

## 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, 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

Seniors who do not have a first period class on any given day do not have to arrive at school until period 2. Also, seniors who do not have a last period class on any given day may leave after period 6.

These privileges are not in effect on early release days or half-days.

A signed parent permission slip must be on file for seniors to exercise these privileges.

Please note: Seniors who are frequently absent or tardy, or who are not achieving academically may have these privileges revoked.

### RADIOS AND I-POD/MP3 PLAYERS

Radios are not permitted at school unless requested by a teacher for class use. When such a request is made, the radio must remain in the possession of that teacher during the school day.

I-Pod/MP 3 Players are to be used only in study hall, cafeteria, or with teacher permission in a classroom. Improper use of any of these items (including wearing them in the hallways or the item being visible) may result in the confiscation of the article by a staff member. If the item is confiscated, the item will be turned over to administration and can be picked up at the appropriate time. Repeated offenses will result in notifying the student's parents or guardians

### SCHOOL VISITORS AND GUESTS

Parents, friends of students, and all other visitors to the school must report to the main office for permission to visit any part of The Bromfield School while school is in session. A visitor pass will be issued. Before leaving, visitors are asked to return to the main office to check out.

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.

### 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 exercise, at any time, the option of obtaining the services of trained dogs to aid in searches.

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### 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 \$8 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 AND GROOMING

The Bromfield School does not intend to interfere with individual taste in student dress. However, there are standards by which all students must abide. Student dress should be in good taste and appropriate for a middle/high school. In this regard, it is easier to describe the type of dress which is considered inappropriate: outfits with exposed undergarments, bare midriffs and/or low-cut necklines; clothing that includes words, pictures, labels, et cetera that are vulgar, and/or suggestive of vulgarity; items that promote or advertise alcohol, drugs, prejudice, sexual innuendo, obscene, or inappropriate behavior; and clothing that advertises products not appropriate for the age groups at Bromfield. Hats, generally speaking, are allowed to be worn at school unless a teacher requires a student to remove the hat while in his or her class. In general, if a student's clothing or manner of dress is disruptive to the educational process, the administration may intercede. The Bromfield School emphasizes that we do not want to become the fashion police and recognizes that nearly all students dress very appropriately every day. Dress should be a non-issue and we hope and expect that the very broad and reasonable guidelines set forth in this policy can and will easily be adhered to by all students.

### TELEPHONES

Students will be permitted to use office phones only in emergencies or for calls made at the request of school officials or those which the administration deems appropriate.

Pay telephones are available in the main lobbies of the school for student use. Use of beepers and cell phones during the school day is prohibited unless authorized by the administration. Improper use will result in confiscation of the cell phone by the administration to be returned at the appropriate time. Repeated offenses will result in notifying the student's parents or guardians.

### 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

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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.

### 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.
- Disks will be issued by teachers or lab aides for use in the lab. These disks must be labeled with the student's name and teacher's name. The disks remain the property of the school and must be stored only in designated areas.
- Issued disks may be used for class project work only. No system programs, files or settings may be copied onto student disks.
- Students should save their work onto their issued disks before leaving the lab. No student files are to be stored on the hard drive. Any student file found on a hard drive will be immediately deleted.
- 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.
- Students must use only their own disks. They may not authorize anyone else to use their disks.
- 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**

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. All communications and information accessible via the network should be assumed to be the private property of the source.
4. Use of the Harvard Public School's Network to access obscene or pornographic material, or chat groups is

prohibited.

5. As a network user, you are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, being polite (so do not get abusive in your messages to others), use appropriate language (do not swear, use vulgarities or any other inappropriate language).

6. Do not reveal your personal address or phone numbers to students or colleagues.

7. Do not use the network in such a way that you would disrupt the use of the network by other users.

8. Use of programs that harass the Harvard Public School's Network users or infiltrate the computing system and/or damage the software components is prohibited.

9. Subscriptions to Listservs, bulletin boards and on-line services must be preapproved by the Network Administrator.

10. Absolutely NO computer system settings are to be copied or altered in any way, without the prior approval of the Network Administrator.

11. Network traffic going in and out of the Harvard Public School computer network could potentially be monitored and recorded.

12. Net Sending is a violation of the Acceptable Use Policy and is a function reserved for administrative purposes only.

### **Security**

13. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data or information of others.

14. You will not share your account with anyone or leave the account open or unattended.

15. You will keep all accounts and passwords confidential and not accessible to others.

16. You are responsible for making backup copies of the documents critical to you.

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

### **Software**

18. You are responsible to take precautions to prevent viruses on your own equipment and the equipment of the Harvard Public School.

19. The illegal installation of copyrighted software or files for use on school computers is prohibited.

20. Please see the System Manager to install any software on The Bromfield School's computers.

### **Printing**

21. Excessive printing without permission of a teacher or staff member is a violation of this policy.

22. Permission by teacher is required for use of color printer.

23. All printing will be monitored for paper consumption and is approved on the discretion of the school

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administration.

### **E-Mail**

24. E-Mail is provided for the exchange of information consistent with the mission of the Harvard Public school system.

25. E-Mail cannot be used for private or commercial offering of products or services for sale or to solicit products or services.

26. E-Mail cannot be used for political or religious purposes.

27. E-Mail messages are subject to review by the Harvard Public School administration review at any time.

28. 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**