

# **The Bromfield School**



**High School**

**Student-Parent Handbook  
2023-2024**

**If you need this booklet translated, please contact the main office of your child's school.**

**Portuguese/Português**

Se você necessitar este livreto traduzido, contate por favor o escritório principal da escola da sua criança.

**Spanish/ Español**

Si usted necesita este librete traducido, entre en contacto con por favor la oficina principal de la escuela de su niño.

**French/ Français**

Si vous avez besoin de ce livret traduit, entrez en contact avec svp le bureau principal de l'école de votre enfant.

**German/ Deutsch**

Wenn Sie diese übersetzte Broschüre benötigen, treten Sie bitte mit dem Hauptbüro der Schule Ihres Kindes in Verbindung.

**Russian/ Русский**

Если вы этот переведенный буклет, то пожалуйста контактируйте главный офис школы вашего ребенка.

**Korean/ 한국어**

너가 번역되는 이 소책자를 필요로 하면, 너의 아이 학교의 본사를 접촉하십시오.

**Chinese/汉语**

如果您需要这本小册子被翻译，请与您的儿童的学校大会办公处联系。

**Japanese/日本語**

翻訳されるこの小冊子を必要とすれば あなたの子供の学校の主要なオフィスに連絡하십시오。

**Hindi/हिन्दी**

Agar Aapko yah puistka ki Anauvaaidt AavaSyakta hO tba kRpyaa Apnao baccao ko ivaValaya ka mau#ya kayaa-laya sampk-kiryao .

**Polish/Polski**

Jeśli potrzebujesz tej broszury przetłumaczone, skontaktuj się z głównego urzędu Twoje dziecko w szkole.

**Greek**

Αν χρειάζεστε το φυλλάδιο αυτό μεταφράστηκε, παρακαλούμε επικοινωνήστε με την κύρια έδρα του σχολείου του παιδιού σας.

**Italian/Italia**

Se hai bisogno di questo opuscolo tradotto, si prega di contattare l'ufficio principale del vostro bambino scuola.

**Arabic**

إذا احتجت لترجمة هذا الكتيب، الرجاء الاتصال بالمكتب الرئيسي في مدرسة طفلك.

**Albanian**

Ne qofte se ju do te deshironit dokumentat te perkthyer ne gjuhen shqip. Ju mund ti kerkoni ne zyren qendrore te shkolles du eshte femija juaj.

### **The Harvard School Committee 2023-2024**

Abigail Besse - [abesse@psharvard.org](mailto:abesse@psharvard.org), Chair  
Suzanne Allen - [sallen@psharvard.org](mailto:sallen@psharvard.org), Vice-Chair  
Amy Morton - [amorton@psharvard.org](mailto:amorton@psharvard.org)  
Shannon Molloy - [smolloy@psharvard.org](mailto:smolloy@psharvard.org)  
Liz Joyce - [ljoyce@psharvard.org](mailto:ljoyce@psharvard.org)

### **The Bromfield School Council, 2023-2024**

Kimberley Murphy, Principal (9-12), Co-Chair  
Stephen Greene, Principal (6-8), Co-Chair  
Faculty Members  
Cricket Segaloff • Casey Vassel • Jesse Shaw  
Parent Members  
Katy Covino • Julie Dalbec • Kate Guthro  
Community Members  
Ruthann Bakun • Ben Myers • CathyAnn Alexander  
Student Members  
•Anna Selig •Laci Ostaszewski • Conall Munoz • Nora Clarke  
Shannon Molloy

### **Vision Statement**

We commit to providing a high quality education centered around dynamic learning and personal well being in a community where everyone can find belonging.

## **Non-Discrimination Statement**

It is the policy of the Harvard Public Schools not to discriminate on the basis of race, color, sex, gender identity, religion, national origin, age, marital status, disability, veteran status, sexual orientation, homelessness, or linguistic differences, in its educational programs, extracurricular activities and other services, or employment policies as required by Chapter 622 of the Acts of 1971 (State) and/or Title IX of the Education Amendments of 1972 (Federal) and/or Chapter 504 of the Rehabilitation Act of 1973 (Federal), Chapter 199 and other applicable state and federal statutes and regulations.

Furthermore, the Harvard Public Schools' policy includes prohibitions of harassment of students and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination. Inquiries, concerns or complaints regarding Chapter 622, Title IX, Title VI and Section 504 compliance may be directed to Michelle DellaValle, the Title IX, Title VI, and/or Section 504 Coordinator or to Principal, Kimberley Murphy The Bromfield School, 14 Massachusetts Avenue, Harvard, Massachusetts, 01451, (978)456-4152 or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

**All students regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, or linguistic differences, have equal access to a free and appropriate public education and the full range of any occupational/vocational education programs offered by the Harvard Public Schools.**

The district compliance coordinator is:

Michelle DellaValle  
Director of Pupil Services  
Harvard Public Schools  
27A Massachusetts Avenue  
Harvard, MA 01451  
mdellavalle@psharvard.org  
(978) 456-4140 ext 3106

## **The Bromfield School's Essential Skills**

### **Aligned to the Harvard Public Schools Vision Statement**

Access and Apply Knowledge.

Think Critically.

Think Creatively.

Communicate Effectively.

Collaborate with Others.

Understand Diverse Perspectives.

Contribute to Local, National, and Global Communities.

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School Operations

Revised 7-23

# 2023/24 School Calendar

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					(2)	

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					(20)	

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					(21)	

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					(17)	

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					(16)	

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					(21)	

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
					(16)	

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					(19)	

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					(17)	

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					(22)	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13 <sup>PR</sup>	14	15
16	17	18	19	20	21*	22
23	24	25	26	27	28	29
30					(14)	

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days of Note:  
**Professional Development:** August 28, 29, November 7, March 11  
**First and Last Day of School:** August 30 June 13 (with no snow days) **Potential Snow Days:** June 14, 17, 18, 20, 21  
**Half Day:** October 6, November 20, 21, 29, January 24, March 6, 20 **Early Release:** September 13, 27, October 18 31, December 13, January 10, February 7, April 3, May 1, 17, June 14  
**Vacation:** September 4, October 9, November 10, 22, 24, December 25 - 29, January 1, 15, February 19-23, March 29, April 15-19, May 27, June 19

## 2023 - 2024 Religious Holidays

September	15-17	Rosh Hashanah ***
September	24-25	Yom Kippur ***
September	29-Oct 6	Sukkot **
October	6-8	Shemini Atzeret **
October	6-8	Simchat Torah **
November	12	Diwali***
December	7-15	Chanukah*
December	25	Christmas ***
December	26-Jan 1	Kwanzaa *
January	7	Orthodox Christmas Day
February	14	Ash Wednesday**
March	10 -April 9	Ramadan begins **
March	29	Good Friday ***
March	31	Easter ***
April	10	Eid al Fitr ***
April	22	Passover ***
May	5	Orthodox Easter ***
June	11-13	Shavuot **

The guidelines that follow are for use by staff in planning and scheduling of classroom, school building, and district-wide activities.

### Religious Holiday Guidelines

- I. Holiday observances of major significance to a religious group are indicated on the calendar by three stars (\*\*\*). School district employees may not schedule any of the following during these (three star) holidays:
  1. Major exams
  2. Reviews for major exams
  3. Standardized tests
  4. Tryouts for teams, plays, etc.
  5. One-time or major events (proms, graduation ceremonies, homecoming, elections, test simulations, etc.)
  6. School district employees shall schedule interscholastic athletic games in a manner that minimizes conflict with holidays designated as three star. Scheduling of an athletic event on a three star holiday must be reviewed by the Superintendent or designee. Board members will be notified well in advance when there is a conflict.

7. Interscholastic athletic practices are allowed.

School district employees may arrange for students to participate in one-time or major events on three star holidays if the scheduling of these events is not controlled by our employees. Scheduling of such events must be approved by the building principals and the Superintendent or designee. Teachers should be sensitive to the scheduling of quizzes longer than ten minutes on holidays designated by three stars (\*\*\*)

Students may be with their families or at a place of worship in observance of these holidays. They will not be in school and/or not have time available to do the required homework. Absences to observe these holidays should be excused, and make-up privileges should be the same as the make-up privileges offered to a student who has an excused absence due to illness.

- II. Other significant religious observances are indicated by two stars (\*\*). The following applies: Students may observe this holiday by spending time with their family and/or at a place of worship. They might not be in school and/or not have time available to do required homework. Absences to observe these holidays should be excused, and make-up privileges should be the same as the make-up privileges offered to a student who has an excused absence due to illness.

**Daily Schedule:**

The Schedule includes seven periods which rotate according to the day. All students must be in their classrooms by 8:15 AM or will be marked tardy. Dismissal is at 2:40 PM. The school cannot be responsible for students who arrive at the school before 8:00 AM, unless prior arrangements have been made.

	“A” Day 1	“B” Day 2	“C” Day 3	“D” Day 4	“E” Day 5	“F” Day 6	“G” Day 7	ER
8:15 – 8:58	A	B	C	D	E	F	G	8:15 – 8:48
9:01 – 9:44	B	C	D	E	F	G	A	8:51 – 9:24
9:47 – 10:42	C	D	E	F	G	A	B	9:27 – 10:00
10:45 – 11:28	D	E	F	G	A	B	C	10:03 – 10:48
11:31 – 1:08	E	F	G	A	B	C	D	10:51 – 11:24
1:11 – 1:54	F	G	A	B	C	D	E	11:27 – 12:00
1:57 – 2:40	G	A	B	C	D	E	F	12:01 – 12:36

1st lunch - 11:31 AM to 11:54 PM  
2nd lunch - 11:56 AM to 12:19 PM

3rd lunch - 12:21 PM to 12:44 PM  
4th lunch - 12:45 PM to 1:08 PM

### **Early Release and Half Days**

Early release and half days will consist of seven periods. Dismissal on early release days will be at 12:36 PM. Dismissal on half days will be at 11:20AM.

### **School Closing/Delayed Opening Procedure**

In the event of a storm or other emergency that necessitates the closing of school or the delayed opening of school, the following procedures will be implemented:

- The Superintendent of Schools will make the decision about the school closing or delayed opening after consultation with the Harvard highway department superintendent or their designee. Every effort will be made to make the decision by 5 AM. Under certain circumstances, the decision may be delayed beyond the indicated time.
- Immediately after this, the superintendent will notify school principals, who will follow their standard procedure for notifying teachers.
- The superintendent will contact the radio and television stations. Parents may anticipate receiving a call detailing the information. The superintendent may also use Twitter.
- We will follow a **2-hour delay** procedure on any day when the school superintendent and highway department believe that the weather or road conditions may improve.
- Should the original decision on the delayed opening need to be revised to a school closing, every effort will be made to do so by 6 AM.
- When the delayed 2-hour opening is used, students will be dismissed at the normal dismissal time.
- The approximate school day schedule on delayed opening days will be as follows:

9:30 AM	Buses begin picking up Bromfield students.
10:15 AM	School starts at the The Bromfield School
10:30 AM	Buses begin picking up Elementary School students.
11:20 AM	School starts at the Elementary School

Regular dismissal times will be in effect on delayed opening days, except when the delayed opening is on an early release day. A delayed opening on a scheduled early release day will result in a 2:40 dismissal.

### **Emergency Early Dismissal**

In all cases of system wide early dismissal because of inclement weather, The Bromfield School will release its students first. Hildreth Elementary School students will be dismissed approximately 50 minutes later. Parents are encouraged to discuss alternative plans with their children if they do not have access to their homes.

### **Parental Early Dismissal from School**

Parents who wish to have children dismissed from school early MUST send a note to the main office of The Bromfield School to that effect. **DISMISSALS ARE MADE ONLY FROM THE OFFICE**

WHERE STUDENT(S) MUST BE SIGNED OUT. The teachers may not release children directly to the parent or to any adult for any reason. If you are giving permission for your child to be picked up by someone other than their parent or guardian, please identify that person specifically.

In order to ensure a safe and orderly dismissal from school, parents may not change dismissal plans after 2:15, except in the case of an emergency.

### **Lunch**

A lunch break is provided during each full school day. Lunch will be available from the school cafeteria or brought from home. Lunches are served at four sittings:

1st lunch - 11:31 AM to 11:54 PM	3rd lunch - 12:21 PM to 12:44 PM
2nd lunch - 11:56 AM to 12:19 PM	4th lunch - 12:45 PM to 1:08 PM

Students attending 2nd, 3rd, and 4th lunch periods will be dismissed from class no more than two minutes before the start of their scheduled lunch.

Students with food allergies at Bromfield are taught to be advocates for their health and safety starting in grade 6. The school nurse meets with each student to review their allergy as well as protocols to promote their continual well-being. In addition, the nurse alerts necessary staff members about student food allergies and how to treat students if they are exposed to an allergen. The Harvard School Lunch Program does not use peanuts, peanut oil or any other peanut products in either HES or TBS kitchens. When other nut products or allergens are used in food preparation (walnuts, almond milk, sesame oil, soy butter, shellfish, etc.) these products are clearly marked on the menu board and identified individually with neon stickers.

Students are expected to conduct themselves appropriately in the cafeteria and must be responsible for returning trays, dishes and utensils to designated areas and properly discarding trash. Students may leave the cafeteria before the end of the lunch period if they have a written request from a teacher or permission from a lunchroom aide to use the telephone or restroom. Depending on weather and space, permission may be given to eat outside by the Principals, Cafeteria aides will decide whether trays and dishes can leave the cafeteria. It is the students' responsibility to check for dropped-off lunches in the main office.

### **Attendance**

There are many factors that contribute to students achieving their full academic potential, not the least of which is regular school attendance. The Harvard School Committee and the Bromfield administration and staff believe that regular and prompt attendance should be fostered and unexcused absences and tardiness be strongly discouraged. A student who enrolls in a course is expected to be present for every class session. Attendance will be reviewed quarterly and noted on progress reports and report cards.

Students and parents will be notified by the administration when the student is approaching the limit of unexcused absences (5 times for half credit class and 10 times for a full credit class). They will also be notified by the administration when the student exceeds the limit.

### **Excused Absences**

Students may be excused temporarily from school attendance for the following reasons:

- Documented illness or injury
- Bereavement/family funeral
- Major religious observances
- Up to 5 college visits with pre approval form ([College Visit Form](#))
- A pre approved Family Trip Form ([Family Trip Form](#))

Students shall not be excused for school attendance for the following reasons:

- Undocumented absences including not being prepared for a test or project
- College visits without obtaining prior approval
- Please view the Harvard School Committee Student Attendance Policy File: JH (SC Policy)

Parents should report absences using the link on The Bromfield School webpage (<http://bromfield.psharvard.org/home>) when their child will be absent and to send a note upon the student's return. Students absent for five (5) days or longer will require a healthcare provider's note.

To obtain missed homework assignments due to an authorized absence, the following guidelines should be followed:

- If the absence is likely to be two days or less, students should contact a classmate to obtain assignments or consult the class website.
- If the absence will be for more than two days and it is not possible to regularly obtain the homework assignments from a classmate, contact the school Counseling Office and the assignments will be obtained from teachers. Arrangements should be made to pick up the assignments from the Counseling Office.

### **Explanatory Notes from Parents/Guardians**

An explanatory note from a student's parent or guardian is required whenever a student has been absent from or tardy to school and whenever a request is made that a student be dismissed early from school. The note should state the date(s) of and reason(s) for the student's absence(s) and should be submitted to the school office on the day the student returns to school. In addition, if a student is absent, tardy, or dismissed early due to a medical appointment, they must bring a note from the healthcare provider's office in order for the absence/tardy/dismissal to be excused. If a note is not submitted within two school days of the student's return to school, the absence will be considered unexcused. A parental note for tardiness must be submitted when the student enters school. This note should be dated and should



include the time the parent expects the student to arrive at school and the reason for the tardiness. Upon submission of the note, school officials will designate the absence/tardiness as excused or unexcused.

### **Family Trips**

The Bromfield School strongly encourages families to make every attempt to schedule family trips, college visits, or medical appointments during school vacation days for the least interruption to their child's education. We recognize that circumstances may not allow this possibility and anticipate that these occurrences will be kept to a minimum. In the event that a family trip or college visit needs to be scheduled during the school year, families should fill out the appropriate [form](#) and let teachers know the dates that their child(ren) will be missing school. This form should be filled out at least 5 days in advance. It is important to know that teachers are NOT expected to provide work in advance and that any makeup sessions for assessments or work need to be scheduled according to teacher availability. While teachers may be able to provide a general framework for work that will be missed, it is not required nor should it be expected that teachers will provide the specific assignments in advance.

[\(Family Trip Form\)](#)

### **Tardiness to Class** (expected behavior in hallways)

Students have 3 minutes to pass between classes. As such, they should plan their time and locker visits accordingly. Students who are late to class will be assigned a teacher's detention. If a student is habitually late to class, the administration will be notified and additional disciplinary action will result. Unexcused tardiness of 15 minutes or more will be treated as an unexcused class absence.

### **Tardiness to School**

Only medical appointments, bereavement, major religious observances, pre-approved college visits or emergency situations will be excused. The student's parent/guardian must write a note explaining the tardiness. Classes missed at the start of the day without a parental explanatory note will be considered unexcused and will be subject to the same penalty as a cut class.

Excessive tardiness, defined as 3 or more tardies during a term will result in disciplinary action which may include detention, loss of privileges, ineligibility for extra-curricular and/or athletic activities, and suspension.

### **Penalties for Unexcused Absences/Tardiness**

- A student who is not present during at least half of a school day or class meeting shall be marked and counted as absent for that school day or class meeting. A student is considered present while on a school field trip, participating in a school event, or attending an in-school meeting.
- A student with an unexcused absence or a student absent due to illness will not be allowed to participate in extracurricular activities that day. If an unexcused absence occurs on a Friday or on the day before a holiday, the student will not be allowed to participate in the next scheduled meeting or event. This participation includes rehearsals and practices as well as performances

and athletic events. Exceptions to this rule may be made only by the Principals. Students who are excessively tardy to school may be denied various school privileges. The consequences for chronic tardiness are as follows:

- Students who accumulate three unexcused tardies during the course of a term will receive a detention and their parents will be notified. Each additional tardy after three tardies will result in an additional detention.
- A meeting will be scheduled with administration, parents, and the student to discuss possible remedies if a student accumulates six unexcused tardies during the course of a term,
- Excessive tardiness could also lead to loss of privileges including participation in extracurricular activities

### **Class Cutting/Unexcused Absences**

Students who cut a class or are absent unexcused will receive a penalty of three detentions. Parents will also be notified of this infraction. Detentions must be served within a week and will be served with either the classroom teacher or administration. Any student who repeatedly cuts classes will be referred to administration for additional disciplinary action(s). If a student leaves campus without permission, they will receive a penalty of five detentions. No Bromfield student, regardless of age, may cut classes without incurring these and other penalties. Repeated cutting of classes will lead to corrective action. Classes missed at the start of the day without a parental note of explanation will be considered unauthorized and will be subject to the same penalty as a cut class.

### **Early Dismissal**

If it is necessary for a student to be dismissed from classes prior to the end of the school day, the student must submit a note to the Main Office at the beginning of the day signed by the parent/guardian requesting the dismissal which states the reason for and the time of dismissal. Students in grades nine through twelve must sign out in the Main Office upon early dismissal. Requests for other arrangements should be referred to the Principal's office. The final decision on early dismissal rests with the Principal. Failure by any student to adhere to the directions of school authorities will result in corrective action. Students will not be called by the Main Office to be dismissed from class. It is the responsibility of the student to report to the Main Office at their appropriate dismissal time.

### **AP Exams**

Information regarding attendance during AP exams will be disseminated in early May.

## **Communications**

### **Friday Memo and Monday Memo**

Each Friday afternoon, a memo will go via ParentSquare recapping the week's events and previewing any upcoming events. On Monday mornings, a memo will go out with the "week at a glance" reminding students and families of upcoming events.

## **Website**

The Bromfield School maintains a website at [www.psharvard.org](http://www.psharvard.org). Prior to the opening of school in August, the Superintendent's office will post information on the website that describes services, programs, and activities of the Harvard Public Schools and includes descriptions of the school lunch program, bus routes, school telephone numbers, and a school calendar.

## **Open House/Parent Teacher Conferences**

Parents are invited and encouraged to attend the Bromfield Open House held annually in September. In October parents will register electronically for parent/teacher conferences which are held in November. Parents may request conferences at any other time of the school year as well.

## **Parent Teacher Communication**

Good communication between parents and school will improve a child's chances for success at school. Parents are encouraged to contact teachers whenever they have a question or concern about their child's experience or progress. Questions need not rise to the concern level before parents contact teachers so direct communication is encouraged.

The Bromfield School believes that parent concerns, issues, and complaints are best handled and resolved as close to their origin as possible and that professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement of the administration. Therefore the proper channeling of concerns, issues, or complaints regarding instruction, discipline, or learning materials should be as follows:

1. Teacher
2. Department Leader
3. School Administration
4. Superintendent of Schools

Parents should seek to have their concerns or questions addressed by the classroom teacher. In most cases this communication with the teacher is enough to resolve any question or concern. If for some reason the concern is not addressed to the parent's satisfaction they should then contact the department leader of the particular discipline in which the concern arose. If the concern is still not addressed to the parent's satisfaction the principal should be contacted regarding the concern. If the principal does not address the concern to the parent's satisfaction they may then address the concern with the superintendent of schools.

The use of e-mail is an appropriate and convenient means of communicating with your child's teachers and the administration.

## **Academics**

### **Access to a Full Range of Educational Programs**

All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation,

disability, homelessness, or linguistic differences, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the Harvard Public Schools.

## Course Requirements

### Grades 9 - 12

All high school students must be enrolled in the equivalent of at least six full-time courses. Course description guides are updated and posted on The Bromfield School website each spring. Course selections should be discussed with parents and school counselors. High school students should be aware of Bromfield's requirements for graduation (see section below) when selecting courses.

## Progress Reports

Progress reports will be issued to students whose academic performance is unsatisfactory prior to the midpoint of each quarter and as needed thereafter. Teachers may also issue progress reports to students performing satisfactorily and usually issue progress reports for all students for the first quarter.

Progress reports will be issued no later than:

First term: October 3, 2023

Second term: December 12, 2023

Third term: March 5, 2024

Fourth term: May 7, 2024

## Report Cards

Report cards will be posted for parent access via PowerSchool on a quarterly basis approximately two weeks after the close of each quarter. Each report will include a letter grade to indicate the level of a student's performance in each course and a numeric grade to indicate the quality of their effort. If you have any questions or difficulty regarding the posting, please contact the Principal's office.

Report cards will be posted on the following dates:

First term: November 10, 2023

Second term: January 26, 2024

Third term: April 12, 2024

Fourth term: before June 30, 2024

## Grading System

A+ 97 and above (4.3)	C+	77-79 (2.3)	F	below 60
A 94-96 (4.0)	C	74-76 (2.0)	P/F	only issued in certain subjects
A- 90-93 (3.7)	C-	70-73 (1.7)	INC	incomplete*
B+ 87-89 (3.3)	D+	67-69 (1.3)	M	Medical excused**
B 84-86 (3.0)	D	64-66 (1.0)	N	Not able to assess***
B- 80-83 (2.7)	D-	60-63 (0.7)		

\* An incomplete may be issued when a student is unable to complete work due to circumstances

beyond their control (e.g. illness, personal problems, etc.). Permission must be granted by an administrator. Incomplete grades must be made up within two weeks of the close of grades. Failure to do so will result in an F grade. Exceptions are granted only by the Principal.

\*\* A term grade of M may be issued if a student misses too much work in a given term due to a medical absence from school. In this case a final course grade will be based on the terms completed.

\*\*\* A term grade of N may be issued if a teacher is not able to assess a student's progress. If two quarters of any class receive M or N then the course will only be granted partial credit.

### **Grade Level Advancement**

The Principal will determine whether a student has earned sufficient course credits to advance to the next grade level.

### **Honor Roll**

Honor Roll status is accorded to high school students who, in a given quarter, have attained a B (3.0) average or better (according to the numeric equivalency scheme) in all courses and have received not more than one C or C+ and no grade below C. Please note that the honor roll lists may be released as directory information to our local papers. If you wish to opt out from disclosing that information, please contact school administration at 978-456-4152 ext. 1501

### **Class Rank**

The Bromfield School does not rank its students for purposes of college admission.

### **Graduation Requirements**

To be eligible for graduation, high school students must accumulate at least 22 course credits. One credit is granted for each course successfully completed (grade of D- or better) that meets on a daily basis for the school year. Some courses may be taken on a part-time basis for partial credit. Students are advised to consult the Program of Studies and a school counselor to determine which courses may be taken for partial credit. In accordance with Massachusetts state law, every student must take a Health/PE/Wellness course each year. This means that even if a student takes a class in both PE and Wellness one year, they will still be required to take a Health /PE/Wellness course in each subsequent year.

Of the twenty-two credits required for graduation, students must complete the following core distribution:

English	4 credits (excluding electives)
Mathematics	2 credits
Science	2 credits, one of which must be Biology
Social Studies	3 credits, one of which must be a year of American History
Health/PE/Wellness	2 credits, one of which must be in PE and one in Wellness
Arts	1 credit

Additional requirements include the completion of 40 hours of community service and passing grades on the Mathematics, English, and Science sections of the MCAS test. Although not required for

graduation, students are strongly encouraged to study a minimum of one foreign language for four years. Exceptions to these requirements may be made only by the Principal. Any student who has satisfied the graduation requirements before the end of their senior year may qualify for a diploma. While students have the right to graduate before completing four years of high school, The Bromfield School does not encourage early graduation. If this is something you wish to pursue, you must contact the Principal.

### **Auditing Courses**

With the permission of the Principal and teacher, a student may enroll in a course on a no-credit basis. The student's transcript will reflect that the course was audited.

### **Extra Help and Home Tutoring**

Students who are experiencing difficulty in their courses are strongly encouraged to meet before or after school with their teachers for additional help as soon as possible. Students who are absent from school for a prolonged period for reasons of health are encouraged to request home tutoring through the Counseling Department.

### **Make-Up Work**

Students are required to make up any missed tests or assignments. Students absent from school are expected to make up missed work upon the day of return and are responsible for contacting all assigned teachers on that day. Students who are dismissed from class for field trips, dental appointments, etc. must contact any teacher whose class they will miss on that day and are responsible for any missed work. If absent for a lengthy illness or for extenuating circumstances as approved by the Principal, students are allowed one day to make up work for each day of absence.

### **Independent Study**

Students may request a program of independent study under a teacher's supervision. Such requests must be in writing and submitted in detail to the appropriate teacher and approved by the Principal and department leader prior to the actual start of the program. Additionally, students who are enrolled in an Independent Study will be required to meet with their teacher advisor weekly and submit evidence of ongoing accomplishments. Depending upon circumstances and course requirements, course credit may be granted. Specifically, credit will be granted for Independent Study courses that involve and require evidence and/or skills in: Information Processing; Problem Solving; Critical Thinking; Analysis, Synthesis and Evaluation of Information; Decision Making; Homework; and Demonstration of Achievement/Accomplishment. Independent Study programs may also be approved, but not for credit, when the student seeks a course not offered by Bromfield but which is deemed to be of considerable merit with respect to both the student's statement of objectives and to the student, but does not meet the criteria for credit as stated above.

### **Summer School/Repeating a Course**

Students who fail a course may retake it in a summer school program with the approval of the department leader and administration. If they successfully complete the course, they will receive credit

for it. The summer transcript will be attached to the Bromfield transcript. Please note: The new grade will not be included in their GPA, and the failing grade remains on their transcript. Students who elect to repeat a course at Bromfield, whether they failed it or not, will receive a total of one course credit for that class. Both grades however, will remain on the transcript and the average of the two grades will be calculated in their GPA.

In a summer school setting, at their own expense, and not for course credit, students may take courses that they have not previously taken but wish to do so for overall knowledge. Students may also choose to take courses that they previously passed in order to increase their knowledge or skill level for possible sequential course advancement.

### **Courses for Credit Outside of Bromfield**

In order for an enrolled student to receive credit toward graduation from The Bromfield School for courses successfully completed in summer school at a school other than Bromfield or through distance learning, the student must receive prior approval for such courses from the Principal. School counselors may be consulted for information. Students who transfer from another high school will have transcripts from those institutions included with their Bromfield transcript, but those courses will not be factored in the Bromfield GPA.

Supplemental classes taken outside of the district or beyond the school schedule of 7 credits will not be part of a Bromfield transcript or counted into the Bromfield GPA.

### **Attending Extended Programs**

Students who wish to attend extended programs (i.e. ski school) which necessitates missing substantial school time must request permission from the school administration in advance. Upon approval the students' teachers will supply a "topical outline" and textbooks, as appropriate. Teachers should not be expected to supply worksheets, quizzes, tests, etc.

The extended programs' facility is responsible for grading students while they are in attendance there, and should generate a separate transcript for that time frame. This transcript will be attached to The Bromfield School's transcript. Due to recent developments at the state level, it may be necessary for students to be withdrawn from the Harvard Public schools in order to attend these programs.

### **Directed Study Hall**

Students may schedule a maximum of one directed study hall period per day. Students must utilize a directed study hall for educational purposes and should come to a directed study hall prepared to study or work on school assignments. Teachers monitoring directed studies may give students permission (a hall pass) to use the school library. Seniors may sign out of their study to go to the designated senior privilege area.

### **Withdrawal From Courses**

To withdraw from a course, students must consult a school counselor. Communication will occur between parent(s)/guardian(s), the teacher and the counselor. All withdrawals must occur within two weeks of the course start date. Withdrawals occurring outside of the two-week window will earn the designation of Withdrawn Passing (WP) or Withdrawn Failing (WF) on the students' transcript.

### **Level Changes**

A discretionary change in level (ie: Honors to CP) may occur outside of the two-week window without earning the WP / WF if teacher and counselor feel appropriate.

## **School Services**

### **Special Education Services**

The Special Education staff serves students with educational disabilities. Students may be referred for special education services by a parent or guardian, by a staff member, or by the student themselves. Students and parents are encouraged to meet with a school counselor should they wish to determine the appropriateness of a special education evaluation.

The Special Education staff is prepared to evaluate suspected problem areas and develop an educational program to assist the student. Most services are provided on campus within the school day and include specialized instruction or related services. Interested parents should contact the coordinator of Special Education for their child's building for further information.

### **Discipline of Special Needs Students**

All students are expected to meet the requirements for behavior set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Educational Program (IEP). The following additional requirements apply to the discipline of special needs students:

- The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's disability requires a modification. Any modification will be described in the IEP.
- The Principal or Principal's designee will notify the Director of Pupil Services of the suspendable offense of a special needs student and a record will be kept of such notices.
- When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The special education team will convene to make a finding as to whether there is a relationship between the student's misconduct and their disability.
  - As a result, the existing Individualized Educational Program for the student may be amended, and or a plan developed for the delivery of special education services during the suspension.



## **Support Services**

### Process for Identifying the English Language Learners at Harvard Public Schools

Every student whose parents or guardians have indicated on the school's Home Language Survey form that their child uses a language other than English must be assessed in English in the areas of listening and speaking and, where age appropriate, reading and writing. The following steps will be provided to identify newly enrolled students that are English Language Learners.

Note:

- Each student will be assessed during their first two weeks of school.
- Census data is compiled about the number of English Language Learners enrolled on or before October 1 of each school year. This data is used for statewide WIDA testing and other activities. Students must be assessed on or before October 1st for this purpose. A student who enrolls after October 1st, like all new students, must be assessed during their first two weeks of school.

School Principals will:

- a. Review the Home Language Survey of every student.
- b. Immediately send copies, to the Director of ELL programming, of all Home Language Surveys in which a language other than English is stated, a teacher is concerned that a student may be an ELL, or parent/guardian expresses similar concerns.
- c. Secure a bilingual translator and work with the Counseling department (see "D" in this section) when it is stated that the parent/guardian "prefers oral and written communication from the school in their home language" to support the registration process and ongoing communication. Note: The Director of the ELE programming will provide assistance in this work.

The Director of the ESL Programming will:

- d. Work with school principals to employ bilingual translators when needed for parent conferences/meetings and when students require clarification during instruction.
- e. Assign an ESL teacher or assessor to administer the WIDA assessments at the appropriate grade level and in the areas of language arts, social studies, science and mathematics

ESL teacher or assessor will:

- f. Administer identification testing using the grade appropriate versions of the WIDA assessment
- g. Assign an ESL level to identified English Language Learners. The WIDA assessment and rubric may be used to support this determination.

## **School Counseling Department**

The counseling suite is staffed by three full-time high school counselors, the STAAR Coordinator, and a counseling administrative assistant. This staff offers a wide range of counseling services for all students in all grades. Students are encouraged to make use of counseling facilities and to meet with a counselor at least twice each year. Counselors meet periodically with individual students to discuss career opportunities and future plans, as well as to provide assistance with personal problems and/or educational adjustment.

Students may come to the counseling office before or after school or between class periods to schedule an appointment to meet with a counselor. Parents are encouraged to contact a counselor at any time, especially if they detect a change in attitude or behavior, or problems with academic performance.

If a student experiences problems that require a change in their academic program, the proposed change must be discussed with a counselor. In all cases, students are asked if they have obtained permission from their parents for the proposed change. Parents are contacted directly when a student wishes to withdraw from a required course. In this case, a written statement from the parent is required. All changes in student schedules must be approved by the Principal, parents, teachers involved, and counselor.

Bromfield students planning post-secondary schooling and their parents should be aware of important dates and deadlines, including standardized test dates and college admission application deadlines. Students and parents are encouraged to consult with the Counseling Department to establish appropriate timetables. Parents are also encouraged to attend the College Admission/Financial Aid Workshops.

### **The STAAR Program**

The STAAR Program - Student Transitional Assistance & Academic Reengagement Program - provides short-term intensive support for students returning to Bromfield after an extended absence due to illness or hospitalization, or school avoidance. The program supports students in a clinically-informed, trauma-sensitive environment.

### **Academic Center**

The Academic Center is open to all students, and is designed to assist students in improving their organizational skills, study skills, and learning strategies. This is not a drop-in center, but rather a scheduled class period which typically meets every other day for as long as the student needs it.

### **The Bromfield School Library**

The school library is open from 8:00 to 3:15 Monday through Thursday and 8:00 to 2:40 on Friday. There will be occasional meetings that may necessitate closing the space to students before or after school. **During the 23-2 school year, the library will be closed during A and C periods.** Throughout the rest of the school day, students who would like to come to the library during study hall can come straight to the front desk at the beginning of their study period and sign up in one of the preset number of slots on a first come, first served basis. There is no need to sign out of your study, come directly to the library and sign into the computer station at the front desk. Your study teacher will be able to check online and take your attendance. Once the slots are filled, remaining students will have to go to their study hall classroom. Please be aware that if another class is being held in the library, the space will not be open for study hall students during that period. Your flexibility and understanding are appreciated!

The library is a working space and you are expected to keep noise levels and distractions to a minimum. There is no eating or drinking in the library, and this includes drinking from water bottles. Students not

respecting the people or the space will be asked to return to their study hall.

Library materials are available for check out and our library [website](#) (found on the Bromfield home page under Departments >> Library) hosts the online book catalog, as well as a variety of database offerings and NoodleTools, our research platform. Along with our vast offerings, the Harvard Town Library is another valuable resource for research. Additional materials not available at either library may be found through the state regional library system. Please see the librarian if you have any questions or need any assistance with your research and with accessing resources.

## **Health Services**

The school nurse is responsible for all school health services. In the event that the school nurse is not in the building when a student needs attention, the student should report to the main office, and appropriate assistance will be given.

A student that wishes to be dismissed because of medical reasons must have the approval of the school nurse before being allowed to leave school property. An assessment of the student's medical concerns will be conducted and a parent/guardian will be notified of the student's intent to leave school. Permission must be given prior to the student's departure. A student that is dismissed ill may not participate in any extracurricular activities for that day.

## **Medications In School**

- NO STUDENT SHOULD CARRY MEDICATIONS OF ANY TYPE ON THEIR PERSON. The only exception is an inhaler for asthma or an epi-pen for allergies. Signed permission from a parent and healthcare provider is needed to carry these medications in school. An "Authorize to Medicate" form must be on file in the health office.
- Prescription medications will be administered as needed. Medications should be delivered to the health office by a parent or responsible adult only. All medications need to be affixed with a prescription label stating the correct patient's name, medication name, dosage, and prescribing healthcare provider's name.
- The parent/guardian "Authorize To Medicate" form is available on the school's website or in the health office. This form needs to be completed for every prescription medication administered in the school. This form must be renewed at the start of every school year.
- Tylenol, Ibuprofen, and Tums are available in the health office and given per the Student Emergency Information which is signed by the parent or guardian at the beginning of the school year.

Every student will provide evidence of or will be given a general physical examination four times: upon entering school and upon admittance to the tenth grade. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept. Every student will be examined for screening in sight, hearing, BMI (height and weight), and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse. Department of Health Regulations call for vision screenings once between 9-12; hearing screenings

once between 9-12; BMI in grade 10. The Harvard public schools will provide vision and hearing screenings at the above intervals. BMI will be collected from the students physical examination on file from their health care provider. If the nurse is unable to collect the required height and weight from the students' physical exam on file, or if the student does not have a physical exam on file, the nurse will contact the family prior to physically examining the student. All students participating in interscholastic athletics are required to have a signed consent form and a copy of a current physical examination performed by the student's primary care provider. This must state that the student may participate in athletics. When a student becomes sick or injured at school an assessment and/or examination will be done by the school nurse. All visits to the health office are documented. Follow-up with the parent/guardian will be done as needed.

In accordance with the General Laws of the Commonwealth of Massachusetts, Health Services at The Bromfield School conducts the following routine screenings:

### **Immunizations**

The school nurse updates a student's health record and immunizations throughout the year. If the student has a yearly physical or sports physical done, send in a copy to update the medical information and to have it available for athletic programs.

- Polio - Four doses of polio vaccine are required for all entering students, unless the third dose of an all-oral polio vaccine or an all-inactivated polio vaccine series was given on or after the fourth birthday, in which case only three doses are needed.
- Varicella - One or two doses of varicella vaccine will be required for all students entering 6th grade, who do not have a healthcare provider-certified reliable history of chickenpox disease. Children receiving their first dose after age 13 need two doses.
- Hepatitis B - Two or three doses of hepatitis B vaccine are required for all children entering 6th grade. Serologic proof of immunity is acceptable.
- Tetanus/Diphtheria - Five doses are required. A Td or Tdap booster is required for entry to 7th grade if it has been five years or more since the last dose.
- MMR - One dose of mumps and rubella vaccine, and two doses of measles vaccine are required for entry into kindergarten and 7th grade.
- HIB - Four doses.
- Meningococcal- Required for the entry into 11th grade. This is a new mandated immunization as of 2020/2021 school year.

### **Behavioral Expectations**

#### **Expected Behaviors**

Students at The Bromfield School are expected to act in an appropriate, respectful, and responsible manner throughout the school grounds and in all school related settings such as the cafeteria, the hallways, bathrooms, classrooms, buses, field trips, or at assemblies, performances or athletic contests (regardless if they are at Bromfield or hosted by another school/venue).

Accordingly, we expect our students to be kind and helpful to the entire community. If it is necessary for a staff member to remind a student to behave appropriately, respectfully and/or responsibly, it is expected that the student will politely comply.

The Bromfield School staff and administration will make every attempt to highlight positive behaviors and use teachable moments to help students make the best choices for themselves and the community. When student behavior is inappropriate and/or disrespectful and interventions have not rectified the situation, students may be given corrective actions. These include, but are not limited to:

1. Detention
2. Phone call to parent(s)
3. Referral to office
4. Conference with parent (s).
5. Loss of privileges (extra-curricular or senior).
6. Suspension

### **School Behavior Violations/ Potential Consequences List**

#### **Drug/Alcohol/Tobacco/Vaping Possession, Consumption, Impairment at School, on School Property, or during any school event:**

- 1 day out of school suspension and/or 2 day in-school suspension;
- Participate in the school's diversion program;
- Attend established rehabilitation and/or addiction programs;
- MIAA sports consequences; (up to and including exclusion from further participation)
- Loss of leadership(s) position for 1 term;
- Honor Societies notified;
- Subsequent offenses will result in two days out of school and two days in-school suspension and participation in the diversionary program;
- Meet with school counseling staff

#### **Fighting/Assault/Weapon (to school with intent)**

- Out of school suspension and in-school suspension;
- May not participate in extracurricular activities during suspension;
- MIAA sports consequence; (up to and including exclusion from further participation)
- Loss of leadership(s) position for 1 term;
- Honor societies notified;
- Reflection paper/research assignment
- Meet with school counseling staff

#### **Behavior (video, audio, speech, drawing) intentionally promoting hate.**

- Out of school suspension and/or in school suspension;
- May not participate in extracurricular activities during suspension;
- MIAA sports consequence; (up to and including exclusion from further participation)

- Loss of leadership(s) position for 1 term;
- Honor societies notified;
- Reflection paper./research assignment during in-school suspension;
- Meet with school counseling staff during in-school suspension; (minimum)

### **Verbal Slur**

- In school suspension;
- Reflection paper/research assignment during in-school suspension;
- Meet with school counseling staff during in-school suspension;
- Restorative actions including a sincere apology to target

### **Vandalism**

- Consequences will vary depending on damage done to property;
- Consequences may include community service/detention, suspension, loss of extra-curricular privileges, incurring costs of damage, and/or referral to legal authorities;

### **Cheating/Plagiarism**

- Reduction of points up to 50% as determined by the educator
- Work is expected to be completed, revision/retake schedule to be determined by the educator
- Parents contacted
- Counselor contacted
- Principal notified
- Please see other sections for second and/or third offenses (minimum)

### **Cutting Class**

- 3 days detention

### **Leaving Campus without permission**

- 5 days detention

### **Rude Behavior to others**

- Addressed by adult (minimum)

## **Violations of Academic Integrity**

### **Plagiarism**

Plagiarism includes, but is not limited to the following forms: copying another student's work; turning in another student's paper as your own; copying any amount of text from an electronic source (including, but not limited to, the Internet); copying any amount of text from a print source; purchasing work and turning it in as your own; working with a partner or group on an individual assignment; having someone write the paper for you; expressing ideas other than your own or copying any amount of text from an electronic or print source without proper citation (quotations and in-text documentation) passing off as your own the ideas of another without citation.

## **Cheating**

Cheating includes, but is not limited to, the following forms: copying homework; copying quiz or test answers from another student; distributing tests and /or quizzes before they are administered (which includes previous year tests without teacher consent) discussing tests and quizzes before they are administered to all students; unauthorized use of study aides, notes, books or data; unauthorized use of all electronic and technological devices; taking pictures of homework and/or quizzes/tests and sharing questions and answers with classmates. For example, using grammar or spell check on assignments where it is specifically not allowed or getting help from others (adults or students) if specifically directed not to do so.

If one student gives another student their work to look at or copy, that student will be held equally responsible. Parents and/or students who are unsure of what exceeds the guidelines should call the classroom teacher to further discuss the situation.

## **Infractions and Consequences**

- 1) With regards to all academic infractions outside of homework, teachers will contact parents after discussing the incident with the student. Infractions involving homework are left to the teacher's discretion.
- 2) Teachers and counselors who wish to inquire with the administration about offenses relating to academic integrity because they are completing a letter of recommendation for a particular student will be allowed to do so. Whether they do or not is up to the individual teacher.
- 3) Membership to academic honor societies and consideration for scholarships may be impacted by breaches of academic integrity.
- 4) Beyond a first homework infraction, teachers will contact parents for all academic infractions. For subsequent homework infractions, parents will be contacted, and for any and all infractions, teachers will always address the situation/issue with the student.
- 5) As it relates to quizzes, tests, papers, and projects, the following consequences apply for students:
  - 1st offense: 50% for the assessment is awarded, parents are contacted, counselor notified, and administration is notified so that the infraction is recorded on the student's discipline record.
  - 2nd offense: 50% for the assessment is awarded, a meeting with the parents, administration, teacher, student, and counseling will take place, and the infraction is recorded on the student's discipline record. A support plan will be created during this meeting to assist the student in making better academic choices.
  - 3rd offense: the infraction is recorded on the student's discipline record, a one day in-school suspension will be served by the student, and the student will be removed from a course if in fact it is the 3rd academic infraction in that particular course.
- 6) With regards to group projects, teachers should provide clear student expectations, contracts, and rubrics, and students should make good choices in selecting partners and in communicating with teachers if issues/problems arise.

\*An academic integrity appeals board exists made up of one administrator, three teachers, and three

students. Student members are elected from the general student body and undergo training on privacy requirements regarding student record information.\* **Academic Integrity Appeals Board Form**

\*\*Ignorance of the nature of these rules may not be offered as an excuse. It is the student's responsibility to ask questions about assignments and guidelines when necessary.\*\*

### **Drugs and Alcohol**

Any person knowingly or intentionally present at a place where a controlled substance is being kept, or who is in the company of any person knowing said person is in possession of a controlled substance, unless such substance was obtained directly or pursuant to a valid prescription or order from a practitioner while acting in the course of their professional practice, or whoever conspires with another person to violate any provision of The Controlled Substances Act, will be suspended and subject to arrest. Students with alcohol violations are subject to the same consequences. The parent(s) or guardian(s) of students involved in such infractions will always be notified.

### **Drugs/Weapons/Assaults/Threats**

The following is excerpted from Massachusetts General Law, Chapter 71,37H.

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Section 94c, including, but not limited to, marijuana, cocaine, and heroin may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher aide or other educational staff, or another student on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided that the provisions of due process and/or the recommended guidelines have been followed.
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of their appeal. The student has the right to counsel at a hearing before the superintendent.
- (e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.



Massachusetts law provides for a mandatory minimum sentence of two (2) years imprisonment and a fine of not more than \$10,000 for anyone convicted of selling controlled substances within 1000 feet of school property.

In addition, any student who has been (or is) involved in the sale, use, possession, and/or distribution of drugs or has been (or is) involved in the expedition of the sale, use, possession, and/or distribution of drugs or has committed an assault of any type on another student, staff member or administrator, or has been involved in a weapons violation will be subject to expulsion from school, and exclusion from participation in school activities, or events. Furthermore, any person, knowingly or intentionally is present, at a place where a controlled substance is being kept, or who is in the company of any person knowing said person is in possession of a controlled substance unless such substance was obtained directly or pursuant to a valid prescription or order from a practitioner while acting in the course of their professional practice, or whoever conspires with another person to violate any provision of The Controlled Substances Act, may also be subject to expulsion from school, participation in school activities, school, or events.

### **Tobacco/vaping**

Possession and/or use of all tobacco products and/or paraphernalia is expressly forbidden anywhere on school grounds or at school-sponsored events. This includes possession and/or use by students over 18 years old. Violation of this policy by students will result in suspension. The school administration may exercise at any time the option of obtaining the services of trained dogs in searches.

### **Senior Activities**

As with all disciplinary offenses, students will be subject to disciplinary consequences if they violate the policies set out in the student handbook. These consequences include detention, suspension and possibly expulsion if the infraction is severe enough. These consequences may also include loss of privileges and loss of the opportunity to attend and participate in school related functions such as shows, dances, ceremonies and other such activities. Seniors should know that any serious violation of the policies set out in the student handbook occurring after April 1st of their graduation year will subject them to the loss of the opportunity to participate in all senior activities for the rest of the year. This would include, but not limited to, the Prom, Scholarship and Awards Ceremony and the graduation ceremony.

### **Freedom of Expression**

The right of students to freedom of expression shall include without limitation the rights and responsibilities of students collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish and disseminate their views, (c) to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal or their designee. The right of students to freedom of expression shall not be abridged, provided that such right shall not cause any disruption or disorder within the school. Students are obliged to refrain from (1) libel and slander, (2) incitements to violation of civil law, school, federal or state laws, (3) the use of

obscene material, and (4) advocating and or demonstrating racial, ethnic, sexual orientation or religious prejudice. Students found to have abused freedom of expression may be subject to suspension from school and may be subject to further legal action.

Hazing - Please reference Mass General Law Chapter 269 Section 17-19 from the following links Section 17, Section 18, Section 19

“Initiations which in any way include conduct which recklessly endangers the physical or mental health of any student or other person is absolutely prohibited. Such conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, drug, or other substance, or any other brutal treatment or forced activity which is likely to adversely affect the physical health or safety of any student or other person or which subjects a student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

Students who organize or participate in initiations which include hazing will be suspended from attending school for a period of three to ten days or may be subject to expulsion. The punishment for organizers of hazing will be more severe than that for participants. The Administration will inform the Police Chief of all suspected incidents of hazing. Hazing is also prohibited by Chapter 536 of the Acts of 1985, part of which is quoted above, and those involved in hazing are subject to criminal penalties. A requirement of Chapter 536 is that all students sign a form indicating that they have received notification of the law prohibiting hazing.

See School Committee Policy JICFA at [PROHIBITION OF HAZING](#)

### **Taunting**

Taunting or “trash talking” will not be tolerated. Taunting is defined as follows:

Taunting includes any actions or comments by students which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, color, sex, gender identity, sexual orientation, ethnic or national origin, or background, and conduct that attacks religious beliefs, appearance, economic status, speech, family, special needs, or personal matters.

### **Verbal/Physical Harassment**

Abusive language that threatens, embarrasses, defames or intimidates another person will cause the offender to be subject to disciplinary action. Similarly, there will be disciplinary action taken against any person who causes physical harm to another person in an attempt to threaten, embarrass, defame or intimidate. Students who experience any form of verbal or physical harassment are encouraged to report it to a teacher or administrator, or other trusted adult.

Harassment by Students - Please reference Harvard School Committee Policy ACABA .

Harassment of students by other students will not be tolerated in the Harvard Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities. Harassment

includes communications such as jokes, hate speech, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon actual or perceived: race, religion, color, national origin, age, gender, sexual orientation, socio-economic status, or disability.

The school will investigate all complaints of harassment at school or at school related events and, if substantiated, take steps reasonably calculated to stop the harassment and prevent its recurrence. Once the school has learned of alleged incidents of harassment, it may not choose to ignore them, even if the complainant or targeted student/s informs the school that he/she wishes the school not to address the matter. Every allegation of harassment will be investigated.

The school will respond to complaints of harassment in a reasonable, timely, and effective manner. What is reasonable, timely and effective depends on the individual circumstances of the complaint, including, but not limited to, the nature of the allegations and ages of the students involved. Therefore, while the following may serve as general guidelines for responding to an incident of harassment, the guidelines must be adapted as necessary to effectively respond to the complaint.

### **Bullying, Cyberbullying and Harassment**

Our schools have made a commitment to helping students develop the interpersonal skills necessary for working effectively and cooperatively with others and therefore will not tolerate bullying. Bullying is defined as a “form of aggression in which (1) the behavior is intended to harm or cause distress, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power (popularity, age, gender, etc.) among the parties. Bullying can be physical or psychological and includes such behaviors as name-calling, excluding, teasing, pushing and verbal threats. Cyberbullying is bullying through the use of technology or any electronic device such as telephones, cell phones, computers, and the Internet. It includes but is not limited to email, instant messages, text messages, Internet posting, and any social media. The school strongly encourages students to report incidents of bullying or cyberbullying to teachers or administrators. The school will promptly investigate the situation and initiate the Harvard Public School’s Anti-Bullying and Harassment procedures. Please reference the Bullying Harvard School Committee policies.

[http://www.psharvard.org/school\\_committee/policies](http://www.psharvard.org/school_committee/policies) (ACAB, ACABB, JICFB, JICFBR)

### **Social Media Misconduct**

We understand that social media is a large part of student life outside of the classroom. Our expectation is that students will conduct themselves in an appropriate, respectful, and responsible manner and that they will be kind and helpful in their use of social media. Please note that it is a violation of our behavioral expectations to create a social media account, blog, etc. in another person’s name or knowingly impersonate another as the author of posted content or messages. If social media conduct is impacting the educational environment at Bromfield, administration will investigate and follow through with disciplinary action if necessary.

### **Sexual Harassment**

Sexual harassment can involve unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Additionally, sexual harassment can involve unwelcome sexual advances through email, text messages or images (pictures, illustrations, use of “emoji” or symbols), unwelcome sexual comments, jokes, or other use of language.

Other actions or behaviors can be considered sexual harassment if they involve content of a sexual nature and happen often enough or are severe enough to make another person uncomfortable, intimidated, or distracted enough to interfere with their experiences in school or impact their ability to participate in any of the opportunities or activities connected with the school.

**Students being harassed** by other students are encouraged to notify a teacher, counselor or administrator. If students feel they are harassed by adult personnel, they are encouraged to report the incident to someone in authority so that appropriate action can be taken. If a sexual harassment allegation is substantiated: the aggressor will face consequences up to 5 days out of school suspension. They will participate in a diversionary program. Continued violations by a student will result in more severe consequences. There will be the potential for removal of any common class with the target. The aggressor will move classes, not the target. Please reference the following Harvard Public School’s Harassment Policies at [http://www.psharvard.org/school\\_committee/policies](http://www.psharvard.org/school_committee/policies) (AC, ACA, ACE, ACAB, ACABA, ACABB,)

### **Disciplinary Action for Harassment**

The level of discipline will depend upon the severity and nature of the incident and may include the following:

- The parent of the aggressor and target will be notified (must happen).
- A meeting with parent(s) of the aggressor will occur.
- The police may be notified.
- The student aggressor will meet with counselors.
- The student target will be offered the opportunity to meet with school counseling staff.
- Administration will notify school staff so student safety can be monitored.
- Administration and/or counseling may arrange for guided communication between parties to help resolve the issues.
- Administration will conduct follow-up inquiries.
- Administration will ensure that the target and aggressor know the procedures for subsequent problems.
- Administration can impose disciplinary action, including written warnings, detentions, and suspensions.
- Administration can provide educational activities/training for students involved or school-wide.
- Administration can choose to separate the harasser and the target.
- If there are repeated offenses, they will be treated like bullying and trigger a formal bullying investigation.

### **Threats**

All members of the school community are to be treated at all times with respect and courtesy. Failure to

do so will result in parents being notified and the offending student(s) being subject to suspension, expulsion, and/or referral to legal authorities for further action, depending on the circumstances.

### **Fighting**

Students who resort to physical solutions to resolve a problem will be immediately removed from contact with the rest of the student body and will be suspended from attending school for a period of time to be determined by the Principals. Repeated instances of fighting will result in suspension for periods up to ten days. In severe cases, a recommendation for expulsion may be made.

### **Bus Conduct**

Students transported in a school bus are under the authority of Harvard Public Schools and under the control of the bus driver. Disorderly conduct, vandalism, or actions that imperil the safety of those on the bus may be sufficient reason to deny a student the privilege of transportation to and/or from school. Only the Principals will decide on suspension of bus privileges. Animals or dangerous objects may not be transported to and from school on school buses. The **bus driver may exclude** a student carrying either from riding the bus. Suspension of bus riding privileges does not relieve students of their responsibility to attend school. Parents will be notified of the suspension, and it will be their responsibility to arrange transportation for their child to and from school during the period of suspension. Suspension will go into effect at the beginning of the school day following the notification of the suspension. In addition to being responsible for following all school rules, students are also responsible for adhering to the following specific bus safety rules. These rules are in place in order to ensure the safety and comfort of all who ride on the bus.

Students should:

1. Follow the driver's instructions at all times
2. Ride their assigned bus to and from the assigned stops
3. Remain seated while the bus is in motion
4. Keep hands, feet, head, and all objects out of the aisles and inside the bus
5. Speak in a respectful voice while riding, students should not yell or make distracting sounds
6. Refrain from eating and drinking on the bus
7. Refrain from throwing any objects on the bus.
8. Treat all passengers on the bus with respect

If a student encounters an issue on the bus, the student or parent should contact the school Principals.

### **Parking/Driving on School Grounds**

Parking is permitted in designated areas only. Unregistered vehicles may be towed at the owner's expense. All students who wish to bring a vehicle to school and park on school grounds must park in their designated spot. Parking passes must be hung on the rear view mirror. Passes will be obtained through a registration and lottery process. The school administration reserves the right to suspend or revoke parking privileges for unsafe driving, leaving school grounds without permission, excessive absences or tardiness, or other disciplinary reasons. With administrator approval, students may be given

permission to “share” a parking pass to make more efficient use of limited parking space. Students who do not adhere to the parking regulations will face the following consequences:

- 1) Verbal Warning
- 2) Written warning with parent notice
- 3) Parking privileges may be revoked

Using a vehicle in a reckless or hazardous fashion that poses a risk to self or others will be cause for disciplinary action, and the student’s privilege to drive on school grounds will be revoked. Any individual traveling in excess of the 15 miles per hour limit on school grounds will be subject to disciplinary action.

### **Financial Transactions**

Students may not engage in any commerce which includes financial transactions between students while on school grounds except as approved by the school’s administration.

### **Skateboarding/Rollerblading/Scooter Riding**

Skateboarding, rollerblading and scooter riding is prohibited on school property.

### **Theft**

Any student known to have stolen property from another student, a member of the school staff, or from the School Department may be suspended from school. The parent(s) of the offending student will be notified and a referral to legal authorities may be made, depending on the value of the stolen property. Students are asked not to bring large sums of money or other valuables to school unless it is absolutely necessary and to keep their lockers locked.

### **Truancy**

For this handbook, truancy is defined as absence from school without parental AND school administrative authorization. Students who are considered truant will be assigned five detentions for the first offense. Other penalties could include loss of privileges, loss of ability to participate in extracurricular activities, and/or suspension. Students will also receive failing grades for any and all quizzes and tests given during their truancy. Assignments which are late due to truancy may also be given a failing grade, dependent on the individual policies of each teacher regarding the acceptance of late assignments. Participation in any and all school activities may be prohibited for an extended period. Teachers and parents of a truant student will be notified of the truancy.

### **Vandalism**

Vandalism of school property and property of others (students/teachers) includes, but is not limited to, damage done to school buildings, materials, lockers, equipment, fields, textbooks, iPads and Macbooks, and landscaping.

### **Detentions**

A student may be detained after school by a teacher for classroom or school offenses. Unless the

situation is urgent, the student will be given twenty-four hours notice and will be told the time and place to report. Parents may be asked to meet with the teacher should the student's behavior continue to be disruptive. A student who fails to report for detention with the teacher may be assigned an additional detention by that teacher. Repeated failure to honor a teacher's request for detention will result in notification of the student's parents or guardians and at least two detentions served with administration. Further failure to accept detention will result in school suspension.

**New: Alternative Remedies (for SY23-24):**

Student re-engagement procedures contain:

a. Any principal, headmaster, superintendent, or person acting as a decision-maker at a student meeting or hearing, when deciding consequences for the student, shall consider ways to reengage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

b. Alternative remedies may include but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving.

The principal, headmaster, superintendent, or person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

**DUE PROCESS FOR SUSPENSIONS**

**NOTICE OF PROPOSED SUSPENSION**

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H1/2 or an in-school suspension as defined by 603 CMR 53.02(6), the school shall

provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing.

Notice shall set forth in plain language:

- A. the disciplinary offense;
- B. the basis for the charge;
- C. the potential consequences, including the potential length of the student's suspension;
- D. the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- E. the date, time, and location of the hearing;
- F. the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

### **SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION**

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not



cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

**Principal Hearing.** The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of their determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal shall send their determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect. All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

### **LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION**

A long-term suspension is the removal of a student from the school premises and regular

classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- iii. the right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- and. the right to cross-examine witnesses presented by the school district;
- v. the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed.

If the principal decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- v. Inform the student of the right to appeal the principal's decision to the superintendent or their designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal. If the student is in grades pre-k through grade 3, the principal shall send their determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

### **APPEAL OF LONG-TERM SUSPENSION**

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue their written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

### **EMERGENCY REMOVAL**

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal. During the emergency removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal.

The principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension.

### **IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10**

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10)

school days cumulatively for multiple infractions over the course of the school year. An in-school suspension may be used as an alternative to short-term suspension.

A Principal may impose an in-school suspension as defined above according to the following procedures:

- The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident.
- If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.
- On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
- The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

**SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H1/2**

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

- *Possession of a dangerous weapon, possession of a controlled substance, or assault of staff.*

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal may, in their discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of their appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

- *Felony complaint or issuance of felony delinquency complaint*

Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal may suspend a student for a period of time determined appropriate by the Principal if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony,

and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

- *Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency*

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of their right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall notify the Superintendent in writing of their request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

## **SCHOOL-WIDE EDUCATION SERVICE PLAN FOR STUDENTS ON SHORT- OR LONG-TERM SUSPENSION**

(1) Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

(2) Any student who is expelled or suspended from school for more than ten consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, through the school-wide education service plan.

(3) Each school has a process for developing school-wide education service plans for education services that the school district will make available to students who are expelled or suspended from school for more than ten consecutive days. Each plan is individualized to the needs of each student and is developed in collaboration with the guidance department, special education department, and classroom teachers, as applicable. Students and their parents will be notified of the process for developing and arranging such services at the time of suspension/expulsion. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under M.G.L. c 69, §§ 1D and 1F.(4)

#### Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.

(a) The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

(b) For each student expelled or suspended from school for more than ten consecutive days, whether in school or out of school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES (IEP/504)**



Procedures for suspensions of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
  
2. When a suspension constitutes a change of placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP – "a manifestation determination."
  
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer: a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
  
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure

him/herself or others. Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.

5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Procedural requirements applied to students not yet determined to be eligible for special education.

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

- a. The parent had expressed concern in writing; or
- b. The parent had requested an evaluation; or
- c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the

student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

## **Miscellaneous Regulations and Guidelines**

### **Permission to Leave Campus**

Students may leave campus under the following conditions: ill health, scheduled medical appointments, driver's tests, college interviews, and job interviews.

**Written parental permission is required for all students under the age of 18.** Students who are 18 or are emancipated minors and who have filed an Age of Majority form may write their own permission slips, but final decisions to grant such permission, in all cases, rests with the Principal, or School Nurse. Prior to leaving the campus, students must receive written permission and must sign out in the main office. Students may access their vehicles only with administrative permission. Failure to abide by these rules will result in detention for the first offense and may result in loss of other school privileges and/or suspension for subsequent offenses.

### **Senior Privileges**

Senior Privileges are granted to seniors on an individual basis during their senior year. A signed parent permission slip must be on file for seniors to exercise these privileges. Seniors who are frequently absent or tardy (a combination of 5 unexcused tardies or absences during a term), or who are making poor choices regarding their behavior will have these privileges revoked.

AM/PM Privilege - Seniors who have a study hall during the first period on any given day do not have to arrive at school until second period. Students must sign in at the main office when they arrive at school. Also, seniors who have a study hall during seventh period may leave after sixth period. Seniors must sign out of their study and the main office before leaving. Seniors who arrive late to school without excuse on a day may not use their PM privilege that day. These privileges can not be used on early release or half days.

Extended Senior Privileges: After a period of time, extended senior privileges may begin. Once these privileges begin, eligible seniors who have senior privileges may sign out of the main office to use the picnic table area outside the cafeteria or the tennis/basketball court. Seniors may also go to the Harvard Public Library. Bromfield Seniors may not leave school grounds. If a senior has study during long block, he/she may go to the General Store. Otherwise, seniors must remain on school grounds which include the public library. Students may not leave school early or go to the General Store during long block study on a day the student was tardy to school or during an early release day.

### **Age Of Majority**

Any student reaching the age of 18 or emancipated minor may apply for age of majority status. This process, in effect, allows the student to be recognized by the school as an adult so that they may be accorded the privileges and responsibilities of an adult, such as: signing of attendance records to include dismissal/tardy notes, requesting records and/or other similar type activities. The administration will, however, take corrective measures if the age majority student is using this status to abuse the rules and regulations of the school which have been set up to instill consistency and a sense of orderliness within the building. The school reserves the right to inform parent(s)/guardians(s) of the age of majority of the student for each tardy, dismissal, or absence.

### **Security, School Visitors, and Guests**

All doors at The Bromfield School are locked during school hours. A staff member ensures that all exterior doors are locked by 8:30 AM, at the latest. Anyone wishing to enter the school during school hours must enter through the main office doorway. (Door 1). They must ring the bell and identify themselves to one of the school secretaries via the electronic monitoring system. The school secretary will then open the door electronically. Once let in the building, the visitor must go to the main office to receive a visitor pass and to sign in. Visitors must sign out from the main office and leave via door 1. The doors to the cafeteria are open during lunches so students can eat at the picnic tables. The doors are watched by faculty lunch monitors and cafeteria staff. Once lunch is complete, a staff member locks the doors of the cafeteria.

Students who wish to have a guest attend classes must submit a guest request form to the Principals at least three days prior to the visit. When entering a class, the host student should introduce the visitor to that class teacher. Except in extraordinary circumstances, visits by guests are limited to one day during a school year.

A student may normally bring one guest to a school function. All Bromfield school regulations are applicable to guests. Guests of students must be registered with the Principal one day prior to attendance at any school function.

### **Security Cameras in School**

The Harvard School Committee supports the use of video cameras throughout the Harvard Public School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public

safety for community members who visit or use our school property, and to diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewed if necessary by designated school officials and/or designated law enforcement personnel. Refer to the School Committee Policy at [www.psharvard.org](http://www.psharvard.org), (ECAAF)

### **Search and Seizure**

When there are reasonable grounds to suspect that a search of a student's locker, person, or car will result in evidence that the student has violated or is violating either the law or the rules of the school, the law allows school officials to search the student's locker, person, or car. Students who refuse to subject themselves or their property to reasonable search will be suspended from school for one to three days. The administration may exercise, at any time, the option of obtaining the services of trained dogs to aid in searches at any time.

### **Lockers and Locks**

Students must keep the school locks provided with their lockers locked at all times except when depositing or securing books, materials, or clothing. No other locks are permitted on school lockers. Locker combinations must not be shared. An \$10 replacement fee will be charged for lost or stolen locks. Students are asked not to bring large sums of money or other valuable possessions to school unless it is absolutely necessary and to lock their lockers before leaving the locker area. Students who must bring cash to school should deposit it in the main office during the school day. While students have an expectation of privacy, the school has joint control of lockers with students. Therefore, master keys and copies of lock combinations are retained by the school. Certain items may not be stored in lockers. Among these are weapons, drugs, alcoholic beverages, tobacco products and stolen property.

### **Fire and Emergency Evacuation Drills**

Building evacuation plans are posted in every school area. All students must familiarize themselves with both the regular and alternate evacuation plan in each school area to which they are assigned. Students are to conduct themselves in an orderly manner when evacuating the building. No students or staff may leave school grounds during an evacuation.

### **Fund Raising**

All fund-raising activities must receive prior approval of the school administration.

### **Lost and Found**

Lost or stolen items should be reported to the main office. Students looking for any lost clothing or other items should check the designated lost and found areas in the cafeteria and main office.

### **Student Dress**

The Fourteenth Amendment protects the right to choose hair length, clothing, and other aspects of appearance. The school cannot interfere with this right by punishing or restricting individuals from any school activities because of appearance unless there is an overriding, legitimate school purpose, which

the school can show to be more important than this right. Such legitimate school purposes include the concern that appearance poses a genuine threat to health or safety (for example, science lab safety or gym specific clothing) or damages school property (for instance, metal cleats or shoes). Another legitimate purpose is to prevent disruption. Disruptive clothing is considered clothing upon which any of the following is displayed: words or pictures that promote or advertise alcohol, drugs, tobacco, prejudice, sexual innuendo or promote illegal behavior; obscenities, words or symbols that will knowingly incite others or words or symbols that put down (defame) the beliefs or heritage of others. Clothing expectations include footwear, shirts, and pants/shorts/skirts/dresses.

Individual teachers may not put in restrictions for dress code that vary from this policy.

If the dress of a student is in question, the student should be discreetly referred to the nurse between classes.

- LEGAL REFS.: M.G.L. 71:82; 71:83 CROSS REF: School Student/Parent Handbooks
- Approved: September 22 , 2008
- Amended: May 12, 2014
- Amended: October 12, 2021

### **Cell Phones, Smart Phones, and/or Electronic Devices**

The primary focus of schools is education. Technology, including electronic devices and educational applications, can be great tools for education and we fully support the use of technology as a tool to enhance student learning experiences under the direct supervision of the Bromfield faculty. However, when technology devices or applications draw student focus from the task at hand, learning is compromised. Given that each student will be given either a school-issued MacBook or iPad for education, no personal electronic devices, including but not limited to cell/smart phones, MP3 players, audio, or video recorders, headphones and personal devices may be used during the school day unless requested by a teacher for class use. Taking photographs, recording audio, and/or video is not permitted unless under the direct supervision of a Bromfield staff member. Students may not use their phones or devices for making or receiving calls, social media or texting during classes at any time. This policy also applies to headphones. Any student using a personal electronic device in violation of school rules will be reminded to put the device away. However, a faculty member has the discretion to confiscate the device at first sight. Generally, students will be able to retrieve the device at the end of the day. Repeat violations will result in the device being confiscated, given to administration until the end of the day, and parents will be contacted. Continued violations (three) will result in the device being banned from school or kept with administration during the day for at least a week. Under no circumstances should an electronic device be used in the hallway. The same rules apply to the hallways as the classroom. Students will be permitted to use office phones for calls made at the request of school officials or those which administration deems appropriate.

High school students will be allowed to access their phones for messages during lunch. Please note that the phone should not be used for a prolonged period of time. It is only to check messages that may come from a coach, parent, or employer. Aside from lunch, phones should not be seen during the

day.

School issued iPads and MacBooks should not be in the cafeteria. This rule is designed to protect your school issued device from damage. In addition, students need to be vigilant about locking their devices safely in their lockers when they are not using them. It is imperative that iPads and MacBooks are not left unsupervised in any location.

### **Student Employment Permit**

Students wishing to obtain a work permit must be at least fourteen years of age and must have been examined by a healthcare provider within the year unless the student is sixteen years of age or older. Students meeting these requirements may obtain the work permit by requesting one from the Superintendent's Office. A birth certificate is required.

### **Assemblies**

Student assembly programs provide opportunities for students to participate in large group activities that will enhance their educational experiences. Students interested in organizing or conducting an assembly program are encouraged to work directly with their Student Council and with the school administration. Generally, no more than six large group assembly programs will occur in any given school year. The Principals will approve and schedule proposed assembly programs based on their educational value and their age appropriateness. Any financial responsibility will be borne by the group proposing the assembly. Attendance at assemblies may be mandatory for all students scheduled to attend.

Student-Initiated Forums on Controversial Issues Student groups may request permission to conduct forums on controversial issues in the schools. The Principal may grant such requests under the following conditions: 1. Preparation for presentation of a forum may not cause any student or teacher to miss class and will not cause the cancellation of any class. 2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least one week before the scheduled date of presentation. For each request the Principal will appoint, after consultation with the requesting student group, at least two faculty members to consult and be present at the forum. 3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums. All other policies regarding appropriate conduct and language will apply.

### **Field Trips**

School sponsored field trips may take place during the school day and may also involve overnight stays. These field trips are considered an essential part of our students' learning experience and every effort will be made to have all eligible students attend. There may be occasions when individual students may not be allowed to participate in a school sponsored field trip based upon their previous actions and/or the supervisors concern that a student may not be responsible enough to conduct themselves appropriately on such a trip. In this event, the faculty coordinating the event will contact the student's parents directly, in advance of the trip. All field trips are governed by Bromfield's Behavioral Expectations and School Rules. As such, violations can result in disciplinary actions including but not limited to being sent home from the trip at parent's expense, suspension, removal from current school activities, loss of leadership

positions, and removal from honor societies. Students and their belongings are subject to search at any time during the trip including prior to departure.

### **NETWORK ACCEPTABLE USE POLICY**

#### **Network**

1. The purpose of the Harvard Public School's Network is to promote the exchange of information and research consistent with the mission of the school system. The use of any other organization's network or computing resources must comply with the rules appropriate for this network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, and/or material protected by trade secret.
2. Harvard Public School's Network is not for private or commercial business use, political or religious purposes.
3. Any use of the Harvard Public School's Network for illegal activity is prohibited.
4. All communications and information accessible via the network should be assumed to be the private property of the source.
5. Use of the Harvard Public School's Network to access obscene or pornographic material, or chat groups is prohibited.
6. As a network user, you are expected to abide by the generally accepted rules of network etiquette and digital citizenship. These include, but are not limited to, being polite (be kind and thoughtful in your messages to others) and use of appropriate language (do not swear, use vulgarities or any other inappropriate language).
7. Do not reveal your personal address or phone numbers to other students or colleagues.
8. Do not use the network in such a way that you would disrupt the use of the network by other users.
9. Use of programs that harass other Harvard Public School's Network users or infiltrate the computing system and/or damage the software components is prohibited.
10. Subscriptions to Listservs, bulletin boards and online services must be preapproved by the Network Administrator.
11. Absolutely NO technology device system settings are to be copied or altered in any way, without the prior approval of the Network Administrator.
12. Network traffic going in and out of the Harvard Public School's network could potentially be monitored and recorded.
13. Net Sending is a violation of the Acceptable Use Policy and is a function reserved for administrative purposes.

#### **Security**

14. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data or information of others.
15. You will not share your account with anyone or leave the account open or unattended.
16. You will keep all accounts and passwords confidential and not accessible to others.
17. You are responsible for making backup copies of the documents critical to you.



18. Any user identified as a security risk or having a history of problems with other technology systems may be denied access to the Harvard Public School's Network.

### **Software**

19. You are responsible to take precautions to prevent viruses on your own equipment and the equipment of the Harvard Public Schools.
20. The illegal installation of copyrighted software or files for use on school devices is prohibited.
21. Please see the System Manager to install any software on The Harvard Public School's devices.

### **Printing**

22. Excessive printing without permission of a teacher or staff member is a violation of this policy.
23. Permission by the teacher is required for use of color printers.
24. All printing will be monitored for paper consumption and is approved at the discretion of the school.

### **E-Mail**

25. E-Mail is provided for the exchange of information consistent with the mission of the Harvard Public Schools.
26. E-Mail cannot be used for private or commercial offering of products or services for sale or to solicit products or services.
27. E-Mail cannot be used for political or religious purposes.
28. E-Mail messages are subject to review by the Harvard Public Schools administration review at any time.

All violations of the Acceptable Use policy will be reviewed by the Network Staff for the determination of the degree of seriousness, then presented to the Principals for appropriate disciplinary action.

Interpretation, application, and modification of any Acceptable Use Policy are within the sole discretion of the Harvard Public School Department. Any question or issues regarding this policy should be directed to the building principals.

The use of the Harvard Public School's network is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. In addition, violation of any conditions of use described here may be cause for disciplinary action. The principal will deem what is inappropriate use and that decision is final. Also, the system manager may close an account at any time as required. The administration, faculty, and staff of the Harvard Public Schools department may request the system manager to deny, revoke, or suspend specific user accounts.

### **HPS Digital Representation Policy**

We recognize that student profile pictures and digital representations of students, including virtual backgrounds, can be a form of self-representation and individuality. Students can customize these

images for school-assigned digital accounts, including Zoom and Google, provided that the student picture is appropriate for a school setting and follows the guidelines below:

- Any real-life photos need to be of the assigned student user, not other students, faculty members or celebrities
- Photos should not include words, pictures, et cetera that are vulgar and/or suggestive of vulgarity; items that promote or advertise alcohol, drugs, tobacco, prejudice, sexual innuendo or promote inappropriate behavior; obscenities, words or symbols that will knowingly incite others or words or symbols that put down (defame) the beliefs or heritage of others.

### **Harvard Law Enforcement**

Memorandum of Understanding

It shall be the policy of the Harvard School District that a cooperative effort shall be followed between the school administration and the Police Department of the Town of Harvard.

### **Coordination of Policies by Enforcement Officials**

School administrators shall meet regularly with the Chief of Police to discuss the school's district's policy and rules regarding law enforcement contacts with the school district.

### **Federal and State Mandates**

Non-Discrimination Statement

The Harvard Public School District is committed to ensuring equal educational opportunities for all students and does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, disability, gender identity, or homelessness. The Harvard Public Schools are in compliance with state and federal laws prohibiting discrimination and harassment. The Title IX Coordinator and Director Pupil Services is Michelle DellaValle, who can be reached at (978) 456-4143 or [mdellavalle@psharvard.org](mailto:mdellavalle@psharvard.org).

### **Student Information**

Under Massachusetts State Department of Education regulations, the school system may release for publication certain information concerning students without first obtaining consent unless parents have notified us that we should not do so. The information which may be released includes only students' names, classes, participation in extracurricular activities, degrees, honors and awards, and post-high school plans. If parents do not wish such information to be released for publication without explicit consent during the school year, they should contact the Principal.

### **Student Records**

In accordance with the Massachusetts State Department of Education regulations, different portions of the student record will be destroyed at two points in the future. The majority of the information (temporary record) will be destroyed within five years following the student's graduation or withdrawal from the school system.

Specifically, the information to be destroyed within five years from graduation or withdrawal now

includes:

- records of participation in school-sponsored extracurricular activities
- evaluations and reports by teachers, counselors, and others
- attendance data
- all other information not listed below

The following information may be destroyed only after the passage of sixty years:

- identifying information regarding students and parents or guardians
- course titles and grades received
- grade level completed and year of completion

You have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction. If you have any questions regarding your/your child's student record, please contact the Counseling Department at The Bromfield School (telephone 978-456-4152). The temporary record is made available to seniors prior to graduation.

The Harvard Public Schools are authorized to send student records directly to a public school to which a student seeks or intends to transfer, without the consent of the eligible student or parent/guardian, provided that the Harvard Public Schools gives general notice that it follows this practice. (23.07(4)(g)) The Harvard Public Schools will first seek to obtain consent to release records from the eligible student or parent/guardian. However, if the district is unable to obtain consent, records will be sent pursuant to the Mass General Law (23.07{4}{g}) This serves as a general notice to this practice.

## **Extracurricular Activities**

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN ACTIVITIES (including athletics)

Note: In addition to the eligibility requirements discussed here, athletes competing in team sports must comply with all Massachusetts Interscholastic Athletic Association (MIAA) academic and substance abuse policies. (MIAA Rules and Regulations) Please see the section titled "Athletics" later in this handbook.

### **Academics**

In addition to MIAA requirements of passing grades in the equivalent of four major year-long subjects, students must maintain a C average or better in the previous quarter to be eligible for all extracurricular activities, and will also be considered ineligible if they have two or more F's in a marking period. If at any time a student is at risk of becoming academically ineligible, their coach and/or advisor will be notified. Incomplete grades may not be counted toward eligibility. A student who repeats work for which they once received credit cannot count that subject a second time for eligibility. A student cannot count for eligibility for any subject taken during summer vacation, unless that subject was previously failed. Exceptions from academically requirements may be granted only by the Principal or Principal's designee. Students granted an academic waiver will be required to provide weekly progress reports.

### **Conduct**

Students who wish to participate in extracurricular activities have an obligation to behave in a way that brings credit to themselves and to their school. As such, students are under an implicit contract to refrain from alcohol, tobacco, and drugs while a member of a Bromfield club, athletic team, or extracurricular activity. Failure to do so will result in loss of eligibility to participate as stated in the MIAA regulations. Please be aware that leadership positions within student organizations also fall under these rules. As such, student leaders who violate the drug/alcohol policy will be suspended from their leadership positions for one academic term.

Moreover, students who represent the school and/or their classmates in extracurricular activities and/or leadership positions have an implicit responsibility to behave as role models at Bromfield and in the community. Failure to do so could result in a loss of eligibility to participate in that activity and/or temporary or permanent loss of a leadership position.

### **Disciplinary Action**

Any student involved in a disciplinary action may be considered ineligible for extracurricular activities until the action is resolved. Dances, Prom, Celebration, performances, field trips, and class trips are also considered extracurricular activities.

### **Attendance And Tardiness**

A student with an unexcused absence or a student absent due to illness will not be allowed to participate in extracurricular activities that day. If an unexcused absence occurs on a Friday or on the day before a holiday, the student will not be allowed to participate in the next scheduled meeting or event. Excessive tardiness may render students ineligible at the discretion of the administration. Students must be in school for at least six consecutive periods in order to be eligible. Students who are not in school by 9:01 AM on a regular school day or by 8:51 AM on an Early Release day or are dismissed from school due to illness are not eligible to participate in activities that day.

### **Honor Societies**

#### **La Société Honoraire de Français/La Sociedad Honoraria Hispánica**

The objectives of these chapters are to reward high scholastic achievement in French/Spanish studies, to foster a deeper understanding and enthusiasm for French/Hispanic cultures and to perpetuate American friendship with French/Hispanic cultures. To qualify for membership, a student must be a member of the sophomore class or higher\*, have earned a minimum of A- in the second language, in the quarter of selection, as well as an averaged cumulative grade of A- for all second language work awarded secondary school credit. The student must also have earned a B average in all other subjects during the quarter of selection, and an averaged cumulative grade of B- in all other subjects for work awarded secondary school credit\*. Students must complete two years of high school world language study. A student who commences world language study in grade 7 will be considered for consideration in their sophomore year provided that the academic requirements are met. Students who commence study of a world language in grade 9, will be considered in their junior year provided that the academic requirements are met.

### **National Honor Society (Grades 10-12)**

NHS fosters and recognizes academic achievement, leadership, character, and service. Students are considered for induction during the second semester of their sophomore year on a probationary basis and during their junior and senior years on an active basis if they have maintained a cumulative average of B+ from grade 9 and demonstrate high personal standards. NHS members participate in community service projects throughout the year.

### **National Art Honor Society**

The National Art Honor Society program strives to inspire and recognize students who have shown an outstanding ability and interest in art. The program supports members in their efforts to attain the highest standards in art scholarship, character, and service, and to bring art education to the attention of the school and community.

### **Science Honor Society**

The Science National Honor Society is an academic nationwide honor society focused on science for high school students within the United States. The society was established in 2000 in Texas and has expanded to over 277 schools in 33 states. SNHS attempts to encourage science in schools across the country. Its goals are, according to the official SNHS website: “encourage scientific thought, advance students’ knowledge of science, communicate with the scientific community, aid the community with its comprehension of science, and encourage scientific knowledge.”

### **TRI-M Music Honor Society**

Tri-M offers student musicians enrolled in music courses grades 9-12 with one prior half year of course enrollment the opportunity to be part of our greater music community of bright students looking to help strengthen our school’s music program, help their fellow members reach their full musical potential, motivate and recognize its members musical and personal achievements, credits, and grades, encourage its members to work together towards those same goals, inspire the greater school community to engage in musical activities, and focus public attention on our school music program through community service.

Students who should apply and are accepted in the late Fall of the academic school year can hope to actively engage in music community activities while upholding a 3.0 or higher cumulative grade point average and an overall 3.7 or higher in music courses specifically. Any student wishing to apply that has questions regarding their potential membership in the honor society should speak to their music course instructor and/or Tri-M faculty advisor.

### **Clubs/Organizations**

- Anime/Manga (grades 6-12)
- Bromfield Cares (grades 6-12)
- Bromfield Association of Rocket Scientists (grades 6-12)
- Business Professionals of America (grades 9-12)
- Chess Club (grades 6-12)
- BHRA - Club Sport (spring, grades 7-12)

Garden Club (grades 6-12)  
Global Health Society(grades 9-12)  
Green Team (grades 6-12)  
Gender and Sexuality Alliance (GSA) (grades 6-12) supporting LGBTQ+ people  
Mathematics Team (Varsity, grades 9-12; Freshman, grades 7-9)  
Math Olympiad (grades 6-8)  
Meditation Club (grades 9-12)  
Model UN (grades 9-12)  
Politics Club (grades 9-12)  
Quiz Team (grades 9-12)  
Reading and Writing Club  
Robotics Club (grades 9-12)  
Sign Language  
Spanish Club (grades 7-12)  
Students Against Destructive Decisions (grades 9-12)  
Students for Justice  
Student Wellness Advisory Team (SWAT) (grades 9-12)  
Youth and Government (grades 9-12)  
World of Difference (grades 9-12)  
Speech and Debate (grades 9-12)  
The Bromfield Beacon (grades 9-12)  
The Bromfield Mirror (grades 9-12)  
The Bromfield Review (grades 9-12)

## **Performing Arts**

### **Bromfield Drama Society (grades 9-12)**

The Drama Society provides opportunities for acting, set design, sound design, and lighting. Each year the club presents plays, musicals and skits, and prepares a major entry in The Massachusetts High School Drama Festival.

### **Bromfield Jazz Band (grades 9-12)**

Students in the Jazz Performing Ensemble will study various Jazz and Rock styles including Dixieland, Swing, Bebop, Funk, Gospel, Rhythm and Blues and others. Members of the Jazz Ensemble have the opportunity to audition for the Central Massachusetts Senior District Music Festival and the Massachusetts All-State Music Festival

## **Bromfield Leadership Opportunities**

The Bromfield School offers students many opportunities to develop leadership skills, among the more formal opportunities are student council elected positions and class officer positions. Students will be notified well in advance of elections for these offices, which usually take place in the spring

### **Student Advisory Council (grades 9-12)**

The advisory council is composed of six students from grades 9 to 12 and one student from grades 6-8 who are elected each May. This group represents all students in meetings with the School Committee and also serves on the High School Student Council.

**High School Student Council (grades 9-12)**

Grades 9 through 12 each have two representatives to the Student Council. The vice-president of each class is also a representative. Representatives are elected in May for the following year, and all high school students are eligible to run. The Council meets at least monthly and addresses issues affecting student life. It also meets regularly with the administration.

**The Bromfield School Council (grades 9-12)**

The Bromfield School Council consists of parent, faculty, community and student representatives. The three student representatives are elected in May for the following year. This council meets monthly to advise the Principals on a variety of school issues.

**Class Officers (grades 9-12)**

Every year each class elects a president, vice-president, treasurer, and secretary to conduct class business and oversee class events. Students are elected in May for the following year.

**Regional Student Advisory Council**

One student is elected to represent The Bromfield School at the Massachusetts regional council.

**Academic Integrity Board**

Students in grade 10 elect a representative to sit on this academic appeals board, which includes a representative from grades 10, 11, and 12.

**Student Government Day Representatives**

One junior or senior is selected to attend the Student Government Day program at the Massachusetts State House.

In addition to these elected positions, many other opportunities exist for students to become involved in the work of the student council, class activities and other extracurricular organizations. We encourage all students to pursue their passions and share their talents with their classmates and the entire school community.

**Athletics**

User fees will be charged to families based on participation. User fees must be paid in full before the start of the season. In the event of hardship, a financial plan should be made in advance. Please contact the Principal or the Athletic Director to make any necessary arrangements. User fees and payment due dates for all sports will be posted on The Bromfield School website.

Waiver: Participants may apply for a partial waiver which will be approved by the appropriate School Principal and School Counselor. Waiver forms are available on our website, at the main school office as

well as the Administrative Office. All waiver applications will be kept strictly confidential. Students interested in joining activities should listen to the daily bulletin announcements, refer to the student bulletin boards, or ask their school counselor for more information. New students are always welcome.

Students should check the Athletic Bulletin Board regularly for information on team tryouts, contest postponements, practice schedules, uniform collection and other important sports information.

Parents and students are reminded that the following list of team sports and fee amounts may change due to student interest or last minute circumstances in early September. In certain situations, exceptions to grade level requirements may be allowed by the Principal.

## **FALL SPORTS**

### **Cross Country (boys and girls teams)**

Varsity, grades 6-12 \$260

### **Field Hockey**

Varsity, grades 8-12; Junior Varsity, grades 7-10; \$325

### **Golf**

Varsity, grades 6-12 \$360

### **Soccer (boys and girls teams)**

Varsity, grades 8-12; Junior Varsity, grades 7-10;  
\$325

Freshman Boys Grades 7, 8 & 9  
\$300

## **WINTER**

### **Basketball (boys and girls teams)**

Varsity, grades 8-12; Junior Varsity, grades 7-10; \$395

### **Indoor Track (boys and girls teams)**

Varsity, grades 7-12 \$280

### **Hockey (Cooperative - boys)**

Littleton/Harvard, grades 9-12

### **Skiing (coed teams)**

Varsity, grades 7-12 \$360

### **Swimming and Diving (coed teams)**

Varsity, grades 7-12 \$370

### **Track (boys and girls teams)**

Varsity, grades 7-12 \$280

## **SPRING**

### **Baseball (boys)**

Varsity, grades 8-12; \$340



<b>Softball (girls)</b>	
Varsity, grades 8-12;	\$340
Middle School, grades 7-8	\$300
<b>Track (boys and girls teams)</b>	
Varsity, grades 6-12	\$280
<b>Tennis (boys and girls teams)</b>	
Varsity, grades 7-12	\$325
<b>Lacrosse (boys and girls teams)</b>	
Varsity grades 7-12	\$325

### **MIAA Regulation**

The Bromfield School is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and abides by all its rules and regulations. The athletic program at Bromfield is run in accordance with both MIAA and league rules. The Bromfield School has the right to augment MIAA policies as long as they are more, not less restrictive. MIAA rules are spelled out in the Blue Book which is available in the Athletic Director’s Office or online at [www.miaa.net](http://www.miaa.net). MIAA requirements cannot be overridden by parent requests or waivers. There will be no exceptions to MIAA rules.

### **MIAA Policy On Alcohol, Tobacco, And Drugs**

The MIAA states that any student who uses, consumes, possesses, buys, sells, or gives away any drug, alcohol, or tobacco product shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the second violation, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. Penalties shall be cumulative each academic year but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of participation, which may affect the eligibility status of the student during the next academic year. Refer to Rule 62 in (MIAA Rules and Regulations). Please see the section titled, “Behavioral Expectations” elsewhere in this handbook for Bromfield’s additional regulations regarding alcohol, tobacco and drugs.

### **Additional Athletic Information MIAA Academic Requirement**

To be eligible for participation, MIAA requires that, during the previous term, students must have received passing grades in the equivalent of four major year-long subjects. In the case of fall sports, students must have passed the equivalent of four major subjects in the previous academic year. Please see the section titled “Extracurricular Activities” in this handbook for Bromfield’s additional academic requirements.

### **Athletes Physical Exam**

**Athletes must have a yearly physical exam.** The Massachusetts Interscholastic Athletic Association Board of Directors voted to adhere to the Department of Public Health’s policy regarding the physical

exam required for participation in athletics. The state requires a physical every thirteen months to the day of the exam. For example, if a student-athlete has a physical exam dated September 14, 2020 that exam will expire on October 14, 2021. As of October 15, 2021 the student-athlete becomes ineligible to practice or compete until they present proof of a current physical exam to the school nurse or athletic department.

There will be no exceptions to this rule, nor will there be extensions granted based upon a healthcare provider's note. The physical form must be completed and signed by a healthcare provider and submitted to the school nurse or Athletic Director prior to team participation. Athletes must also submit a parental permission form prior to participation. Forms are available in the main office.

### **Tryouts**

Coaches may select team members through tryout sessions. Students unable to attend a team's tryout must inform the coach. Students should come to tryouts prepared with the proper athletic gear. Coaches will evaluate the student's athletic ability, attitude, and fit for the team. Just showing up for tryouts does not mean acceptance to that team. Coaches have the final word as to the team roster.

### **Commitment to Team**

All participants must understand the need for commitment to a team and should not attempt to participate in too many extracurricular activities. If conflicts with academics or with other activities do occur, the student must inform the coach as soon as possible. Students should be prepared for disciplinary action for missed games or practices unless their absence has been excused. Once accepted to a team a student is expected to remain a member of that team for the entire season. A student who does not complete the season will not be considered an official team member and will not be recognized for any post-season award. User fees are not reimbursed when students do not complete the season.

### **Playing Time**

It is the sole responsibility of the Bromfield coaching staff to decide which athletes will start a contest, who should play what position, and how long each athlete will play in any game. If a student is dissatisfied with their role on a team, they should speak with the coach. If a satisfactory resolution is not reached, then the student should contact the Athletic Director. Parents who are concerned about their student's performance should contact the specific coach first.

### **Uniforms And Equipment**

The students are responsible for all equipment and uniforms supplied by the school. This responsibility includes reasonable care, cleaning, and return at the end of the season or immediately following termination of participation in the sport. All items that are not returned must be paid for and all outstanding equipment obligations must be resolved in order to be eligible to practice or participate in the next sport season.

### **Locker Room Regulations**

Players will be issued lockers and locks. Unauthorized locks will be removed. Players are responsible for securing their property, and any loss or damage will be the responsibility of the player. The Bromfield School assumes no liability. Damage to locks, lockers or facilities in general will result in compensatory measures. All spiked or cleated shoes are prohibited inside the locker room and the school.

### **Transportation**

In any situation where The Bromfield School provides transportation, it is generally expected that all students will ride to and from the event on the bus with their team.

### **Exceptions**

- 1) If parents choose to drive their child to or from an event, they should send in a note on the day of the event to the coach /advisor or present themselves to the coach or advisor.
- 2) When students are not intending to ride the bus and a parent is not driving them, they must bring in a note signed by a parent requesting permission to have someone else drive them. This other individual must be identified in the note, and the note must be approved by an administrator and then given to the advisor or coach. With the exception of relatives, we will not approve students driving other students.
- 3) If students wish to drive themselves to or from an event, they must follow the same procedure as above (Bring in a note etc. ) Again, students will not be given permission to transport other students. We recognize that on occasion extenuating circumstances or emergencies arise and advisors or coaches must use their discretion in deviating from the established procedures.

### **Varsity vs. Junior Varsity Teams / Middle School**

At the sub-varsity level all eligible players are expected to play meaningful minutes in each game. Winning and losing will not be the primary objectives of play. Varsity teams compete at the highest level, and Bromfield will attempt to win as many games as possible. In order to accomplish this, there are many instances when the major burden of the contest will be carried by the most competitive and skilled players. However, teams cannot be successful without committed substitutes who are ready at all times to step forward when called upon. A team's ultimate success depends on the contributions of all its members. Failure to follow team rules may affect team playing times at all levels.

### **Team Captains**

Captains are elected by their teammates and/or coach. Captains must be ready to assume a leadership role, have good communication skills, be positive role models on and off the field, and be dedicated to the team's success. Captains may be called upon to assist in fund raising activities and promotion of the athletic program. Captains may also lose their position for disciplinary violations at the Coaches and Administration's discretion.

### **Coach's Rules**

Each coach or advisor will present their personal rules, expectations, and consequences for failure to abide

by rules at the first team tryout session. Students who feel that they cannot abide by these rules should talk with the coach first. If a resolution is not reached, the Athletic Director should be contacted.

### **Ineligibility/Contest Expulsion**

Any student currently involved in a serious or chronic school related disciplinary action will be considered ineligible for team participation until the action is resolved to the satisfaction of both the Principals and the Athletic Director.

### **Dress Code**

Athletes are required to dress on game or activity days according to the standards established by the individual coaches. Coaches will advise students of their standards at the first team meeting.

### **Staff Directory**

<b>Name</b>	<b>Email</b>	<b>Department</b>
Blackwood, Erica	eblackwood@psharvard.org	Speech Language Pathologist
Boisvert, David	dboisvert@psharvard.org	P.E./Athletic Director
Boyle, Christopher	cboyle@psharvard.org	Director of IT
Bruning, Gayle	gbruning@psharvard.org	Main Office
Burton, Julie	jburton@psharvard.org	Science
Campbell, Marybeth	mcampbell@psharvard.org	Special Education
Capobianco, Jessica	jcapobianco@psharvard.org	Nurse Leader
Creaven, Michelle	mcreaven@psharvard.org	Special Education
DeCoste, Erin	edecoste@psharvard.org	Special Education Coordinator
Doherty, Kathleen	kdoherly@psharvard.org	Social Studies
Fitzgibbons, Miki	mfitzgibbons@psharvard.org	Special Education
Fontaine, Cynthia	cfontaine@psharvard.org	Visual Arts
Hall, Dawn	dhall@psharvard.org	Counseling
Hanzel-Snider, Zachary	zhanzel-snider@psharvard.org	Language Arts
Holmes, Susan	sholmes@psharvard.org	Main Office
Hoorneman, Elizabeth	ehoorneman@psharvard.org	Art
Horton, Julie	jhorton@psharvard.org	Mathematics
Hunt, Nikolaus	nhunt@psharvard.org	Music
Hyde, Jessica	jhyde@psharvard.org	Language Arts/Dept. Leader
Keane, Kate	kkeane@psharvard.org	Social Studies
Labbe, Nancy	nlabbe@psharvard.org	Nurse
Lamere, Sara	slamere@psharvard.org	Counseling/ Dept. Leader
Lavigne, Keith	klavigne@psharvard.org	Computer Technology
Lynde, Matthew	mlynde@psharvard.org	Social Studies
Mattie-Brown, Bryce	bmattie@psharvard.org	Social Studies/Dept. Leader
Millard, Ursula	umillard@psharvard.org	World Language
Milne, Andrew	amilne@psharvard.org	Music/Unified Arts Leader
Murphy, Kim	kmurphy@psharvard.org	Principal
Murphy, Peter	pmurphy@psharvard.org	Language Arts
Nilan, Patricia	pnilan@psharvard.org	Science

Peura, Oksana  
Price, Amy  
Rainey, Cynthia  
Reale, Christine  
Rosál, Olyan  
Russell, Katelyn  
Safar, Alicia  
Schmidt, Sharon  
Segaloff, Rachel  
Shepherd, Patricia  
Skrocki, Andrew  
Stanley, Heather  
Tabor, Richard  
Tatarina, Carla  
Terrio, Lisa  
Thornton, Alison  
Thurston, Joshua  
Townsend, Anastasia  
VanderVeen, Kristen  
Verrochi, Emily  
Wass, Russell  
Williams, Joanne  
Zacharer, Christine  
Zeng, Hao  
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IT Department  
Special Education  
IT Department  
Counseling, STAAR  
World Language  
Health/Wellness  
English  
Counseling Admin Asst.  
Library/Media  
Mathematics  
Counseling  
Special Education  
Mathematics  
STAAR  
World Language/Dept. Leader  
Special Education  
Mathematics  
World Language  
Science  
Language Arts  
Mathematics/Dept. Leader  
Academic Support  
Science  
Science  
Psychologist