



**THE BROMFIELD SCHOOL**

**STUDENT-PARENT HANDBOOK**  
**2018-2019**

**The Harvard School Committee, 2018-19**

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Scott Hoffman, Principal, Co-Chair

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**Parent Members**

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Sharon Cronin • Ellen Sach Leicher • Ben Myers • Jodi Specht

**Student Members**

Elena Franklin

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# **The Bromfield School**

## **2018-2019 Student - Parent Handbook**

**The Bromfield School**  
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**Superintendent**

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**Principal**

Mr. Scott M. Hoffman

**Associate Principal**

Mrs. Robin Benoit

**Dean of Students**

Dr. Julie Horton

**Director of Pupil Services**

Dr. Marie Harrington

**Athletic Director**

Mr. Dave Boisvert

**Vision Statement**

The Harvard Public Schools community, a leader in educational excellence, guides each student to realize his or her highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.

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/ P yccк o**

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しなさい。

**Hindi/ihndI**

Agar Aapka 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**

عاجر, مجرد تي سارك اذ هجاتحت تنأ نأ ب ٠تصل اة سردم كتلفط نم ٠تية سيئر بتكدملا

**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.

## **Vision, Mission and Core Value Statements for The Bromfield School**

**Vision Statement:** The Harvard Public Schools community, a leader in educational excellence, guides each student to realize their highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.

**Mission Statement:** Our mission is to provide an outstanding educational experience for all students and to help them develop curiosity, perseverance, and social responsibility.

### **Core Value Statements:**

#### **Student Achievement –**

We believe the Harvard public schools inspire, prepare, and challenge all students toward academic excellence while recognizing that students reach their individual potential in different ways.

#### **Personal Growth –**

We believe in helping all students attain a balance between academic achievement and physical, emotional, and social well-being, so that they become productive, confident, and caring citizens.

#### **Partnerships –**

We believe that students are best served when schools, families, and community share a common vision and are committed to open communication, mutual respect, and collaboration.

#### **Resources –**

We appreciate that the Harvard community provides the necessary resources to best serve our students, and we hold ourselves responsible for the appropriate use of those resources.

#### **School Climate –**

We believe that the Harvard Public Schools strive to create a safe and inclusive environment for students, faculty, and staff that values diversity and fosters respect for learning, self, and others.

## **21st Century Critical Thinking Skills The Bromfield School**

The faculty of The Bromfield School has worked collaboratively to identify this set of universal and required Critical Thinking/ 21st Century Skills. This list, is submitted as the final and formal list of critical thinking skills needed for success in the 21st Century referenced in the Harvard School District Strategic Plan. This combination of affective strategies, macro-abilities, and micro-skills was developed in part using the NCREL list of critical thinking skills (Paul, Binker, Jenson, and Krekla, 1990)

- 1 Thinking Independently and Interdependently
- 2 Developing Intellectual Integrity and Courage
- 3 Refining Generalizations and Avoiding Oversimplifications
- 4 Evaluating the Credibility of Sources of Information
- 5 Comparing and Contrasting
- 6 Making Interdisciplinary/Intradisciplinary Connections
- 7 Expressing Oneself in a Compelling and Accurate Way
- 8 Analyzing and Integrating Information
- 9 Demonstrating Understanding Through Performance Based Tasks
- 10 Developing One's Perspective and Understanding of Others
- 11 Using Technology Effectively

# **Proposed Adjustments to 21st Century Critical Thinking Skills**

**Piloted in 2018-19**

## **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..**

Summative Assessment: Community Service Project. The current plan is to adjust/create rubrics for Community Service Project that measure these competencies.

Formative Assessments: Seven Years of Bromfield Individual Instruction and Assessment. Goal is to incorporate these skills into existing rubrics and rubrics that are created by teachers for various assignments.

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- tRI-m mUSIC sOCIETY
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# School Operations

The Bromfield School Calendar

Approved 2/18

## 2018/19 The Bromfield School Calendar

| August 2018 |    |    |     |     |     |    |
|-------------|----|----|-----|-----|-----|----|
| 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 | 29A | 30B | 31C |    |

| September 2018 |     |     |           |     |     |    |
|----------------|-----|-----|-----------|-----|-----|----|
| Su             | Mo  | Tu  | We        | Th  | Fr  | Sa |
|                |     |     |           |     |     | 1  |
| 2              | 3   | 4D  | 5E        | 6F  | 7G  | 8  |
| 9              | 10A | 11B | 12C       | 13D | 14E | 15 |
| 16             | 17F | 18G | 19A<br>ER | 20B | 21C | 22 |
| 23             | 24D | 25E | 26F       | 27G | 28A | 29 |
| 30             |     |     |           |     |     |    |

| October 2018 |     |     |            |     |     |    |
|--------------|-----|-----|------------|-----|-----|----|
| Su           | Mo  | Tu  | We         | Th  | Fr  | Sa |
|              | 1B  | 2C  | 3D         | 4E  | 5F  | 6  |
| 7            | 8   | 9G  | 10A        | 11B | 12C | 13 |
| 14           | 15D | 16E | 17F<br>1/2 | 18G | 19A | 20 |
| 21           | 22B | 23C | 24D        | 25E | 26F | 27 |
| 28           | 29G | 30A | 31B<br>ER  |     |     |    |

| November 2018 |            |            |            |     |     |    |
|---------------|------------|------------|------------|-----|-----|----|
| Su            | Mo         | Tu         | We         | Th  | Fr  | Sa |
|               |            |            |            | 1C  | 2D  | 3  |
| 4             | 5E         | 6          | 7F         | 8G  | 9A  | 10 |
| 11            | 12         | 13B        | 14C        | 15D | 16E | 17 |
| 18            | 19F<br>1/2 | 20G<br>1/2 | 21         | 22  | 23  | 24 |
| 25            | 26A        | 27B        | 28C<br>1/2 | 29D | 30E |    |

| December 2018 |     |     |            |     |           |    |
|---------------|-----|-----|------------|-----|-----------|----|
| Su            | Mo  | Tu  | We         | Th  | Fr        | Sa |
|               |     |     |            |     |           | 1  |
| 2             | 3F  | 4G  | 5A         | 6B  | 7C        | 8  |
| 9             | 10D | 11E | 12F<br>1/2 | 13G | 14A       | 15 |
| 16            | 17B | 18C | 19D        | 20E | 21F<br>ER | 22 |
| 23            | 24  | 25  | 26         | 27  | 28        | 29 |
| 30            | 31  |     |            |     |           |    |

| January 2019 |     |     |     |     |     |    |
|--------------|-----|-----|-----|-----|-----|----|
| Su           | Mo  | Tu  | We  | Th  | Fr  | Sa |
|              |     | 1   | 2G  | 3A  | 4B  | 5  |
| 6            | 7C  | 8D  | 9E  | 10F | 11G | 12 |
| 13           | 14A | 15B | 16C | 17D | 18E | 19 |
| 20           | 21  | 22  | 23F | 24G | 25A | 26 |
| 27           | 28B | 29C | 30D | 31E |     |    |

| February 2019 |     |     |           |     |     |    |
|---------------|-----|-----|-----------|-----|-----|----|
| Su            | Mo  | Tu  | We        | Th  | Fr  | Sa |
|               |     |     |           |     | 1F  | 2  |
| 3             | 4G  | 5A  | 6B<br>1/2 | 7C  | 8D  | 9  |
| 10            | 11E | 12F | 13G       | 14A | 15B | 16 |
| 17            | 18  | 19  | 20        | 21  | 22  | 23 |
| 24            | 25C | 26D | 27E       | 28F |     |    |

| March 2019 |     |     |           |     |     |    |
|------------|-----|-----|-----------|-----|-----|----|
| Su         | Mo  | Tu  | We        | Th  | Fr  | Sa |
|            |     |     |           |     | 1G  | 2  |
| 3          | 4A  | 5B  | 6C        | 7D  | 8E  | 9  |
| 10         | 11F | 12G | 13A<br>ER | 14B | 15C | 16 |
| 17         | 18D | 19E | 20F<br>ER | 21G | 22A | 23 |
| 24         | 25B | 26C | 27D<br>ER | 28E | 29F | 30 |
| 31         |     |     |           |     |     |    |

| April 2019 |     |     |     |     |     |    |
|------------|-----|-----|-----|-----|-----|----|
| Su         | Mo  | Tu  | We  | Th  | Fr  | Sa |
|            | 1G  | 2A  | 3B  | 4C  | 5D  | 6  |
| 7          | 8E  | 9F  | 10G | 11A | 12B | 13 |
| 14         | 15  | 16  | 17  | 18  | 19  | 20 |
| 21         | 22C | 23D | 24E | 25F | 26G | 27 |
| 28         | 29A | 30B |     |     |     |    |

| May 2019 |     |     |          |     |           |    |
|----------|-----|-----|----------|-----|-----------|----|
| Su       | Mo  | Tu  | We       | Th  | Fr        | Sa |
|          |     |     | 1C<br>ER | 2D  | 3E        | 4  |
| 5        | 6F  | 7G  | 8A       | 9B  | 10C       | 11 |
| 12       | 13D | 14E | 15F      | 16G | 17A<br>ER | 18 |
| 19       | 20B | 21C | 22D      | 23E | 24F       | 25 |
| 26       | 27  | 28G | 29A      | 30B | 31C       |    |

| June 2019 |     |     |     |           |     |    |
|-----------|-----|-----|-----|-----------|-----|----|
| Su        | Mo  | Tu  | We  | Th        | Fr  | Sa |
|           |     |     |     |           |     | 1  |
| 2         | 3D  | 4E  | 5F  | 6G        | 7A  | 8  |
| 9         | 10B | 11C | 12D | 13E       | 14F | 15 |
| 16        | 17G | 18A | 19B | 20C<br>ER | 21  | 22 |
| 23        | 24  | 25  | 26  | 27        | 28  | 29 |
| 30        |     |     |     |           |     |    |

| July 2019 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 2018/19**

|            |                          |              |                        |             |  |
|------------|--------------------------|--------------|------------------------|-------------|--|
| Aug 27, 28 | Prof. Dev.               | Nov 6        | Election/Prof. Dev.    | January 22  | Prof. Dev.                                 |
| Aug 29     | First Student Day (1-12) | Nov 12       | Veterans' Day          | Feb 18-22   | February Vacation                          |
| Sept 3     | Labor Day                | Nov 21-23    | Thanksgiving           | April 15-19 | April Vacation                             |
| Oct 8      | Columbus Day             | Dec 24-Jan 1 | Winter Break           | May 27      | Memorial Day                               |
|            |                          | January 21   | Martin Luther King Day | June 7      | Graduation (5:30 pm)                       |
|            |                          |              |                        | June 20     | Last Day of School (including 5 snow days) |

- School start time 7:45 a.m.
- School dismissal 2:20 p.m.
- Early Release 12:05 p.m. dismissal
- Half Day 11:05 a.m. dismissal
- Red Vacation/holiday
- Green Professional Day/ No School for Students
- Blue ER (dismissal 12:05) 1/2 (dismissal 11:05)

## HARVARD PUBLIC SCHOOLS RELIGIOUS HOLIDAY CALENDAR FOR 2018-2019

|                 |                              |
|-----------------|------------------------------|
| September 1     | Eid al-Adha ***              |
| September 10    | Rosh Hashanah ***            |
| September 19    | Yom Kippur ***               |
| September 23-26 | Sukkot **                    |
| September 30    | Shemini Atzeret **           |
| October 1-3     | Simchat Torah **             |
| November 7      | Diwali***                    |
| December 2-9    | Chanukah*                    |
| December 25     | Christmas ***                |
| December 26     | Kwanzaa *                    |
| January 6       | Epiphany                     |
| January 7       | Feast of the Nativity        |
| March 6         | Ash Wednesday **             |
| March 20        | Purim *                      |
| April 19        | Good Friday ***              |
| April 19-21     | Passover ***                 |
| April 21        | Easter ***                   |
| April 25-28     | Passover Concluding Days *** |
| April 28        | Orthodox Easter ***          |
| May 5           | Ramadan begins ***           |
| June 4          | Eid al Fitr ***              |
| June 8          | Shavuot **                   |

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

### RELIGIOUS HOLIDAYS GUIDELINES

1. Holiday observances of major significance to a religious group are indicated on the Calendar by three stars (\*\*\*). The following apply:

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 example, teams, plays
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 principal 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 will probably 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. Absence 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 might 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. Such an absence should be excused. Make-up privileges should be the same as those offered for an absence due to illness.

III. Other holidays are indicated by one star (\*) and no restrictions apply.

**DAILY SCHEDULE**

**All students must be in their homerooms by 7:45 A.M. or will be marked tardy.** On regular days, the schedule includes seven periods which rotate according to the day. Dismissal is at **2:20 P.M.**

On early release days the schedule includes seven periods, with dismissal at **12:05 P.M.**

The school day begins for teachers at **7:30 A.M.** The school cannot be responsible for students who arrive at the school before 7:30 A.M., unless prior arrangements have been made.

**2018-19 ROTATION OF CLASS PERIODS GRADES 6-12**

|               | "A"<br>Day 1    | "B"<br>Day 2 | "C"<br>Day 3 | "D"<br>Day 4 | "E"<br>Day 5 | "F"<br>Day 6 | "G"<br>Day 7 | ER            |
|---------------|-----------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| 7:45 - 7:50   | <b>HOMEROOM</b> |              |              |              |              |              |              | 7:45-7:50     |
| 7:53 - 8:38   | A               | B            | C            | D            | E            | F            | G            | 7:53 - 8:26   |
| 8:41 - 9:26   | B               | C            | D            | E            | F            | G            | A            | 8:29 - 9:02   |
| 9:29 - 10:16  | C               | D            | E            | F            | G            | A            | B            | 9:05 - 9:41   |
| 10:19 - 11:04 | D               | E            | F            | G            | A            | B            | C            | 9:44 - 10:17  |
| 11:07 - 12:44 | E               | F            | G            | A            | B            | C            | D            | 10:20 - 10:53 |
| 12:47 - 1:32  | F               | G            | A            | B            | C            | D            | E            | 10:56 - 11:29 |
| 1:35 - 2:20   | G               | A            | B            | C            | D            | E            | F            | 11:32 - 12:05 |

**1st lunch..... 11:07 A.M. to 11:29 A.M.      3rd lunch ... 11:57 A.M. to 12:19 P.M.**  
**2nd lunch ... 11:32 A.M. to 11:54 P.M.      4th lunch.... 12:22 P.M. to 12:44 P.M.**

**2018-19 BROMFIELD SCHOOL CALENDAR**

- |  |   |
|--|---|
| August 29 ..... First Day of School            | December 21 ..... Early Release                           |
| September 3 ..... Labor Day                    | December 24-31. Winter Vacation - No School               |
| September 19 ..... Early Release               | January 1 ..... Winter Vacation - No School               |
| October 1..... 1st Qtr. Progress Reports       | January 21 ..... Martin Luther King, Jr. Day (No School)  |
| October 8..... Columbus Day - No School        | January 22 ..... No School (Professional Day)             |
| October 17..... Half Day                       | January 25 ..... End of 2nd Quarter                       |
| October 31..... Early Release                  | February 6 ..... Half Day                                 |
| November 1 ..... End of 1st Quarter            | February 18-22... February Vacation - No School           |
| November 7..... No School (Professional Day)   | March 12 ..... Progress Reports                           |
| November 12..... Veteran's Day - No School     | March 13 ..... Early Release                              |
| November 19-20 Half Day - Parent Conferences   | March 27 ..... Early Release                              |
| November 21-23 Thanksgiving Recess - No School | April 10 ..... End of Third Quarter                       |
| November 28..... Half Day - Parent Conferences | April 15-19..... Patriots's Day/Spring Recess (No School) |
| December 12 ..... Half Day                     | May 1 ..... Early Release                                 |
| December 11 ..... 2nd Qtr. Progress Reports    |   |

May 17 ..... Early Release  
May 17 ..... 4th Quarter Progress Reports  
May 27 ..... Memorial Day (No School)  
June 7 ..... Graduation (5:30 p.m.)  
June 20 ..... Term End/Tentative Last Day of School Early Release

**Early Release Days/Half Day**

September 19 ..... ER  
October 17 Half Day & 31 ER  
November 19, 20 & 28- Half Day  
December 12 Half Day, 21 ER  
February 6 ..... Half Day  
March 13, 20, 27 .... ER  
May 1, 27 ..... ER  
June 20 (Tentative Last Day) ER

**SCHOOL CLOSING/DELAYED OPENING PROCEDURE**

In the event of a storm or other emergency, the Superintendent of Schools will make a decision about a school closing or delayed opening after consulting with the Harvard Highway Department. If at all possible, that decision will be made by 5:00 A.M.

We will follow a **2 hour** delay procedure on any day when the Superintendent and the Harvard Highway Department believe that the weather or road conditions may improve.

If the original decision for a delayed opening needs to be changed to a

- \* Dates of progress reports are approximate and may vary with individual teachers.
- \*\* The school year must be 180 days of school.

**Early Release Days - Dismissal (ER)-12:05 p.m. Half Days - Dismissal (1/2) 11:05**

school closing, every effort will be made to do so by 6:00 A.M.

After deciding to delay or close school, the Superintendent will auto-call families and staff. The approximate school day schedule on delayed-opening days will be as follows:

- 8:55 A.M. .... Buses begin picking up Bromfield students.
- 9:45 A.M. .... School starts at The Bromfield School.
- 10:30 A.M. .... Buses begin picking up Elementary students.
- 10:50 A.M. .... School starts at 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 2:20 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.**



## LUNCH

A lunch break is provided during each full school day. Lunches may be purchased from the school cafeteria or brought from home.

Lunches are served at four sittings:

1st lunch..... 11:07 A.M. to 11:29 A.M.      3rd lunch..... 11:57 A.M. to 12:19 P.M.  
2nd lunch .... 11:32 A.M. to 11:54 P.M.      4th lunch..... 12:22 P.M. to 12:44 P.M.

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 and 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 Principal, Associate Principal., or Dean of Students. Cafeteria aides will decide whether trays and dishes can leave the cafeteria.

**It is the students' responsibility to check for forgotten lunches in the main office.**

# Communications

## DAILY BULLETIN

The Bromfield School bulletin is read during homeroom. Students should arrive to school on time so that they don't miss these announcements. The Daily Bulletin is posted daily on our website. Students are responsible for information included in the Daily Bulletin.

## 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

Annually in September parents are invited and encouraged to attend the Bromfield Open House. Parents will attend classes of 10 minutes duration, and will have the opportunity to hear the objectives and requirements of each course as well as to ask questions. 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.

## PARENTS 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 or complaints regarding instruction, discipline, or learning materials should be as follows:

1. Teacher
2. Department Leader
3. School Administration (Principal/Associate Principal)
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, but it is not necessarily always the best means of communication. The following are tips for both Parents and Teachers to consider when using e-mail communication. Teachers can also be reached via telephone with their extensions listed on the Bromfield web page.

### **E-MAIL ETIQUETTE TIPS FOR PARENTS AND TEACHERS**

These guidelines can help parents use e-mail in ways that will be most beneficial to the student. They are equally useful for teachers too.

1. Never use e-mail for matters of controversy or real distress. When you have a really serious matter, it is always better to meet with the teacher directly.
2. Do not send multiple e-mails regarding the same topic. Generally, teachers will try to get back to you as quickly as they can. Remember they have many students and are concerned about all of them.

### **STUDENT BULLETIN BOARD USE**

Students wishing to place notices, solicitations, or any other material on any bulletin board in the school buildings must first obtain approval from the administration.

### **NEWSLETTER**

It is our intention to post a newsletter, The Bromfield Bulletin, every two weeks to the website.

### **SCHOOL COMMITTEE MEETINGS**

The School Committee meets semimonthly on Monday evenings. Check with the district website at psharvard.org for the dates and location. Harvard's cable TV channel and the Harvard Post also carry announcements of scheduled School Committee meetings. School Committee minutes are available online at [www.psharvard.org](http://www.psharvard.org) under School Committee.

### **SCHOOL COUNCIL MEETINGS**

The Bromfield School Council meets monthly. In addition to the Principal, this council consists of at least three representatives from the faculty, up to four parent representatives, up to 3 community representatives, and at least 3 students. The main office will have the dates and location of school council meetings. Minutes of council meetings are available in the main office.

### **STUDENT DIRECTORY**

Each year, the Harvard PTO publishes a directory, organized by grade, of student names. This directory is distributed to families who have joined the PTO.

# Academics

*Access to a Full Range of Educational Programs*

*All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, 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 6 - 8

Middle school students are normally enrolled in Mathematics, English, Social Studies, Science, World Language, Art, and Physical Education.

### 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 guidance counselors. Parents and teachers are required to sign the course selection sheets of all students. 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.

## 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 his or her effort. If you have any questions or difficulty regarding the posting, please contact the Principal's office.

## 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 Pass/Fail subjects |
| A- ..... 90-93 (3.7)        | C- ..... 70-73 (1.7) | INC.....incomplete*                                |
| B+..... 87-89 (3.3)         | D+ ..... 67-69 (1.3) |  |
| B..... 84-86 (3.0)          | D..... 64-66 (1.0)   |  |
| 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 his or her 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.

## 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**

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

## **FINAL ASSESSMENTS**

Final assessments are required of all high school students in all courses. They are optional in grades 6 - 8. The weight of these assessments will be determined by the teacher and will count for no more than 1/9 of the grade. Students who miss a final assessment due to an excused absence may make it up by arranging to do so with the leader of the department in which the assessment was missed. Final assessment must be made up within two weeks of the close of grades. Failure to make up a final assessments may result in a grade of F for that assessment.

## **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 Course Description Guide and a guidance 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.

Students in grades 6 through 8 must be enrolled in physical education/health each year unless excused by a physician.

Exceptions to these requirements may be made only by the Principal.

Any student who has satisfied the graduation requirements before the end of his or her 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 Guidance 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.

If absent for a lengthy illness or for extenuating circumstances as approved by the Principal or the Associate 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 do 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 ours. 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. Guidance counselors may be consulted for information. Students who transfer a number of credits to Bromfield from other institutions will have transcripts from those institutions included with their Bromfield transcript. The GPA from each institution will be recorded, as well as a "blended" 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 directed study hall for educational purposes and should come to 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 Student Activity Room.

## **WITHDRAWAL FROM COURSES**

To withdraw from a course, students must consult a guidance counselor. Parent(s) or guardian(s) and the teacher will be contacted by the counselor to ensure that the student received permission. The designation withdrawn passing or withdrawn failing will appear on the students' transcript unless the withdrawal takes place as indicated below:

### **Semester Courses**

Withdrawal must occur prior to the midpoint of the first semester. The student may have to enroll in another course.

### **Full-Year Courses**

Withdrawal must occur prior to the close of the second marking period.

# Special Education and Support 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 students themselves. Students and parents are encouraged to meet with a guidance 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 his or her disability.
  - a. As a result, the existing Individualized Educational Program for the student may be amended, and  
or
  - b. 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 his/her 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 his/her first two weeks of school.

A. School Principals will:

1. Review the Home Language Survey of every student.
2. Immediately send copies, to the Director of ELE 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.
3. Secure a bilingual translator and work with the guidance 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.

B. The Director of the ELE Programming will:

1. Work with school principals to employ bilingual translators when needed for parent conferences/meetings and when students require clarification during instruction.
2. 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

C. ESL teacher or assessor will:

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

Assign levels accordingly:

### **GUIDANCE DEPARTMENT**

The guidance suite is staffed by two full-time high school counselors, two middle school counselors who also are school adjustment counselors and a guidance secretary. This staff offers a wide range of guidance services for all students in all grades. Students are encouraged to make use of guidance 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 guidance 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 his or her 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 PSAT and SAT test dates and college admission application deadlines. Students and parents are encouraged to consult with the Guidance Department to establish appropriate timetables. Parents are also encouraged to attend the College Admission/Financial Aid Workshops.

### **THE BROMFIELD SCHOOL LIBRARY**

Normally, the library opens at 7:30 A.M. and closes promptly at 3:00 P.M. Individual students coming to the library from a class or study hall should obtain a note from the librarian stating the time, date, and purpose of their visit. Procedures on borrowing and using library materials will be made known to students by the library staff. In general, students may check out up to two books at one time. Reference materials are limited to overnight checkouts. Machines and software may be used in the library only. Students are expected to behave appropriately and to leave the library at least as clean and orderly as it was when they arrived.

The Harvard Town Library is another resource for research, and all students should familiarize themselves with its services. Additional materials not available at either library may be found through the state regional library

system. The school's librarian can advise students on how to obtain materials by this means.

### **LEARNING CENTER**

The Learning 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" which will typically meeting every other day for as long as the student needs it.

### **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. A physical assessment 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 physician 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 physician'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.

### **MANDATED SCREENINGS**

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

|                          |   |
|--------------------------|---|
| Vision and Hearing       | 7 <sup>th</sup> and 10 <sup>th</sup>    |
| Postural Screening       | 6 <sup>th</sup> through 9 <sup>th</sup> |
| Heights & Weights        | 7 <sup>th</sup> and 10 <sup>th</sup>    |
| Interval Health History* | 7 <sup>th</sup> and 10 <sup>th</sup>    |

(\*physical exam and immunization updates for the health record)

### **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 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 physician-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. ATd 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.

## **THE HARVARD PUBLIC LIBRARY**

### **CODE OF CONDUCT FOR THE HARVARD PUBLIC LIBRARY**

It is the Harvard Public Library's objective to promote enjoyment of the Library's resources and services, as well as protecting the safety of all patrons, staff, and materials. Library patrons are expected at all times to show respect for other patrons, the staff, and the facility.

Library staff will make the final determination in matters of safety, security, and appropriate behavior. Staff requests or warnings are to be followed immediately. Any intentional damage to materials, equipment, furniture, building, or property of the Library is against the law and will be dealt with accordingly.

1. Proper and appropriate use of the physical facility, equipment, and furniture is required. Disruptive behavior such as running, loud noise, throwing items, or inappropriate behavior toward other patrons or the staff is prohibited.
2. Talking and noise must be appropriate for a library environment. Devices such as iPods and mp3 players are permitted as long as they do not disturb the work of other patrons.
3. Talking on cell phones is not permitted. Phones must be on silent mode.
4. Using skate boards, roller blades, or similar equipment is not permitted on Library property during the hours when the Library is open.
5. No soliciting is permitted at any time, either on Library grounds or inside the building.
6. Misuse of the elevators, stairways, and automatic doors is prohibited.
7. Congregating in disruptive groups will result in removal from the Library.
8. School-age children are welcome to use the Library to study, do research, or browse. In the event of a disturbance, the children involved will be taken aside and reminded of the Code of Conduct and warned that they may have to leave the Library if the disturbance continues. Parents whose children require frequent reminders about behavior will be called and may be asked to bring their child/children for a meeting with the Library Director.
9. A child who has been required to leave the Library may also be asked not to return for a period of time at the discretion of the Library Director. In such circumstances, a parent, guardian, or caregiver will be notified.
10. At closing time, children are asked to wait outside or in the vestibule until they are picked up. All children should know how to contact their parents, guardians, caregivers, or a neighbor to arrange for pick-up in case of an emergency closing. If a child is not picked up, the police will be contacted.
11. No gambling in any form is permitted.
12. Food and liquids are not permitted in the Library. Water in closed bottles is allowed only in the upper lobby.
13. The use of alcohol, tobacco, or controlled substances is not permitted anywhere on Library property.
14. Animals are not permitted in the Library, with the exception of guide or assist animals.
15. Shoes and appropriate clothing are required.
16. Backpacks are to be kept near the owner or placed in designated areas in the stairwell. Staff is not responsible for lost or stolen items.
17. Profanity or abusive behavior will result in immediate expulsion from the Library.
18. Appropriate Internet usage is expected, as described in the Library's Internet policy (Section 12).

# Attendance

## AUTHORIZED ABSENCES

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 be fostered and unexcused absences and tardiness be strongly discouraged.

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 ([Form Link](#))

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 call the school (978 456-4152) when their child will be absent and to send a note upon the student's return. Students absent for five days or longer will require a doctor's note.** Because the school phone lines are frequently busy during the school day, we ask that parents call **after 3:30 P.M. or before 7:30 A.M.** Parents' messages will be recorded, and the school will then know that the parent is aware of the student's absence.

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

- If the absence is likely to be for **only one or two days**, students should contact a **classmate to obtain assignments** or *consult the class website.*

*If the absence will be for a longer period and it is not possible to regularly obtain the homework assignments from a classmate, contact the main office and the assignments will be obtained from teachers. Arrangements should be made to pick up the assignments from the Guidance 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 homeroom period teacher on the day the student returns to school. In addition, if a student is absent, tardy, or dismissed early due to a medical appointment, he/she must bring a note from the doctor'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 do recognize that circumstances may not allow this to be possible but anticipate not be excused. 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.

### **UNEXCUSED ABSENCES**

Unexcused absences from class will be treated as a class cut. As such, the student will receive a penalty of three detentions for an unexcused absence from class. Teachers are not required to provide assistance, makeup work, or the opportunity to make up quizzes or tests for students missing school due to an unexcused absence but may do so at their discretion. Classroom handouts will always be available to students who have been absent.

Unauthorized absences may result in a credit reduction.

### **TARDINESS TO CLASS**

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 and preapproved 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 Principal or Associate Principal. Students who are excessively tardy to school may be denied various school privileges. The consequences for chronic tardiness are as follows:
  - a. 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.
  - b. 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,
  - c. Students who accumulate more than 6 unexcused tardies during the course of a term will be subject to administrative action including, but not limited to, in-house suspension.
  - d. Excessive tardiness will also lead to loss of privileges including participation in extracurricular activities

### **CLASS CUTTING**

Students who cut a class will receive a penalty of three detentions and will receive failing grades for any and all quizzes or tests given during the time missed. Teachers are not required to give help for any instruction given during the class that was cut. 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, even those 18 years

or older, may cut classes without incurring these and other penalties. Repeated cutting of classes will lead to suspension. 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 their homeroom teacher or directly to the Main Office before homeroom signed by the parent/guardian requesting the dismissal which states the reason for and the time of dismissal.**

Students in grades six through eight will be dismissed only when the parent, guardian, or a person designated by the parent or guardian has signed the student out in the log kept in the school office. 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 or Associate Principal. Failure by any student to adhere to the directions of school authorities will result in detention, suspension, or expulsion.

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.

# 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, as student is at risk of becoming academically ineligible, his coach and/or advisor will be notified. Incomplete grades may not be counted toward eligibility. A student who repeats work for which he or she once received credit cannot count that subject a second time for eligibility. A student cannot count for eligibility 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. (See the section on Behavioral Expectations on page 27).

## 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 schedule 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 8:40 a.m. on a regular school day or by 8:28 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 SOCIETE HONORAIRE DE FRANCIAS/LA SOCIEDAD HONORARIA HISPANICA

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 his/her 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 scientific community, aid the community with its comprehension of science, and encourage scientific knowledge.”

### **TRI-M MUSIC 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 schools 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 question regarding their potential membership in the honor society should speak to their music course instructor and/or Tri-M faculty advisor.

### **CLUBS/ORGANIZATIONS**

**Academic Quiz Bowl** (grades 9-12)

**Anime** (grades 6-12)

**Bromfield Cares** (grades 6-12)

**Bromfield Association of Rocket Scientists** (grades 9-12)

**Business Professionals of America** (grades 9-12)

**Chess Club** (grades 6-12)

**Crew** (spring, grades 7-12)

**Film Club** (grades 9-12)

**Games Club** (grades 6-12)

**German Club** (grades 6-12)

**Green Team** (grades 6-12)

**GSA** (grades 6-12) A group for all students interested in reducing harassment, discrimination, and homophobia.

**K Club** (grades 6-12)

**Meditation Club** (grades 9-12)



**Modern Music Club** (grades 9-12)  
**Robotics Club** (grades 9-12)  
**Rubiks Cube Club** (grades 9-12)  
**Spanish Club** (grades 7-12)  
**Students Against Destructive Decisions** (grades 9-12)  
**Student Wellness Advisory Team (SWAT)** (grades 9-12)  
**Youth and Government** (grades 9-12)  
**World of Difference** (grades 9-12)

**Mathematics Team** (Varsity, grades 9-12; Freshman, grades 7-9)

The varsity and freshman math teams compete bimonthly with other schools in the Worcester Country Mathematics League. If successful at the county level, team may compete at the state and New England level.

**Math Olympiad** (grades 6-8)

**Middle School Yearbook** (grades 6-8)

**Model UN** (grades 9-12)

**Speech and Debate** (grades 9-12)

**The Bromfield Beacon** (grades 9-12)

*The Bromfield Beacon* is the school yearbook. Students serve on the staff as editors, organizers, photographers, artists, and designers.

**The Bromfield Mirror** (grades 9-12)

*The Bromfield Mirror* is the student newspaper, a forum for news and opinions written by students for students. Writers, photographers and artists meet weekly to plan, edit and layout the year's six issues. Editors are appointed by the faculty advisor. Students in grades 6-12 may submit articles.

**The Bromfield Review (grades 9-12)**

*The Bromfield Review*, the school's literary magazine, is published each spring. The Review also sponsors a coffee house each fall and spring in celebration of student writers.

## 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.

**Middle School Drama Club** (grades 6-8)

This club exposes middle school students to acting, stage crew, and other aspects of theater. The club produces at least one major performance each year, usually in the spring.

**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 comprised of five students from grades 9 to 12 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.

**Middle School Student Council** (grades 6-8)

This group is made up of powerblock and resource representatives from grades 6 through 8. They meet after school to plan social activities and end of the year activities. Students also discuss related school issues and present ideas to teachers and 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 Principal 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 Academic Integrity Board**

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 extra-curricular organizations. We encourage all students to pursue their passions and share their talents with their classmates and the entire school community.

**USER FEES - ATHLETICS/CLUBS**

All the activities and clubs listed below, and any new activities approved by the principal, may only operate if they are financially self-sufficient. The amount of the user fee for each activity will depend on the amount of revenue necessary to run the activity and the number of participants.

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 Guidance 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 read in homeroom, read information about activities on the general student bulletin boards, or ask their guidance 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 activities 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 Cross Country** (boys and girls teams)  
Varsity, grades6-12

\$260

|                                     |  |       |
|-------------------------------------|--|-------|
| <b>Field Hockey</b>                 |  | \$325 |
|                                     | Varsity, grades 8-12; Junior Varsity, grades 7-10; | \$325 |
|                                     | Middle School, grades 7-8                          | \$300 |
| <b>Golf</b>                         | Varsity, grades 6-12                               | \$360 |
| <b>Soccer</b>                       | (boys and girls teams)                             |       |
|                                     | Varsity, grades 8-12; Junior Varsity, grades 7-10; | \$325 |
|                                     | Middle School, grades 7-8;                         | \$300 |
|                                     | Freshman Boys Grades 7, 8 & 9                      | \$300 |
| <b>WINTER</b>                       |  |       |
| <b>Basketball</b>                   | (boys and girls teams)                             |       |
|                                     | Varsity, grades 8-12; Junior Varsity, grades 7-10; | \$395 |
|                                     | Middle School, grades 7-8                          | \$300 |
| <b>Indoor Track</b>                 | (boys and girls teams)                             | \$280 |
|                                     | Varsity, grades 7-12                               |       |
| <b>Hockey (Cooperative - boys)</b>  |  |       |
|                                     | Littleton/Harvard, grades 9-12                     |       |
| <b>Skiing</b>                       | (coed teams)                                       |       |
|                                     | Varsity, grades 7-12                               | \$360 |
| <b>Swimming and Diving</b>          | (coed teams)                                       |       |
|                                     | Varsity, grades 7-12                               | \$370 |
| <b>Track (boys and girls teams)</b> |  |       |
|                                     | Varsity, grades 7-12                               | \$280 |
| <b>SPRING</b>                       |  |       |
| <b>Baseball</b>                     | (boys)   |       |
|                                     | Varsity, grades 8-12; Middle School, grades 7-8    | \$340 |
| <b>Softball</b>                     | (girls) Varsity, grades 8-12;                      | \$340 |
|                                     | Middle School, grades 7-8                          | \$300 |
| <b>Track</b>                        | (boys and girls teams) Varsity, grades 6-12        | \$280 |
| <b>Tennis</b>                       | (boys and girls teams) Varsity, grades 7-12        | \$325 |
| <b>Lacrosse</b>                     | (boys and girls teams) Varsity grades 7-12         | \$325 |

#### **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

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" later 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.

## **PHYSICAL EXAM/PARENTAL PERMISSION**

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 is required every thirteen months to the day of the exam. For example, is a student-athlete has a physical exam dated September 14, 2011 that exam will expire on October 14, 2012. As of October 15, 2012 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 doctor’s note. The physical form must be completed and signed by a physician 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 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 his or her role on a team, he or she 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 son’s or daughter’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) On occasions 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. Please note: 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. MIDDLE SCHOOL /JUNIOR VARSITY TEAMS**

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 his or her 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 Principal 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.

# Behavioral Expectations

Expected Behaviors:

Students at The Bromfield School are expected to act in an appropriate, respectful and responsible manner throughout 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. After all, “there is no kid like a Bromfield kid.” 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, they will be given consequences for their actions. Those consequences may include but are not limited to:

1. Detention
2. Phone call to parent
3. Referral to office (a student should expect at minimum of one office detention if that student is sent from the classroom due to inappropriate or disrespectful behavior).
4. Conference with parent.
5. Loss of privileges (extra-curricular or senior).
6. Suspension

## CONSEQUENCE CHART

### SCHOOL BEHAVIOR VIOLATIONS/MINIMUM CONSEQUENCES LIST

|   |
|---|
| <b>Drug/Alcohol/Tobacco/Vaping Possession, Consumption, Impairment at School, on School Property, or During any school event</b>  |
| 2 day out of school suspension and 2 day in school suspension; may not participate in extracurricular activities during suspension; MIAA sports consequence; 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)  |
| <b>Fighting/Assault/Weapon to school with intent.</b>   |
| 3 day out of school suspension and 2 day in school suspension; may not participate in extracurricular activities during suspension; MIAA sports consequence; 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) |
| <b>Behavior (video, audio, speech, drawing) intentionally promoting hate.</b>   |
| 3 day out of school suspension and 2 day in school suspension; may not participate in extracurricular activities during suspension; MIAA sports consequence; 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) |
| <b>Verbal Slur</b>  |
| 1 day in school suspension; reflection paper./research assignment during in-school suspension; meet with school counseling staff during in-school suspension. Apology to target. (minimum)  |
| <b>Cheating/Plagiarism</b>  |

|   |
|---|
| O on Assignment; parents contacted; please see other section for second and/or third offenses. (minimum). |
| <b>Cutting Class</b>  |
| 3 days detention; 0 for work in class. (minimum).   |
| <b>Leaving Campus without permission</b>  |
| 5 day detention; and 0 for work in class (minimum)  |
| <b>Rude Behavior to others</b>  |
| 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 his or her 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) In the middle school, academic infractions will be handled by the grade-level team of teachers, on a yearly basis, and with the assistance of the principal or associate principal. At the high school level, the principal and associate principal will document academic infractions. With the exception of homework, academic infractions will be recorded for the duration of the student's high school tenure on the student's discipline record.
- 2) 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.
- 3) 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.
- 4) Membership to academic honor societies and consideration for scholarships may be impacted by breaches of academic integrity.
- 5) 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.
- 6) As it relates to quizzes, tests, papers, and projects, the following consequences apply for students:  
1<sup>st</sup> offense: a zero for the assessment is awarded, parents are contacted, and administration is notified so that the infraction is recorded on the student's discipline record.  
2<sup>nd</sup> offense: a zero for the assessment is awarded, a meeting with the parents, administration, teacher, student,

and guidance (as needed) 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.*

3<sup>rd</sup> 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 3<sup>rd</sup> academic infraction in that particular course.

7) 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 his 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. For a complete list of consequences, please refer to the chart on page 27.

## **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 his or her 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 his 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 his 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. For a complete list of consequences, please refer to the chart on page 28. 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 The Prom, Class Day, Scholarship and Awards Ceremony and participating in graduation.

### **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 his Principal's 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](#)

### **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 student 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.

[ACAB](#)

[ACABB](#)

[JICFB](#)

## [JCFBR](#)

### **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 consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal/physical conduct or communication of a sexual nature by an adult or student when:

- That conduct or communication has the purpose or effect of interfering with an individual's education or creating an intimidating, hostile or offensive educational environment;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's educational experience; or
- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education.

Sexual harassment may include verbal harassment or abuse, electronic communication of a sexual nature, subtle pressure for sexual activity, inappropriate patting or pinching, intentional brushing against a student's body, display of sexually explicit posters, demanding sexual favors accompanied by implied or overt threats concerning an individual's educational status, demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational progress, and any unwelcome sexually motivated touching. Additional examples are offensive whistling or kissing sounds, talking about or calling attention to another gender or sexuality in a negative or embarrassing way, and spreading sexual rumors.

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.

Please reference the following Harvard Public School's Harassment 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. Following discussion of the incident, if the charges are substantiated, one or more of the following may occur:

- Written Warning.
- Detention
- Suspension
- Parent will be notified.

### **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 Principal or Associate Principal. 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 Principal or Associate Principal 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 drivers instructions at all times
2. Ride their assigned bus to and from the assigned stops
3. Remain seated while the bus in in motion
4. Keep hands, feet, head, and all objects out of the aisles and inside the bus
5. Speak in a normal 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 Principal or Associate Principal.

## **PARKING/DRIVING ON SCHOOL GROUNDS**

Parking is permitted in designated areas only. Unregistered vehicles may be towed at the owners 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) Car towed at owners expense and parking privilege 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. Violators may be disciplined; punishment may include suspension..

## 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, 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 includes, but is not limited to, damage done to school buildings, materials, lockers, equipment, fields, textbooks, computer programs, and landscaping. Any student who commits an act of vandalism will be liable for restitution and will be subject to detention, suspension, expulsion, community service, and/or referral to legal authorities for further action. and loss of extracurricular activities.

## 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.

## SCHOOL SUSPENSION

Serious violations of school rules may result in temporary suspension from attending school for one to ten school days. The decision to suspend will be that of the Principal or Associate Principal. The student's parents or guardians will be notified. When a student is suspended from attending school, it will be the responsibility of the student to make up all work missed. **Suspension from attending school also prohibits the suspended student from attending all school activities during the time of the suspension, and the student is not allowed on school grounds during this time.**

## SUSPENSION PROCEDURES/DUE PROCESS

- A student facing temporary (up to ten school days) suspension from The Bromfield School will be given notice of the charge(s) by the Principal or Associate Principal, an explanation of the basis for the accusation(s), and an opportunity to present his or her version of the facts. This notice will also be given to the parents of the student.

- **In cases other than violations of Sections 37H or 37H1/2, the student shall receive notice and shall have the opportunity to meet with the Principal or Associate Principal to discuss the charges and reasons for suspension or expulsion prior to the suspension or expulsion taking effect. The Principal or Associate Principal shall insure that the parent or guardian of the student is included in the meeting. This meeting may take place without the parent only if the Principal or Associate Principal can document reasonable efforts to include the parent in the meeting.**
- In the case of disciplinary action which may lead to the suspension of a special education student, the Principal or Associate Principal will communicate with the Director of Pupil Services. A written log of suspension will be maintained.
- Unless the student's continued presence in school endangers persons or property or threatens disruption of the academic process, this hearing will precede rather than follow the suspension.
- If immediate suspension is justified, the notice and hearing will follow as soon as is practical. Notice will be given within twenty-four hours of the decision to suspend and the hearing will be held within seventy-two hours of removal.
- In the case of disciplinary action which may lead to the suspension of a special education student, the Principal or Associate Principal will communicate with the Director of Pupil Services. A written log of suspensions will be maintained.

### **OUT-OF-SCHOOL SUSPENSION**

Examples of actions leading to out-of-school suspension include, but are not limited to: violence to another student, teacher or staff member, supposition to school authority, fighting, violent actions including verbal assaults (threats made to students, staff, etc.), use of profanity, engaging in illegal or prohibited financial transactions, arson, vandalism, and use or transportation of illegal and prohibited incendiary devices. In addition, any student using poor judgment or encouraging or inciting others to fight or cause disruptions which may result in injury to oneself or another student or staff member will also lead to out-of-school suspension or expulsion. Using, selling, distributing or assisting in the expediting of drugs or alcohol will lead to suspension or expulsion (see specific sections relating to Drug and Alcohol). Weapons are expressly banned from public schools in Massachusetts and possession of such will lead to out-of-school suspension or expulsion (see specific section relating to Weapons).

### **IN-SCHOOL SUSPENSION**

Disruptive conduct or dangerous behavior or other violations of school rules may result in a student being suspended from attending two or more classes during a given school day. Students serving an in-school suspension are required to complete all class work and to eat lunch in the main office for the duration of the suspension.

### **CLASS SUSPENSION**

Disruptive conduct or dangerous behavior in the classroom may result in suspension from that class for up to five days. The decision to suspend will be that of the Principal or Associate Principal. The student's parents will be notified. When a student is suspended from attending class, it will be the responsibility of the student to make up all work missed. Repeated classroom suspensions may result in a school suspension.

A recommendation for expulsion from attending school will occur only for very serious misconduct such as possession of a weapon, possession of controlled substances or assault of a school employee, or after repeated suspensions have not had the desired effect in securing acceptable behavior. In cases other than violations of Section 37H or 37H1/2, no student shall be expelled from a school or a school district for a time period that exceed 90 school days.

# 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 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, Associate Principal, Dean of Students, 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, suspension and/or expulsion 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.

Fishbowl - Seniors may sign out of their study hall to the fishbowl during the day. Seniors are required to sign in and out of the fishbowl.

AM/PM Privilege - Seniors who have a study hall during period 1 on any given day do not have to arrive at school until period 2. Students must sign in at the main office when they arrive to school. Also, seniors who have a study hall during period 7 may leave after period 6. 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 Campus-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 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 days.

## AGE OF MAJORITY

Any student reaching the age of 18 may apply for age 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 use of age 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 8:00 a.m., 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 Principal or Associate

Principal 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 Associate Principal three days 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 [ECAF](#)

### **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.

### **SNACK TIME**

Snack time for grades 6-12 will be permitted at specified times. Eating or drinking in classrooms at other times is not permitted.

### **STUDENT DRESS**

Student dress and grooming are the concern of individual students and their family, provided that student dress



is appropriate for a school setting. This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise discriminated against, so long as their dress and appearance meet the guidelines set forth below. When students do wear clothing that is not appropriate for a school setting, they will be referred to the school nurse. Students will respectfully be told that their clothing is inappropriate and that they need to change.

Dress Guidelines:

- There should not be any exposed undergarments, midriffs, buttocks, or torsos.
- There should not be any clothing that includes 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.

### **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 not 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.

Middle School students (grades 6, 7, and 8) may not access their personal devices at any time. This includes lunch. Middle school students who bring phones to school should keep them in their locker or backpack. Students may use the office phones if they need to make a phone call to home. We ask parents to be mindful that middle school students will not be able to use their phones until the end of the day. If you have an emergency message that needs to get to your student during the day, you can call the main office. Parents could also email their student during the day.

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 locker 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 physician 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 main office personnel. 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 Principal will approve and schedule proposed assembly programs based on their educational value and their age appropriateness. In addition, proposed programs must be nonpartisan in that all viewpoints on controversial issues must be presented.

Any financial responsibility will be borne by the group proposing the assembly. Attendance at assemblies is mandatory for all students scheduled to attend.

### **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 students eligible *to* 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.

### **COMPUTER LAB RULES/LIBRARY COMPUTER RULES**

- Food or drink is not permitted in the labs.
- Individual students wishing to use a computer must use those in the library unless special arrangements are made with a faculty member to provide supervision.
- Students are not allowed in the labs without faculty supervision.
- Students must work only in the software application(s) being used for class work. If not actively performing school work on the computer, students must vacate the computer station.
- Absolutely no computer system settings may be copied or altered in any way for any reason.
- Before students are permitted to use the Internet, they will be required to sign a contract.

Students found violating rules will be subject to disciplinary action. If students have questions, they are asked to contact the technology coordinator for clarification.

Labs are frequently reserved for class work by faculty. Classes have first priority to all computers.

### **COMPUTER NETWORK ACCEPTABLE USE POLICY**

#### **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 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), use 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 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 School.
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 teacher is required for use of color printer.
24. All printing will be monitored for paper consumption and is approved on 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 School.
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 School 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 Principal, Assistant or Associate Principal for appropriate disciplinary action.

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

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 SCHOOL DEPARTMENT MAY REQUEST THE SYSTEM MANAGER TO DENY, REVOKE, OR SUSPEND SPECIFIC USER ACCOUNTS.

# **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

It is the policy of the Harvard Public Schools not to discriminate on the basis of race, color, sex, gender identity, religion, national origin, creed, age, marital status, disability veteran status, or sexual orientation 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 employee, 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 Dr. Marie Harrington, the Title IX, Title VI, and/or Section 504 Coordinator or Principal, Scott M. Hoffman at 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, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the Harvard Public Schools.**

## 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 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 Guidance Department at The Bromfield School (telephone 978-456-4148). 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 school the student is leaving 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 general notice to this practice.

# Staff Directory

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