that she/he has been harassed by a student, the employee shall report the incident(s) immediately to the *Harassment Investigator*.

After the report of harassment, the *Harassment Investigator* shall immediately commence the investigation. The *Harassment Investigator* shall:

1. notify the parent(s)/guardian(s) of the student respondent;
2. interview the *complainant* with union representation or legal representation present, if requested
 - *Harassment Investigator* may permit the *complainant* and the *respondent* the equal opportunity to submit written reports with any additional information.
3. interview the student *respondent* with parent(s)/guardian(s) and/or legal representation present;
4. document the statements of both the *complainant* and the student *respondent* by noting
 - (a) the dates of the alleged incident(s),
 - (b) the dates of the meetings with the *complainant* and the *respondent*,
 - (c) the persons present at the meetings, and,
 - (d) the names of persons given as witnesses;
5. interview any employee witnesses named by either the *complainant* or the *respondent*, individually and privately, unless the presence of a union representative or other legal representative is requested;
6. interview any student witnesses, named by either the *complainant* or the *respondent*, with either parental approval or the parent(s)/guardian(s) and/or legal representative present;
7. document the statements of the witnesses, who will sign-off as to the validity of the statements;
8. re-interview the *complainant* and the *respondents*, under the same circumstances as the first interview, if the *Harassment Investigator* believes more information or clarification is necessary. Or, the *Harassment Investigator* may permit the *complainant* and the *respondent* the equal opportunity to submit written reports with any additional information.

The *complainant* and the student *respondent* shall both verify the *Harassment Investigator's* documentation of their individual statements as to the incident(s) of harassment, by signing the *Harassment Investigator's* notes of the meetings, making any corrections to their own statements, if necessary.

Within a reasonable time of the submission of the complaint of harassment and completion of the investigation:

1. the *Harassment Investigator* shall file a written report which shall include her/his findings of fact with the Superintendent;
2. the Superintendent shall determine what action shall be taken, if any;
3. the action to be taken may include, but not be limited to:
 - (a) an apology to the victim;
 - (b) participation in a workshop in awareness of harassment;
 - (c) detention;
 - (d) researching and writing a paper on the topic of harassment;
 - (e) counseling;
 - (f) suspension or expulsion -- the procedure for suspension will follow the procedure set forth in the Student Handbook for serious offenses.
4. the action of the Superintendent shall be taken as soon as possible following the submission of the *Harassment Investigator's* report;
5. if action is taken, then said action shall be placed in the student *respondent's* file.

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

Safeguards

REPRISAL AGAINST THE *COMPLAINANT* OR ANY WITNESSES AFTER *NON - FINDING* SHALL NOT BE TOLERATED. BOTH THE *COMPLAINANT* AND THE *RESPONDENT* SHALL BE PROVIDED WITH A COPY OF THE *HARASSMENT INVESTIGATOR'S* REPORT. CONFIDENTIALITY WILL BE MAINTAINED TO THE BEST ABILITY OF THE *HARASSMENT INVESTIGATOR*. THE PERSONS WHO NEED TO KNOW WILL BE THE ONLY ONES TO BE TOLD THE NAMES OF THE PARTIES.

If either the *complainant* or the *respondent* is dissatisfied with the results of the investigation of the harassment charge, she/he may discuss her/his dissatisfaction directly with the Superintendent. If still dissatisfied, she/he may turn to the grievance procedure set forth in the applicable collective bargaining agreement.

At all times, the parties retain all rights under state and federal laws and are free to avail themselves of those rights.

If an individual believes that she/he has been subjected to harassment, she/he may file a formal complaint with either or both of the government agencies set forth below. Using the District's complaint process does not prohibit an individual from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

The United States Equal Employment Opportunity Commission ("EEOC")
1 Congress Street - 10th Floor
Boston, MA 02114 (617) 565-3200

The Massachusetts Commission Against Discrimination ("MCAD")
1 Ashburton Place - Rm. 601
Boston, MA 02108 (617) 727-3990

The Committee issues this policy to provide measures to fight harassment at a level below litigation; but, the Committee does not intend to usurp any rights guaranteed under state or federal laws.

Copies of this policy shall be given on an annual basis to each student and employee of the Committee--either as a part of a handbook or by the normal route for disseminating important notices--and posted in conspicuous places: i.e., places where employees gather and are most likely to see the postings.

The Committee shall arrange trainings for the students and employees to explain the policy and sensitize students and employees to harassment. Sources utilized in forming this policy include:

- **Who's Hurt and Who's Liable: Sexual Harassment in Massachusetts Schools**, Massachusetts Board of Education (1986)
- **Sexual Harassment in the Schools: Preventing and Defending Against Claims**, Gregory, Gwendolyn H., Naomi E. Giltens, et al., eds. Revised Edition, NSBA Council of School Attorneys (1993).
- Approved by the Bridgewater-Raynham Regional School Committee: June 23, 1999

Title IX (Non-Discrimination)

Title IX of the Federal Education Amendment of 1972, Non-Discrimination on the Basis of Sex in Educational Programs and Activities:

The Bridgewater-Raynham Regional School District provides equal education opportunity without regard to race, color, national origin, religion, sex, marital status, disability, age, or sexual orientation.

All students have access to all academic and nonacademic programs at Bridgewater Raynham Regional School District. Inquiries regarding compliance with Title IX may be directed to Central Office, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140), or to the Director of Office of Civil Rights, Department of Health and Human Services, Washington, D.C.

Hazing Policy

The policy on hazing is in compliance with Chapter 536 of the Acts of 1985 which amend Chapter 269 of the General Laws of Massachusetts. Hazing shall mean any conduct which willfully or recklessly endangers the physical or mental health of any student or other person, regardless of the person's willingness/permission to participate.

Hazing activities of any type are inconsistent with the educational goals of the Bridgewater-Raynham Regional School District and are prohibited at all times. If anyone, students, parents, staff, etc., become aware of hazing or the possibility of hazing, they are to report it immediately to an administrator or law enforcement officer.

Any student who organizes or participates in hazing as defined above shall be suspended from school for up to eight days. The student's record may be placed before the School Committee with a recommendation from the Administration of the time and place of the hearing in accordance with Chapter 76, Section 17 of the General Laws of Massachusetts.

In compliance with Chapter 269 Section 18, of the General Laws of Massachusetts, acts of hazing shall be reported to appropriate Law officials. Below is a copy of the law:

Chapter 269, S. 17

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of 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. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section.

Chapter 269, S. 18

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonable practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269, S. 19

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen or eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Upon receiving information that any group or organization is practicing hazing, the administration will refer the matter to the Police Department for possible prosecution under Chapter 269, section 17 or 18. Any organizer of said group upon being found guilty, shall be permanently excluded from any such position.

AHERA

The Director of Facilities may be contacted at (508) 279-2140 regarding EPA Asbestos Hazard Emergency Act (AHERA) management plans.

AIDS POLICY

A copy of the Bridgewater-Raynham Regional School District's Policy on AIDS (#2830) is available in the main office as well as in the office of the Superintendent of Schools, and can be reproduced and/or reviewed at any time with advanced notice.

STUDENT RECORDS

NOTIFICATION OF RIGHTS UNDER FERPA AND THE MASSACHUSETTS STUDENT RECORDS REGULATIONS

The Family Educational Rights and Privacy Acts (FERPA) and/or The Massachusetts Student Records Regulations afford parents and students over 14 years of age ("Eligible Students") certain rights with respect to the student's education records. Parents and students can obtain a complete copy of their rights under the Massachusetts Student Records Regulations by contacting the school principal. Such rights generally include the following:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Massachusetts General Laws Ch. 71, Section 37H states "...when a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student.

If the student does apply for admission to another school or school district, the superintendent of a school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion."

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parent or eligible student may ask their school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA and the Massachusetts Regulations authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, consultant or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district which a student seeks or intends to enroll.

In addition, the Bridgewater-Raynham Regional School District generally discloses "directory information" without parent/eligible student consent. Such information includes a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. In the event a parent or eligible student wishes the school not to release such directory information, the student or parent should notify the school principal no later than October 1st of the current school year.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Chapter 622 (Non-Discrimination)

Chapter 622 of the Massachusetts General Laws, an act prohibiting discrimination in public schools, reads as follows:

"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."

If you have any questions or concerns regarding student records or the implementation of Chapter 622, please contact Mr. Ryan Powers at Central Office, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140).

Section 504 of Rehabilitation Act of 1973

The Federal law regarding Section 504 of the Rehabilitation Act of 1973 pertains to discrimination against handicapped individuals.

In brief, Section 504 states... "no otherwise qualified handicapped individuals...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Copies of the law may be obtained from:

U.S. Department of Education Office of Civil Rights
33 Arch Street Suite 900
Boston, Massachusetts 02110-1491
Phone: (617) 289-0111

The Office of the Superintendent of schools, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140) will coordinate the Bridgewater-Raynham Regional School District's effort to carry out the responsibilities of the regulations, including any investigation of any complaint communicated to him/her alleging the Bridgewater-Raynham Regional School District non-compliance with any part of Section 504. Complaints also may be filed directly with:

Office for Civil Rights Region 1
33 Arch Street Suite 900
Boston, Massachusetts 02110-1491

The following four-step structured grievance procedures have been adopted to protect the rights of all persons protected by these regulations.

Step 1

Parents and Students

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

Employees

At the school building level, complaints are to be heard by the employee's immediate superior and building principal. If the employee is not satisfied with the decision of the immediate superior and principal, he/she can continue the grievance procedure to Step 2.

Step 2

Parents and Students

At this level, the grievance is to be heard by the designee of the Superintendent's Office. If the parent, student or interested party is not satisfied with the decision, he/she can continue the grievance procedure to Step 3.

Employees

At this level, the grievance is to be heard by the designee of the Superintendent's Office. If the employee is not satisfied with the decision of the designee, he/she can continue the grievance procedure to Step 3.

Step 3

Parents, Students and Employees

At the School Committee level, the grievance is to be heard by the Superintendent and the Bridgewater- Raynham School Committee. If the parent, student, interested party or employee is not satisfied with the decision of the School Committee, she/he can continue the grievance procedure to Step 4.

Step 4

Parents, Students, Employees and Interested Parties

At the office of Civil Rights level, the parent, student, employee or interested party can contact the Boston Regional Office of Civil Rights, Region 1, 133 Arch Street, Suite 9, Boston, MA 02110-1491, for appropriate follow-up grievance procedures.

If you have any questions regarding Section 504 of the Rehabilitation Act of 1973, or wish to peruse the full text of the regulations, do not hesitate to contact the Office of the Superintendent of Schools, 166 Mt. Prospect Street, Bridgewater, MA. 02324 (Telephone # (508)-279-2140). Copies of the law can be obtained from the U.S. Department of Health, Education and Welfare Office of Civil Rights, Washington, D.C. 20201

Parent Notification Relative to Sex Education

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

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues.

The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment.

If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

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

- exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal
- request an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
- inspect and review program instruction material for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may prefer meeting with the principal or sending a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

Approved by the Bridgewater-Raynham Regional School Committee: June 25, 1997 A copy of this policy has been filed with the Massachusetts Department of Education.

Classroom Observations

Classroom observations by individuals will be arranged at the discretion of the building administrator. The length of time of the observation will be considered in light of the disruption it might cause students and the instructional venue. The district reserves the right to ensure that all classroom observers are accompanied and to perform its own observation concurrently.

