



**BRISCOE MIDDLE SCHOOL
GRADES 6-8
STUDENT AGENDA
& HANDBOOK
2010-2011**



This Student Agenda & Handbook belongs to:

Grade: _____ Homeroom: _____ Locker # _____

Mr. Matthew P. Poska, Principal
Mr. Jorge Goncalves, Assistant Principal
Mr. Jack Hughes, Assistant Principal



If found, please return to:
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Beverly, MA 01915
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www.beverlyschools.org

Under *Schools*, select Briscoe Middle School to view our website

BRISCOE MIDDLE SCHOOL STUDENT HANDBOOK

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***These forms need to be completed and returned to your child's homeroom teacher. CORI forms are available in the Briscoe main office for any parent/guardian wishing to volunteer their time in school or chaperoning school events.**

Beverly Public Schools

School District Calendar for 2010-2011

August 2010

Monday, August 30, 2010 Teachers Return
Tuesday, August 31, 2010 Gr. 1-6, Gr. 9 Students Return, Kindergarten screening

September 2010

Wednesday, September 1, 2010 Gr. 7-8, Gr. 10-12 Students Return, Kindergarten screening
Thursday, September 2, 2010 All Classes Resume - Kindergarten Orientation
Friday, September 3, 2010 *No School – Labor Day Weekend
Monday, September 6, 2010 *Labor Day
Tuesday, September 7, 2010 All Classes Resume

October 2010

Thursday, October 7, 2010 Elementary and Middle School Early Release
Friday, October 8, 2010 *Staff Development Day: All Schools
Monday, October 11, 2010 *Columbus Day

November 2010

Tuesday, November 2, 2010 *Staff Development Day: All Schools
Thursday, November 11, 2010 *Veteran's Day observed
Wednesday, November 24, 2010 Early Release: All Schools
Thursday, November 25, 2010 *Thanksgiving
Friday, November 26, 2010 *Thanksgiving Vacation

December 2010

Wednesday, December 15, 2010 Elementary and Middle School Early Release
Friday, December 24, 2010 through *Christmas Eve
Saturday, January 1, 2011 *December Vacation

January 2011

Monday, January 3, 2011 Classes Resume
Friday, January 14, 2011 *Staff Development Day: All Schools
Monday, January 17, 2011 *Martin Luther King Day

February 2011

Monday, February 21, 2011 *President's Day
Tuesday, February 22-25, 2011 *February Vacation
Monday, February 28, 2011 Classes Resume

March 2011

Tuesday, March 8, 2011 Elementary and Middle School Early Release

April 2011

Friday, April 1, 2011 Elementary Early Release
Monday, April 18, 2011 *Patriot's Day
Tuesday, April 19-22, 2011 *April Vacation
Monday, April 25, 2011 Classes Resume

May 2011

Friday, May 27, 2011 Elementary and Middle School Early Release
Monday, May 30, 2011 *Memorial Day

June 2011

Sunday, June 5, 2011 Beverly High School Graduation (2:00 p.m.)
Wednesday, June 15, 2011 Early Release: (Last Day of School; no snow days)
Wednesday, June 22, 2011 Early Release: (Last Day of School; including 5 snow days)

*No School for Students

Approved: 12-09-09

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.**

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.

REQUESTING SCHOOL WORK AND ASSIGNMENTS DUE TO ABSENCES

After a student has been absent for three consecutive school days due to illness, a parent/guardian may request school work and assignments to be picked up in the main office.

LEAVING SCHOOL WITHOUT PERMISSION

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

TRUANCY FROM SCHOOL AND/OR CLASS

In the event that a student is found to be truant from school an In-House or External Suspension may be assigned. In the event that a student is found to be truant from class, he/she will be referred to his/her administrator. Disciplinary action may include detention(s), silent lunch(es), partial suspension, In-House Suspension, and/or External Suspension.

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 during a quarter, 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.

REGISTRATION OF NEW STUDENTS

Middle School Students in Grades 6 – 8 new to Beverly Public Schools must register at the main office. 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.

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 1½-2½ 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.

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.

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 two of the following classes for the year:
Science, Social Studies, Foreign Language, and Reading.

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, 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.

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.

PROBLEM AREAS AND RELATED DISCIPLINARY ACTIONS

No -Tolerance of Fighting or Assaultive Behavior Policy:

1 st Offense	1-5 Day(s) suspension and parent/guardian conference, Police Notification through the incident report. Expulsion hearing may follow external suspension depending upon the seriousness of the crime.
Serious or Subsequent Offense	5-10 Days suspension and parent/guardian conference, Police Notification through the incident report. Expulsion hearing may follow external suspension depending upon the seriousness of the crime.

Disrespectful Behavior and/or Disruptive Behavior:

1 st Offense	Parent/Guardian Notification, Teacher Detention, Parent Conference, and/or Referral to Administrator for consequences such as Detention, Silent Lunch, Partial Suspension, In-House Suspension, and/or External Suspension.
Subsequent Offense(s)	Parent/Guardian Notification, Teacher Detention, Parent Conference, and/or Referral to Administrator for consequences such as Detention, Silent Lunch, Partial Suspension, In-House Suspension, External Suspension, and/or Consideration for filing a School CHINS.

Unlawful Behavior

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

1 st Offense	1-5 Day(s) suspension and parent/guardian conference, Police Notification through the incident report. Expulsion hearing may follow external suspension depending upon the seriousness of the crime.
Any subsequent Offense	5-10 Day(s) suspension and parent/guardian conference, Police Notification through the incident report. Expulsion hearing may follow external suspension depending upon the seriousness of the crime.

Any of these incidents can result in referral to the Child Welfare Office.

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/her 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 work to complete or a book to read.
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 Resource 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.

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 be 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 this 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 wilfully 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 is considered inappropriate physical contact.

Written Conduct - Use of symbols, notes, cartoons, drawings, graffiti, and offensive or graphic pictures on clothing, book covers, lockers, notes, or any other visible place are considered inappropriate. Students may not

expose others to any images or words of a sexual, harassing, or pornographic nature; clothing may not include pictures, designs, or words that may offend another on the basis of sex/gender, race, color, ancestry, national origin, age, disability, or other identifying characteristic.

Also, harassments may appear in the form of cell phone images, cell phone messages, and e-mails. Any communication of threats or harassment of any kind will not be tolerated.

Visual Conduct - Suggestive looks, leering, or gesturing of a suggestive or obscene nature will not be tolerated.

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 will not be tolerated.

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

SECOND STEP

Second Step is Briscoe's Violence Prevention Program. This program integrates academics with social-emotional learning. The skills learned will help the children in the classroom, home and the the community. The five main themes of Second Step are as follows: Empathy and Communication; Bullying Prevention; Emotion Management; Problem Solving, Decision Making, and Goal Setting; & Substance Abuse Prevention.

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 cognitive 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 developmental delay. 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 PLANS

The Massachusetts Department of Elementary and Secondary 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 LANGUAGE LEARNERS (ELL)

English Language Learners (ELL) 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 Mrs. Sotirakopoulos' extension is x271.

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 Elementary and Secondary 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, DCF 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. In addition, the PTO conducts fundraising activities to support enrichment programs throughout the district. 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:

All-City Jazz Band	Annual School Play	Build a Better Briscoe	Chess Club
Creative Writers' Club	Cross Country	Destination Imagination	Green Team
Homework Club	Intramural Sports	Math Team	Peer Leaders
National Junior Honor Society	Robotics Club	Spring Track	String Instrument Lessons
Student Council	Yearbook Club	Beverly Strings Orchestra	

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 3:50 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 *Connect Ed* 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 Comcast; 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. If these items are brought to school, they are the responsibility of the student.

Bicycles should be secured to the bicycle rack with the student's own lock. Skateboards, scooters, heelys, etc. should be stored in students' lockers and may never be used in 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 Briscoe's main 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 behavior 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 for 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. Under Schools, select Briscoe Middle School to check the school's website. 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 Elementary and Secondary 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. Also, students height and weight is measured in order to calculate their Body Mass Index (BMI).

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 Children and Families (DCF) 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 Children and Families (DCF) 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.

PHYSICAL EDUCATION POLICY

Notes from parents are required in order for a student to be excused from Physical Education class. If the student will be excused for a period exceeding 3 days, authorization from a physician is required. Physical Education 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

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Title IV & IX Coordinator
Homeless Coordinator
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Director of Food Services
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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:

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504 Coordinator
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Fax: 978/922-6597
mduffy@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
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DISCRIMINATION/HARASSMENT POLICY SUMMARY

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, where all school community members treat each other with respect. All programs, activities and employment opportunities are offered without regard to race, color, sex, religion, national origin, ethnicity, 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, including hate crimes, based upon sex/gender, race, color, national origin, ancestry, religion, age, disability, sexual orientation, and any other class or characteristic protected by law. The District also prohibits bullying and cyberbullying of school community members or other harmful conduct for reasons unrelated to race, color, religion, national origin, ethnicity, sex, sexual orientation, or disability.

The Beverly School Committee has developed a Discrimination/Harassment 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, learn, and develop relationships without fear of intimidation, humiliation, or degradation. Discrimination, sexual and

bias-motivated harassment, hate crime, violations of civil rights, bullying, and cyberbullying disrupt the educational process and work place and will not be tolerated. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to our School District.

It will be a violation of the Discrimination/Harassment Policy for any employee or student of the Beverly Public Schools, visitor or contractor working in the District, to harass or discriminate against another employee, adult member of the school community, student, applicant for employment, or other person having business to conduct with the Beverly Public Schools, through conduct or communications. The policy applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law. It applies to all students, school committee members, school employees, independent contractors, visitors, recruiters, award and scholarship donors, school volunteers, parents, and guardians.

The District will investigate promptly all reports and complaints of harassment, discrimination, hate crimes, bullying, and cyberbullying, and take prompt, effective action to end that behavior and prevent its reoccurrence. Action will include, where appropriate, referral to a law enforcement agency or to the Department of Children & Families (DCF). The District will support the policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities, school-related activities, and school-related transportation. The intent of the 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, respect for others, and an appreciation for the diversity in our schools.

RESPONSIBILITIES

Any employee who becomes aware of an incident of discrimination, harassment, bullying, cyberbullying, and/or retaliation must promptly report the incident to a school administrator or equity coordinator in their respective school building. Failure of an employee of the Beverly Public Schools to report an incident of discrimination or harassment may result in disciplinary action. All district employees must always take every complaint of discrimination/harassment seriously and act in accordance with the procedures outlined in the policy. All employees are expected to promote the spirit of the policy.

Student bystanders who witness discrimination, harassment, bullying, and/or retaliation are strongly encouraged to report the incident to the principal, building equity coordinator, Title(s) VI & IX Coordinator, or any school staff member in your building.

Equity coordinators, specially trained people in your school building, provide information to employees and students about the District policy and procedures against discrimination/harassment. They are available to discuss any concern a student, parent, or employee may have. They facilitate the complaint process for colleagues, and function as a "first level" investigator for student complaints. It is their responsibility to investigate and remediate student complaints of discrimination and harassment. The Title(s) VI & IX Coordinator is responsible to process complaints involving employees and adults. The Title(s) VI & IX Coordinator and/or the Superintendent or his/her designee process complaints involving administrators or principals. The Central Office equity coordinator(s) perform an investigative role and make recommendations to the Title(s) VI & IX Coordinator or to the Superintendent regarding corrective action, and/or discipline concerning Central Office complaints.

The response to and resolution of complaints is to be guided by the following goals: (a) focus on education and changing behavior rather than simply punishing the offender; (b) engage students and staff in dialogue so that they understand the impact of behavior and attitudes; (c) maintain the confidentiality of victims, offenders, witnesses, and others who report harassment or participate in the investigation of complaints to the extent possible; (d) protect the complainant, witnesses, and others who report discrimination and/or harassment or participate in the investigation of complaints from retaliation; (e) insure prompt, thorough attention and remediation to all complaints.

PROCEDURES FOR REPORTING AND INVESTIGATING HARASSMENT

Reporting Procedures

- 1) Students who believe that they are victims of discrimination or harassment should report such occurrences to a teacher, counselor, principal or administrator, who will in turn notify an equity coordinator. Students may also report directly to an equity coordinator or to the Title(s) VI & IX Coordinator. Verbal or written reports will be accepted. All complaints will be documented.
- 2) Any student or other person (who is not a school employee, independent contractor, or school volunteer) who becomes aware or has a reasonable belief that an incident prohibited by this policy has occurred or may have occurred on school property or in a school-related activity is strongly encouraged to and should promptly report the incident(s) to an equity coordinator, principal, or to the Title(s) VI & IX

Coordinator. In situations where a student or other person does not feel comfortable reporting the incident to a designated official, he/she may report it to a trusted school employee, who must promptly transmit the report to a designated official.

- 3) Any school community member may also report possible incidents of discrimination, harassment, bullying, cyberbullying, retaliation, or hate crime directly to an equity coordinator, principal, or to the Title(s) VI & IX Coordinator.
- 4) When a report or complaint involves physical injury, the principal (or his/her designee) promptly reports the incident to the Superintendent, district equity coordinator, or to the Title(s) VI & IX Coordinator.
- 5) If the complainant does not choose to file a written complaint to an equity coordinator, supervisor, principal, or Title(s) VI & IX Coordinator, then the equity coordinator, supervisor, principal or the Title(s) VI & IX Coordinator records the complaint in writing, using the complainant's own words.
- 6) Nothing in the policy shall prevent any person from reporting alleged prohibited conduct directly to the Title(s) VI & IX Coordinator or to the Superintendent. Furthermore, nothing in the policy prevents any person from reporting alleged prohibited conduct to an administrator, other than the administrators designated, or in the case of a student, to any district employee who should then transmit the information to an equity coordinator or Title(s) VI & IX Coordinator.
- 7) If the complaint involves an administrator, principal, or the designated Title(s) VI & IX Coordinator, the complaint shall be made or filed directly with the Superintendent. If a complaint involves the Superintendent, the report will be filed directly with the School Committee.

Investigation Procedures

- 1) The Beverly Public Schools will investigate all forms of discrimination or harassment based on our policy. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions.
- 2) Upon receipt of a report, the equity coordinator or Title(s) VI & IX Coordinator will attempt to identify and obtain the cooperation of the person(s) who is the victim of the alleged conduct, if there is one. Even where the designated official does not obtain the identity of or cooperation by the alleged victim(s), the District will investigate the allegations, and proceed to Informal and Formal Proceedings, to the extent practicable.
- 3) Reports of discrimination/harassment and related information is kept confidential in a manner consistent with the district's obligations under law, to the extent possible, without handicapping the ability to perform an investigation, or the need to take appropriate action to fulfill the obligation to protect others.
- 4) Attempts will be made to address and resolve the complaint informally. The Beverly Public Schools may elect to utilize a formal or informal process, depending on the nature and severity of the conduct alleged.
- 5) The District employs interim steps to protect parties, and to prevent the possible continuation of discrimination or harassment during informal and formal investigations. The complainant and respondent will be apprised of the status of the processing and investigation throughout the process.
- 6) The equity coordinator or the Title(s) VI & IX Coordinator, either verbally or in writing, makes any recommendation(s) for resolving the complaint and present it to the complainant, the respondent, and make recommendations for corrective action and or discipline to respective principal and/or supervisor(s). All formal complaints are responded to in writing. Any complainant or respondent may request records as the law allows. This request would be made through the Title(s) VI & IX Coordinator. All materials gathered in the course of the investigation, including the complaints, responses, witness statements, investigators' notes, and supporting documentation are maintained in separate, confidential files in the Central Office.

Informal Complaints

The informal complaint will be given to the equity coordinator or to the Title(s) VI & IX Coordinator to investigate. The equity coordinator or the Title(s) VI & IX Coordinator will process student complaints. The Title(s) VI & IX Coordinator will process complaints involving employees.

The equity coordinator or Title(s) VI & IX Coordinator will explain the informal process, ask what the student/employee would like, explain prohibition against retaliation and proceed with an internal review of the complaint. At the conclusion of the informal and review levels, the complainant and the respondent are informed, either verbally or in writing, of the decision. The complainant will be asked if they agree with the proposed resolution. They will be strongly encouraged to come forth immediately if there is any further misconduct by the respondent. If all of the parties involved within the complaint process agree to extend the informal process, the 10-day process requirement may be waived.

Formal Complaints

If the response was insufficient to satisfy the complainant, or if the complainant and/or respondent are not satisfied with the informal resolution, or if the complaint is determined to be of such magnitude and/or seriousness, a formal process will be instituted. The complainant may file a formal, oral and/or written, grievance with the equity coordinator, principal, or Title(s) VI & IX Coordinator within 14 (fourteen) calendar days after receiving the response to the informal complaint.

The allegation(s) will be properly drafted and the investigative procedure will be explained to the complainant. The Title(s) VI & IX Coordinator will assist the equity coordinator with the investigation, may assume responsibility for the investigation, or may authorize an investigation by a third party who shall report to the Title(s) VI & IX Coordinator. The Title(s) VI & IX Coordinator will work with the equity coordinator to gather as much relevant information as possible concerning the complaint. Any witnesses who have direct knowledge of the alleged discriminatory/harassing act(s) will be interviewed. The Title(s) VI & IX Coordinator will give periodic reports to the Superintendent on the status and outcome of formal complaints.

At the close of a formal investigation, the complainant and respondent will be informed in writing that the alleged harassment was substantiated or unsubstantiated. In accordance with State and Federal law regarding records privacy, the complainant will also be informed that appropriate corrective action has been taken.

If the evidence shows there is no reasonable cause to believe discrimination or harassment occurred, the complainant and respondent will be notified in writing. If the evidence shows there is reasonable cause to believe discrimination or harassment occurred, attempts will be made, through corrective action(s) and/or discipline, to persuade the respondent to voluntarily cease and remedy such unlawful action(s).

If the complainant is dissatisfied with the response of the equity coordinator or Title(s) VI & IX Coordinator, he/she may submit a written request for review to the Superintendent of Schools and/or his/her designee within 14 (fourteen) calendar days. The Superintendent of Schools or his/her designee must respond, in writing, within 7 (seven) calendar days. The Superintendent reserves the right to extend the 7-day response period where business needs so require, upon notice to the parties. Records of any grievance filed by a complainant will not be placed in the complainant's personnel file or school record.

Student Complaints

The equity coordinator or administrator gather all pertinent facts from the complainant and provide an explanation as to the formal and informal procedures. The equity coordinator will investigate the allegations and conduct interviews with witnesses. The investigation will be initiated expeditiously, and will be completed in a timely manner.

The equity coordinator will share his/her findings with the building principal and Title(s) VI & IX Coordinator, making recommendations for corrective action and discipline, if indicated. If a complaint is substantiated, a report of the incident and its resolution may be placed in the offender's discipline file. Discipline, if indicated, will be administered by the building principal or his/her designee.

Staff Member - Student Complaints/Student- Staff Member Complaints

In a situation involving a charge of discrimination/harassment between a staff member and a student, or a student and staff member, the information should be brought to the attention of the principal and Title(s) VI & IX Coordinator immediately. They will inform the Superintendent of Schools or his/her designee and the Title(s) VI & IX Coordinator will commence an investigation immediately. Representation in this process is the right of any employee.

If an alleged sexual harassment constitutes sexual abuse of a child by a "caretaker" (e.g. a school staff member), the principal will report the suspected abuse to the Department of Children & Families (DCF), as required by M.G.L. 119, Section 5 IA and to the Superintendent of Schools and an incident report will be filed with the Beverly Police Department.

In the case of substantiated discrimination/harassment by an employee, the Superintendent or designee will include a written statement of the findings, a summary of investigative materials, the corrective action taken, and the consequences of continued discrimination/harassment in the individual's personnel file.

Corrective Action

Upon completion of an investigation and substantiation of the complaint, the School District will take appropriate corrective action. Such action may include, but is not limited to, a written or verbal apology, directive to stop the offensive behavior, parent/supervisory conference, counseling, training or remediation. School District action taken for violation of the policy is consistent with requirements of applicable collective bargaining agreements, Massachusetts and federal laws, and School District policies. In accordance with State and Federal law regarding records privacy, the complainant will be informed that appropriate corrective action has been taken.

If the complainant (student or employee) does not agree to the corrective action or cannot agree to a resolution, he/she may appeal to the Superintendent of Schools; take the complaint to the Office for Civil Rights, Department of Elementary & Secondary Education, or the US Equal Employment Opportunity Commission. (Addresses and telephone numbers are on the district web-site and in your school office).

If the offender (student or employee) refuses to agree to the corrective and/or disciplinary action, the Beverly Public Schools may order appropriate corrective and/or disciplinary action without consent and may refer the complainant to the Massachusetts Commission Against Discrimination or Office of Civil Rights.

Discipline

Any student or staff member of the Beverly Public Schools who is found to be in violation of the Discrimination/Harassment Policy is subject to appropriate disciplinary action, up to and including warning, suspension, legal action, exclusion, expulsion, transfer or discharge.

If the student's discriminating and/or harassing conduct warrants, disciplinary procedures exercised by the principal will be instituted in accordance with the student handbook and the policy of the Beverly Public Schools. An Incident Report to the School Resource Officer of the Beverly Police Department will be filed. Employee disciplinary action will be consistent with the requirement of applicable collective bargaining agreements, Massachusetts and Federal laws and school district policies.

Any third parties, such as vendors or contractors doing business with the Beverly Public School System, found to have engaged in discrimination or harassment may be subject to legal action and contract termination consistent with federal and state law.

Retaliation

The School Administration will discipline or take appropriate action against any student, teacher, administrator, or school personnel who retaliates in any form against a person who makes a complaint, reports or participates in an investigation of a discrimination/harassment complaint. Acts of retaliation may result in immediate disciplinary action, including expulsion or dismissal, even if underlying discrimination/harassment is not proven. Retaliation is an independent prohibited and unlawful act.

A copy of the Discrimination/Harassment Policy, available in its entirety, may be found on the District web-site or in each school office.

Beverly Public Schools
Food Service Department
Late Payment/Charging of Meals

Students are expected to pay for their meals at the time of service.

Students eligible for reduced priced meals are asked to pay weekly in order to avoid overt identification of meal benefits in the lunch line. Parents are notified of this in the “Meal Benefit Notification” letter.

Students paying full or reduced prices are encouraged to prepay by the week or month. Prepay forms are available in the school office and on the school lunch website.

Elementary Schools

Weekly envelopes, showing the students name, date and amount owed, are sent home with each student who owes lunch money. Parents are asked to place the owed money in the envelope and return it to the kitchen manager. If parents do not respond, the information is given to the school’s principal and he/she seeks payment. If the principal is unsuccessful, a letter is sent to the parent warning them that if payment is not made, the situation will be turned over to Emily Rockwell, Coordinator of Child Welfare*.

Middle School

Middle school students who forget their lunch money are given a PB& J (or a Sun butter & Jelly if they have a peanut allergy) and an envelope with their name, date and amount owed and are asked to return it with payment the following day. If they fail to do so the information is given to the principal and he/she seeks payment. If the principal is unsuccessful, a letter is sent to the parent warning them that if payment is not made, the situation will be turned over to Emily Rockwell, Coordinator of Child Welfare*.

High School

Charging of meals is discouraged at the high school level however, if a student does not have his/her money he/she is given a meal and asked to bring the money on the following day. If the student fails to do so, the kitchen manager notifies the principal and the principal seeks payment. If the principal is unsuccessful, a letter is sent to the parent warning them that if payment is not made, the situation will be turned over to Emily Rockwell, Coordinator of Child Welfare*.

*The Department of Elementary and Secondary Education has suggested that the parents of children, who have charged meals and have failed to submit payment, and continue to send their child to school with neither a bag lunch nor money to purchase a school meal, be reported to Emily Rockwell, Coordinator of Child Welfare and that a 51A could be filed.

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/Guardian Signature _____ Date _____

Name of Student _____

School _____ Grade _____

Beverly Public Schools

Permission for Photo/Video/Internet & Student Handbook Acknowledgement Form

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.

Student Handbook Acknowledgement Form

I have received and read Briscoe Middle School's 2010-2011 Student Handbook.
I understand the policies/procedures and rules/regulations of the school and the consequences/ramifications of my actions/choices.

Parent/Guardian Signature

Date

Student Signature

Date