

East Brookfield Elementary School

Student Handbook

2018 - 2019



EAST BROOKFIELD ELEMENTARY SCHOOL VISION STATEMENT

East Brookfield Elementary School, through the combined efforts of children, teachers, and parents is a community of active learners that promotes continuous intellectual, social, emotional, physical, and aesthetic growth for all.

Children come to school with the desire to learn, ready to try new ideas, respectful of themselves and each other, responsive to adults, aware of their responsibility to themselves, society and the environment, and prepared to work hard each day to meet these goals.

Teachers come to school enthusiastic about teaching, motivated to take risks with new instructional practices, committed to continuous personal and professional growth. They are willing to work cooperatively with fellow teachers and parents, convinced that children learn best in a nurturing and safe environment. They are prepared to make positive contributions to the quality of life at East Brookfield Elementary School.

Parents, as full partners and participants in the culture of the school, encourage children to do their best, transmit family values and expectations regarding the importance of learning and the need to work hard in school, share regularly their hopes and aspirations with teachers, support the efforts of teachers, and work to expand the resources and opportunities for learning available to all in East Brookfield.

EAST BROOKFIELD ELEMENTARY SCHOOL MISSION STATEMENT

The East Brookfield Elementary School will strive to insure that every child values education as a lifelong venture and that every child has the intellectual skills and expertise to be well prepared for the opportunities and challenges of living in a technologically rich, culturally diverse, and continually evolving world.

SPENCER – EAST BROOKFIELD REGIONAL SCHOOL DISTRICT MISSION STATEMENT

The Spencer – East Brookfield Regional School District’s Mission is to prepare all students to be life-long learners and responsible citizens.

SPENCER – EAST BROOKFIELD REGIONAL SCHOOL DISTRICT GOALS

All students will achieve high standards and demonstrate improved student performance.

The district hopes to move more students into the higher proficiency range on the MCAS. The district hopes to improve student achievement in reading/language arts and mathematics so that all students reach proficient or advanced levels on the MCAS.

The district will enhance the quality and professionalism of teachers and administrators by offering participants the opportunity to participate in and develop courses/projects that foster personal growth in areas of expertise and interest. This will ensure that all students are taught by highly qualified teachers.

The district will create a community infrastructure, which supports schools. The district will encourage and develop more community involvement with the schools.

The district will create a safe and drug-free environment for all students and staff. We will give students the skills that they need to make healthy and positive life choices. The students will also have the tools necessary to address violence in their present and future lives.

The district will adjust the technology curriculum to meet the evolving needs of our students. Our students will learn and use more advanced technology to broaden and deepen comprehension of the curriculum by gathering, analyzing, and communicating information across all disciplines.

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PART I: INTRODUCTION

This handbook has been prepared to better acquaint students and parents/guardians with school routine, school regulations, and extra-curricular activities. It is the responsibility of each student and parent to read and understand the contents of the handbook. Questions regarding the handbook should be addressed immediately to the principal to avoid misunderstanding.

Notice – Massachusetts General Laws Chapter 71, Section 37H – The school committee of every city, town, or district shall publish its rules or regulations pertaining to the conduct of teachers or students, which have been adopted. Copies of the rules or regulations shall be provided to any person upon request, and without cost by the principal or headmaster of every school within each city, town, or district. Such rules or regulations shall not become effective until filed with the commissioner of education, accompanied by a certification by the committee that copies of rules or regulations are available as previously set forth.

Please be advised that any supplementary student handbook material passed out together with this booklet shall be treated as part of the student handbook and where appropriate shall replace materials included within this book.

It shall be the responsibility of individual students to be thoroughly familiar with such supplementary materials, if such is circulated, and to retain it for reference throughout the year.

HOURS OF OPERATION

Student Arrival (no earlier)	8:05 A.M.
Bell	8:25 A.M.
Homeroom	8:25 - 8:30 A.M.
Classes Start	8:35 A.M.
Dismissal	2:45 P.M.
Telephone	508 885-8536 508 885-8537
Fax	508 885-8571

PART II: GENERAL INFORMATION

ATTENDANCE - Punctual and regular attendance is necessary both for the proper training of the individual student and to avoid disruption of classroom procedures. Valid reasons for absence will be as follows:

1. Illness
2. Family emergency
3. Death in the family
4. Family vacation
5. Religious holiday

***PERFECT ATTENDANCE** - Is defined as 0 absences, 0 tardies, and 0 dismissals.

ARRIVAL/ DISMISSAL - Students should not arrive before 8:05 A.M. Please make sure your child does not come to school before the scheduled time. Upon arrival at school, students will progress directly to the playground area in the back of the school. Students are expected to leave school at dismissal and proceed directly home. Please notify the school of any changes. A bus student must have a note, if they are not taking the bus, indicating how they will be leaving school.

BUS TRANSPORTATION - School bus transportation is provided for all students to and from school. Students are expected to take their bus home unless a note is received from the parent. Students may only ride their assigned bus. Changes in bus assignment must be made through the bus coordinator at the superintendent's office. Special situations may be addressed with the school principal. These may include changes in pick-up or drop-off along the assigned bus route. Because of the safety hazard, which results from pupil misbehavior while riding the school bus, the bus privilege of any student may be suspended. A student will receive a yellow slip (warning) when any misbehavior is noted. A parent must sign this slip so that the student may ride the bus the next day. If the problem continues the student will receive a pink slip from the principal (3-5 day suspension from the bus). See District Bus Rules.

CANCELLATION - School closings will be announced on local radio stations: WTAG (AM 580), WARE (1250), WSRS (FM 96.1), and WXLO (FM 104.5). In addition, school closing information will appear on TV on channels 4, 5, and 7, and through the One Call Now phone system. Normally these announcements will be made from 5:45 AM to 6:45 AM on the day of the cancellation.

CELL PHONES – Students are NOT allowed to have cell phones, beepers, or any other electronic device in school or on the school bus. Parents must contact the principal for extenuating circumstances.

COURTESY AND SAFETY - Various rules have been established covering the general behavior expected of students who attend East Brookfield Elementary School. They have been based on our school philosophy and common sense, and they have been established to protect the rights and safety of all students.

DELAY - In inclement weather, there is also the option of a two (2) hour delay which means that all bus pickups will occur two (2) hours later than usual. All school opening schedules will be delayed for two (2) hours. Lunch will be served on these days and dismissal will remain the same.

DISMISSAL PROCEDURES – Students are dismissed at 2:45 p.m. Parents should not start arriving in the pick-up line until after 2:35 p.m., as preschool children are to be picked up by 2:30 p.m. As you drive up the driveway to the school, take your first right into the turn around. The students will be dismissed through the side door.

DO NOT park and exit your vehicle. The students will come to you.

DO NOT park in the parking lot and walk over to wait for your child.

THERE WILL BE NO EXCEPTIONS.

DRESS CODE – Grades PRE-K, K, 1, 2, 3 - Although there is no formal dress code, the responsibility of proper attire relies on the sound judgment of the parent and the student. The principal will be notified of any questionable attire that is construed to be distracting to the learning process or detrimental to the safety and/or health of any student. The school expects the student to be neat and clean at all times. The wearing of inappropriate inscriptions on clothing is not permitted.

DRESS CODE – Grades 4, 5, 6 – The issue of appropriate school attire is often a challenge for parents and school personnel. The responsibility of proper dress relies on the sound judgment of the parent and the student. The guidelines listed below will be helpful to you in making sure your child is dressed appropriately for school. In addition, the school expects the student to be neat and clean at all times. The wearing/display of inappropriate inscriptions, endorsement, logos, etc. on clothing is not permitted.

PLEASE NOTE THAT THE FOLLOWING DRESS CODE GUIDELINES WILL BE ENFORCED AT SCHOOL:

- Inappropriate clothing is not allowed.
- Clothing distracting to the learning process or affecting the health or safety of the individual or others is not allowed.
- No hats of any kind.
- Tops that expose the midsection (even with arms raised) are not allowed.
- Thin “spaghetti” straps are not allowed.
- Low cut necklines, open arm holes, or net tops are not allowed – exception: T-shirt worn underneath.
- Shoes that could mark our floors are not allowed in the building.
- Inappropriate inscriptions/ logos are not allowed.
- Any footwear that does not allow for ease in walking (halls, stairs, playground) is not allowed (example: excessively high shoes).
- Sandal type footwear should be strapped and tightly to the foot.

OTHER GUIDELINES:

- When a student’s hands are extended at their sides, skirts and shorts will not be above fingertip level.
- Clothing must cover undergarments.
- Pants (shorts, skirts) must be worn at the waist, not lowered – to insure proper coverage.

Questions and concerns should be addressed to the principal.

DRESS CODE FOR PHYSICAL EDUCATION - The following dress code is recommended for physical education classes. It will be implemented **FOR THE SAFETY OF THE STUDENTS**, and to enhance their enjoyment of participation in physical activities. Failure to dress appropriately will result in a zero for that class because the student will not be allowed to participate.

- All clothing should be loose enough to allow freedom of movement. All pants must not drag on the ground or be baggy around the ankle area.
- All clothing should be tight enough to stay on their bodies while exercising (i.e. no shorts worn below the hips).
- All shirts should be long enough to tuck in. Shirts must cover the mid section of the body during every type of physical activity. Thin strapped shirts and scooped neck shirts are not appropriate for P.E. class.
- Baseball caps (or similar) are allowed for outside activities only.
- Sneakers, of a non marring type, are a must. Not allowed are work boots, lug soles, and sneakers with heels or platform sneakers. All these shoes present safety issues.
- Jewelry is not to be worn. Knowing your physical education schedule will allow you to plan in advance, eliminating the need to remove items, which are inappropriate for class. Newly pierced earrings must have rubber backs covering the pointed end of the post.

EARLY DISMISSAL – When students are to be dismissed early from school, a note should be sent to school giving the reason for the request. All appointments for doctors' and dentists' visits should be made after school, insofar as possible.

EMERGENCY CARDS - Emergency cards must be filled out completely with information concerning the parents, phone numbers, place of employment and phone number, and who should be contacted in case the parents are not available. The school should be notified immediately of any changes during the school year.

EMERGENCY DISMISSAL – In the event of an emergency students may be dismissed earlier than normal. Students and parents should be prepared in advance if this happens. Please send prior notification to school, in writing, of any special arrangements that have been made for emergency dismissal. Otherwise your child will be sent home in the normal fashion.

EMERGENCY EVACUATION PROCEDURES – If an emergency arises which necessitates evacuation of the building, instructions and procedures have been established which focus on the safety of students and school personnel. *East Brookfield Highway Department is our designated evacuation location.* Specific information is in the Evacuation Plan Policy, part of the district policy book.

EMERGENCY RELEASE – In the event of an emergency, students may be dismissed earlier than usual. Students and parents should be prepared in advance in the event that this happens. Please send prior notification to school, in writing, of any special arrangements that have been made for emergency dismissal.

EXTRACURRICULAR ACTIVITIES - The Spencer-East Brookfield Regional School District offers a number of extracurricular activities. All extracurricular activities are nondiscriminatory. Students are provided equal opportunity and are encouraged to participate regardless of race, sex, color, religion, national origin, sexual orientation, disability, gender identity or homelessness. We believe the skills and friendships developed in these activities help

build the foundation for future success. New clubs and activities are also encouraged – students need only to find a sponsor for their particular interest.

FIRE DRILLS – Fire drills are required by law and are held periodically throughout the year so orderly evacuation of the building may be accomplished. Instructions are posted in each room and corridor. Acquaint yourself with these instructions. After the alarm sounds, walk quietly and quickly out of the building. Students are to remain together in class groups so teachers can account for all students. Upon conclusion of the fire or evacuation drill, students should not re-enter the building until directed to do so by the principal or designee. Please follow guidelines as outlined in the school’s crisis plan.

GIFTS TO SCHOOL PERSONNEL AND PARTIES FOR SCHOOL PERSONNEL – Gifts to school personnel are restricted by state ethics laws. Parties for school personnel are not allowed.

LOCKDOWN DRILLS – Lockdown drills are required by law and are held periodically throughout the year. The Lockdown drills are coordinated with the East Brookfield Police Department.

LOCKERS – Lockers are provided for students in grades 3, 4, 5, and 6. The use of these lockers is limited to the storage of items consistent with school functions and policy. Lockers are the property of the school. As school property, they are subject to periodic inspection. Lockers should be kept neat, free of marks, stickers, etc. Locks are not allowed.

LOST AND FOUND – The school maintains a lost and found area located in the cafeteria. It is the student’s responsibility to check there for books, clothing, and other articles. Lost jewelry and money will be held in the office. The school is not responsible for a student’s lost items.

LUNCH FACILITIES – Students may purchase a hot lunch in the cafeteria. Students may also bring a bag lunch from home if they wish. All lunches must be eaten in the cafeteria. Milk may be purchased if you bring a cold lunch. No student will be allowed to charge a lunch. Lunches may be paid for that day, or students have the option to prepay for lunch on a weekly basis (Monday only). No student is excused from lunch without written permission from home.

PARENT CONFERENCES – During the school year, one (1) Parent’s Night will be scheduled for grades PK – 6 during the school year. At this time, parents may meet with their child’s teacher to discuss the student’s progress. Parents will be notified in advance. Also, a parent may meet with a teacher at any time during the year by calling to set up the appointment.

PARTY INVITATIONS – Party invitations are not to be passed out in school or on school property.

PEANUT AND NUT SAFE POLICY - We now have several students with peanut and nut allergies that can be life threatening from exposure to even small traces of peanut or nut oil in the school environment. We need to have procedures and safeguards in place to minimize such risk. Peanuts and nuts and products containing them are not permitted in East Brookfield Elementary School at ANY time.

PETS – Children are asked not to bring pets to school. Parents are asked not to bring pets on the school property.

PUPIL ABSENTEEISM – Parents/caregivers are required to call the school when a child is to be absent. If a call is not received, the school nurse will call. If a student is absent from school, a child may not participate in any school function or activity held on that day.

RECESS – Recess time is provided each day for the students. A teacher or designee supervises playground recess, weather permitting. Pupils must remain on the designated playground area unless given permission to leave by the supervisor. No child should remain in the building without supervision. During Indoor Recess, pupils must remain seated and may converse in an orderly fashion, as determined by the supervisor.

RELEASE OF STUDENT INFORMATION – Under Department of Education regulations, the school may release for publication certain information concerning your child from time to time without first obtaining your consent unless you indicate that we should not do so. The information, which may be released for publication, may include the student’s name, picture, class participation in officially recognized activities and sports, degrees, honors and awards.

Publications include our school newsletter, newspapers, school Internet web site, and cable television. If you do not wish this information concerning your child to be released for publication without your consent during the school year, please contact the building principal for a form to be signed to that effect.

NON-CUSTODIAL PARENTS – As set forth in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children’s student records unless the school or district has been given documentation that:

- the non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
- the non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
- the non-custodial parent’s access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

SCHOLARSHIPS, PRIZES, AND AWARDS - All scholarships, prizes and awards distributed to students are free of discrimination in accordance with the non-discrimination policy.

SCHOOL INSURANCE – School Accident Insurance is offered each year. Pamphlets describing the plan are distributed the first week of school and should be returned immediately, whether or not the parents decide to enroll in the plan. This insurance will cover most injuries for the duration of the school year, including dental injuries, which are not covered by most health insurance providers.

SCHOOL VISITS – In an effort to maintain a strong educational setting for your child during the school day, visitors must report to the office upon entering the building. Classes should not be disturbed by parental visits unless approved by the principal in advance.

TARDINESS – Regular attendance is essential for education and punctuality is of equal importance. Students are expected to be on time for school, and if tardy on a recurring basis, may result in disciplinary action.

TELEPHONE – The school telephone should be used by students for emergencies only. Students will not be allowed to receive phone calls during the day unless it is an extreme emergency.

TEXTBOOKS – Textbooks are loaned to students for the school year. The student is responsible for the care of their books and must pay for any that are lost or damaged. Students are to write their names in ink in the space provided and are required to keep the books covered at all times.

USE OF SCHOOL FACILITIES – Local groups may use the school facilities for educational or recreational purposes in keeping with the policy established by the Spencer-East Brookfield Regional School Committee. Please contact the principal for further information.

VALUABLES – Valuables such as MP3 players, iPods, or any other electronic device, trading cards/toys, or stuffed animals will not be brought in to school without prior approval of the principal. The school is not responsible for lost/missing items. CELL PHONES are NOT permitted in school or on the school bus. Parents must contact the principal for extenuating circumstances.

VISITORS – In an effort to maintain a strong and safe educational environment for your child during the school day, visitors are asked to report to the office upon entering the building. Please note that the exterior doors are locked from the outside for the safety and security of your child at school. To enter the building, please press the buzzer and you will be buzzed in. Visitors who will be remaining in the building will be issued a “Visitor’s Badge”. This will indicate that the visitor is a welcomed guest of our school. Visitors should not interrupt classes.

VISITOR PARKING – Visitor parking is available in the parking lot in front of the building.

PART III: CODE OF CONDUCT

DISCIPLINE

The East Brookfield Elementary School is in itself a community similar in many respects to the town of East Brookfield or any other town. All communities have rules which are necessary to insure that they will function in a smooth manner.

There are many reasons why communities make rules and regulations. In East Brookfield Elementary School, rules have been developed for two (2) reasons – to insure your safety and to insure that order is maintained so that teachers may teach you and you may learn.

The development and enforcement of rules within the school setting prepares you for society in general where each individual is held responsible for his or her own acts.

The code of conduct is applicable to Students with Section 504 Accommodation plans

MGL. C.76 Section 5. Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

GENERAL MISCONDUCT

- Unacceptable cafeteria behavior
- Tardiness to class
- Boisterous or rowdy corridor behavior
- Classroom misconduct
- Overdue forms or other school related notices
- Overdue library materials
- Throwing/shooting objects in or outside the school building
- Cheating
- Note writing, passing or possession of notes
- Playground misconduct
- Disrespect toward peers
- Selling/trading of anything without permission of principal
- Fighting in school and/or on school property
- Obscenity or profanity verbally or otherwise
- Forging signatures
- Failure to meet with a teacher/principal as requested
- Not following directions of a teacher/principal/school personnel
- Leaving a room without permission
- Possession of/creation of inappropriate/obscene material
- Chewing gum
- Eating during class time
- Public physical display of affection
- Abuse or misuse of school property or property of others
- Misconduct at ANY school related function/activity
- Textbook not covered
- Lying
- Misconduct for a substitute teacher
- Possession of or use of gambling paraphernalia such as dice or playing cards
- Possession of or use of laser pens or pointing devices
- Possession of or use of hard baseballs – bought or made
- Use of computers or internet for non-school related activity
- Loitering
- Inappropriate behavior to/from school
- Bringing non-approved items on the school bus, to school, or to a school sponsored event. These include, but are not limited to the following: music/movie players, communication devices (ex. Cell phone, pager), game players, iPods, related media accessories, or similar devices.

TEACHER DISCIPLINE:

In addition to reasonable classroom discipline, teachers may keep students in for recess or after school for misconduct according to General Misconduct Policy. Students may also be sent to the principal if deemed necessary.

Students may be kept after school for a reasonable length of time (usually ½ hour) or in at recess. The parent or guardian will be notified in advance if the pupil is to stay after school.

MAJOR MISCONDUCT

- Leaving school property without permission
- Serious misconduct at any school sponsored function or activity
- Student abuse: physical or verbal
- Harassment of any kind
- Disrespect, insubordination, or defiance to school personnel
- Missing class without permission
- Attacking another student and physically harming him/her
- Making a racial comment to another student
- Vandalism
- Stealing, and/or possession of stolen goods
- Possession, use, buying/selling of any tobacco products
- Possession, use, buying/selling, or under the influence of any alcoholic substance
- Possession, use, buying/selling, or under the influence of drugs
- Possession, use, buying/selling of designer, look-alike imitation drugs
- Possession or use of inhalants, i.e. white-out etc.
- Possession, use, buying/selling of fireworks, explosive or incendiary devices
- Possession, use, buying/selling of weapons to include but not limited to guns, knives *
- Possession or use of toy weapons or look-alike weapons. Any item may be deemed a weapon by the principal determined by the perceived or intended use of such item.
- Possession (in locker, desk, book bag, pocket, etc.) of any contraband, including stolen property
- Threatening or attacking school personnel physically or verbally
- Obscene/threatening phone calls to school personnel
- Profanity to school personnel
- Making obscene gestures to school personnel
- Hazing
- Truancy
- Continued misconduct for a substitute teacher
- Abuse or misuse of school property
- Bullying
- Student to student harassment
- Fighting in school and/or on school property

** Degree of severity or repeated offenses as listed under General Misconduct

OFFICE DISCIPLINE:

The principal may apply reasonable discipline to offenses listed. Typical action may result in out of class time, exclusion from an activity/event, after school time (usually 30 minutes), or suspension. If the principal decides to suspend a student, that student may be excluded from all school activities at the discretion of the principal (movie night, field trips, etc.) until the next marking period.

THE FOLLOWING RULES WILL BE STRICTLY ADHERED TO BY ALL STUDENTS:

CAFETERIA RULES

1. Line up single file.
2. When dismissed by the teacher, walk quietly to the cafeteria, keeping in line.
3. Go through the food line orderly and politely.
4. Sit with one's own homeroom only.
5. Once seated, stay seated.
6. Show off your good manners in the cafeteria.
7. Eat quietly.
8. Do not pass food to each other. Absolutely no throwing of food is allowed.
9. Tables and floors must be checked before a table is dismissed.
10. Do not leave the cafeteria or return to the classroom after having completed lunch unless you are under the direct supervision of a teacher.
12. Line up quietly as directed by the teacher.
13. Students will leave the cafeteria in an orderly fashion and walk quietly to get coats. Do not loiter in the classrooms.

CLASSROOM BEHAVIOR

1. DO NOT talk or fool when announcements are being made and opening exercises are being conducted. Announcements are provided as a service to you to keep you posted on school activities and community events.
2. DO NOT take items from the desks of others.
3. DO NOT throw items such as pencils, paper airplanes, spitballs, etc.
4. DO NOT forge parental signatures on school documents, permission slips, progress reports, report cards, etc. that are sent to your parents by teachers so that they may work together to help you.
5. DO listen courteously when others are talking and expect the same from them.
6. DO attend all classes as scheduled. Bring with you the tools necessary for constructive participation including pencils, textbooks, notebooks, and rulers.
7. DO homework and classwork faithfully. It is so much easier to keep up than to catch up.

PLAYGROUND RULES

1. DO NOT leave the playground without permission; stay out of the wooded areas around the playground. Students are not allowed to walk the path around the school without the permission of the teacher on duty.
2. DO NOT play games that are dangerous to yourself or to your friends.
A good practice is to keep your hands off one another.
3. DO NOT throw stones, snowballs, etc.
4. DO remain out of the building at all times unless there is an emergency, or unless permission of a teacher is obtained.
No students should be in the building unless they are under the supervision of a teacher.
5. DO use walks and other blacktop areas where such areas are provided. Grassed areas in front of the building are for appearance and not for travel.
6. DO use playground equipment properly. Remember! Safety first!
7. DO place papers and trash in the receptacles located on the playground.
8. DO form lines in an orderly manner as soon as the bell sounds marking the end of recess and lunch period.

SPENCER EAST BROOKFIELD SCHOOL DISTRICT DISCIPLINE POLICY

Strong discipline and control is a major factor in the efficient operation of any school. Good behavior arises from the combination of quality instruction, parental support and the willingness of the child to succeed behaviorally. A well balanced education offers instruction not only in the academic areas, but also training that develops concise modes of conduct.

Consequently, the teaching of quality discipline should be a major consideration for all teachers to insure each child's individual development. While it is important for teachers to establish their own individualism concerning discipline, it is also important to realize that teachers must maintain certain school-wide standards as well.

Pupils, themselves, play a major role in their own behavioral self development. Once children learn to respect themselves, they will respect their educational environment and those people that exist within that environment. It is the obligation of all pupils to respect the rules of the school society at all times and to understand that courtesy, efficiency, and responsibility is best self-taught and exemplified by observation of and adherence to the rules of the school.

IN SCHOOL SUSPENSION

An In School Suspension may be given when a student repeatedly violates the code of conduct or commits a serious offense, as determined by the school principal or designee. The student will serve the suspension in an area designated by the school that is conducive to doing schoolwork, such that the student is isolated from the student body. During the period of suspension, the student will be monitored by a teacher or a paraprofessional supervised by a teacher who will oversee the student. The student will be given assignments by the regular classroom teacher to complete during the period of in-school suspension. Full credit will be given for assignments that are completed by the student. In-school suspensions are short-term in duration (not to exceed three days).

Every effort will be made to telephone and inform the parent of the suspension. If the school is unable to reach the parent, written notice of the suspension will be mailed to the parent.

During the duration of the in-school suspension, the following rules will apply: 1.) The student will need permission to leave the designated area for any reason. 2.) At the beginning of the day, the student is expected to retrieve his/her supplies from their locker(s)/classroom and immediately report to the office without any delay.

Infractions of the above rules can result in additional days being added to the suspension period or an out-of-school suspension being given. The due process provisions detailed in the handbook are applicable to in-school suspensions.

Special education students are subject to the provisions set forth in this policy and in accordance with the district's policy for discipline of special education students.

OUT OF SCHOOL SUSPENSION

When a student commits an offense of major misconduct or repeatedly violates the code of conduct, an out of school suspension may be given. Suspensions may be issued by the principal for a maximum period of ten (10) school days. The parents will be informed of the suspensions, and each pupil will be provided with a hearing. Written communication will be mailed to the parents. The first four (4) suspensions will require a parent, student, and principal conference prior to reinstatement. Any subsequent suspensions will require a parent, student, principal, and superintendent conference prior to reinstatement.

EXPULSIONS

Expulsion may only be issued by the superintendent and school committee after a hearing for the student. Expulsion applies to any pupil who cannot accept school responsibilities and has committed extremely serious offenses or has repeatedly been suspended. Expulsions may be for a long term period or indefinitely.

PART IV: ACADEMIC INFORMATION AND POLICIES

HOMEWORK

Students are encouraged to continue their school learning at home. Teachers may decide to assign homework for extended learning, or for needed practice or enrichment. Encouraging your child to take pride in passing in neat and accurately completed assignments will be valuable assistance to the education of your child.

Homework at this level should be regular and fairly consistent in amount of time spent each night. Homework can be individualized to meet the specific needs of the student. The following guidelines will give an approximate amount of time needed to complete assignments nightly:

Kindergarten	15 minutes
Grades 1-3	30 minutes
Grade 4	45 minutes
Grade 5	60 minutes
Grade 6	75 minutes

In addition to the aforementioned daily homework, reading time and math fact practice time each night is expected as follows:

K-2	5-10 minutes
Grades 3-4	15 minutes
Grades 5-6	20 minutes

Homework is due the next class period following the assignment, unless otherwise noted by the teacher. Homework that is not passed in during the class period it is due will be graded a zero. Students have a responsibility to do the assignment which was given and should pass it in the following day. It is clearly understood that unique and very rare occasions arise which would prevent the child from doing the assignment. Under those circumstances the child will be given another day in which to complete the assignment.

Parents will be notified if students continually fail to pass in assignments when due.

Special assignments are expected to be passed in on time.

MAKE UP WORK AND ASSIGNMENT REQUESTS:

1. SHORT TERM ILLNESS/ABSENCE:

Students who have been absent will be responsible for make-up work. Students will be give one week from their return to complete the required work.

2. LONG TERM ILLNESS:

See HOME INSTRUCTION.

PARENTS/GUARDIANS PLANNING TO TAKE THEIR CHILDREN OUT OF SCHOOL FOR THE PURPOSE OF TRAVEL OR SIMILAR REASON SHALL OBSERVE THE FOLLOWING PROCEDURES

- 1) Except for emergencies, the parent shall supply the school with written notification one week prior to their departure, listing specific dates the child will be absent from school.
- 2) If the one week prior notification is given, school work for the absent period may be requested by the parent. This work should be completed during the absence period and returned to the teacher by the second day of return.
- 3) It is very difficult for a teacher to project ahead for academic assignments, which usually have to be teacher-directed, and, as a result, homework is not assigned. However, at a teacher's discretion, special arrangements may be agreed upon such as keeping a log, reading, etc.
- 4) Upon returning to school, students in grades K-6 will be provided with the necessary makeup material from the instructional staff. It is the responsibility of the parent to insure that all makeup assignments are completed within two weeks of return if credit for the school work is to be given.

**RETENTION OF STUDENTS POLICY
PHILOSOPHY CONCERNING RETENTION**

The retention of a pupil is usually never an easy process for the teacher, pupil or parent. This process can be made much more comfortable for all concerned if some simple procedures are followed.

Pupils should be retained at the earliest possible grade level, hopefully at the level of kindergarten to grade two. However, a pupil may be retained at any grade level.

Pupils being retained should be assigned to a different teacher, if possible.

Reading and mathematical skills should rank high on the list of considerations for promotion to the next grade.

The psychological, emotional, and physical well being of the pupil is always to be seriously considered in any final decision.

Not all pupils benefit from retention, as there are some who continue to find it difficult to achieve.

Each pupil's situation is a unique case and should be treated as such.

Retention can be a valuable alternative when a common sense approach is used.

In most cases, retention should not occur more than once in a student's academic career.

The goal of retention should be to ensure the continuous academic success of the student.

Retention should be viewed as a means to allow the student to acquire the necessary grade level skills and knowledge to meet the next challenge.

It is important that at the first sign of academic difficulty, lines of communication between parent and teacher are opened. Continual reporting (progress reports, failure warnings, conferences and report cards) of academic difficulty is recommended. By using these tools and common sense, parents understand that the teacher is a professional who gives the utmost deliberation to each child, and whose advice should be carefully considered. If the teacher continually corresponds with the parent, a sense of trust and cooperation is fostered, and parents are more likely to accept the teacher's recommendations.

Listed below are suggested timetables for the implementation of retention:

1. Teacher will notify the parent (usually during the first semester) that there is a concern.
2. Parent will generally be notified in January, and no later than the end of the third marking period, that retention is possible.
3. Before the end of May, the teacher will submit a final written evaluation to the principal, who will confer with the parent(s) to make a final decision as to retention.
4. During the month of June, a final decision should be made on the status of the child's placement.

CURRICULUM ACADEMICS

ART:

Art is provided once a week for all students and is a required subject. Art is a very important basic educational area that provides experiences in using materials, techniques, and concepts that are presented sequentially.

LIBRARY:

The school library is an essential part of the overall school program. It supplies materials to support and augment the courses of study and to encourage recreational reading. Therefore, it is crucial that pupils return materials promptly on the due date so others may benefit from its use. Students who lose or damage books will be responsible for the cost of replacement.

MUSIC:

Music is provided once a week for all students and is a required subject. Music is designed to create appreciation of the basic concepts of music.

PHYSICAL EDUCATION:

Physical Education is required on a weekly basis unless a student is excused by written request of a physician. Students are not required to have a gym uniform; however, sneakers must be worn for the gym period. Dresses or skirts should not be worn on gym day. Students must not wear jewelry of any type while participating in gym classes. Classes are scheduled outside in good weather and inside during colder and inclement weather.

AGENDA:

Each child in grades 4, 5, and 6 will be issued an agenda at the beginning of the school year. It is his/her responsibility to write assignments for each class in the book and have the classroom teacher initial it. The students also have the responsibility to have a parent initial the book each evening after the assignments are done. Lost agendas may be purchased at school.

REPORTING PUPIL PROGRESS:

Progress reports are issued three (3) times a year at the midpoint of each trimester for grades 1-6. Report cards are issued three (3) times each year for grades K-6.

OVERVIEW OF THE MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM MCAS

The Massachusetts Comprehensive System (MCAS) is the Commonwealth's student testing program implemented in response to the Education Reform Law of 1993. MCAS tests are based exclusively on the learning standards contained in the Massachusetts Curriculum Framework for each content area tested.

The 1993 Education Reform Law requires MCAS to include the participation of all students educated with Massachusetts public fund, including students with disabilities and students with limited English proficiency. This law also requires the participation of students enrolled in charter schools, education collaboratives, Chapter 766-approved private schools, and students receiving educational services in institutional settings.

Beginning with the 2000-2001 school year, grade 10 students must pass the MCAS grade 10 English Language Arts and Mathematics test as one requirement for earning a high school diploma. Initially a scaled score of 220 or higher will be considered a passing score on each test. Students who fail either or both tests will be given multiple opportunities between grade 10 and the end of their senior year to retake the tests they failed.

The primary purposes of MCAS are as follows:

- to measure the performance of individual students, schools, and districts against the state standards outlined in the Massachusetts Curriculum Frameworks
- to raise student achievement
- to improve classroom instruction
- to determine competency in English Language Arts and Mathematics in order to award high school diplomas

Students who fail a section of the MCAS tests will have an individual improvement plan developed for them. The plan will indicate the area(s) failed and suggest strategies for improving the test scores. Participation in any suggested program is voluntary.

TITLE I AND COMPLIANCE WITH THE FEDERAL “ NO CHILD LEFT BEHIND ACT OF 2001”

The Federal *NO CHILD LEFT BEHIND ACT* of 2001 requires school districts that receive federal Title 1 funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, the Spencer-East Brookfield Regional School District will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.

- The teacher’s college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

The Spencer-East Brookfield Regional School District is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child’s teacher, please contact the school principal.

TITLE IX – CHAPTER 622 – Section 504 of the Rehabilitation Act of 1973

The schools of the Spencer-East Brookfield Regional School District do not discriminate on the basis of sex, sexual orientation, or handicap, in the operation of their educational programs, activities, or employment policies as required under Title IX of the U.S. Acts of 1972 and section 504 of the U.S. Rehabilitation Act of 1973, and that no person will be excluded from or discriminated against admission to the public schools of any town or in the obtaining the advantages, privileges by the Massachusetts Acts of 1971 and Section 504 of the U.S. Rehabilitation Act of 1973.

According to M.G.L. c.76.s.5, the Spencer-East Brookfield Regional School District does not discriminate on the basis of race, color, natural origin, sex, disability, religion, sexual orientation, or homelessness; nor does it tolerate harassment or discrimination, including that based on race, color, natural origin, sex, disability, religion, sexual orientation, gender identity or homelessness.

NOTICE TO PARENTS:

As a parent of a child in the Spencer-East Brookfield Regional School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child.

Federal law allows you to ask certain information about your child’s classroom teachers, and requires us to give you this information in a timely manner, if you ask for it.

Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

- Whether the department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under the state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees and , if so, the subject of the degrees.
- Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

PART V: SCHOOL ACTIVITIES

CHALLENGE OF KNOWLEDGE:

The purpose of this program is to provide students an opportunity to participate in a contest designed to challenge them through questions in curriculum related areas, current events, and general information.

FIELD TRIPS:

Educational field trips are a supplemental activity in the schools and are not part of the required curriculum. As a result, all students are not required to attend the field trips, but attendance at school is still mandatory on those days. The principal has the final decision on who may attend the trips. Any student may be excluded from the trip by the principal. Parents will receive notices of field trips well in advance of the scheduled trip date and will be required to sign permission forms.

Students should be appropriately dressed, since they are representing the school and the community. They are expected to look their best.

MUSICAL PERFORMANCES:

Holiday and spring productions will be performed by the students of East Brookfield Elementary School.

P.I.E. (People Interested In Education):

This support group welcomes participation in this organization. If any parent would like to be a member of this group, please contact the school.

PROJECTS FAIR:

These activities are designed to stimulate young pupils to investigate into and report about scientific topics of their interest.

SCHOOL COUNCIL:

In July of 1993, the Massachusetts Education Reform Act became law. The most immediate feature of the bill was the creation of school councils which act in an advisory capacity to the principal in helping formulate a school improvement plan. Parent membership on the council is determined by an election held at a school/parent support group meeting. Notification of such meetings is included in the monthly newsletter.

FIELD DAY:

Students will participate in various games and physical activities on spree day to develop teamwork and school spirit.

PART VI: HEALTH SERVICES

School Health Policies have been developed to protect the health and promote the safety of the children while at school. The following information will serve as a guide to the health services program:

If a child becomes ill at school, the School Nurse will initiate dismissal from school if the condition warrants. A child may leave school only after telephone notification of parents or a person designated on the emergency card.

Chronic illnesses, communicable diseases, and severe allergic reactions, **MUST** be reported to the School Nurse immediately.

Accidents incurred on the way to school or on school premises will be treated by the School Nurse on a First Aid basis.

Please feel free to call the School Nurse at the East Brookfield Elementary School at any time, between the hours of 8:00 A.M. to 3:00 P.M. Telephone numbers are (508) 885-8536 or (508) 885-8537.

MEDICATION POLICY

As a general policy, no medication will be dispensed at school except those designated as emergency medications. Examples of such emergency medications are those required for bee sting allergy, diabetic reactions, and asthmatic allergies. Other medications are to have their time schedules so arranged by your family doctor as to avoid being given during school hours. These include medicines required three or four times a day. Emergency medications dispensed at school must be accompanied by a medication permission form, which has been signed by the doctor and parent/guardian. Short-term prescription medications (those requiring administration for 10 school days or less) may be dispensed with written parental consent, only at the discretion of the school nurse. All medication must be in the original pharmacy bottle or container in order to be dispensed.

If medications are needed during field trips or other school events, a written parental consent form will be required. All forms are available from the school nurse.

Psychotropic medications are covered under Mass. General Law C71, S.54B regulations. Medications for students must be brought to school by the parent or guardian to be dispensed by the school nurse only, or person the school nurse designates, and will not be dispensed after regular school hours.

ADMINISTRATION OF NONPSYCHOTROPIC MEDICATION

- Administration of medication in the school should only take place when a student's health is in jeopardy.
- The Physician's Form must be completed and signed by the child's physician.
- The Parent Request Form must be completed and signed by the parents.
- The medication must be kept in a locked cabinet or refrigerator.
- The appropriate form must be kept with the medication, and the admin-record form will be initialed by the adult administering the medication.
- Forms will be filed with the student's Massachusetts School Health Record.

ADMINISTRATION OF PSYCHOTROPIC MEDICATION

Chapter 71, Section 54B, of the Massachusetts General Laws requires that all children receiving psychotropic medications in the public schools be certified by the Massachusetts Department of Public Health. Psychotropic medication **MUST BE** administered by the Nurse.

- The parent must have the child's physician complete the Mass. Dept. of Public Health form.
- The completed form must be given to the Nurse servicing the school. (S)He will secure certification for administration from the state.
- A copy of the state approved form will be kept at the Nursing Office and the original will be kept with the child's record at school.
- An administration record form will be kept for the nurse to initial at the time of administration.
- All applications must be renewed annually at the beginning of each school year.

Because most psychotropic medication must be given between 11:30 A.M. and 12:30 P.M. and because some nurses may have to service three to five schools within a short period of time, School Principals are asked to

- 1) Alert office staff and teachers of the students who require psychotropic medication.
- 2) Notify the Nurse before 10:30 A.M. if the student is absent.
- 3) Provide easy accessibility to the student's medication during this time period.

If any concerns or questions arise relative to this issue please call the school nurse.

HEALTH SERVICES FOR STUDENTS – DEPARTMENT OF PUBLIC HEALTH

1. Immunization – proof of all Massachusetts Public School students is required for Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps and Rubella (Chapter 76, section 15).
2. Lead Poisoning – Children must present documented evidence of lead poisoning screening prior to entrance into kindergarten. (105 CMF 460).
3. Physical Examinations – Required for students in grades K, 4, 7 & 9.
It is recommended that this examination be done by the private physician or health care facility. Forms will be provided.
4. Screening Programs – Vision and Hearing screening is required for all students in grades K-6, 8 & 10.
Postural screening is required for all students in grades 5-9.
5. Inspections – All students in grades K-6 will be inspected, as necessary, for pediculosis. If this condition is found, the student will be excluded until all lice and nits are removed.
6. Exclusions – Students who are found to be ill will be referred to the principal for exclusion.

Parents are responsible for providing a means of transportation home. Parents are required to provide the school with a home telephone number, or an alternate phone number in case of emergency.

7. Entry into grade 7 requires the hepatitis series (3 injections), MMR #2, Td if last DPT or Td was 5 years ago or more, varicella immunization or proof of varicella (provided by written documentation from the doctor).

HOME INSTRUCTION

Any student who will be out of school for fourteen (14) consecutive days or longer and who has been given permission by a physician to have home hospital instruction is eligible for this service.

Home and Hospital Instruction is a free service from the Special Education Department of the Spencer-East Brookfield Regional School District.

Notify your child's school Principal or Guidance Counselor immediately. Notify the school nurse.

The program is started as soon as the nurse contacts the physician for verification that he has given permission for Home or Hospital Instruction.

A teacher will be assigned to instruct the student. The teacher will contact the home to schedule the lessons.

The teacher will contact the Guidance Counselor for the assignments and books for students in middle and secondary schools, and principal and classroom teacher to get the assignments and books of students in elementary schools.

HEALTH EDUCATION PROGRAM

Our school district's comprehensive health education program has been developed by our professional staff in conjunction with the Massachusetts Health framework. The overall goal of the program is to maintain efforts which begin in the primary grades to promote the health and well-being of our students, and to help our students make wise and informed decisions during their teenage years and beyond.

Sex education is part of any health curriculum, and will include topics such as puberty, dating, relationships and communication skills, pregnancy, prevention of sexual abuse, prevention of HIV/AIDS, and other sexually transmitted diseases. If you would like to review our curriculum and materials at the school, you are welcome to do so. Please call the school to arrange a convenient time.

During the presentation of curriculum materials, students will be able to ask questions, which will be answered factually and in an age-appropriate manner. Each student's privacy will be respected, and no one will be asked to reveal personal information. Material will be presented in a balanced, factual way that makes clear that people have strong religious and moral beliefs about issues and these beliefs will be respected.

Under Massachusetts law and School Committee policy, parents or guardians may exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption you are asked to send a letter to your child's school requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized. We may provide an alternative assignment to students who are exempted.

We look forward to working with you to ensure that your child has a positive and educationally enriching experience this school year. If you have any questions about this, please feel free to contact the school.

ACCIDENT AND INSURANCE COVERAGE

The Spencer-East Brookfield Regional School District sponsors a student participation insurance program. Brochures describing the plan will be distributed when available during the first week of school.

PART VII: STATE AND FEDERAL REGULATIONS CONCERNING STUDENTS AND EDUCATION

DUE PROCESS RIGHTS

All students have the constitutional rights (*Goss vs. Lopez*) to receive due process procedures including notice and the right to a hearing where required in matters of suspension, transfer, and expulsion.

- 1) Due process for a student who is subject to suspension to ten days or less includes:
 - a) oral or written notice of the charges against him/her
 - b) an explanation of the basis of the accusation; and
 - c) the opportunity to present his/her side of the story to an impartial decision-maker (who may be a school administrator).

Notice of the suspensions and hearing will occur before a student is to leave school, except when a student presents an immediate threat to school officials, other students, or him/ herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but will be held within a reasonable period of time.

- 2) Where the injury to another person or property or the effect of the student's conduct on the school community is so severe as to warrant more than a ten day suspension, or where expulsion is a possible penalty, the matter shall be referred to the superintendent or his designee within two (2) school days of the initial suspension. The student shall be informed of the discipline referral by the school administrator.
- 3) No later than the expiration of the period of initial suspension, the superintendent or his designee shall schedule a full evidentiary hearing to determine whether:
 - a) The student's conduct warrants an extension of the suspension for a period not to exceed ten (10) days;
 - b) The student should return to school pending a referral to the school committee for further disciplinary action; or
 - c) If the superintendent or his designee finds that the student's presence in school presents a danger to himself or others, the student's suspension should be extended for a period not to exceed ten (10) days pending an exclusion hearing before the school committee.

The student will be given written notice of the charges. At the hearing before the superintendent or his designee, (all witnesses will be sworn,) the student shall have the right to be represented by counsel or an advocate of his choice, the student shall have the right to present witnesses on his/her own behalf and to cross-examine witnesses. In advance of the hearing and upon request, the student shall have the right to obtain any documentary evidence which is to be presented before the superintendent or his designee. Following the hearing, the student or his designee shall be issued a copy of the decision containing the specific findings of fact.

- 4) If the superintendent or his designee refers the matter to the school committee, the student will be notified in writing of date, time, and place of the hearing. The school committee hearing shall be limited to a review of the findings and conclusions of the superintendent's or his designee's written decision and a consideration of the superintendent's recommendation regarding:
 - a) adoption of the decision; and
 - b) imposing the proposed disciplinary action

The student and/or his advocate shall be entitled to appear before the committee and speak on the student's behalf. No evidence shall be presented at this hearing unless the evidence was unknown AND unavailable at the time of the evidentiary hearing before the superintendent or his designee.

The school committee shall have the option to accept the findings and conclusions of the superintendent or his designee or it shall remand the matter back to the superintendent or his designee for further consideration. The School Committee shall have the option to affirm, modify, or reject the superintendent's recommendation regarding the disciplinary action. The school committee shall provide its written decision within a reasonable period after the hearing. **PUBLIC'S RIGHT TO KNOW (Public Access to Records)**

In compliance with state and federal laws and regulations requiring that public citizens with access to public records, (CH. 4, 5, 7, definition), the district will implement the following procedure:

- 1) A request by a citizen to inspect public records (other than records specifically exempted by law from such inspection, such as employee records, student records, and other confidential information) will be made at the office of the superintendent. The request will be in writing.
- 2) Those requesting access will be accommodated by district personnel as soon as is reasonably possible, following approval of the request by the superintendent or his designee. However, inspection of records will be limited to the normal working hours of office personnel.
- 3) Persons requesting to inspect district records will be asked to state or describe which records they wish to consult.
- 4) Anyone requesting a copy of a public record will be charged the amount which duplication costs the district.
- 5) In the event that a record which has been requested cannot be located, the person making the request will be given a response to that effect in writing.

The school district shall maintain student records as required by law (Student Record Regulations 603 CMR 23.00). An eligible student and/or his parent/guardian will be allowed to inspect academic, scholastic, or any records concerning such student.

PARENTS' RIGHT TO KNOW

In addition to the rights stated under the Public's Right To Know, the following information refers to Student Records. (Student record Regulations 603 CMR 23.00)

Parents have the right to review and inspect all records on their child.

Upon request to the building principal a list of locations of all student records will be provided to the parents within 24 hours.

Records will be available for viewing at the child's school within two consecutive weekdays of the request. A school administrator will be available at the reviewing to explain any of the records.

If a parent requests copies of records, copies will be provided and parent will be charged duplication costs, if any.

If a parent requests a change to the record, or that material be deleted, the following procedure will be followed:

The parent will discuss the request with the administrator present. If the issue cannot be resolved, the parent will send the request to the superintendent in writing. If the issue is still not resolved, a hearing would be held with the school committee. All due process rights will be followed.

A student who is age fourteen or in grade nine has the same rights as parents do to reviewing and amending the student record.

STUDENT RECORD REGULATIONS

1. Parents and students who have reached the age of fourteen (14) or the ninth grade have the right to inspect the school record – that is all the information and material pertaining to the individual student maintained by the school.
2. Parents and students also regulate who will see what portion of the student's individual record except those officially entitled by law to examine records. A permanent log will be kept of all people who examine a student's record to disseminate information.
3. A student's transcript must be maintained by the school department for sixty (60) years.
4. Outdated and irrelevant material in the student's record may be destroyed provided the student and parents are notified in advance to enable them to obtain a copy.
5. The eligible student and/or parent shall have the right to add information, request removal of material, or amend the student record.
6. All inquiries, procedures and regulations are on file in the school and are available for your review.

Spencer-East Brookfield Regional School District

GRIEVANCE POLICY AND PROCEDURE **REGARDING TITLE VI, TITLE IX SECTION 504**

These laws are as follows:

- Title VI of the Civil Rights Act of 1964 (prohibiting race, color, and national origin discrimination)
- Title IX of the Education Amendments of 1972 (prohibiting sex discrimination)
- Section 504 of the Rehabilitation Act of 1973 (prohibiting disability discrimination)
- Age Discrimination Act of 1975 (prohibiting age discrimination)
- Title II of the Americans with Disabilities Act of 1990 (prohibiting disability discrimination by public entities, including public school districts, public colleges and universities, public vocational schools, and public libraries, whether or not they receive Federal financial assistance)

The *Spencer-East Brookfield Regional School District's* Civil Rights Coordinator is the Director of Pupil Services, 302 Main Street, Spencer, MA 01562, (508) 885-8515.

Local Grievance Procedure:

If you believe that you have been discriminated against because of your race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, homelessness, gender identity and other human differences you can file a complaint with the Director of Pupil Services within 30 days from the date of the alleged discriminatory act. Please include the following information in writing when filing a complaint.

- Your name, address and telephone number. You must sign your name. (If you are filing a complaint on someone's behalf, include your name, address, telephone number, and statement of relationship to the individual – eg., spouse, attorney, friend).
- Name and address of the institution or agency you believe discriminated against you.
- How, why and when you believe you were discriminated against.
- Any other relevant information.

In an effort to resolve the grievance, a mediation with all involved parties and The Director of Pupil Services will be held. Then if the grievance is not resolved, all involved parties will meet with the Superintendent of Schools. If after all these attempts have been made and the grievance has still not been resolved, the complainant may obtain an Office of Civil Rights (OCR) Complaint Form from the Director of Pupil Services.

The Director of Pupil Services will assist you in filling out this form. You may file a complaint with OCR within 180 days from the date of the alleged discriminatory act. (OCR may extend the 180-day period if good cause is shown.)

Send Form To:

Office for Civil Rights
U.S. Department of Health & Human Services
JFK Federal Building – Room 1875
Boston, MA 02203

(617) 565-1340; (617) 565-1343 (TDD)
(617) 565-3809 FAX

Please note:

A recipient may not retaliate against any person who has made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under the five statutes listed above.

The Spencer-East Brookfield Regional School District's Policy of non-discrimination will extend to students, staff, the general public and individuals with whom it does business; and will apply to race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, homelessness, gender identity and other human differences.

IF YOU HAVE ANY CONCERNS ABOUT THIS MATTER, PLEASE CONTACT:

**DIRECTOR OF PUPIL SERVICES (COORDINATOR OF TITLE VI, TITLE IX AND SECTION 504)
SPECIAL EDUCATION DEPT.
302 MAIN STREET
SPENCER, MA 01562
(508) 885-8515**

SPECIAL EDUCATION SERVICES

The Spencer-East Brookfield Regional School District offers educational services to students with special needs. Parents who want further information should contact the Department of Special Education.

Special Education services are provided in the following areas:

BEHAVIOR & EMOTIONAL NEEDS: Classes for students with adjustment problems aid students with re-integration into the regular classroom.

SPECIFIC LEARNING NEEDS: Learning Disability Programs assist students needing help in learning skills through tutorial services, individualized learning help and resource rooms.

GENERIC NEEDS: Programs and Classes for special needs children with limited intellectual ability allow students to progress at their own rate. Students focus on basic educational skills and needs while taking part in regular activities for their grade, whenever possible.

VISION NEEDS: Itinerant teachers provide the partially sighted or blind child with special aids and instruction which the child needs to adapt to his/her visual limitations and increase participation in regular classroom whenever possible.

SPEECH & LANGUAGE NEEDS: Speech services are available to those with various impediments and difficulties in speech. Itinerant teachers plan individual programs using a multi-sensory approach.

MOBILITY & ORIENTATION NEEDS: Physical and Occupational therapy programs are for those physically handicapped who need services in specific functional areas such as the development and use of limbs and muscles for schoolwork now and actual work in the future.

RESOURCE ROOM: Services for those children in the school who need extra help in various subjects for the portion of the school day.

INTEGRATED PRE-SCHOOL PROGRAM: Prepare the child for the school experience by emphasizing readiness skills in specific areas of learning and physical needs.

ALTERNATIVE PROGRAMS: Redefine the school experience, combining academic work with prevocational training for students with different educational needs.

AUDITORY NEEDS: Teachers help students with a hearing loss to acquire needed communication and language skills so that they can function in the regular classroom whenever possible.

ADJUSTMENT COUNSELING: Students experiencing behavioral, social, or other adjustment problems may receive counseling from a certified adjustment counselor.

PRE-REFERRAL PROCESS

Any student in the school district may be referred for a team evaluation. Prior to a referral the school must modify the child's program and document those efforts. Those efforts may include but not be limited to the following items (where applicable): (The interventions will vary depending on the school, staff, grade level and organization of the school.)

- 1) Change the amount or type of work the child is required to do
- 2) Refer to Chapter I services
- 3) Change ability levels
- 4) Change reading levels
- 5) Change teachers and/or classes
- 6) Provide tutorial help after school
- 7) Work on a behavior modification program
- 8) Provide counseling services through the Pupil Services Dept.
- 9) Parent conferences
- 10) Progress reports to parents

Any questions regarding the pre-referral process should be directed to the school principal.

Parents may submit a formal request in writing to have a child tested for special education services at any time. A letter outlining the specific area of concern for the child may be submitted to:

The Director of Pupil Services, Spencer-East Brookfield Regional School District, 302 Main Street, Spencer, MA 01562

DISCIPLINE OF SPECIAL NEEDS STUDENTS

- 1) The I.E.P. for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P.
- 2) The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
- 3) 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 I.E.P. as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition.
 - a) If the student's conduct is related to his special needs or the plan is inappropriate, the student's I.E.P. will be amended or steps will be taken to fully implement the current I.E.P. Any new program will be immediately implemented with parental consent. Any dispute regarding the I.E.P. will be resolved through the special education mediation and hearing process. If a hearing is requested, the student must stay in his current program unless a court determines otherwise.
 - b) If the student's conduct is not related to his special needs or to an inappropriate I.E.P., a suspension may be imposed and a plan for alternative service will be forwarded to the Department of Education for approval. Parents will be notified of the suspension, the reasons therefore, and the alternative plan. If a hearing is requested, the student will remain in his current placement unless a court determines otherwise.
 - c) In cases where a special needs student's conduct presents a danger to other students, staff, or the student himself, the Spencer-East Brookfield Regional School District will immediately seek court approval to suspend or exclude the student from the school premises.

A child who has not yet been determined to be eligible for special education and related services may assert the disciplinary protections under IDEA providing the District had a basis of knowledge that the child is a child with a suspected disability before the behavior that precipitated the disciplinary action occurred. The District is deemed to have knowledge if the child's parent expressed concern in writing to administrative or supervisory personnel of the school or District that the child is in need of special education and related services; the parent of the child had requested a special education evaluation; or the child's teacher or other school or District personnel expressed specific concerns to the Director of Special Education or to other supervisory personnel about a pattern of behavior demonstrated by the child. The school or District is not deemed to have knowledge of a disability if the parent has not allowed an evaluation or has refused special education and related services, or the child has been evaluated and determined not to be a child with a disability.

SPECIAL EDUCATION PROVISIONS

The State Department of Education has adopted a policy regarding “disciplining students with special needs” which implements Chapter 71B, Section 3, of the state law. This policy outlines additional procedures and protections for students on Individual Education Plans and is available in full at the Principal’s office of each school.

The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if modification is required. If a modified discipline code is required, it will be written into the IEP.

When it is known that the suspension(s) of the special needs student will accumulate to 10 days in a school year, a review of the IEP will be held. One finding may be that the IEP must be modified to reflect a new program designed to better meet the student’s needs. Also, the TEAM may conclude the IEP and the suspension are appropriate, but in this case an amendment will be developed to provide the delivery of special education services during the period of exclusion, and the original IEP will be modified to affect a long-term plan designed to assure continued involvement with an educational program.

If a suspension will result in accumulated exclusion of more than 10 days with the current IEP, immediate written notification of the suspension must be made through the school system’s Director for Special Needs to the appropriate regional office.

SPECIAL EDUCATION AND STUDENT DISCIPLINE

The school district observes the state and federal guidelines pertaining to the application of discipline to children and students eligible under the Individuals with Disabilities Education Act (IDEA), including manifestation determination and all other due process provisions, and considers the student’s IEP when taking or considering disciplinary action. The student’s IEP Team may consider and make modifications to the code of conduct where appropriate.

Current Federal Special Education Regulations (34 CFR 300.519-529) require the following discipline policies and procedures for special needs’ students:

- School personnel may suspend an eligible special needs student for up to 10 days
- After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal, the public school provides sufficient services for the student to continue to receive a free and appropriate education;
- A suspension of longer than 10 days or a series of suspensions that is shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
- Prior to a suspension that constitutes a change in placement, the Team convenes to:

Develop or review a functional behavioral assessment of the student’s behavior intervention plan or develop an assessment plan;
To identify alternative educational setting(s) and
To determine the relationship between the disability and behavior, “a manifestation determination.”

If the team determines that the behavior IS a manifestation of the disability, then the District takes steps (with parent consent) to correct the IEP, the

placement, or the behavior intervention plan.

Regardless of the manifestation determination, the District may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 days:

- If the behavior involves weapons or illegal drugs or another controlled substance while at school or a school function, or
If the District provides evidence that the student is “substantially likely” to injure him/herself or others and a hearing officer orders the alternative placement, and
- The interim alternative education setting enables the student to continue in the general curriculum, to continue receiving services identified on the IEP, and provides services to address the problem behavior.

The District provides written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the placement on the last accepted IEP or the interim alternative placement, unless the parent and the school district otherwise agree.

504 Discipline: Students identified as eligible for protection under Section 504 may not be removed from their educational placement for more than ten school days unless it is determined that the behavior which resulted in the disciplinary infraction was not linked to the student’s disability, or inappropriate placement. This is called a “manifestation determination.” The prohibition against removals of more than ten school days also applies to shorter removals which cumulatively total ten (10) school days within a school year and reflect a pattern of exclusion.

An exception to the prohibition against removing students whose behavior is linked to their disability commits an infraction involving illegal drugs or alcohol, without disabilities would be disciplined for the same infraction without considering whether the alcohol or drug use is linked to the student’s disability or an inappropriate placement.

A child who has not yet been determined to be eligible for special education and related services may assert the disciplinary protections under IDEA providing the District had a basis of knowledge that the child is a child with a suspected disability before the behavior that precipitated the disciplinary action occurred. The District is deemed to have knowledge if the child’s parent expressed concern in writing to administrative or supervisory personnel of the school or District that the child is in the need of special education evaluation; or the child’s teacher or other school or District personnel expressed specific concerns to the Director of Special Education or to other supervisory personnel about a pattern of behavior demonstrated by the child. The school or District is not deemed to have knowledge of a disability if the parent has not allowed an evaluation or has refused special education and related services, or the child has been evaluated and determined not to be a child with a disability.

Procedural requirements for students not yet determined eligible for special education.

603 CMR 28.00 Special Education Regulations – Massachusetts State Law for Special Education Services

The purpose of 603 CMR 28.00 is to ensure that eligible Massachusetts students receive special education services designed to develop the student's individual educational potential in the least restrictive environment in accordance with applicable state and federal laws.

The pre-referral process is as follows for student not yet determined eligible for special education:

1. Change the amount or type of work the child is required to do;
2. Change ability levels;
3. Change reading levels;
4. Change teachers and/or classes;
5. Provide tutorial help after school;
6. Work on a behavior modification program;
7. Provide counseling services through the guidance department;
8. Parent conferences;
9. Progress reports to parents.

Initial questions regarding the pre-referral process should be directed to the building principal.

Parents may submit a formal request in writing to have the child tested for special education services at any time. A letter outlining the specific area of concern for the child may be submitted to: Director of Pupil Services, Spencer-East Brookfield Regional School District, 302 Main Street, Spencer, MA 01562.

Special Education services are provided in the following areas:

1. Behavior and Emotional Needs – Classes for students with adjustment problems and students with re-integration into the regular classroom;
2. Specific Learning Needs – Learning Disability Programs assist students needing help in learning skills through tutorial services, individualized learning help and resource rooms;
3. Generic Needs – Programs and classes for special needs children with limited intellectual ability allow students to progress at their own rate. Students focus on basic educational skills and needs while taking part in regular activities for their grade, whenever possible;
4. Vision Needs – Itinerant teachers provide the partially sighted or blind child with special aids and instruction that the child need to adapt to the visual limitations and increase participation in regular classrooms.
5. Auditory Needs – Teachers help students with a hearing loss to acquire needed communication and language skills so that they can function in the regular classroom whenever possible.
6. Speech & Language Needs – Speech services are available to those with various impediments and difficulties in speech. Itinerant teachers plan individual programs using a multi-sensory approach.
7. Mobility & Orientation Needs – Physical and Occupational therapy programs are for those physically handicapped who need services in specific functional areas such as the development and use of limbs and muscles for schoolwork now and actual work in the future.
8. Inclusion Services – Services for those children in the school who require need extra help in various subjects in the classroom/least restrictive environment during the school day;
9. Pre-school Programs for the Multiple Impaired – Prepare the child for the school experience by emphasizing readiness skills in specific areas of learning and physical needs;
10. Alternative Programs – Redefine the school experience, combining academic work with prevocational training for students with different educational needs;

11. Adjustment counseling – Students experiencing behavioral, social, or other adjustment problems may receive counseling from a certified adjustment counselor.

CODE OF CONDUCT

The following is a general standard of conduct that should be used as a guide by all students. Not all acts of misconduct can be itemized in this regulation; however, this list of infractions may lead to disciplinary action such as detention, removal from class, confiscation of material, suspension, or expulsion.

- Abusive behavior, violence, force, coercion, bullying, threats, intimidation, insubordination, instigation of a fight, or other similar conduct that endangers another person's safety or violates their civil rights.
- Breach of security, or any behavior that compromises the safety of the School, including: tampering with the physical plant (i.e. locks, alarms, windows, keys), entering vehicles, and/or unauthorized use of telephones, computers, and equipment.
- The willful causing or attempting to cause damage to private or school property.
- False communications about the presence of fire or explosive devices in the building.
- False communication in any form this includes withholding information which may jeopardize the safety of students or the school.
- Fire setting, any intentional behavior that may cause a fire includes tampering with electrical outlets and appliances.
- Contraband, student has in his/her possession or has brought into school an item that is a disruption to the learning environment or potentially dangerous. (i.e. lighters, matches, laser pointers, hair straighteners, blow dryers, etc.)
- Possession, use, dispensing, or selling of tobacco products, alcoholic beverages, or over the counter medications, inhalants, drug paraphernalia, illegal substances, prescription medication, or any controlled substances.
- Stealing or attempting to steal private or school property.
- Threatening or intimidating any person for the purpose of obtaining money or property from another person.
- Knowingly possessing or handling any object that is ordinarily or generally considered to be a weapon.
- Truancy or failure to attend classes, required activities, or teacher/office detentions.
- Tardiness to school, assigned classes, or required activities.
- Using language or gestures, which by school standards is considered inappropriate, vulgar, obscene, demeaning, or intimidating. This includes possession of any sexually explicit or graphically violent materials.
- Inappropriate display of affection including indecent exposure, sexual activity.
- Incorrectly identifying oneself to a staff member, including a substitute teacher.
- Possession, use, or distribution of any type of fireworks.
- Repeated violation of any valid rules of conduct and classroom behavior (i.e. disruption; repeatedly unprepared for class).
- Trespassing by being present in an unauthorized place in the school; refusing to leave school property when told to do so by an official; or leaving school property onto private property without landowner's permission
- Engaging in any activity forbidden by the laws of Massachusetts or the United States (i.e. sexual harassment, gambling, identity theft, etc).

HAZING AND HARASSMENT

Every student has the right to attend this school without being threatened or intimidated by other students. If for any reason a student is threatened, harassed, or bullied at school or while on the school bus, the student should report the incident to a teacher or the school administration. If a student observes such behavior he/she should report the incident to a teacher or the administration. Students found guilty will be punished with a detention or suspension; said individuals may also face consequences as defined by state law.

In 1985 it became illegal to practice hazing in Massachusetts public schools. “Whosoever is a principal organizer or participant in the crime of hazing...shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.” (Chapter 5356)

Massachusetts Hazing Law Commonwealth of Massachusetts General Laws 269:17, 18, 19

269:17 HAZING: ORGANIZING OR PARTICIPATING: HAZING DEFINED.

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

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

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

269:18 FAILURE TO REPORT HAZING.

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

269:19 Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

General Information

Access to a full range of education programs

All students in the Spencer East Brookfield Regional School district, regardless of race, color, sex, national origin, sexual orientation, disability, gender identity or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a),(b); EEOA: 20 U.S.C. 1703(f); Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.34, 106.35; Section 504: 29 U.S.C. 794; 34 CFR 104.4; Title II: 42 U.S.C. 12132; 28 CFR 35.130; IDEA 2004: 20 U.S.C. 1400; 34 CFR 300.110; NCLB: Title III, Part A, Sec. 3121(c)(1)(C); Title X, Part C, Secs. 721, 722(g)(4); Mass. Const. amend. art. 114; M.G.L. c. 71A, s. 7; c. 76, s. 5; 603 CMR 26.03

Chapter 622 and Title IX

It is the policy of the Spencer-East Brookfield Regional School District not to discriminate on the basis of sex in the educational programs, activities, or employment policies as required by Title IX of the 1972 educational amendment. Likewise, all courses, activities, and services offered by the school are available without regard to race, color, sex, religion, national origin, sexual orientation, or disability. Pupil Services coordinates Title VI, Title IX, and Section 504. Any complaints/concerns should be directed toward Pupil Services at (508)-885-8515. This is in compliance with Chapter 622 of the Massachusetts State Regulations (1971).

Non-Discrimination Policy

In accordance with M.G.L. c.76, s.5, the Spencer-East Brookfield Regional School District does not discriminate on the basis of race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, homelessness, gender identity and other human differences, nor does it tolerate harassment based on race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, homelessness, gender identity and other human differences. These laws are based in the following:

- Title VI of the Civil Rights Act of 1964 (prohibiting race, color, and national origin discrimination)
- Title IX of the Education Amendments of 1972 (prohibiting sex discrimination)
- Section 504 of the Rehabilitation Act of 1973 (prohibiting disability discrimination)
- Age Discrimination Act of 1975 (prohibiting age discrimination)
- Title II of the Americans with Disabilities Act of 1990 (prohibiting disability discrimination by public entities, including public school districts, public colleges and universities, public vocational schools, and public libraries, whether or not they receive Federal financial assistance)

The Spencer-East Brookfield Regional School District's Civil Rights Coordinator is, Director of Pupil Services, 302 Main Street, Spencer, MA 01562. The Director of Pupil Services can be reached at (508) 885-8515.

Procedure for filing a Discrimination Complaint Regarding Title VI, Title IX, and Section 504 –
If you believe that you have been discriminated against because of your race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, homelessness, gender identity and other human differences, please file a written complaint with the Spencer-East Brookfield Regional School District Civil Rights Coordinator within 30 days of the date of the alleged discriminatory act. The district's Civil Rights Coordinator is the Director of Pupil Services, 302 Main Street, Spencer, MA 01562. Please include the following information in writing when filing a complaint:

- Your name, address and telephone number. You must sign your name. (If you are filing a complaint on someone's behalf, include your name, address, telephone number, and a statement of your relationship to the individual – e.g., spouse, attorney, friend).
- Name and address of the institution or agency you believe discriminated against you.
- How, why, and when you believe you were discriminated against.
- Any other relevant information.

In an effort to resolve the complaint, The Director of Pupil Services will convene a mediation session with all involved parties. If the mediation session is unable to resolve the complaint, all involved parties will meet with the Superintendent of Schools. If, after all these attempts have

been made, the complaint has still not been resolved, the complainant may obtain an Office of Civil Rights (OCR) Complaint Form from the Director of Pupil Services, who will also assist the complainant in completing the form. The complaint must be filed with OCR within 180 days from the date of the alleged discriminatory act. The OCR may extend the 180-day period if good cause is shown.

Send Form To: (617) 565-1340; (617) 565-1343 (TDD)
Office for Civil Rights (617) 565-3809 Fax
U.S. Department of Health & Human Services
JFK Federal Building – Room 1875, Boston, MA 02203

Any recipient of a discrimination complaint may not retaliate against any person who has made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under the five statutes listed above.

The Spencer-East Brookfield Regional School District’s Policy of non-discrimination will extend to students, staff, the general public and individuals with whom it does business; and will apply to race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, homelessness, gender identity and other human differences.

SPENCER EAST BROOKFIELD REGIONAL SCHOOL DISTRICT BULLYING PREVENTION AND INTERVENTION PLAN

Priority Statement: All students deserve the opportunity to work and learn in an environment of mutual respect. In order to create and maintain such an environment, students must treat each other with courtesy, consideration, and appreciation. The Spencer East Brookfield community is committed to adhering to the Spencer East Brookfield policy of providing a learning environment and work atmosphere for students, employees, and visitors that is free from harassment, bullying, retaliation, and intimidation. Therefore, harassment, bullying, retaliation, or intimidation in all forms is prohibited in all schools. The plan applies to students and members of a school staff, including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. Please refer to the district website for the plan.

PART VIII: DISTRICT BUS RULES

All students will go home on the bus that brought them to school in the morning, unless prior approval is granted by school officials.

If there are cases where a child changes residence during the school year, every effort will be made to maintain the student's same class, teacher, and school. However, buses will not be rerouted to accommodate residential changes.

SPENCER-EAST BROOKFIELD REGIONAL SCHOOL DISTRICT BUS RULES FOR STUDENTS

WAITING FOR BUS

Students must be waiting at assigned bus stops. Students should arrive at the bus stop at least five minutes before the school bus arrives. **STUDENTS WAIT FOR BUS, BUSES DO NOT WAIT FOR STUDENTS!** Parents/Guardians are responsible for children at bus stops; not the school or bus company. Children never run after the school bus to try to catch it if they miss their ride.

As the school bus is approaching the bus stop you should wait ten (10) feet back from the road. Do not approach the bus until it has stopped and the driver has opened the door. Bus drivers are to stop only at designated stops and are **NOT** to wait for students.

LOADING AND LEAVING BUS

If you must cross the street to board the bus, you should always cross **IN FRONT** of the school bus only after making eye contact with the driver. You should walk at least ten (10) feet in front of the bus so the driver can see you at all times. **IF YOU DROP SOMETHING NEAR OF UNDER THE SCHOOL BUS, NEVER ATTEMPT TO PICK IT UP. LET THE DRIVER KNOW AND THE DRIVER WILL TAKE CARE OF IT.**

PLEASE NOTE: Kindergarten students must be met by a parent/guardian in the afternoon or they will not be let off the bus. If a kindergarten students' parent/guardian is not at assigned bus stop, the child will be returned to school, after the bus route is complete. It will be the responsibility of the parent/guardian to pick their child up at school at the after school program.

IMPORTANT TO REMEMBER

- ✓ **Stay out of the danger zones – around the bus**
- ✓ **Always stay at least 10 feet from the school bus**
- ✓ **Once inside the school bus, take a seat as quickly as possible and put your belongings on your lap**
- ✓ **A school bus cannot be put into motion until all students are seated and orderly**
- ✓ **Listen carefully and obey all directions from the driver**
- ✓ **You must wait until the school bus comes to a complete stop before standing up to get off**

RIDING THE BUS

- There will be no eating and/or drinking on the bus.
- Do not throw anything on or at the bus.
- Do not extend arms or heads out of the bus.. Extending arms and heads out of the bus is very dangerous.
- Do NOT change seats. Sit in the seat facing forward with personal belongings on your lap.
- Drivers can, and are advised, to assign seats.
- No SMOKING – Smoking on a school bus is prohibited and **WILL** result in losing your riding privilege.
- No swearing – inappropriate language will not be tolerated.
- Do not bring anything on the bus that does not fit on your lap.
- No large musical instruments.
- Back packs are to be removed from back and placed on your lap. Back packs on wheels must be picked up and carried to your seat; then placed on your lap. **DO NOT WHEEL** down aisle or up steps.
- No animals - pets, insects (for show and tell), ant farms (science projects), etc.

The driver of any school bus is responsible for the orderly conduct of the students transported. Disorderly conduct or refusal to obey the driver is reason to be denied transportation.

BUS TRANSPORTATION – WARNING SYSTEM

Any students who violate the rules on the bus will receive a BUS TRANSPORTATION WARNING. This must be signed by the parent/guardian and returned to the driver when the student boards the bus the following day. The driver will then submit a copy to the Principal, return a copy to the student and keep a copy on the bus.

If a student violates the bus rules for a second time, the driver will report the incident in writing to the Principal. The SECOND BUS TRANSPORTATION WARNING will be issued by the Principal. A second violation will result in a three day suspension from the bus.

A third violation will result in a meeting of the Principal, the Superintendent, the student, his/her parents/guardian, and a representative of management from the school bus company. If charges against the student are found to be true, the Superintendent will determine a length of time for bus suspension. In such a case, it will be the responsibility of the parent/guardian to provide transportation to school.

BUS PASSES

Students will go home on the bus they are assigned to, and will get off the bus at their assigned stop.

A babysitter bus route change will only be allowed if for five (5) days per week, and other situation deemed an EMERGENCY BY THE SCHOOL.

If a child changes residence during the school year, he/she may need to be assigned to a different bus. Buses will not be rerouted to accommodate residential changes.

It is in the best interest of everyone (driver, student, parent and school) that each student behaves on the bus. We should all work together toward that end. PLEASE remember that SAFETY is our #1 concern.

We would appreciate it if you would save these rules and review them periodically.

TICKET SYSTEM

If a student violates the rules on the bus, a YELLOW TICKET will be issued by the bus driver. This ticket must be signed by the parent and returned to the driver when the student gets on the bus the following day. Driver will submit all tickets to the principal.

If a student violates the rules after receiving one (1) YELLOW TICKET, the driver will report the incident in writing to the principal of the school that the child attends and a PINK TICKET may be issued by the principal. A PINK TICKET will result in a three (3) day SUSPENSION from the bus.

Receipt of a SECOND PINK TICKET will result in a five (5) day SUSPENSION from the bus.

Receipt of a THIRD PINK TICKET will result in a meeting of the principal, the superintendent, the student, his/her parents and the bus driver. If charges against the student are found to be true, a suspension for a set number of days or weeks will be decided by the superintendent. In such a case, it is the responsibility of the parent to provide transportation, or a student must walk to school.

PART IX: DISTRICT POLICIES

INTERNET ACCEPTABLE USE POLICY

Internet- Guidelines for Use

Internet is a vast, global network, linking computers and educational institutions, businesses, cultural and government sites. Using the Internet, one can be connected with people all over the world through discussion forums and email. It is possible to communicate with everyone from world leaders to prominent scientist to friends at college or next door. Potential educational uses of the Internet are boundless. However, with such great potential for educational information comes potential for access to other kinds of information, some of which may be offensive or illegal. It is the purpose of this policy statement and the appended *Contract Regarding Internet Use* to ensure that all who use the Internet under the auspices of the Spencer-East Brookfield Regional School District do so in a manner which is consistent with policies of the school system, and complies with all Federal, state and local laws.

The most important prerequisite for obtaining an Internet account is that each potential **user take full responsibility for his or her own actions**. The Spencer-East Brookfield Regional School District, and other organizations sponsoring Internet access, will not be liable for actions of anyone connecting to Internet through these links. All users will assume full liability, legal, financial, or otherwise for their actions.

The Spencer-East Brookfield Regional School District takes no responsibility for any information or material that is transferred through Internet.

Because of the size of Internet, many kinds of materials may be found through it. Should a user find material that may be deemed inappropriate while using his or her Spencer-East Brookfield account, he or she will not download that material, and will not share the location of that material. Be aware that the transfer of certain kinds of material is illegal, and punishable by fine or jail sentence.

The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand its purpose. Therefore, anyone using the Internet connection for non-educational purpose will immediately log off should any significant system slowdown occur. Failure to abide by these regulations will result in suspension of the Internet account, pending administrative review.

The Spencer-East Brookfield Regional School District makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither the school nor sponsoring organizations will be liable for any loss or corruption of data resulting while using the Internet connection.

The Spencer-East Brookfield Regional School District reserves the right to examine all data stored in the district's machines involved in the Internet link to make sure that all users are in compliance with these regulations.

No user will use the Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network.

The administration reserves the right to change these rules at any time without notice.

The Spencer-East Brookfield Regional School District strongly condemns the illegal distribution of software, otherwise known as pirating. Students caught transferring such files through Internet, and any whose accounts are found to contain such illegal files, will immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

Finally, all users should keep in mind that when they use Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner.

PHYSICAL RESTRAINT

Physical restraint: The use of bodily force to limit a student's freedom of movement. The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Only school personnel who have received training pursuant to 603 CMR 46.03(2) or 603 CMR 46.03(3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. The training requirements contained in 603 CMR 46.00 shall not preclude a teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

SPENCER-EAST BROOKFIELD SCHOOL DISTRICT EVACUATION POLICY

Whenever the superintendent of schools or his designee determines that David Prouty High School must be evacuated, the district bus company will call the bus to request the five on-call buses. Students will be dismissed by bus routes, Spencer Routes A – D and East Brookfield Route 14, etc. The superintendent's office shall notify all of the radio and television stations that are listed on the district's no school list. The David Prouty High School principal's office will call any parent who has indicated on the opening day materials that they wish a telephone call be made to them whenever an evacuation occurs. A record check mark shall be made of each successful parent emergency contact person telephone call. A second and subsequent telephone calls should be made until each of these parents is notified.

Whenever the superintendent of schools or his designee determines that a grade Pre-K to 8 school must be evacuated, the following will be implemented immediately in the following order:

The district's bus coordinator will call the bus company to send the five on-call buses to the school to be evacuated.

The principal or his designee will call all of the other principals, the Director of Academic Services and Technology, and director of pupil services, to alert them that their secretarial staff will assist with the telephoning of all parents. The principal of the school being evacuated shall immediately fax or email the calling lists to the other school locations. The calling lists should be by family so that only one call needs to be made, regardless of the number of children in the school. The principal should also fax or email a prewritten statement as to why the parent is being called. This should include the caller's name, location, and position. It should also include that if the parent arrives after the school buses leave, they will have to go to the evacuation location to retrieve their child. The superintendent shall alert his secretary of this fact. Telephoning shall immediately commence.

Parental and emergency contact telephone numbers will be available on Power School with the following attached predetermined sequence for each school used for calling purposes. A written record using a check mark next to the child's (family) name shall be utilized to indicate that a parent or emergency contact person has been contacted. A message should be left if a machine answers the phone, and instructions should be left to the parent/emergency designee to immediately phone the caller back to acknowledge receipt of the call. If the call is originating from the school being closed, further instructions should indicate that the parent/emergency responder should immediately call the superintendent's office at (508) 885-8500. Upon the conclusion of each first calling attempt, a second round of calls should be made. As soon as the school buses arrive, the children should be brought to the alternate school location as listed, with the youngest children being the first transported. The following are the designated evacuation locations:

- A. East Brookfield Elementary School, and Knox Trail Junior High School to Wire Village School.
- B. Wire Village School to East Brookfield Elementary School.
- C. Cubs Corner children will be sent home as soon as their parents have been notified. These children will be evacuated if parents are unable to be contacted.
- D. Parents who wish to pick up their children at school shall do so in the foyer, where one or more persons designated by the principal shall check identifications and check off that the child has been picked up. No one but a parent, guardian, or predetermined (in writing) alternate person shall be allowed to remove a child from school. A list shall be maintained of all children picked up with the parent/guardian's signature indicating that they have picked up their child. School personnel in charge of dismissals shall maintain the list. All remaining children will be evacuated once the last bus leaves for the evacuation site.

In the event two schools need to be evacuated at the same time, the superintendent or his designee shall determine the evacuation destinations. If the evacuation is before 1:00 P.M., and if it is safe to do so, teachers should instruct their students to bring specific books and materials with them so that some learning may continue.

Persons who wish to do so may pick up their children at the evacuation location once they have personally spoken to the classroom teacher in charge. The classroom teacher in charge will maintain a list of those children who have been picked up. Children may only be released at the evacuation location, and may only be picked up by their parent, guardian, or pre-determined (in writing) designee. All children who are not picked up shall be bused home at their usual time.

The principal and his secretarial staff shall evacuate the building after everyone is out of the building.

Furthermore, this evacuation plan shall be inserted in each school handbook starting with the 2007-2008 school year.