



**BRISCOE MIDDLE SCHOOL
STUDENT AGENDA
& HANDBOOK
2008-2009**



This Student Agenda & Handbook belongs to:

Grade: _____ Homeroom: _____ Locker # _____

Mr. Matthew P. Poska, Principal
Mrs. Donna Jenko, Associate Principal
Mr. Jorge Goncalves, Assistant Principal



If found, please return to:
Briscoe Middle School
7 Sohier Road
Beverly, MA 01915
Telephone: 1-978-921-6103
Fax: 1-978-927-7781

www.beverlyschools.org/briscoe

**BRISCOE MIDDLE SCHOOL
STUDENT HANDBOOK**

TABLE OF CONTENTS

PROLOGUE		Guidance Services	15
2008-2009 Beverly Public Schools Calendar	2	Library Media Center	15
Mission Statement	3	Homeless Children	15
The Middle School Child	3	School & Community Support Project	15
Statement on Honesty and Communication	4	School Crisis Teams	15
Code of Student Rights and Responsibilities	4	Peer Mediation	15
		Parent/Teacher Organization (P.T.O.)	15
ATTENDANCE		School Council	15
Introduction	5	Extracurricular Activities	16
Parental Notification	5	Breakfast and Lunch	16
Absences	5	Recycling	16
Dismissals	5	GENERAL INFORMATION	
Tardiness	5	Building Hours	16
Sanctions/Interventions for Excessive Absences or Tardiness	5	Homeroom	16
Planned Absences	6	Weather Emergency Policy	16
Registration of New Students	6	Bicycles, Scooters, Skateboards, etc.	16
Transfers	6	Care of School and Personal Property	16
Leaving School Grounds	6	Educational Trips	16
ACADEMIC EXPECTATIONS		Evacuation Plans	17
Characteristics of a Responsible Student	6	Fire and Safety Drills	17
Homework	7	School Bus Safety	17
Agenda Books	7	Visitor Policy	17
Report Cards	7	School Volunteers	17
Grade Promotion/Retention	7	Lockers	17
Student Records	7	Cafeteria	17
Honor Roll	8	Assemblies	17
Textbooks	8	Gum	17
BEHAVIOR AND DISCIPLINE		Personal Appearance	17
Policy Statement	8	Resolving Concerns	18
Student Rights Regarding Discipline	8	Telephone Use	18
Definition of Consequences	8	Technology	18
Problem Areas and Related Disciplinary Actions	9	Website	18
Smoking	9	HEALTH AND RELATED ISSUES	
Hazing	10	Introduction	18
Incident Reports	11	Accident Insurance	18
Partnership for Violence Prevention	12	Health Screening	18
Memorandum of Understanding	12	Child Abuse & Neglect Reporting	18
Search & Seizure	12	Seventh Grade Entry Requirements	19
Student Restraint	12	Dental Program	19
Discipline Issues Regarding Special Education Students	12	Emergency Card Information	19
False Alarms	13	Head Lice/Pediculosis	19
Discrimination/Harassment Policy	13	HIV/AIDS	19
SCHOOL PROGRAMS AND ORGANIZATIONS		Illnesses and Injuries	19
Accommodation Plans (Section 504)	14	Medications at School	19
Special Education	14	Gym Policy	20
Student Success Plans	14	Elevator Policy	20
English as a Second Language (E.S.L.)	15	APPENDIX—FORMS	
		Central Office Personnel Directory	20
		Notice of Non-Discrimination	20
		*CORI Request Form	21
		*Acceptable Use of Technology Agreement	22
		*Field Trip and Media Publication Permission Slip and Handbook Acknowledgement	23

***These forms need to be completed and returned to your child's homeroom teacher.**

Beverly Public Schools School District Calendar for 2008-2009

September 2008

Monday, September 1, 2008	*Labor Day
Tuesday, September 2, 2008	*Teachers Return
Wednesday, September 3, 2008	K5, Gr. 6, Gr. 9 Students Return
Thursday, September 4, 2008	All Students Return
Tuesday, September 16, 2008	*Staff Development Day: All Schools

October 2008

Thursday, October 9, 2008	*Yom Kippur
Friday, October 10, 2008	*Staff Development Day
Monday, October 13, 2008	*Columbus Day
Thursday, October 16, 2008	Elementary and Middle School Early Release

November 2008

Tuesday, November 4, 2008	*Staff Development Day: All Schools
Tuesday, November 11, 2008	*Veteran's Day observed
Wednesday, November 26, 2008	Early Release: All Schools
Thursday, November 27, 2008	*Thanksgiving
Friday, November 28, 2008	*Thanksgiving Vacation

December 2008

Wednesday, December 10, 2008	Elementary and Middle School Early Release
Wednesday, December 24, 2008 through	*Christmas Eve
Friday, January 2, 2009	*December Vacation

January 2009

Monday, January 5, 2009	Classes Resume
Monday, January 19, 2009	*Martin Luther King Day

February 2009

Monday, February 16, 2009	*President's Day
Tuesday, February 17-20, 2009	*February Vacation
Monday, February 23, 2009	Classes Resume

March 2009

Tuesday, March 10, 2009	Elementary and Middle School Early Release
-------------------------	--

April 2009

Thursday, April 2, 2009	Elementary Early Release
Friday, April 10, 2009	*Good Friday
Monday, April 20, 2009	*Patriot's Day
Tuesday, April 21-24, 2009	*April Vacation
Monday, April 27, 2009	Classes Resume

May 2009

Friday, May 22, 2009	Elementary and Middle School Early Release
Monday, May 25, 2009	*Memorial Day

June 2009

Sunday, June 14, 2009	Beverly High School Graduation (2:00 p.m.)
Monday, June 22, 2009	Early Release: (Last Day of School; no snow days)
Monday, June 29, 2009	Early Release: (Last Day of School; including 5 snow days)

*** No School for Students**

Approved 02-13-08

MISSION STATEMENT

At Briscoe Middle School, our mission is to provide each student with an educational environment that addresses the unique intellectual, physical, emotional and social capabilities of all students.

The school will endeavor to provide a healthy, safe and concerned environment that offers each student the opportunity to develop his or her talents. We will maintain a strong partnership with parents and community members who share the belief that all students can learn and be successful. We will accomplish this mission through the efforts of an administration and staff who understand and respect each student's individuality.

The school will create a challenging academic environment, establish high behavioral expectations, demand reasonable accomplishment of these expectations, and prepare all our students to be life-long learners. We will use an on-going evaluation process to assure success in fulfilling this mission.

THE MIDDLE SCHOOL CHILD CHARACTERISTICS and IMPLICATIONS

Young adolescents...

undergo rapid physical, social, emotional and intellectual changes.

change at different rates, according to highly individual "internal clocks."

grow more rapidly than at any other time in their lives since birth.

develop secondary sex characteristics and the capacity to reproduce.

can be painfully self-conscious and critical. They are defining themselves, and they vary widely in maturation and ability.

seek limited independence and autonomy. They may imagine themselves to be invulnerable to negative risks.

identify with the peer group; they want to belong, and they are developing deepening friendships.

develop new talents, energies and feelings.

identify more maturely with their race, gender and potential for employment.

are idealistic about social and religious issues.

are at a uniquely vulnerable time in their lives.

Therefore they need...

to explore who they are and what they can become.

diverse activities that can appeal to a wide range of skills and interests.

lots of physical activity-not stressed competition-and time for relaxation, too.

accurate information and guidance about sexuality.

many opportunities to achieve and to have their competence recognized by others.

adult guidance in setting limits, but they should be allowed to help make the rules within those guidelines.

opportunities to form positive relationships and experiences with peers.

outlets for creative expression.

relationships with diverse adult role models.

to participate meaningfully in their communities.

reassuring and informed adults and a more caring society.

HONESTY AND OPEN COMMUNICATION

Every student has the duty to be a responsible and honest person. Honesty about any situation is the MOST IMPORTANT factor in any decision.

- Rule 1: You may not forge any note, pass or other official paper work for yourself or for another student.
- Rule 2: You may not cheat on any quiz, test or other exercise. Dishonesty and cheating deprive you of your most prized possession –YOUR GOOD NAME.
- Rule 3: You may not plagiarize another author's words without appropriate citing. (Plagiarism is presenting another person's ideas or words as one's own, whether these ideas or words are from books, magazines or the Internet.)

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

It is the goal of the Beverly Public Schools to provide a quality education in a safe and secure environment, free of intimidation and fear. Students are expected to conduct themselves in a proper manner and comply with all school rules and regulations so that this goal can be achieved.

Every student has the right to:

1. Receive appropriate instruction and assignments using a variety of teaching methods and media.
2. Receive prompt assessment of his or her progress and receive extra help when needed.
3. Hold his or her own opinions and respectfully express these opinions in:
 - a. Class discussions.
 - b. Prime time
 - c. School publications
 - d. Informal complaints
4. Attend school activities without fear of physical harm or exposure to obscenity, profanity, illegal substances, harassment or hazing.
5. Participate in programs related to his or her interests and educational goals, including:
 - a. Extra-curricular activities
 - b. Intramural sports
 - c. Social events
6. Know the rules and regulations concerning students and the school. Rules and regulations are considered common knowledge when they are explained through one or more of the following:
 - a. This Student Handbook
 - b. Teacher instructions
 - c. Postings throughout the building

Every student has the responsibility to:

1. Attend all his or her assigned classes and activities and participate actively, by:
 - a. Attending all classes unless excused
 - b. Preparing adequately for lessons
 - c. Communicating with teachers and fellow students
 - d. Listening carefully
 - e. Using school resources
2. Enhance the quality of his or her learning, by:
 - a. Accepting personal responsibility for missed assignments
 - b. Completing daily assignments
 - c. Participating actively in classroom activities
 - d. Seeking advice and direction from staff
3. Make every effort to achieve maximum results in his or her educational program, by:
 - a. Accepting constructive criticism
 - b. Making self-evaluation
 - c. Asking for extra help when needed
4. Respect the rights of others who hold different opinions.
5. Respect the rights and property of others, as follows:
 - a. Respect school, personal and public property and the regulations concerning their use
 - b. Refrain from the use of profane or obscene language and gestures
 - c. Refrain from rude and disruptive behavior
 - d. Refrain from physical and verbal abuse of others, such as hazing or other harassment.
6. Dress in a clean, neat and reasonable fashion.
7. Be familiar with this Code of Conduct and abide by the rules contained in it.
8. Accept accountability for his or her actions.
9. Demonstrate pride in his or her school.

ATTENDANCE

INTRODUCTION

In accordance with the laws of the Commonwealth of Massachusetts, all students are required to attend school on all days that school is in session. Consistent and punctual attendance fosters learning and allows for the continuity of instruction, student preparation, the development of good work habits, and academic achievement.

The Beverly School Committee, realizing the importance of regular attendance as a factor in successful academic achievement, endorses that the only acceptable reasons for being absent from school are those caused by personal illness or quarantine, death or serious illness in the family, weather so inclement as to endanger the health of a child, religious holidays, court appearance, and other exceptional reasons approved by the school administration. Absences for any other reasons are considered unexcused absences. The school principal shall be responsible for viewing attendance records and initiating appropriate actions at the building level to address unexcused pupil absences and tardiness. Students are expected to make up any work missed due to excused absences or tardiness.

PARENTAL NOTIFICATION

To alleviate the concern for a child's being lost because of truancy, etc., parents are requested to call the school by 8:30 a.m. if a child is going to be absent or late for any reason. This call will keep the school secretary from having to make unnecessary calls to check on missing children. For Briscoe Middle School, call 1-978-921-6103, Ext. 1.

ABSENCES

If your child is going to be absent from school, please call the school by 8:30 a.m. if a child is going to be absent or late for any reason. For Briscoe Middle School, call 1-978-921-6103, Ext. 1.

A student who is not in homeroom will be marked absent. Any student marked absent will receive a phone call that morning unless a parent/guardian has already called the office. If a parent/guardian does not call the office, then the absence is unexcused. If you receive a phone call that your child is not in school, please call the office at your earliest convenience.

If no phone call is made a written excuse must be presented when the student returns to school. **Absence notes should include the following: (a) the child's name; (b) the date(s) of absence; (c) the reason for absence, and (d) the parent or guardian's signature.**

DISMISSALS

Any student requesting to be dismissed during the school day must bring a note explaining the dismissal. Each request must state the specific time and reason for the dismissal and must be signed by a parent or legal guardian. Parents are urged to schedule doctor's appointments at times that do not conflict with school hours.

The student should bring this note to the main office prior to homeroom so that a dismissal pass may be issued and the student's name and time of dismissal will be included on that day's attendance report. At the time of dismissal, the student must first notify his or her classroom teacher and then report to the office before leaving school.

Students are dismissed through the main office. The person providing transportation for the student must report to the office to pick up that student. Office personnel may perform an identification check at that time.

TARDINESS

It is important that all children arrive at school on time every day. In the first few minutes of each day, school staff greets each of the children and explains the plans and expectations for the day. This early period is also a time to take care of any problems or concerns a child may have. All children need this transition time to help start the day off on a positive note.

If any child expects to be late to school, the parent is asked to notify the school and send the child with a note explaining the tardiness. When arriving at school, each tardy student must report to the office before proceeding to class so that the office may properly record that child's attendance for the day. For every four unexcused tardies, the student will be assigned an office detention.

SANCTIONS / INTERVENTIONS FOR EXCESSIVE ABSENCES OR TARDINESS

If a child's absence or tardiness becomes excessive (five days per quarter or ten cumulative days), whether excused or unexcused, the principal may notify the Coordinator of Child Welfare & Attendance. Reports of unresolved truancy, chronic tardiness and/or absenteeism may result in the filing of one or more of the following with the Essex County Juvenile Court: (a) a Child-In-Need-of-Services (CHINS) Petition (Massachusetts General Laws, Chapter 119, sec. 39E); (b) a Failure to Cause Complaint (Massachusetts General Laws, Chapter 76, sec. 2); or (c) an Inducing Absenteeism Complaint (Massachusetts General Laws, Chapter 76, sec. 4).

Prior to a formal court proceeding, a student or parent may be asked to attend an informal administrative hearing with the Coordinator of Child Welfare & Attendance and an Assistant Chief Probation Officer.

PLANNED ABSENCES

Students who are absent for reasons that are not excused may not be allowed to make up work. In particular, this includes students who take vacations or family trips that do not coincide with previously scheduled school vacation days. Beverly Public Schools discourages such unexcused student absences. Please note the following conditions concerning unexcused absences:

- Going on a vacation during school time is a family decision. Parents assume responsibility for their child's schoolwork during this time.
- Parents should notify the school principal in advance regarding any non-scheduled vacations.
- Students will not be given schoolwork in advance.
- Teachers will keep a folder of all work assigned during the student's absence. It will be given to the student upon his/her return to school, in order for the student to be able to keep up with the progress of the rest of the class during his/her absence. Teachers will not be expected to correct any work that is contained in this folder.
- Students will not be allowed to make up quizzes administered during this absence. No grades will be awarded for missed quizzes and other missed work.
- Tests administered during this absence must be made up and will count in determining the student's grades.
- Long-term assignments that are due during the planned absence must be completed prior to the absence in order to receive credit.

Anyone with questions regarding this policy should contact the principal.

REGISTRATION OF NEW STUDENTS

Students new to Beverly Public Schools must register at their neighborhood school, as determined by their street address. Prior to admittance, parents must provide a legal birth certificate, a transfer slip from the departed school, authorization to release all student records, up-to-date immunizations, lead screening, physical exam, and a proof of residence as required by state law.

TRANSFERS

If a child is moving out of the Beverly School System, a transfer form must be prepared, and parental permission must be obtained to send student records. In notifying the school of any move, please provide the following information:

- Child's last day of attendance**
- Name and address of new school**
- Child's new home address**

Parents are asked to notify the school, as early as possible, of any move. The school needs time to prepare the necessary transfer papers that will make the transition as smooth as possible.

LEAVING SCHOOL GROUNDS

Once students arrive at school, they are not permitted to leave school grounds without administrative approval. Violations of this policy may be handled as a disciplinary matter.

ACADEMIC EXPECTATIONS

CHARACTERISTICS OF A RESPONSIBLE STUDENT

Prepares for class

1. Brings appropriate materials to class
2. Maintains an organized notebook
3. Does quality homework regularly

Maintains good attendance

1. Attends all classes regularly
2. Arrives in all classes on time

Shows initiative

1. Asks questions when learning is unclear
2. Finds time to read for pleasure as well as information
3. Is a self-directed learner

Meets Deadlines

1. Completes all assigned work on time
2. Exhibits higher level thinking and processing skills

Behaves appropriately

1. Works cooperatively
2. Uses time wisely
3. Shows concern for self and others
4. Exhibits respect for all students and adults
5. Follows all class and school rules

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed.

Guidelines

1. Average time allotments per day for homework:
 - a. Grade 6 - an average of 1-2 hours for all subjects combined
 - b. Grade 7 - an average of 1 ½-2 ½ hours for all subjects combined
 - c. Grade 8 - an average of 2-3 hours for all subjects combined
2. Homework makeup:
 - a. The initiative to make up work rests with the student. After missing homework assignments for any reason, the student should talk with his or her teacher about making up the work. The student and teacher together should establish a time frame for completing the work. This time frame should reflect the other responsibilities of the student.
 - b. If a student has been absent for three or more consecutive days, the parent may contact the office for make-up work.

AGENDA BOOKS

To help the students organize and manage time, the school has an agenda program for study skills. In September, the school will issue an agenda book to each student. Each student is required to have his or her agenda book at all times. If the student loses the book, he or she will be required to purchase a replacement at full cost of \$5.00 per book. The school believes that the agenda will help students better learn to organize themselves and will give parents a uniform vehicle for overseeing their children's homework assignments.

REPORT CARDS

In middle school, report cards are issued at the end of each quarter. The report card mark is an attempt by the teacher to tell the parent how his or her child is progressing in a particular subject. The factors considered in determining the work include scholarship (knowledge, skills, understanding), effort, participation, initiative, interest, and assignments. All subjects will be graded A, B, C, D or F, with (+) and (-) designations where appropriate. This five-letter scale, as well as Pass/Fail (P/F) in some subjects, will be used consistently on Permanent Office Record Cards and on Report Cards or other reports to parents.

GRADE PROMOTION / RETENTION

Successful completion of all subjects is recognized with promotion to the next grade. Students will be required to take one or more courses in summer school to be considered eligible for promotion if one or more of the following conditions apply:

- Student fails ELA for the year.
- Student fails Math for the year.
- Student fails Science and Social Studies for the year.

A team consisting of the principal, teacher, and other appropriate personnel reviews students being considered for retention. Parents will be notified promptly in writing of such a review by the end of the third quarter. By the end of each school year, parents will be notified if their child will be required to attend summer school or, if summer school is not an option, or if their child will be retained for the following year.

STUDENT RECORDS

Student records are confidential. Only parents or guardians and school personnel working directly with the student may have access to student information. Parents/guardians must provide informed, written consent for anyone else to view the records. M.G.L Chapter 71, Section 34G, requires the school to obtain certain information from non-custodial parents before providing student record information.

Parents/guardians have the right to inspect all portions of the student record upon request. The file must be made available no later than two days after the request, unless the parent/guardian consents to a delay. Parents/guardians have the right to receive copies of any part of the record as well as a list of all individuals having access to the record. In addition, they can ask for an explanation of any item in the record and may have a qualified professional review and interpret any parts of the record. They can ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights, and a hearing on the issue if the school refuses to make the amendment.

Parents have the right to withdraw their permission for an exchange of information between BPS and other parties, in writing, at any time except to the extent that the BPS and referenced provider(s) have acted upon the original release. Parents have the right to ask for restrictions on the use and sharing of their family/child health and/or treatment information. Furthermore, parents have the right to look at and get a copy of all referenced information concerning their child or family that the Beverly Public Schools keeps on file.

State law (Chapter 71, Section 34H) standardizes the process by which elementary and secondary schools provide student records to parents who do not have physical custody of their children ("non-custodial parents"). The law is intended to encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties. Any non-custodial parent wishing to obtain more information concerning the regulations of 34H should contact the administration office of the Memorial Building.

HONOR ROLL

At the close of each quarter, students who receive high grades will be placed on the Honor Roll in one of four categories. In order to qualify, students must meet the requirements below:

Principal's List—all A's (A+, A, A-) in all subjects.

First Honors – A's in at least three major subjects and no mark below a B- in any other subject.

Second Honors—A in one major subject and no grade below B- in any other subject.

Commendations—all B's (B+, B, B-) in all subjects.

TEXTBOOKS

Textbooks are school property provided by the taxpayers for student use and must be returned at the end of the year. All textbooks must be kept covered at all times to prevent excessive wear and soiling.

If a student is issued a book that is marked or soiled at the beginning of the year, he or she should call it to the teacher's attention to avoid being responsible later for the book's condition.

If books are lost, damaged, excessively soiled or worn beyond normal use, the student must pay the replacement cost. If a student finds a lost book after having paid for its replacement and presents it with a receipt to the school office, the school will refund the money.

BEHAVIOR AND DISCIPLINE

POLICY STATEMENT

The following is the Beverly Public Schools Discipline Policy:

Effective school discipline encourages orderly educational processes without stifling creativity, individuality or the joy of learning. It is at best a delicate balance designed to protect and nurture the students' physical, social, mental and emotional growth. School personnel work together with the community to maintain effective discipline in the schools. The ultimate goal of school discipline is to encourage the development of self-discipline.

STUDENT RIGHTS REGARDING DISCIPLINE

Students who believe that, in the enforcement of discipline codes, their civil rights have been breached, that they have been discriminated against because of unjustifiable bias (e.g. racial, ethnic, religious or sexual discrimination), that they have been subject to racial, physical or sexual harassment, or that they have been physically or sexually abused may file a grievance with the Superintendent of Schools or his designee.

No student will be denied the opportunity to attend class or participate in extra-curricular activities because of his/her race, color, sex, sexual orientation, religion, disability or natural origin. No student who has AIDS, who is pregnant, or who is married can be excluded from attending courses or participating in extra-curricular activities.

DEFINITION OF CONSEQUENCES

Detention

Students who demonstrate minor discipline problems may be assigned classroom or office detention. Office detention is assigned for infractions that occur outside the classroom, for chronic problems in the classroom, or for problem behavior that requires immediate attention. The following rules apply for office detention:

1. Students are to report to the cafeteria no later than 3:05 p.m. with a pen/pencil and materials to work with..
2. Students are to work quietly until dismissed.

Suspension

Due Process Guidelines for Short-Term Suspensions: All students who are given temporary or short-term suspensions have the right to receive oral or written notice of the charges; an explanation of any evidence; and an opportunity for an informal hearing to present his or her explanation of the incident leading to the suspension (see *Goss v. Lopez*, 419 U.S. 565-1975). This hearing may be conducted by a school administrator.

Suspensions of indefinite length or suspensions until the student fulfills a certain condition are not acceptable. Students must not be suspended for a period of time longer than ten consecutive days without further proceedings. A student being suspended will be told the length of the suspension when it is initiated, and all suspensions will be consistent with rules described in this student handbook. Procedures for appealing the suspension decision begin with the principal, and if necessary, the superintendent.

Students may be suspended outside school for a consecutive period of from 1 to 10 days. Whenever possible before the suspension takes place, the school principal or assistant principal will telephone the student's parent or guardian to clarify the reasons for the suspension. While on suspension, a student may not be on school property. If a student is suspended for an illegal activity, a report of the incident in question will be sent to the Beverly Police Department's School Safety Officer and Juvenile Police Officer.

If the principal believes that a student's continued presence at school may endanger person(s) or property or would disrupt the academic process, then the principal may suspend the student immediately. In this case, the notice and hearing will follow as soon as practical. In these instances, the Superintendent of Schools will be notified. In all cases, the notice of suspension will be given within 24 hours and the hearing held within 72 hours.

Students need to be aware that attending field trips, team or subject special activities, dances, class days, or school assemblies is a privilege. If a student experiences habitual problems with self-discipline, these privileges will be denied. This decision, once made by the administration, based on the recommendation of the teaching staff, shall not be subject to review.

Expulsion

The Education Reform Act of 1993 has changed school discipline codes by making certain requirements law rather than policy. It is required that all student handbooks contain the following:

- a. Any student who is found on school premises at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife: or a controlled substance as defined in chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion by the School Committee.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games may be subject to expulsion by the School Committee.
- c. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, recommend to suspend rather than expel a student who has been determined by the principal to have violated either of the above; provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his/her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his/her opinion, the continued presence of this student will not pose a threat to the safety, security, and welfare of the other students and staff in the school.
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the school committee. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

Expulsions or permanent exclusions of a student from public school, differ from short-term suspension, and are processed according to Massachusetts General Laws Chap. 76, sec.17. The procedural rights for students facing expulsion include:

- * Written notice of the charges;
- * The right to be represented by a lawyer or advocate (at the student's expense);
- * Adequate time to prepare for the hearing;
- * Access to documented evidence before the hearing;
- * The right to question witnesses;
- * Determination of expulsion by the School Committee; and
- * A reasonably prompt, written discussion including specifics found for the decision.

A student or his or her parent or guardian may request that the meeting be tape recorded and that the proceedings be interpreted into the student or parent's primary language. The Open Meeting Law applicable to school committees, General Laws C.39, 23B, allows the School Committee to go into executive session to consider the discipline of an individual.

PROBLEM AREAS AND RELATED DISCIPLINARY ACTIONS

No -Tolerance of fighting policy:

- | | |
|---------------------------------|---|
| 1 st Offense | 1-5 Day(s) suspension and parent conference |
| Subsequent (or serious) Offense | 6-10 Days suspension and parent conference |

Disrespectful behavior and Disruptive behavior:

- | | |
|---------------------------------|---|
| 1 st Offense | Classroom detention |
| Subsequent (or serious) Offense | Classroom detention, Office detention, Parent conference
Consideration of CHINS
External suspension |

Unlawful Behavior

Possession or use of tobacco or tobacco products, alcohol, drugs, weapons, incendiary devices (including matches or cigarette lighters), threats of violence and other felonies:

- | | |
|-------------------------|--|
| 1 st Offense | External suspension with possibility of expulsion, police notification through the incident report, and parent conference. |
| Any subsequent Offense | Expulsion hearing following external suspension. |
| Any of these incidents | can result in referral to the Child Welfare Office. |

SMOKING

Smoking or any other use of tobacco or tobacco products is prohibited within the school building, any school facilities, on school grounds or on school buses. This prohibition applies to all individuals, including students, school personnel or any visitors.

**Prohibition Against Use of Tobacco by Students
Commonwealth of Massachusetts
City of Beverly**

Chapter 71, Section 37H (Massachusetts General Laws)

“The Superintendent of every school district shall publish the district’s policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use/possession of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by an individual, including school personnel.”

Chapter 72, Section 2A (Massachusetts General Laws)

Prohibition Against Use of Tobacco by Student

“It shall be unlawful for any student enrolled in either primary or secondary public school in the Commonwealth to use tobacco products of any type on school grounds during normal school hours. Each School Committee shall establish a policy dealing with students who violate this law. The policy may include, but not limited to, mandatory education classes on the hazards of tobacco use.”

Chapter 15, Section 32 (City of Beverly), Amended in 2001

“Smoking prohibited in municipal buildings and upon public school grounds.

A) Restrictions:

- a. No person shall smoke inside of a municipal building within the City or within 25 feet of an exit way or entryway of any such building, excluding the Beverly Golf and Tennis Club.
- b. No person shall smoke upon any public school grounds within the City.

B) Enforcement: The building inspector, school principals, the superintendent of schools, department heads, the police chief, the fire chief, and their designees shall be authorized to issue citations for violations of these regulations.

C) Fines: Any person found in violation of this section shall be punished as follows:

- a. For a first offense- a fine of \$50.00
- b. For a second offense within twelve months of a prior first offense- a fine of \$75.00
- c. For a third or any subsequent offense within twelve months of prior offenses- a fine of \$100.00

D) Definitions:

- a. A Municipal building is any building owned or exclusively occupied by the City of Beverly or any agency thereof. For the purpose of this section Municipal building shall also include that part of a building not owned by the City but exclusively occupied by any City agency.
- b. School grounds are the interiors of all school buildings and all land appurtenant thereto owned by the City. For the purpose of the section school grounds shall include all athletic fields used by Beverly school athletic teams and shall include the interior of all school buses and City vehicles utilized for the transportation of public school students and athletic teams.”

HAZING

Hazing of any kind is strictly prohibited and will result in immediate disciplinary action by school administrators and a report to the Juvenile Police Officer. Suspension may occur.

State law defines hazing as "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 any other person." (M.G.L. c.269, sec. 17). Some examples of hazing include forced calisthenics, exposure to weather, or forced consumption of any food, liquor, beverage, drug, or other substance. In general, hazing is any brutal treatment or forced physical activity likely to affect the physical health or safety of any person, or which subjects such person to mental stress.

**An Act of Prohibiting the Practice of Hazing
The General Laws of Massachusetts
Commonwealth of Massachusetts, September 30, 2005**

Chapter 269 of the General Laws states:

Section 17. Hazing; organizing or participating; hazing defined

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

I. Chapter 269: Section 18. Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Section 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 and 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 acknowledgement 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, pledges, 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 board 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 higher education 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.

INCIDENT REPORTS

Principals are responsible for reporting criminal activity to the police department and to the Superintendent's Office. Acts that require such reports include:

- Any serious incident of assaultive behavior, such as any assault resulting in any injury of a staff or student, provoked or unprovoked attacks, or use of a dangerous weapon as defined in the student handbook and/or statute, or use of any object in a manner capable of causing injury;
- Destruction or attempted destruction of property by any means, including graffiti, arson, or vandalism;
- Theft of school property or personal property;
- Violation of a restraining order, a "stay away" order; or a no-contact order;
- Threats to assault another or to damage property; bomb threats, false fire alarms;
- Incidents of domestic/dating/relationship violence;
- Repeated incidents of criminal harassment;
- Any sexual assault or inappropriate sexual behavior which may include indecent exposure, sexual touching or fondling, and forcible rape or rape and abuse of a child (statutory rape);
- Civil rights incidents; any assaults, threats, destruction of property, or harassment committed with intent to intimidate because of race, color, religion, national origin, sexual orientation or disability, or with intent to interfere with one's free exercise of civil rights.
- Unlawful possession of a dangerous weapon as defined by statute or as defined in the student handbook;
- Actual or constructive possession (the ability to exercise control) of what is reasonably believed to be a controlled substance as defined by state law;
- Having a reasonable belief that any student has sold or offered to sell or otherwise distributed a drug which is believed to be a controlled substance under the law; and
- Finding any student who is reasonably believed to be in possession of or to be under the influence of alcohol, inhalant, or other drugs.

It is the sole prerogative of school officials to impose any discipline sanctions for infractions of school rules and policies independent of any police involvement or investigation. When the school has reported an incident to the police, the police will be responsible for making the decision as to the course of the investigation process.

In addition, principals comply with M.G.L. Chapter 71, Section 37L. This state law requires principals to file a report with the Superintendent for any incident involving a student's possession or use of a dangerous weapon on school premises. The report is required whether or not the weapon was found during school hours, and whether or not the student has been expelled. Consistent with the law, the Superintendent will file copies with the police chief, the Department of Social Services, and the School Committee.

PARTNERSHIP FOR VIOLENCE PREVENTION

Partnership for Violence Prevention is an integral part of the Essex County District Attorney's Juvenile Justice Program. This program promotes violence prevention through education, training and technical assistance to schools and communities and facilitates and fosters the development of community ties. Developing collaboration between schools, law enforcement and community agencies is critical to gaining a shared ownership and responsibility for community safety and for maximizing limited resources.

A key component of our Partnership for Violence Prevention is the Community Collaborative Initiative. School administrators, law enforcement officers, probation officials, and representatives from the District Attorney's Office, along with Departments of Social Services, Mental Health and Youth Services, meet on a monthly basis to discuss particular youth violence concerns. These meetings provide a forum for professionals to share information about "at risk" individuals and families in an attempt to better coordinate intervention efforts.

MEMORANDUM OF UNDERSTANDING

This collaborative initiative between the Beverly Public Schools and the Beverly Police Department, the Essex County District Attorney's Office, the Departments of Mental Health, Social Services, Youth Services, and Essex County Juvenile Court recognizes the formal working relationships and reporting process between the participating agencies to provide a safe and violence free educational setting. This effort between school administration and law enforcement supports "no tolerance" for violence, weapons, drugs, harassment, and other civil rights violations in accordance with state and federal Safe School Acts.

SEARCH AND SEIZURE

School buildings and the land on which they are situated, including parking lots and school grounds, are public property designated for learning and will be periodically inspected by administration. Desks and lockers are the possession of the Beverly Public Schools and we reserve the right to inspect them at any time. A student may be subjected to a search of his or her person, locker, desk, gym bag, purse or any other space which might conceal material if there is reasonable suspicion to believe that the student is carrying or concealing alcohol, drugs, illegal substances, weapons, or any other object which may result in physical injury or harm to other students.

If reasonably suspected, students will be informed of the purpose of the search and the specific rules or laws which the student is suspected of violating. The search will be conducted by an administrator. If, at the conclusion of the search, alcohol, weapons, or illegal substances are found, the materials will be confiscated and sent to the police. If illegal materials are found which are not the focus of the search, these, too, will be confiscated and sent to the police.

A body search is defined as a search of a student's outer clothing and pockets. In the rare event that a body search is necessary, every effort will be made to seek the direct assistance of the student's parent or guardian. If a parent or guardian is unavailable, the administrator will ask assistance from another teacher or administrator of the same sex as the student. Another adult must be present for a body search. The search should not be conducted in the presence of any other students or non-necessary parties.

Students found with illegal materials of the kind specified above may be suspended for a period of 5-10 days and may be subject to criminal prosecution.

STUDENT RESTRAINT

The Massachusetts Board of Education passed regulations regarding students and the use of physical restraints in all publicly funded elementary and secondary education programs on February 27, 2001.

It is the policy of the Beverly Public Schools that physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint is only used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate.

In the event that physical restraint is required to protect the safety of school community members, the Beverly Public Schools has enacted procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures are annually reviewed, provided to school staff, and made available to parents of enrolled students. None of the foregoing statements precludes any teacher, employee or agent of the Beverly Public Schools from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious harm.

DISCIPLINE ISSUES REGARDING SPECIAL EDUCATION STUDENTS

Although special needs students are expected to follow the School Code of Conduct, state and federal law provide specific rules and regulations regarding the discipline of special needs students. All I.E.P.'s of special needs students will indicate whether the student can be expected to meet the regular discipline code or if a modification is required. If a modified discipline code is required, it will be written into the I.E.P. If a student's I.E.P. calls for a modification of the discipline code, then the specific program written into the student's I.E.P. will be followed.

Suspension of Special Needs Students: When it is apparent that the suspension of a special needs student will accumulate to ten days in a school year, the student's I.E.P. will be reviewed to determine the appropriateness of the student's placement or program. The school principal will review and approve all suspensions of special needs students to ensure compliance with state and federal policies.

If the team concludes that the student's misconduct is related to the student's handicapping condition, the result of an inappropriate special education placement, or the result of the I.E.P. not being fully implemented, the I.E.P. will be modified to

reflect a new plan designed to meet the student's needs. Following parental approval, the student's plan will be fully implemented.

If the team concludes that the student's misconduct is not related to the student's handicapping condition, the result of an inappropriate special education placement, and that the original I.E.P. was fully implemented, then the original I.E.P. will be modified to reflect a long-term plan (including discipline code expectations) designed to assure the student's attendance in an educational program.

If a suspension results in an exclusion of more than ten days in a school year, immediate written notification of the suspension and request for approval of the alternate plan must be made to the Division of Special Education through the Department of Education Special Education liaison, with a copy to the student's parents. This report must include a copy of the alternate plan, and the request for approval must demonstrate that:

The school has complied with the procedures required by Goss v. Lopez and by the School Committee's Code of Conduct, a copy of which is on file with Massachusetts State Department of Education;

The school has considered less restrictive disciplinary measures, including modifying the student's I.E.P. to set out specific methods of discipline;

The disciplinary action is for a stated and limited number of days;

The action is necessary in light of the needs of the student and other students in the school; and

The school administrators have conferred with appropriate special education staff as to the disciplinary action and have met the requirements outlined above.

Should a parent refuse to agree to the plan the school has proposed, and the student is deemed to be a danger to himself or others, the school administration may seek a temporary restraining order from an appropriate court to enforce the suspension pending acceptance of the proposed plan for the student.

FALSE ALARMS

Massachusetts law states that the penalty for conviction of the sounding of a false alarm of fire shall be a fine of not more than \$500 or imprisonment for not more than one year. The penalty for conviction of making a false report of a bomb shall be imprisonment for not more than twenty years in a state prison or not more than two and one-half years in a jail, a fine of not more than \$10,000, or both.

DISCRIMINATION/HARASSMENT POLICY

It is the policy of the Beverly Public Schools to provide a safe and secure learning and work environment for all its students and employees without distinction. All programs, activities and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation, age and/or disability. The Beverly School Committee is committed to the prevention, remediation, and accurate reporting of discrimination and harassment, bias incidents, and civil rights violations based upon sex/gender, race, color, national origin, ancestry, religion, age, disability, sexual orientation, and any other class or characteristic protected by law. The School Committee has developed this policy to ensure that the educational opportunities of all students, and the employment conditions of all employees are not threatened or limited by such violations of discrimination or harassment; to ensure that differences are respected and individuals are free to work and learn; develop relationships without fear of intimidation, humiliation, or degradation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and work place and will not be tolerated.

This policy defines:

1. unlawful and prohibited conduct
2. reporting and investigation procedures
3. disciplinary sanctions.

It shall be a violation of this policy for any employee or student of the Beverly Public Schools to harass or discriminate against another student, employee, adult member of the school community, applicant for employment, or other person having business to conduct with the Beverly Public Schools. Such behavior is prohibited on school grounds, during school activities, en route to and from school, either personally or electronically.

The purpose of this policy is not merely to provide rules to prohibit inappropriate or illegal behavior, but also to support and educate all members of our school community as to appropriate behavior, which is consistent with individual dignity and respect of others.

Unlawful and Prohibited Conduct Defined

Discrimination occurs when an individual is treated differently and/or unfairly in an educational or employment context, solely on the basis of the individual's sex/gender, race, color, national origin, ancestry, religion, age, disability or sexual orientation. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment. In all cases, such actions will be considered unwelcome for the very young (elementary school age students).

Harassment based on a person's sex/gender, race, color, national origin, ancestry, religion, age, disability or sexual orientation consists of conduct that:

- has the purpose or effect of creating an intimidating, hostile, humiliating, offensive work or educational environment;
- has the purpose of substantially or unreasonably interfering with a person's work, academic performance or learning opportunities;
- affects a student's learning opportunity academic standing or continued employment opportunities.

Harassment, including bullying and teasing, will not be tolerated.

Sexual/Gender Harassment Defined

Unlawful and prohibited conduct consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, other verbal or physical conduct, communication of a sexual nature when:

- submission to, or rejection of such conduct or communication is made explicitly or implicitly a term or condition of employment, education or academic achievement;
- submission to, or rejection of such behavior is used as a basis for employment or academic decisions;
- such behavior unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, humiliating, offensive work or educational environment.

Sexual harassment can be based on gender or sexual orientation. Sexual harassment can include advances, requests, conduct directed from male to female, female to male, male to male, female to female, student to student, student to employee, employee to student, employee to employee.

This policy is for all members of the Beverly Public Schools, including any student or adult working or visiting Beverly schools. Procedures for reporting and investigating harassment may be obtained from the principal of the school, the Superintendent, or the Title(s) VI & IX Coordinator, Emily Rockwell, at 978-921-6100, ext. 747.

Examples of harassment prohibited by this policy shall include, but not be limited to, the following:

Verbal Conduct - Use of negative or offensive racial, ethnic, religious or sexual slurs or epithets; name calling, whistling, catcalling, or making offensive noises; teasing, jokes, or other derogatory or dehumanizing remarks by an individual or group, as in verbal bullying, particularly when it is based on an individual's gender, race, color, national origin, ancestry, religion, age, disability, or sexual orientation, or any other class or characteristic protected by law.

Physical Contact - Unwelcome touching of a person or person's clothing in a sexual or aggressive manner; blocking a person's movements; or any other act of physical intimidation or bullying.

Written Conduct - Use of symbols, notes, cartoons, calendars, graffiti, offensive or graphic posters, pictures, book covers, drawings, computer terminal messages, including internet and email of a threatening, sexual, homosexual, harassing, or pornographic nature, or designs on clothing meant to offend another on the basis of sex/gender, race, color, ancestry, national origin, age, disability, or other identifying characteristic.

Visual Conduct - Suggestive looks, leering, or gesturing of a suggestive or obscene nature.

Retaliation - Behavior with the intention to control another individual's scholastic achievement or employment status; acts taken against any individual for opposing acts of discrimination or harassment, or for filing a complaint or participating in an investigation.

The foregoing list is to provide some concrete examples but is not meant to be all-inclusive. If certain conduct is not listed in the foregoing list but does fall into any other class or characteristic protected by law, said behavior will be considered inappropriate and prohibited. Inappropriate conduct not listed will be subject to investigation and disciplinary action under this policy.

SCHOOL PROGRAMS AND ORGANIZATIONS

ACCOMMODATION PLANS (SECTION 504)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. The act defines a person with a handicap as anyone who:

- * has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- * has a record of such an impairment; or
- * is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Beverly Public School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, to afford access to appropriate accommodations to enable access to educational services.

Questions, complaints, or requests for additional information concerning the Beverly Public School District's compliance with the regulations implementing Section 504 is directed to contact Dr. Marie Galinski, 504 Coordinator at 978-921-6100, ext. 714.

SPECIAL EDUCATION (Special Needs, Chapter 766)

Special education services, as mandated by state and federal law, are available to students with special needs in Beverly Public Schools. Federal and state laws declare that no child should be excluded from a free, appropriate public education because of a physical disability, a learning problem, an emotional or behavioral problem or mental retardation. The law provides, at no cost to the family, any special services a child needs in order to learn. A team made up of the classroom teacher, the school principal, parents or guardians, a school psychologist, a school social worker and, if necessary, a learning disability specialist, a speech and language therapist, and other therapists will evaluate any student requesting special services and will recommend appropriate actions.

STUDENT SUCCESS PLAN

The Massachusetts Department of Education has required school districts to prepare individual Student Success Plans for all students who score in the "Failing" level in Math or English Language Arts on the MCAS. The Student Success Plan will outline

how the school will address and improve areas of weakness in the student's performance. Parents will be notified of the school's development of this plan.

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language (ESL) is a citywide program in which limited or non-English-speaking students are mainstreamed for most of the day and pulled out of the regular classroom for English language instruction, according to their needs.

GUIDANCE SERVICES

Each student is assigned to a guidance counselor. Counselors will meet with students throughout the year. Services include academic counseling, scheduling and course selection, conflict issue-oriented counseling, crisis intervention, and parent consultation. Although each student is assigned to one particular counselor, students and parents should understand that all counselors, teachers and staff are available to assist all students and parents. Students are encouraged to see a counselor when they have questions or concerns that may affect them at school.

At Briscoe Middle School, the guidance office is located in Room 221. The guidance telephone number is 921-6103. Mrs. Fortunato's extension is x270, Mr. Penglase's extension is x221, and TBA's extension is x781.

LIBRARY MEDIA CENTER

Students are welcome to use the Library Media Center at all times during the school day for research, book selection, or computer access. The library is open before school, during homeroom, and after school. Unless otherwise announced, the library remains open on Mondays through Friday until 3:30. Library information literacy skills are integrated into the classroom curriculum, and students are encouraged to take advantage of the available resources, including reference materials, books, electronic databases, and the Internet. Only students who have signed the "Acceptable Use of Technology Agreement" may use the computers. As in the rest of the building, students are expected to respect other people, property and themselves.

HOMELESS CHILDREN

The federal McKinney-Vento Homeless education Assistance Act is designed to ensure educational rights and protections for students experiencing homelessness. Homelessness is defined as children and youth who "lack a fixed, regular, and adequate nighttime residence.

Consistent with the Massachusetts Department of Education guidelines, the Beverly Public Schools afford homeless students and unaccompanied youth special consideration in addition to access to the same free, appropriate public education and opportunities thereof, that is provided to all other children and youth living in Beverly. Homeless students and unaccompanied youth are entitled to receive free and reduced school meals, English language services, vocational and technical education, gifted and talented services, special education and Title I services. For further information on the services and supports available, please call Emily Rockwell, Homeless Coordinator, at 978-921-6100 ext. 747.

SCHOOL & COMMUNITY SUPPORT PROJECT

We would like to extend a special welcome to all children and parents living in adoptive, foster, or kinship families. We are fortunate to be recipients of the School and Community Support Project Grant, funded by the Departments of Education and Social Services to provide support services to foster/adoptive/kinship and at-risk children in our elementary schools. Services include: training for educators, parents, DSS personnel; behavioral consultation service to teachers, and direct behavioral interventions to identified children and families; and after school homework assistance. Please either contact the Principal at your child's school or call Emily Rockwell at 978-921-6100, ext. 747 if you are interested in hearing more about the grant or if we may be of any help to you or your child.

SCHOOL CRISIS TEAMS

Schools have established Crisis Teams and Response Protocols to respond to crisis situations, to intervene during crises, to ensure safety and to respond in the aftermath of tragedy. The crisis intervention team works closely with individuals and groups coordinating preventative mental health and counseling services within the school. Parents will be apprised of any "crisis-related" activity through written notices or telephone calls from the school. The staff recognizes that follow-up remains one of the most crucial elements of a crisis intervention program. Children grieve and respond to a crisis over time. Therefore, in addition to brief, time-limited interventions, plans for continued and long-term services for those children in need are available. The Crisis Team will monitor and facilitate the provision of long-term services for students.

PARENT/TEACHER ORGANIZATION (PTO)

Each school has a very active and dedicated PTO. The purpose of the PTO is to create good communication between parents and the staff members of each school. Parents are urged to participate in school activities and become active PTO members. Meetings are held regularly throughout the year. The City-Wide PTO Council is a group of representatives from all Beverly Public Schools. The council meets on a monthly basis to exchange ideas and information relating to safety, education and cultural enrichment.

SCHOOL COUNCIL

The Site Council is an advisory board comprised of the principal, parents elected by the general parent population, teachers elected by the faculty, and one or more community members appointed by the principal. The Site Council's purpose, as directed by the Education Reform Law of 1993, is to form a foundation for a more focused, responsive and accountable system of serving students and to involve parents and teachers in strengthening the bonds between school and community. The Site Council reviews the school building budget and helps to adopt goals for the school and to identify the educational needs of the students.

Based on this work, the Site Council prepares an annual School Improvement Plan that outlines the goals and proposals for the year.

EXTRACURRICULAR ACTIVITIES

Briscoe Middle School offers students "diverse activities that can appeal to a wide range of skills and interests." Students can become involved in the following extracurricular activities:

Intramural Sports	Annual School Play	String Instrument Lessons	Math Team	STEM
Student Council	Chess Club	Cross Country	National Junior Honor Society	
Build a Better Briscoe	Creative Writers' Club	Peer Leaders	Homework Club	

Any student interested in any of these activities should speak to his or her homeroom teacher for additional details. Applications to become a Student Council Representative are accepted in the month of September. These students are responsible for attending Student Council meetings, reporting important information back to their homerooms, and raising homeroom concerns in Student Council meetings.

BREAKFAST & LUNCH

Beverly participates in a free and reduced breakfast and lunch program for those families who meet the income eligibility guidelines established by the federal government. For eligibility information please call the school office. Applications are sent home to all families at the beginning of each school year and are always available in the office. One application is sufficient for all children in the family. The Food Services Department will notify each school and the family as to whether the children are eligible to receive benefits. New applications are required each year.

RECYCLING

The Beverly School Committee supports and encourages every effort of staff and students to collect consumable materials when possible and recycle in an appropriate manner.

GENERAL INFORMATION

BUILDING HOURS

Briscoe Middle School opens for students at 8:30 a.m. The school day begins at 8:45 a.m., and ends at 3:00 p.m. Students are encouraged to stay after school for extra help, make-up work, or extracurricular activities. A late bus leaves Briscoe at approximately 3:40 p.m. every afternoon except Friday to accommodate bus students who choose to stay after school. The late buses pick students up behind the school on the Colon Street side.

HOMEROOM

All students are organized into homerooms by grade and team. At the beginning of each day, students will recite the Pledge of Allegiance and morning announcements will be read. Students are expected to listen carefully to all announcements and take notices home the same day they are issued.

WEATHER EMERGENCY POLICY

The safety of Beverly school children will never be put at risk because of dangerous weather. If the Superintendent believes that weather conditions could endanger any child, school will either be postponed or canceled. The Superintendent will issue this decision by 6:00 a.m. A phone call using the *CONNECTED SYSTEM* from the Superintendent will alert parents to delayed openings and school closing. When emergency weather conditions exist, parents should monitor the following television and radio stations between 6:00 and 7:00 a.m.: WBZ TV (Channel 4); WCVB TV (Channel 5); WHDH TV (Channel 7); BEV-TV Continental Cablevision; WBZ Radio 1030 AM; WRKO Radio 680 AM; WHDH Radio 850 AM; WBMX Radio 98.5 FM; Web site: www.beverlyschools.org; Voice Mail Message: 978-921-6100.

BICYCLES, SCOOTERS, SKATEBOARDS, HEELYS, ETC.

Due to safety concerns, children are discouraged from riding their bicycles, roller blades, scooters, heelys, and/or skateboards to school. No such items are allowed in the school building and certainly may not be used in the hallways. Students accept the risk of losing any such items that are brought to school.

CARE OF SCHOOL AND PERSONAL PROPERTY

Students are expected to respect all school property including books, workbooks, interior and exterior walls, and lockers. Children defacing any school property will be responsible for their actions and will be expected to pay the cost of any cleaning, repair or replacement. Students are also expected to respect the personal property of fellow students. The school is not responsible for loss or damage to valuable items brought from home.

EDUCATIONAL TRIPS

Field trips are scheduled throughout the year at the discretion of teachers with the approval of the school principal. These trips are coordinated with thematic units being studied and are intended to reinforce and augment classroom learning. Written permission from parents is required in advance. Students who do not submit signed permission slips on time will not be allowed to go on trips.

EVACUATION PLANS

Each building has developed an Evacuation Plan to be implemented when, for safety reasons, students must be removed from the building to a safe place on school grounds or to an alternative site. If such evacuation ever becomes necessary, the students will remain under the supervision of school personnel until parents can be notified and can collect their children.

FIRE AND SAFETY DRILLS

Throughout the school year, the Beverly Fire Department and the school principal conduct fire drills to instruct the children of the safest and fastest evacuation routes out of the school. All classrooms have fire-drill procedures posted. Everyone in the building is required to exit during a fire drill.

SCHOOL BUS SAFETY

All rules and regulations of conduct which are enforced in school also apply to students traveling on school buses. The school system is responsible for the safety of students using the transportation system as well as students in a school building. Each bus rider shall be properly seated. NO standing will be permitted while the bus is in motion. Drivers will be obligated to refuse all passengers in excess of the rated capacity of their buses.

VISITOR POLICY

Parents and visitors to all schools are required to report to the office, sign in, and obtain visitor identification before proceeding to classrooms or other parts of the building.

SCHOOL VOLUNTEERS

The Beverly School Committee recognizes the necessity and value of community volunteer efforts to support student academic achievement and social growth. Parents and other volunteers who wish to assist in school, chaperone field trips, or assist with any other school activity must submit signed CORI (Criminal Offender Record Information) request forms to the principal. These forms are available in the school office.

LOCKERS

Each student will be assigned a locker which should be kept neat, orderly and locked at all times. Students should not share lockers or locker combinations, unless the office or homeroom teacher assigns two students to a single locker. Students may go to lockers before and after school and at times designated by their teachers. Students are not allowed to carry book bags/backpacks during the school day. All lockers are the property of the school, and may be inspected at any time.

CAFETERIA

On their way to lunch, students will go to their lockers and may use the bathroom facilities on the first floor. Students arriving at the cafeteria should sit and wait to be dismissed to buy lunch. Students should be reasonably quiet while eating, courteous to each other and practice good manners at the table. Any student who needs to leave the cafeteria for any reason must receive permission from a cafeteria supervisor. Students are expected to assume responsibility for the cleanliness of their table and surrounding area. Papers, wrappers, napkins, etc. are to be deposited in the barrels provided. Students are to remain seated until dismissed by a cafeteria supervisor. Orderly filing in the corridors is expected of all students. Students will only use the East or North stairs when arriving to and leaving from the cafeteria. Students whose behavior has been deemed unsatisfactory may be assigned to another area for lunch or may be disciplined in any other appropriate manner. The administration reserves the right to change the cafeteria procedure based on disciplinary circumstances that may be prevalent in a particular lunch.

ASSEMBLIES

Assemblies are held at various times throughout the year. Students are expected to act like ladies and gentlemen and abide by the following rules:

- a. Enter quietly and quickly.
- b. Be a quiet and respectful audience.
- c. Show appreciation by applauding appropriately
- d. Leave in an orderly fashion, dismiss by rows from front to rear.
- e. Place seat in the upright position when dismissed.

Remember that guests and visitors gain a lasting impression of the school based on the students' conduct in assemblies.

GUM

Students are not to be chewing gum in the school building. Students who are seen chewing gum in school, whether in class, hallways, or anywhere in the building, will be asked to dispose of it. Repeated offenses will result in disciplinary action.

PERSONAL APPEARANCE

The school expects every student to dress in a manner that does not disrupt or impede the education process but allow diversity of taste, fashion, and individual preference. All students are expected to observe standards of cleanliness, modesty, and good grooming. The following regulations have been instituted because of the school's wish to avoid dress that is potentially disruptive or threatening to health or safety:

- ◆ Appropriate **footwear** must be worn at all times.
- ◆ Clothing with **advertisements** or depictions of drugs, alcohol, or tobacco products will **not** be allowed.
- ◆ Clothing that displays offensive messages will **not** be allowed.
- ◆ No clothing considered to be revealing will be allowed on males or females (e.g. cut-off shirts, sleeveless t-shirts for males, midriff **shirts**, open-back, strapless for females).
- ◆ No exposed undergarments.

- ◆ Headgear is **not** to be worn in school.
- ◆ Winter outerwear is not to be worn in school unless certain conditions merit the need for it.

If it is determined that a student is inappropriately dressed, the student will be asked to change or will be sent home to change.

RESOLVING CONCERNS

The normal flow of information on matters relating to individual concerns should be through the teacher, principal, central office administration, and lastly, the School Committee.

TELEPHONES AND OTHER ELECTRONIC DEVICES

Students are not permitted to use I-Pods, MP3 Players, Cellular Phones, Pagers, Beepers, or other similar communication, game, or video recording devices while in school or attending school functions. Any such items may be confiscated if an adult sees or hears them. In the event of an emergency or with the permission of a teacher or other school adult, students may be allowed to use the office telephone during the school day.

TECHNOLOGY

The Beverly Public Schools makes available to all students and employees electronic technology including, but not limited to, access to the Internet and the World Wide Web, and use of computers and file servers located in each school for limited educational purposes.

Supervised and limited access to network services is given to users who agree to act in a considerate and responsible manner and is granted to users with a signed User Agreement and permission of their building principal or supervisor. For users under the age of eighteen, parent permission is required. Access is a privilege - not a right.

Individual users of district computers and networks are responsible for their behavior and communications over the networks. It is presumed that users will comply with the expectations outlined in the Acceptable Use of Technology Agreement. Violations of the Agreement may result in a loss of access as well as other disciplinary or legal action.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as home computers, television, telephones, movies, radio, and other potentially offensive media.

In cooperation with the Office of the District Attorney, a guide for parents entitled "Keeping Kids Safe on the Internet" has been posted on the district website. Parents are encouraged to read this useful information.

WEBSITE

The Beverly Public Schools maintains an informative website:

www.beverlyschools.org

The website contains information on all schools in the district, school district calendars, School Committee membership, committee meeting dates, the Superintendent's page, district test results, lunch and breakfast menus, and updated notices of activities in the schools.

Further information on the MCAS testing program and other school information can be accessed via a direct link from each school to the State Department of Education.

HEALTH AND RELATED ISSUES

INTRODUCTION

The school nurse provides emergency medical assessment and care and refers students for follow-up medical intervention when necessary. The school nurse is not a substitute for regular health care and encourages health prevention and maintenance visits with a primary care physician. Please contact the nurse for assistance in obtaining low-cost insurance or for access to free care.

ACCIDENT INSURANCE

School accident insurance is available through the Beverly Public Schools. It is considered to be a supplement to family health insurance. This program is voluntary.

HEALTH SCREENING

Vision and hearing screening will be conducted on 7th graders and for any other student on an as-needed basis throughout the school year. Please contact the nurse with any concerns or to receive information on free vision care for needy students. Postural screenings are administered to all middle school students. If any screening results are abnormal, the school nurse will notify the parents by mail.

CHILD ABUSE & NEGLECT REPORTING

Massachusetts General Laws, Chapter 119, Section 51A places an important responsibility on public and private school teachers, educational administrators, health care professionals, guidance and adjustment counselors, school psychologists, attendance officers, social workers, and others who work with children to report to the Department of Social Services (DSS) if they have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse, including sexual abuse, or neglect. It is the policy of the Beverly Public Schools that any teacher or other school employee who suspects that a child's physical or mental health or welfare may be affected by abuse or neglect shall report

to the principal of the school in which the child is enrolled. A 51A report will then be made to the Department of Social Services by either the principal or the mandated reporter. It is not the responsibility of educators to prove that the child has been abused or neglected or to determine whether the child is in need of protection.

SEVENTH GRADE ENTRY REQUIREMENTS

All students must have a physical examination before entering seventh grade. They must also furnish proof of the following: (a) MMR – 2 doses; (b) tetanus booster within the past 5 years; (c) doctor certified history of chickenpox or vaccine; (d) Hepatitis B vaccine – 3 doses.

Appropriate forms are mailed at the end of each child's 6th grade year and should be returned before the start of 7th grade. TO COMPLY WITH MASSACHUSETTS STATE LAW, THE SCHOOL MUST EXCLUDE ANY STUDENT WHO DOES NOT HAVE NECESSARY IMMUNIZATION DOCUMENTATION.

DENTAL PROGRAM

The Beverly Health Department maintains a modern dental facility for children in grades K-9. The clinic is located at the Briscoe Middle School. Children are transported by bus to the clinic. The phone number is 921-6060.

EMERGENCY CARD INFORMATION

At the beginning of the school year, families are required to complete an emergency card for each child attending school. Emergency cards provide the school with correct information for emergency situations. Any unlisted telephone number should be reported on the card as unlisted. The school will keep all information confidential. Please inform the school immediately of any information changes during the year, such as phone number, address or the names of emergency contact people. Keeping information current and accurate is important for the student's safety in the event of any emergency. Students will only be released to people listed on the Emergency Card.

HEAD LICE/PEDICULOSIS

It is the policy of the Beverly Public Schools that when a child is discovered to have pediculosis, all children in the group should be examined to determine if they also are harboring the parasites. The regular classroom teacher who suspects that a child may be carrying head lice should avoid causing any embarrassment to the child by arranging for the nurse to examine the child in the nurse's office. If the nurse determines that the child has pediculosis, the nurse or principal will call the student's home immediately and ask the parent to have the child picked up from school. If the parent is unable to pick up the child and is unable to designate another to do so, the child will remain in the office area until the end of the day.

- * The child must remain at home until all evidence of lice and nits are absent from the head or body.
- * The child must be examined by the school nurse upon his or her return to school.
- * In the event of a third occurrence, the Beverly Public Health Department will be notified.

HIV/AIDS

It is the policy of the Beverly Public Schools to protect the rights of all its students. Students with HIV/AIDS infection have the same right to attend classes or participate in school programs and activities as any other. The student(s), parent(s), or guardian(s) are the gatekeepers of information relating to the student's HIV/AIDS status. They are not obligated to disclose this information to school personnel. Should they decide to inform certain school personnel, they may elect to do the following:

- * Inform the school nurse or physician directly.
- * They may request the primary care physician to make the disclosure. In this case, specific, informed, written consent of the student's parent(s) or guardian(s) is required.
- * Further disclosure of a student's HIV status by the school nurse to other school personnel requires the specific, informed written consent of the student's parent(s) or guardian(s).
- * No student who has AIDS will be excluded from attending courses or participating in extra-curricular activities.

Employees Who Have HIV/AIDS

- * Pursuant to the laws protecting disabled individuals, Federal and State laws mandate that persons with AIDS not be discriminated against.
- * In light of this, the Beverly Public School System recognizes that employees with AIDS have the right to continue to work.

ILLNESSES AND INJURIES

Schools lack the facilities to care properly for sick children for any length of time, and it is unfair to expose other children to their illnesses. Please do not send a child to school if he or she has any of the following: sore throat and suspected strep infection; severe cold or severe cough; temperature greater than 100.0° F; or vomiting or diarrhea.

If a child becomes ill at school, he or she should report to the nurse's office after getting a pass from the teacher. If the nurse is not in the office, the student should report directly to the main office. If the nurse or other school official determines that the child should go home, the school will attempt to notify the parents. If a parent or guardian cannot be reached, the designated emergency contact person identified on the child's emergency card will be called. That person will be asked to take the child home or to the doctor or hospital, if required. Parents should advise the named emergency contacts of their responsibilities.

MEDICATIONS AT SCHOOL

Parents are urged to give medications at home before or after school. If medicine is to be administered in school, it should be sent to the nurse with a note detailing the following: (a) the name of the drug; (b) how it is to be administered (by mouth, ear drops, etc.); (c) amount of dose; and (d) time of dose. Parents also need to provide written permission for the nurse to dispense the medicine. All medicine delivered to the nurse will be kept in a locked cabinet in the nurse's office. All medicine must be delivered to the nurse in prescription bottles or in original over-the-counter packaging. Note that some prescription medications

require a doctor's signed order before the nurse can dispense them. Please contact the school nurse if your child will require prescription medication during the school day. The school nurse will make arrangements with the parent for the return of any medications.

Non-aspirin pain relievers will be administered to students with the written permission of a parent or guardian, signed on the back of the emergency card.

GYM POLICY

Notes from parents are required in order for a student to be excused from gym class. If the student will be excused for a period exceeding 3 days, authorization from a physician is required. Gym excuses must be delivered to the main office or nurse during homeroom period.

ELEVATOR POLICY

Students must obtain a pass from the nurse or office to use the elevator. A note from the parent, guardian or physician is required.

Beverly Public Schools Central Office Personnel

James J. Hayes, Jr., Ed.D.
Superintendent of Schools
Tel: 978/921-6100 Ext. 711
Fax: 978/921-8517
jhayes@beverlyschools.org

Marie E. Galinski, Ed.D.
504 Coordinator
Tel: 978/921-6100 Ext. 714
Fax: 978/922-6597
mgalinski@beverlyschools.org

William Burke
Director of Transportation
Tel: 978/921-6109
Fax: 978/921-8315
wburke@beverlyschools.org

Debra O'Connor
Director of Pupil Personnel Services
Tel: 978/921-6100 Ext. 732
Fax: 978/927-9463
doconnor@beverlyschools.org

Emily Rockwell
Coordinator of Child Welfare &
Attendance
Title IV & IX Coordinator
Homeless Coordinator
Tel: 978/921-6100 Ext. 747
Fax: 978/922-6597
erockwell@beverlyschools.org

Martha Jo Fritz
Director of Food Services
Tel: 978/921-6100 Ext. 720
Fax: 978/921-8514
mjfritz@beverlyschools.org

NOTICE OF NON-DISCRIMINATION

Students, parents, employees, applicants for admission, and applicants for employment are hereby notified that the Beverly Public Schools District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, or disability in admission or access to its programs, services, or activities, in treatment of individuals with disabilities, or in any aspect of our operations.

Questions, complaints, or requests for additional information concerning the Beverly Public School District's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA), or Section 504 should be directed to:

Marie E. Galinski, Ed.D.
504 Coordinator
Tel: 978/921-6100 Ext. 714
Fax: 978/922-6597
mgalinski@beverlyschools.org

Emily Rockwell
Coordinator of Child Welfare & Attendance
Title IV & IX Coordinator
Homeless Coordinator
Tel: 978/921-6100 Ext. 747
Fax: 978/922-6597
erockwell@beverlyschools.org



Briscoe Middle School

7 Sohier Road
Beverly, Massachusetts 01915
Telephone (978) 921-6103
Fax (978) 927-7781

Matthew P. Poska, Principal
Donna Jenko, Associate Principal
Jorge Goncalves, Assistant Principal

"Our aspirations are our possibilities."-Robert Browning

BRSMS
G

C.O.R.I. REQUEST FORM

NAME OF BRISCOE STUDENT: _____ **GRADE:** _____

Briscoe Middle School has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As a volunteer, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

(Last Name) _____ (First Name) _____ (Middle Name) _____

Maiden Name or Alias (if applicable): _____

Place of Birth: _____ Date of Birth: _____

Social Security Number ((Requested but not required): _____

Mother's Maiden Name: _____

Current Addresses: _____

Former Addresses: _____

SEX: _____ HEIGHT: _____ FT. _____ IN. WEIGHT: _____ lbs. EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____

The above information was verified by reviewing the following form of government issued photographic identification: _____

Requested by: _____
(Signature of C.O.R.I. authorized employee)

Beverly Public Schools

Acceptable Use of Technology Agreement

Beverly Public Schools is making available to our students electronic technology including, but not limited to, access to the Internet and the World Wide Web, and use of a file server located in each school for storage of student files. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility. The full text of the district guidelines and requirements are available on the district web site or from the office of the superintendent. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should understand that files stored on district servers are not private. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Students are prohibited from:

- Using another's password or allowing someone else to use their password
- Trespassing in another's folders, work or files
- Sending or displaying offensive messages or pictures
- Using obscene language
- Agreeing to meet with someone you have met online without the approval of your parents. You will report any contact of this nature, or any message you feel is inappropriate to the school authorities immediately
- Responding to unsolicited on-line contacts
- Purchasing goods or services on-line through the Beverly Public School networks
- Re-posting messages sent to them without the permission of the person who sent the message
- Posting private information about themselves or another person
- Downloading any files unless it is required for school related work
- Posting chain letters or "Spamming", that is, sending an annoying or unnecessary message to other people
- Copying ideas or writing of others and presenting them as if they were your own as it is plagiarism and will be treated as such
- Harassing, insulting or attacking others
- Intentionally wasting system resources
- Attempting to bypass system security measures
- Damaging computers, computer systems or computer networks
- Employing the network for commercial purposes
- Violating any federal, state, local or common law, criminal statute or laws including but not limited to copyright, libel and slander laws

Students will:

- Immediately report to a teacher or system administrator any possible security problems they have identified. However, students will not look for security problems as this may be construed as an illegal attempt to gain access.

Violations of these procedures may result in a loss of access as well as other disciplinary or legal action.

User Agreement and Parent Permission Form

As a user of the Beverly Public Schools' computer network, I hereby agree to comply with the rules stated above.

Student Signature _____ Date _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature _____ Date _____

Name of Student _____

School _____ Grade _____

Home Address _____

Home Telephone _____

Beverly Public Schools

Permission for Photo/Video/Internet

During the school year, opportunities arise for students' pictures to be taken: special programs, field trips, classroom activities, student achievements, etc. Your permission is required in order for your child to be included when these opportunities arise.

In some cases, photographs or videos may be shared outside of school or the classroom setting (e.g. newspapers, Channel 10 & 22). Once these photos/videos are shared outside of the school, they are accessible for use on the Internet.

Please indicate below, whether or not you will give permission for your child/ren to participate in photo/video opportunities.

Kindly return this form to the school so that it can be kept on file.

Student Name(s)	Grade	School

_____ I give my permission for my child/ren to be photographed or videotaped during school-related activities.

_____ I do **not** give my permission for my child/ren to be photographed or videotaped during school-related activities.

Parent/Guardian signature

Date

_____ I am 18 years or older and give my permission for my photo/video to be taken during school-related activities.

_____ I am 18 years or older and do not give my permission for my photo/video to be taken during school-related activities.

Student signature

Date