

Granville Village School



Parent/Student Handbook

2014-2015

Preschool – Grade 8

Principal's Message

Dear Parents and Guardians:

We welcome you and your child to the 2014-2015 school year. The "Parent & Student Handbook" is provided as a resource for you and your child in explaining the practices and procedures of Granville Village School. If questions arise upon review of the Handbook, please do not hesitate to contact the school.

We would like to invite you to become an active participant in your child's education. We at Granville Village School believe that the most effective education for your child comes from a partnership between the home and the school. Many opportunities exist for you to become involved in your child's education and we invite you, as parents, to take advantage of these opportunities throughout the school year.

All of us at GVS are very proud of our school, students, staff, parents and community. We strive to provide our children with a well-rounded and meaningful educational experience geared to each child's learning potential. We are all looking forward to a happy and successful school year.

Sincerely,

Linda Christofori

At Granville Village School we will:

- Provide a safe, trusting, and nurturing learning community
- Build a strong partnership between school and home
- Stimulate a sense of wonder and discovery
- Support and respect our abilities and needs
- Instill self confidence
- Strive to achieve our personal best
- Promote good citizenship
- Honor each individual's character and spirit

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District Information

The Southwick-Tolland-Granville Regional School District is comprised of the following schools:

Woodland Elementary School, 80 Powder Mill Road, Southwick, MA 01077

Principal: Kimberley Saso (413) 569-6598 (K - Grade 4)
Asst. Prin.: Jonathan Rodgers School Hours: 9:00 a.m. – 3:20 p.m.

Granville Village School, 409 Main Road, Granville, MA 01034

Principal: Linda Christofori (413) 357-6626 (Grades Pre K -8)
School Hours: 8:40 a.m. – 3:05 p.m.

Powder Mill Middle School, 94 Powder Mill Road, Southwick, MA 01077

Principal: Ronald Peloquin (413) 569-5951 (Grades 5-8)
Asst. Prin.: Serena Shorter School Hours: 8:15 a.m. – 2:42 p.m.

Southwick-Tolland Regional High School, 93 Feeding Hills Road, Southwick, MA 01077

Principal: Joseph Turmel (413) 569-6171 (Grades 9-12)
Asst. Prin.: Joshua Violette School Hours: 7:35 a.m. – 2:10 p.m.

John D. Barry, Ed.D., Superintendent

86 Powder Mill Road, Southwick, MA 01077 (413) 569-5391

Stephen Presnal, School Business Manager

86 Powder Mill Road, Southwick, MA 01077 (413) 569-5391

Noell Somers, Director of Student Services,

63 Feeding Hills Road, Southwick, MA 01077 (413) 569-0111

Maureen Wilson, Director of Instructional Programs & Grants

86 Powder Mill Road, Southwick, MA 01077 (413) 569-5391, ext. 181

Southwick-Tolland-Granville Regional School Committee:

Cass	Darrell		72 Berkshire Avenue	Southwick	MA	01077	569-6324
Houle	Jeffrey	Vice Chair	208 Sheep Pasture Road	Southwick	MA	01077	569-9890
LeBlanc	George		124 South Longyard Road	Southwick	MA	01077	569-5741
Locke	Theodore		135 North Trail	Tolland	MA	01034	258-4473
Stevenson	William	Secretary	662 Main Road	Granville	MA	01034	357-8801
Vincent	James	Chair	424 N. Loomis St.	Southwick	MA	01077	569-6379

School Committee meeting dates are located at the Southwick-Tolland-Granville Regional School website: <http://stgrsd.org>

CORE VALUES

1. Student Achievement

Through the establishment of high academic standards, all students will be challenged to excel and become confident engaged learners.

2. Personal Growth

Our schools will promote the academic, emotional, social, and physical growth of students while encouraging responsible citizenship.

3. Collaboration and Partnership

It is vital that families, schools, and community work together to actively promote quality education.

4. School Climate

Our schools will provide a safe environment fostering a culture of civility, creativity, and respect for diversity.

5. Resources and Facilities

All students will be provided with quality facilities, materials, and instruction in order to promote excellence in education.

VISION STATEMENT

The Southwick-Tolland-Granville Regional School District, in collaboration with the community, envisions a quality learning environment which values responsible citizenship and academic excellence.

MISSION STATEMENT

Our mission is to maximize each student's academic and personal potential. The Southwick-Tolland-Granville Regional School District will provide enriching resources within a safe, respectful, supportive environment.

ANIMALS IN SCHOOL

Animals may be brought into school for justifiable educational purposes with the permission of the teacher and at the discretion of the Principal. Students, under the supervision of the teacher, must exercise reasonable and prudent care in caging and handling. Parent must be present while the animal is in the classroom.

ATTENDANCE INFORMATION

Massachusetts's law requires that schools be in session 180 days per year. In accordance with the General Laws of the State of Massachusetts, Chapter 76, Section 1, every child between the minimum ages as established by the board of Education shall attend a public day school or some other school approved by the school committee for the number of days as required by the Board of Education. Also, Chapter 76, Section 2 states that: Every person having control of a child shall ensure their attendance for the number of days as required by the Board of Education.

The above provisions clearly specify that a student must attend school every day that school is in session unless the student has a legitimate excused absence. It is the parents'/guardians' sole responsibility to see to it that their son/daughter is in school.

The school administration discourages students missing school for family vacations. Clearly, missed teacher presentations, lectures, classroom discussions, laboratory experiments, and such cannot be made up as homework. However, the reality exists that parents do take their children out of school for such trips and these absences will count against the attendance policy. When this occurs, the following procedures will be used:

- The parent(s) / guardian(s) will contact the administration in advance of the planned vacation.
- The student will be held responsible for making specific arrangements with their teacher(s) for assignments. Work will be offered to students upon their return from an absence from school. Please do not expect teachers to prepare student assignments in advance of your child's trip. All work will be offered to the student upon the return of the student to class. Full credit will be given for completed work.

PARENT NOTIFICATION OF CHILD'S ABSENCE

If your child is absent from school, please do the following:

- Call the office at (413) 357-6626. If you are requesting homework, a call must be placed in the morning. Homework can be picked up in the office at the end of the school day or sent home with another student.

- If the child will be out an extended time, please let us know. Otherwise, a phone call must be made to the school each day your child is absent.
- If a phone call or direct communication was not made, **a written note must be sent to the school within 2 days of the absence.**
- If your child has been absent due to illness and you have seen your physician, please provide the school with documentation from medical personnel.
- If a student is absent for any reason for seven (7) or more days in the first term, parents/guardians will be provided a written record of their child's attendance. If a student reaches fourteen (14) or more absences by the second term, the student may receive a failing grade in all areas on his/her report card. If the student is absent for any reason twenty(20) or more days in the school year, the student will receive a failing grade in all areas on his/her third term report card.

Twenty absences per year will be considered excessive and may jeopardize a student's promotional status and may result in filing a 51A – child neglect

NOTIFICATION OF EXCESSIVE ABSENCE

1. When a student has been absent seven (7) days in the first term, the parent or guardian will be mailed a notice of this occurrence.
2. When a student has reached fourteen (14) or more absences by the second term or twenty (20) or more days in a year, the parent/guardian will be notified of the potential impact on the report card.
3. **A PARENT/GUARDIAN must notify the Appeals Board in writing within five (5) school days of receiving a notice of the attendance violation to request an appeal of failing grades.**

ABSENCE APPEAL

The Appeals Board will consist of the Principal (or designee) and two faculty members. Other personnel or faculty may be invited by the Appeals Board to participate when appropriate. Parents/Guardians may present their appeal for a change of grades at the informal meeting.

The Appeals Board will notify the parent/guardian in writing of the date and time of a meeting to address the request.

The Appeals Board will consider:

1. Information presented
2. Documentation from medical personnel
3. The overall student attendance record
4. Other information deemed appropriate by the Appeals Board

5. The Appeals Board may, by majority vote, override the Attendance Policy.
6. The decisions of the Appeals Board will be rendered in writing within five (5) school days of the appeal meeting.

The decisions of the Appeals Board are final.

TARDINESS

Students should be in their classroom at 8:40 a.m. when Granville Village School begins. A student must attend school at least half a day to be considered present. A late arriving child should sign in at the office with a parent. The child may then go directly to their classroom. Students who have been tardy for three (3) unexcused times in a marking term will be given a warning and a letter will be sent home. When a student is tardy five (5) times they will have to serve a lunch detention.

EARLY DISMISSAL

If a child needs to be dismissed at any time during the day, a parent must come to the office and sign out the child. In order to minimize disruptions to the classroom, please send a note to school with your child if you will be picking them up early. The student will be called to the office for dismissal. An emergency card is maintained for each child in the school. Students will be released only to the people whose names appear on the emergency card or have been authorized by the parent/guardian.

END OF DAY DISMISSAL

Parents and guardians will meet their child in front of the school. The adult picking up the child may be asked to show picture identification. A staff member will release the child only to the person specified by the parent by a daily note. Students will not be released to an adult at the classroom by the classroom teacher.

If there is an emergency, a parent or guardian may phone the office during the day with dismissal instructions. Or, if a parent or guardian is picking up a child without prior notification, s/he should report to the office.

Between 2:50 PM and 3:00 PM, students are moving about the building returning from special classes or preparing for regular dismissal at 3:05 PM. Please do not request to dismiss a student at this time. Because so many children are in transit, we feel that the safest and most orderly procedure will be for parents to wait until the regular dismissal time at 3:05 PM.

BUS GUIDELINES



Parents must declare standard pick-up and drop-off locations for their children that will remain in effect for the 2014-2015 school year, by returning the Transportation Form distributed at the beginning of the year. More information is available on this form.

Please note that bus drivers will not allow students to get off at a location other than their standard drop-off location.

BUS SAFETY

Here are some suggestions to help your children use the bus safely. Please review them with your children periodically.

1. Waiting for the bus:
 - a. Children should stay out of the road except when they must cross the street.
 - b. They should not trespass on private property.
 - c. Younger children who are not attending school should not accompany your child to the bus stop without an adult.
 - d. Children should wait in an orderly manner. Rough behavior or running is dangerous.
 - e. As the bus approaches, they are to line up at least 6 feet off the road and should approach the bus only when the driver has opened the door.
2. Riding the Bus:
 - a. Children should listen carefully to the driver's instructions.
 - b. They should get on the bus quickly and be seated. Children may be expected to sit three in a seat.
 - c. Children are expected to help keep the bus clean. Eating on the bus is not allowed.
 - d. Students should keep all parts of their bodies inside the bus.
 - e. Children must remain in their seats when the bus is moving.
 - f. Children should restrict their talking to those children sitting next to them. Shouting is not allowed.

When the bus driver reports inappropriate behavior, an administrator will speak to the students. If the behavior continues and a second bus warning is issued, the parent will be notified and the child will serve 1 session in the time-out room during recess. If a 3rd bus warning is issued the parent will be notified and the child may be temporarily or permanently removed from the bus. Parents will then be responsible for seeing that the child is transported to school.

CANCELLATIONS AND DELAYS

The local stations listed below broadcast "No School Announcements". Please do not call the local school authorities. **WHYN - (560AM - 93.1FM) WTIC - (1080AM - 96.5FM)**

WAQY - (102FM) WPKX - (97.9FM) WMAS - (1450AM -94.7FM)

WFSB (CH.3) WWLP (CH.22) WGGB (CH.40)

When school opening is delayed, due to inclement weather, the delay is announced over the local radio and television stations.

1. Buses will run two hours later.
2. School will begin at 10:40.
3. Lunch will be served at the usual time.
4. Dismissal will be at 3:05.
5. Late openings will mean the morning session of preschool is cancelled.

CARE OF BOOKS, SUPPLIES AND PUBLIC PROPERTY

Books and supplies are provided at public expense. It is expected that the children will be responsible for the reasonable use of these materials and in the event of loss or damage will pay for full replacement of each item.

Reimbursement is also expected in the event of damage to the buildings, furniture or equipment caused by misconduct or an act, which a given child would be reasonably expected to avoid.

CONNECT-ED PHONE LINE

Families are notified of many school related topics through a phone messaging service called Connect-Ed. Some examples: unexcused absences, early dismissals and other important school messages.

COMPUTER/INTERNET ACCEPTABLE USE POLICY

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and disciplinary action up to and including suspension. Each student who is given Internet access privileges or receives an account will be part of a discussion with a district faculty member pertaining to the proper use of the Internet. Since the computers are school property, administration reserves the right to inspect computer files at any time. *Reference full district policy at back of handbook.*

E-mail is a convenient tool offering quick communication for staff, students, administrators, and parents. E-mail is considered written documentation and when written to a student may become part of the student record. It is extremely important to use email appropriately and in adherence with District policy. Appropriate use of email can enhance communication; inappropriate use can hinder us from our goals and mission and can cause extensive communication difficulties. If at any time you have a particular concern about the use of email or response to email you received, ask your building principal for assistance.

CORI

The Southwick-Tolland-Granville Granville Regional School District requires CORI (Criminal Offender Record Information) checks for the purposes of screening current and otherwise-qualified prospective school-based personnel and volunteers who will have the opportunity for unsupervised contact with children.

DISCIPLINE PROCEDURES

The STGRSD complies with all conditions and procedures outlined in Chapter 222: An Act relative to student access to educational services and exclusion from school.

The discipline procedures are designed to cover the general rules and regulations of Granville Village School. However, it is not intended to be all inclusive and individual teachers or administration may have their own rules and regulations pertaining to the management of their classes or the school. In elementary schools most discipline is usually handled by the classroom teachers. If a situation arises that is serious enough for a student to be sent from the room, the student will be sent to the assistant principal's/principal's office. The teacher will notify the office that the student is being sent and the reason for his/her removal from the classroom. For more serious infractions, the teacher or administrator will also contact the student's parent/guardian and inform them of the situation.

Below is a list of possible infractions:

1. Talking or fooling around in class
2. Wasting time in class
3. Causing minor disruptions which impede the learning process
4. Chewing gum or eating candy
5. Lack of work completion
6. Breaking classroom regulations
7. Profane, obscene, or other improper language
8. Fighting
9. Any act which imperils or threatens the safety of others
10. Possession of any dangerous weapon or implement
11. Theft or damage to personal property of others
12. Possession of any illegal substance or apparatus
13. Acts of vandalism
14. Starting a fire or pulling a false alarm
15. Being under the influence of alcohol or other substances.
16. Bullying

Consequences

Student discipline is confidential. Each case is dealt with on the basis of the individual circumstances. The following list represents typical consequences that could be invoked by faculty and school administration.

1. Verbal warning
2. Loss of recess
3. Detained during or after class
4. Seat changed
5. Discussion of problem with teacher or team of teachers
6. Notification of parents
7. Parent conference

8. Behavioral contract
9. Financial restitution
10. Lunch detention
11. After-school detention (Accountability Hour)
12. Guidance/Adjustment counseling referral
13. Outside counseling referral
14. Time-out
15. In-school suspension
16. Out-of-school suspension
17. Expulsion from school
18. Suspension or expulsion from bus transportation
19. Police referral

Any student on external or internal suspension will not be allowed to participate in any school activities during period of suspension.

For additional information on these procedures and for Discipline Procedures for Students with Disabilities, refer to the District Policies Section of this handbook.

DROP OFF AND PICK UP PROCEDURES

Preschool children may be dropped off between 8:55 and 9:00 AM for the morning session and will be dismissed at 11:30 (Monday through Thursday). For the afternoon session, children arrive between 12:10 and 12:15 PM and dismissed at 2:45 PM (Monday through Thursday). On Fridays, children will arrive at 10:00 AM and dismiss at 11:30 for the morning session. For the afternoon session they will arrive at 12:15 and dismiss at 1:45PM. Families who drive their children to school for morning drop off need to park and walk their children into the west entrance of Granville Village School.

Children in grades K-8 should not arrive at school before 8:25 AM. Students may be dropped off between 8:25 - 8:35 when teachers are on duty.

If you are picking your child up at the end of the day, please follow this procedure:

Walkers and parent pick up are called 2:55. Please park in the parking lot and be present outside the front door to pick up your child at that time.

EMERGENCY DRILLS

Emergency Lock Down and Evacuation drills are held periodically during the school year.

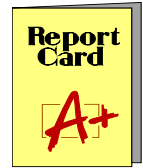
NOTE: Parents should set up an emergency procedure so that their child knows what to do and where to go if, due to an emergency, they arrive home when a responsible adult is not there.

EXTRACURRICULAR ACTIVITIES AND SCHOOL SPONSORED EVENTS

School-sponsored activities include: events, clubs, dances and programs which occur outside of the school day, whether at GVS, PMMS or another STGRSD location. School-sponsored activities are subject to school rules and are only open to currently enrolled GVS students (or students of STGRSD for regional activities).

GRADING & REPORTING

Report cards are issued four times each year in all grades. Parent/Teacher Conferences are held twice each year. Dates are noted on the school Calendar.



STUDENT ACADEMIC HONOR ROLL

Students will be recognized for academic excellence four times per year, at the close of each quarter. The following numeric averages will equate to corresponding honors recognition.

FIRST HONORS: First Honors indicates that most of the student's grades are in 90 – 100 range. The student is permitted to have one grade below a 90, but not below an 80. The student has All A's or all A's and 1 B.

SECOND HONORS: Second Honors indicates that all of a student's grades are 80 or above. The student has all A's and B's

PRESIDENT'S AWARD FOR OUTSTANDING ACADEMIC EXCELLENCE: Eighth grade students will receive the President's Award for Educational Excellence signed by the President of the United States for meeting the following criteria: Straight A's (90 %+) in all classes for 6th through 8th grade while at Granville Village School.

HANDBOOK ACKNOWLEDGEMENT FORMS

Each parent, guardian or the student him/herself (if over 18 years old) must sign the handbook acknowledgement form, indicating that he/she has received and read a copy. If the signed acknowledgement form is not received by the second week in September, then the school district will nonetheless presume that the parent, guardian or student him/herself (if over 18 years of age) has received and read this document.

HOMEWORK

Homework is an important part of a child's academic program at Granville Village School. It is designed to extend classroom teaching, encourage independent study, build responsibility and provide parents information about a child's instructional program.

If you have questions about assignments, or if your child seems unable to complete assignments within the suggested guidelines, please contact the classroom teacher.

The following guidelines have been established to assist both teachers and parents to monitor homework. Generally, students should spend this much time each night completing homework assignments, studying for tests, reading ahead, or working on projects. This is only a guide.

Kindergarten: Homework is given occasionally to support special projects.

Grade 1: A minimum of 20 minutes per day of curriculum related homework. Students record daily homework assignments in an agenda/planner book. These will be sent home and parents are asked to initial agenda books **daily**.

Grade 2: All students will complete approximately twenty minutes of written homework, which may include spelling and math, Monday through Thursday. Students record daily homework assignments in an agenda/planner book. These will be sent home and parents are asked to initial agenda books **daily**.

Students are also expected to read for at least twenty minutes a night, at least five nights a week. (At least 100 minutes a week)

Grade 3: All students have approximately thirty minutes of written homework Monday through Thursday. Topics are at the discretion of classroom teachers and may review subject skills, provide needed practice, provide evidence of content area understandings, or complete class initiated projects. Children are also expected to read for a minimum of 100 minutes a week and to practice math facts for five to ten minutes daily.

Students record daily homework assignments in an agenda/planner book. These will be sent home and parents are asked to initial agenda books **daily**.

Grade 4: All students will have approximately forty minutes of written homework Monday through Thursday. Students record daily homework assignments in an agenda/planner book. These will be sent home and parents are asked to initial agenda books **daily**.

Students should read a minimum of 100 minutes per week. If parents find that these assignments are continually taking much longer, they should notify the teacher.

Grade 5: 30 – 75 minutes each night - Students record daily homework assignments in an agenda/planner book. These will be sent home and parents are asked to initial agenda books **daily**.

Grade 6: 30 – 75 minutes each night

Grades 7 & 8: 45 – 75 minutes each night

If homework is important for students and a valuable activity which enhances their learning, than we (teachers and parents) should encourage students to complete the assignments.

KINDERGARTEN REGISTRATION



Kindergarten registration takes place in the spring. Parents of prospective kindergarten students are requested to contact Granville Village School in order that an appointment time may be scheduled. To be eligible for kindergarten, a child must be five years old by September 1st of the year entering. A birth certificate, proof of residency and records of immunizations must be presented at the time of registration. Transfer students may enter school any time during the year upon presentation of proper transfer records.

LOST AND FOUND

It is strongly urged that the parent put their child's name on all outer clothing. The "Lost and Found" is located in the cafeteria. Please do not hesitate to come in and check for lost articles. The large quantities lost each year make it necessary to dispose of items to a local charity periodically.

MEDICAL INFORMATION

SCHOOL NURSE INFORMATION

The school nurse at GVS is available to work with you to accommodate your child's health needs while at school. From cuts and bumps and stomach aches, to chronic health conditions, the nurse is here to assist your child in remaining healthy and productive in school. Feel free to contact the school nurse with any questions, concerns or to obtain necessary forms. Forms for medication administration at school and private MD physicals. Included here also is a review of the requirements for immunizations, physical exams, field trips and medications, and mandated health screenings.

Activity Limitations - If your student is required to have limited physical activity in school, a written statement from the licensed health care provider describing the limitations must be provided to the school so appropriate arrangements can be made, if necessary.

Emergency Cards - Each fall parents will receive a Pupil Emergency Card. It is essential that the card be completed annually and that the information is current at all times. Medical conditions such as allergies, asthma, epilepsy, diabetes, etc. should be indicated on the card.

Field Trips (Medical) - Permission forms for field trips are sent home by the students' teachers prior to the trip. Please complete the form as soon as possible. You **must write** any medication your child may need in the large box on the field trip form and indicate if

you give the teacher permission to administer the medicine on the field trip. Be sure to write any medical condition in the box also (i.e. diabetes, migraine headaches, motion sickness, reactions to bee stings etc.). If your child needs to take any medicine, including over the counter medications and a parent is not going, a physician order and parental consent must be on file with the nurse. Medications to be taken on the trip will be delegated to a teacher to administer. It can take some time to make necessary arrangements for your child's safe enjoyment of a field trip. Your cooperation is essential. Please discuss field trips with the school nurse at any time.

First Aid - will be administered for minor injuries received during the school day. When a student becomes ill or is seriously injured, the parent is notified immediately. If a parent cannot be reached in an emergency, the child will be transported to the hospital.

Serious accidents or injuries are reported in writing to the Superintendent's office. Parents who have no medical insurance are encouraged to purchase school insurance, which is offered at the beginning of the school year.

Homebound Tutoring - Parents who expect their child to be absent for an extended period of time due to illness or accident, should contact the Student Services Department about home tutoring.

Immunizations - By law, the Massachusetts Department of Public Health requires that all students be fully immunized prior to school entry. Physicians are aware of these requirements as well as the required time intervals between doses. *(Please note that each state has slightly different timetables for immunizations. If your child's pediatric practice is in another state, make sure your child is compliant with Massachusetts requirements).* The State Department of Public Health mandates the school nurse to review the time intervals between the doses of specific vaccines. If the intervals between doses are outside of the Department of Public Health guidelines an additional dose of a vaccine may be required. Parents will be informed individually if this is necessary. Every child must be properly vaccinated to attend school in Massachusetts. Exemptions may only be accepted for medical or religious reasons, and must be made in writing. Children who are homeless are allowed to enter pending verification of immunization.

Enforcement:

1. The school administration (principal, superintendent), in consultation with the school nurse, has the responsibility to refuse school admittance to students who have not received the required immunizations or who are not otherwise exempted. Unimmunized or partially immunized students whose private physicians certifies in writing that they are in the process of receiving the required immunizations, shall be allowed to attend school provided they receive the required immunizations when scheduled. They will be regarded as being in

compliance with the law as long as they are actively pursuing the receipt of the immunizations.

2. It is the responsibility of the school nurse to review the records and inform the parent/guardian if the student is not in compliance. If the parent/guardian has difficulty obtaining the necessary immunizations, a choice of possible resources will be offered. If a parent/guardian has not made arrangements for the school to obtain the required immunizations within 1 week of the start of classes the building principal will be informed and the student excluded.

Mandated Health Screenings - The Massachusetts Department of Health mandates health screenings that are performed during the school year. These include height, weight, vision, hearing and postural or scoliosis screenings. For any vision, hearing, or postural screening outside normal limits, a referral will be sent home for further testing.

Medication Policy - The Southwick-Tolland-Granville Regional School District follows the laws and regulations of the Massachusetts Department of Public Health in the formulation of medication policies to ensure the health and safety of children who need medication during the school day. The following forms must be on file in your child's health records before any medication can be administered at school or on a field trip. The forms are available in the handbook, from the nurse or may be downloaded from the district website.

1. A signed consent by parent or guardian to give medicine.
2. A signed medication order completed by your child's licensed prescriber (Physician, Nurse Practitioner, etc.) This order must be renewed at the beginning of every school year.

The policies include over the counter medications such as acetaminophen, cough drops and ointments. Medicines must be in a pharmacy or manufacturer-labeled container. Children at GVS are not permitted to transport any medicine to or from school. Medicines must be delivered and picked up by a responsible adult. No more than a thirty-day supply should be delivered to the school. It is necessary to obtain new orders and parental permission every year. Any medications not picked up by the last day of school will be destroyed.

Please keep in mind that the school does not provide any medications for students, with the exception of limited medications for allergic emergencies. The school nurse may not administer any medications, including over the counter medications, without proper orders and consents. Students are not allowed to carry medications in school, and may be referred for disciplinary action if found with medication. Please plan ahead to meet your child's medication needs. The school nurse is available to help you if needed.

Physical Examinations - State law requires physical examinations of all school children within a year before entry into school, and at intervals of either three or four years thereafter.

The Southwick-Tolland-Granville Regional School District requires physical examinations in grades K, 4, 7 and 10. Because your child's physician has a comprehensive knowledge of the health status of your child, private physician examinations are strongly encouraged. If the school nurse has concerns about a student's health she may require a student to have an exam to attend school.

For GVS students, this means a physical exam is required for entry into K, 4th and 7th grade, and for all new students. An exam within a year of entry into school or K, 4th and 7th grade is acceptable. If your student is in eighth grade and is going to participate in competitive sports at Southwick-Tolland-Granville Regional High School, they must have a physical exam on or after July 1st of the upcoming school year to qualify for participation on an athletic team.

Medical or Dental Appointments should be made, whenever possible, during non-school hours.

When to keep a child home

It is sometimes difficult to decide when a child should remain home from school. Here are some guidelines:

1. Child has vomiting or diarrhea
2. Fever 100 degrees or higher, to remain home until fever free for 24 hours without the use of fever medications
3. 24 hours after starting antibiotics, especially after conjunctivitis or strep throat
4. Child with any contagious illness
5. Excessive fatigue after illness
6. When your child's doctor recommends rest at home following an illness, injury, or surgery
7. After an injury or surgery when narcotic pain medication is still necessary.

Remember to obtain a note for school if your child misses school for any appointment with a doctor, dentist, orthodontist, or mental health provider.

PARENTAL CONCERNS/COMPLAINTS

It is not unusual for questions and/or concerns to arise during the course of a school year. Building a partnership between parents and teachers is the first step in ensuring quality education for our students. Calling or meeting with your child's teacher is the best and most productive way of addressing any issue.

If you have a concern about your child's performance, his or her classroom or academic program, you should contact the following people in this order:

- Speak with the teacher first. Your child's teacher is the person most familiar with your child and the most knowledgeable when it comes to curriculum and grade level concerns. The teacher may also recommend meeting with additional school personnel if appropriate.
- If you are not satisfied with the solutions suggested by your child's teacher, contact school administrators. They will meet with you and the teacher to find a mutually acceptable solution to your problem.
- If, after meeting with your child's teacher and the Granville Village School principal, you are unable to satisfy your concerns, you may contact the Superintendent of Schools.

PHYSICAL RESTRAINT

In Southwick-Tolland-Granville Regional School District schools, we use non-violent restraint such as redirection, escorts to quiet areas, talking to students and other such methods. Physical restraint is only used as a last resort. Please refer to the District Policies Section of the Handbook for more information. These regulations apply not only while attending school, but also at school-sponsored events and activities, whether or not on school property.

PRESCHOOL SCREENING

The Preschool Team offers screening of three and four year old children at least once a year for Southwick-Tolland-Granville families. We also do screenings as the first step in a special needs referral throughout the year. Children are screened in the areas of vision, hearing, speech and language development. Preschoolers, who display some developmental delays based on screening results, are then followed up with a referral from special needs in accordance with Chapter 766.



PROHIBITED ARTICLES

Dangerous weapons, including, but not limited to, a gun or a knife or controlled substances are prohibited.

Also prohibited: tobacco products, fireworks, laser pointers, knives, toy guns, skateboards, CD players, hardballs, toys, stuffed animals, handheld gaming systems, chewing gum and anything else that disrupts the educational process. Toys attached to backpacks can be dangerous for students getting on and off the bus. Therefore, these are also prohibited.

The school cannot assume responsibility for valuable articles brought in by the children or parents. In general, toys, game boys, iPods, cell phones etc. should not be brought to school.

PUBLICITY AUTHORIZATION AND RELEASE

The Southwick-Tolland-Granville Regional School District and Granville Village School may release and publish, student work, photographs, motion pictures, video images or other likeness of your child in connection with any and all news releases, public relations or promotional materials or announcements, advertisements, web pages or otherwise, concerning your child's academic honors, sports activities, participation in school-sponsored musical, dramatic or dance-performances, or any other purpose in connection with your child's attendance at Granville Village School.

If you have any objections to the Publicity Authorization and Release policy, please write to the building principal and your son/daughter will be exempt from this policy.

RECESS

The fifteen minute out-of-doors recess is part of the school program. Children are expected to come to school properly clothed for weather conditions. During inclement weather, and/or when the temperature is below 20°F, recess is held indoors. A written parental request for exclusion from recess will be honored for a reasonable length of time. Extended exclusions require a physician's written statement.

It is strongly recommended that flip flops not be worn to school. The children often twist ankles and stub toes when wearing these on the playground. If they are worn to school, the children are not allowed to use the play-scape.

SCHOOL LUNCH PROGRAM



All schools have a hot lunch program set up under the National School Lunch Program and administered through the Massachusetts State Department of Education. Students pay on a daily basis or may purchase a 20-day lunch ticket on a pre-paid basis at \$50.00 for students in Grades K-4 and \$55.00 for students in Grades 5-8.

Student breakfast	\$1.00
Reduced Student breakfast	\$0.25
Student lunch (K-4) including milk & dessert.....	\$2.50
Student lunch (5-8) including milk & dessert.....	\$2.75
Reduced Student lunch (K-4).....	\$0.40
Student milk.....	\$0.50
Adult lunch (without milk).....	\$3.50
Adult milk.....	\$0.50

Children who carry their own lunch must be sure their lunch box or bag has their name on it.

If a student forgets his/her money or lunch, he/she may charge a lunch. The students will be provided with a regular meal. It is the child's responsibility to pay this lunch charge the next school day.

Students who exceed three lunch charges will be offered an alternate meal until the debt is paid.

Information for free or reduced priced lunches is sent home with every student the first week of school. If a family wishes their children to participate and feels that their income is within the eligibility guidelines, they should request an application from the school office. Parents will be notified of their children's eligibility within 10 days.

SPECIAL NEEDS SERVICES

Children with disabilities are provided with a range of services to meet their educational needs. Eligibility for services is determined through an evaluation process in accordance with Massachusetts Chapter 766 Regulations.

Consultation teams have been set up at the four schools in order to explore options and strategies to meet the needs of children who are having academic or social/emotional difficulties. These teams are comprised of administration, guidance, regular and special education teachers. They may refer a child for a special education evaluation if a disability is suspected.

Parental permission must be obtained in order to proceed with an evaluation. Parents are invited to meet with the professionals who evaluate their child and to participate in decision making about their child's educational plan.

Each school offers special education services to help address the individual needs of children with disabilities. These include speech and language therapy, occupational and physical therapies, vision and hearing services, instruction in a resource room setting, and assistance within the general classroom. The participation of disabled students in school activities and programs is encouraged, as is their inclusion in appropriate academic classes.

Questions about available services may be addressed to the Principal or to the Director of Student Services at 569-0111.

SPECIAL PROGRAMS

Music, Art, Physical Education, and Library instructors hold classes on a regularly scheduled basis. They consult with classroom teachers in order to integrate and plan programs across the curriculum at all grade levels. Students are required to wear sneakers and appropriate loose fitting attire for Physical Education classes.



TITLE I

Title I is a federally funded program designed to support non-proficient students in reading and mathematics. A Reading Recovery program is available to students in first grade who are most at-risk of failing to learn to read.

Instruction is designed to meet the individual needs of students. Progress reports and parent conferences are in conjunction with the regular classroom schedule.

Parents are encouraged to become involved in the program through at-home reading incentive programs, parent workshops and meetings. For more information, please contact Title I Director, at 569-5391, ext. 181

The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I 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, Southwick-Tolland-Granville 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

Southwick-Tolland-Granville 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 building principal.

DISTRICT POLICIES

CODE: ACADEMIC ACHIEVEMENT

Category: INSTRUCTION

Adopted: 5/3/05

File No.: IK

Revised:

The philosophy of the school committee concerning academic achievement, as well as children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the committee feels it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his needs, his growth, and make instructional plans for him. A sharing of information among parent, teacher, and student is essential.

The committee supports staff efforts to find better ways to measure and report student progress. It will require that:

1. Parents be informed regularly, and at least four times a year, of the progress their children are making in school.
2. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. Insofar as possible, distinctions will be made between a student's attitude and his academic performance.
4. At comparable levels, the school system will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
5. When no grades are given but the student is evaluated informally in terms of his own progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his peers.
6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

SOURCE: MASC Policy

CROSS REF.: IKF

CODE: BILINGUAL INSTRUCTION

Category: INSTRUCTION

Adopted: 5/3/05

File No.: IHBE

Revised:

As required by law, the school committee will annually prior to March 1 determine the number of school-age children of limited English-speaking ability residing in the city. Whenever there are more than 20 such children of one language group (excluding children in parochial schools) the school committee will provide a program in transitional bilingual education.

Any child whose primary language is other than English and who has difficulty performing ordinary class work in English may participate in these classes. The classes will consist of students of approximately the same age and level of educational attainment. Classes may also be offered in preschool and summer school programs.

Within 10 days after a student's enrollment in the transitional bilingual educational program, the student's parents or guardian will be provided with, in both English and their native language, the following information:

1. A clear statement of the purpose, method, and content of the transitional bilingual education program.
2. A statement of parental rights, which include:
 - a. visits to the transitional bilingual classes
 - b. conferences with school personnel
 - c. right to withdraw the student at any time upon written notification to the school authorities

The offering of this program makes it necessary to provide sufficient numbers of bilingual teachers and aides to implement it. The school committee will make every effort to recruit and develop a highly qualified and motivated staff to carry out this program.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 71A:1 et seq.

Board of Education Regulations for use in Administering Programs in Transitional Bilingual Education

CODE: BULLYING

Category: Students

Adopted: 12/7/10

File No.: JICFB

PROHIBITION AGAINST BULLYING AND RETALIATION:

Bullying in any form, including verbal abuse, harassment, taunting, name calling, threats in any form, extortion, intimidation, slander, defamatory statements, whether verbal or written, punching, shoving, tripping, unwanted physical contact and/or making another person uncomfortable by proximity or by inappropriate explicit terms is prohibited in the Southwick-Tolland-Granville Regional School District. This also includes asking anyone to verbally abuse, threaten or intimidate another student on one's behalf. This prohibition applies to activity on school grounds, property immediately adjacent to school grounds, at school related functions or programs, on buses and at bus stops, and cyber/electronic activity that creates a hostile environment at school, or interferes with the educational process.

The Southwick-Tolland-Granville Regional School District is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyber bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

The school or district expects that all members of the school community will treat each other in a civil manner and with respect for differences.

We understand that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

RATIONALE:

The Southwick-Tolland-Granville Regional School District prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Southwick-Tolland-Granville Regional School District also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The provision of a safe environment fostering a culture of civility, creativity and respect for diversity, is a core value of our school district and a fundamental aspect of our district and school plans.

APPLICATION:

Acts of bullying, which include cyber bullying, are prohibited:

(i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school--related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and

(ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

This policy applies to all sites and activities under the supervision and control of the Southwick-Tolland-Granville Regional School District, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct.

PROCEDURES FOR REPORTING:

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. The school district has an Incident Reporting Form which is available in the main offices, guidance departments, as well as the district website.

A staff member will immediately report to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee via an oral report to a staff member or by using the district Incident Reporting Form.

Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor, and of the procedures for responding to it. At any point after receiving of a report of bullying or retaliation, or during or after an investigation, if the principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the principal will notify the local law enforcement agency and/or other applicable agencies.

PROCEDURES FOR INVESTIGATION:

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation remain consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor, and of the procedures for responding to bullying or retaliation. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is not longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the Southwick Police Department, if any, and other individuals the principal or designee deems appropriate.

PROCEDURE FOR DETERMINATIONS AND CONSEQUENCES:

If, after investigation, bullying or retaliation is substantiated, the principal or designee will take reasonable steps to prevent recurrence and to ensure that the target may fully participate in school and school activities.

The principal or designee will:

1. determine what remedial action is required, if any
2. determine what responsive actions and/or disciplinary action is necessary.

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its reoccurrence. Disciplinary action will be implemented in an age-appropriate manner. These actions may include but are not limited to: verbal directives, counseling, referral to social service agencies, detention, Saturday school, in-school suspension, external suspension/expulsion, notification to local law enforcement

The District is committed to protecting a complainant, and other similarly-situated individuals, from bullying in the future. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

This policy shall be printed in each school handbook.

CODE: CODE OF DRESS AND GROOMING

Category: Students

Adopted: 5/24/05

File No.: JICA

Revised:

Southwick-Tolland-Granville Regional School District strives to provide a safe, supportive and respectful environment dedicated to the academic, personal, and cultural evolution of every student. Student dress is directly tied to our mission as a school. Student dress has a positive impact on learning, student behavior and the educational climate of the entire school. All students are required to dress in a manner that is compatible with a serious, effective learning environment and does not interfere with the health, safety and welfare of any student. Dress that distracts from or disrupts the educational process and the mission of Southwick-Tolland-Granville Regional School District is prohibited.

Proper attire is required of all students during each school day and at all school functions. Proper attire appropriately covers the body and helps maintain a healthy, safe and respectful environment within the school.

The following are examples of standards designed to prevent disruption and ensure a healthy, safe and respectful learning environment. These standards must be observed in the Southwick-Tolland-Granville Regional School District and while representing your school:

- a. Student attire must not expose underwear.
- b. Pants and skirts must be high enough on the hips, so as not to expose underwear or skin.
- c. Sheer or flimsy clothing must include undergarments. Sheer or see-through garments may not expose underwear or skin. They may only be worn over solid garments that also meet the conditions of this dress code.
- d. Necklines of shirts must be high enough not to expose the chest in a provocative manner.
- e. Attire covering the top of the body must be long enough to cover the navel, and there should be no bare midriffs.
- f. Legs should not be exposed above mid-thigh.
- g. Pajamas and slippers are prohibited except on prescribed days, such as Pajama Day during Spirit Week.
- h. Sunglasses may not be worn indoors, except for medical reasons.
- i. Head apparel, such as hats, hoods and bandanas, are prohibited indoors other than for religious or medical purposes, or on prescribed days such as Hat Day.
- j. Footwear is required.
- k. Excessively short, tight or inappropriately ripped or torn clothing is prohibited.
- l. Strapless and halter tops or spaghetti straps worn alone are prohibited.
- m. No jewelry may be worn during physical education classes for safety reasons.
- n. Jewelry, such as studded or pointed rings, bracelets, or neckwear, is considered dangerous and is not permitted.
- o. Large, long and/or heavy chains, spikes or any other hardware worn as jewelry or accessories, including dog collars and like bracelets, are prohibited.
- p. No attire that advertises alcohol, drugs, or cigarettes will be allowed.
- q. Any clothing that indicates any criminal act or criminal affiliation is forbidden.
- r. Any other clothing or attire found to be disruptive or distracting to the educational process or which may affect the health and safety of students is prohibited.

The school administration reserves the right to determine what is or is not proper attire. If in their judgment clothing is not proper, the student will be given the opportunity to change the inappropriate clothing. The school may provide substitute clothing (e.g. a tee shirt), if available. If this is not possible, a parent/guardian will be called and requested to bring a change of clothes to school. For repeat offenders, parents/guardians will be contacted and student disciplinary consequences will result.

CODE: COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Category: INSTRUCTION

Adopted: 6/7/05

File No.: IJNDB

Revised:

PURPOSE

The purpose of this document is to set forth policies and guidelines for access to the Southwick-Tolland-Granville Regional School District's computer system and acceptable use of the Internet for all users.

EDUCATIONAL PURPOSE

The Southwick-Tolland-Granville Regional School District is providing access to the district's computer system for educational purposes. Users are expected to use the district's system to further educational and personal goals consistent with the mission of the Southwick-Tolland-Granville Regional School District. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

GUIDELINES

In addition to state and federal law, individual school and classroom rules govern the use of the district's technology. The most important condition for each user to understand is that he or she must take responsibility for his or her own actions.

Electronic mail transmissions and all other use of electronic resources shall not be considered confidential and may be monitored at any time to ensure appropriate use for instructional and administrative purposes.

A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

The Southwick-Tolland-Granville Regional School District takes no responsibility for any information or materials that are transferred through the Internet and reserves the right to change this policy as needed.

The following guidelines for users of technology within the district are intended to clarify general ethical canons.

- Do not do anything to damage the district's computer system.
- Do not share your personal account information.
- Do not trespass into anyone else's account.
- Access the Internet only when authorized.
- Do not use the computers to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. Promptly report any message that you receive which seems inappropriate or that makes you feel uncomfortable.
- Never use profane, obscene, abusive, discriminatory language and/or material in communications.
- Refrain from revealing personal information.
- Do not download software and attachments without authorization.
- Do not use the computers for commercial purposes.
- Do not use instant messaging, network broadcasting or chat rooms unless authorized to do so.
- Do not access sites that are inappropriate to the educational setting or disruptive to the educational process. (obscene, pornographic, hateful, violent, etc.)
- Do not use the computers to violate copyright laws or usage licensing agreements

Discipline of Students with Disabilities

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

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

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

5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.
6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

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

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or
 - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

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

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

CODE: USE OF ELECTRONIC DEVICES IN SCHOOL

Category: Students

Adopted: 5/24/05

File No.: JICJ

Revised:

The School Committee recognizes that today's society is different from previous generations. Cell phones and portable communication devices (PCDs) play an important part in employee and student safety and communications. Cell phones and PCDs are defined as current and emerging technologies that are wireless units that send and/or receive electronic communications in an analog or digital data transmission. The possession or use of cell phones and PCDs are prescribed for employees and students as follows:

Employees

1. Employees of Southwick-Tolland-Granville Regional School District are granted permission to possess and use cell phones and PCDs in the official job capacity consistent with their job descriptions.
2. Employees who own a personal cell phone and /or PCD must ensure that the device does not ring or interrupt the academic classroom environment or the job performance of the employee. Employees must take pro-active steps to ensure that the cell phones do not ring during their instructional hours and meetings which are obligations of the job.

Students

1. Students may possess and carry cell phones and PCDs; however, these units must be "off and away" during the academic school day to ensure that disruptions and interference of the instructional and academic climate of the school do not occur. Only high school students may use cell phones during lunch blocks and passing times.
2. Non high school students may not use or operate cell phones or PCDs during the school day. The "school day" is defined as once the first hour starts and throughout the day until the last period is over.
3. The school administration may, in its sole discretion, grant exceptions for cell phones and PCD use based upon critical need and appropriate documentation.

4. STGRSD School Administration will take possession of any cell phones or PCD's used during the school day and follow disciplinary action as outlined in the student handbook. Cell phones and PCD's will be returned only to a parent or guardian.

CODE: ENGLISH AS A SECOND LANGUAGE

Category: INSTRUCTION

Adopted: 5/3/05

File No.: IHBEA

Revised:

In keeping with the intention of the state of Massachusetts to offer educational opportunities to those children whose dominant language is other than English, the District shall provide suitable instructional programs for all such students in grades kindergarten through 12 in accordance with the requirements of state statutes and the Massachusetts Department of Education.

Foreign exchange or visiting students are not eligible for English as a Second Language programs.

SOURCE: MASC Policy

ETHICS LAW

The Southwick-Tolland-Granville Regional School District discourages gifts to classroom teachers in accordance with M.G.L. c. 268A, section 3.

CODE: HAZING

Category: Students

Adopted: 10/4/05

File No.: JICFA-E

Revised:

CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

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 by 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 be contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S.18. DUTY TO REPORT HAZING

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.

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, 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 a report.

SOURCE: MASC Policy

EQUAL EDUCATION OPPORTUNITY

Students have the right to participate fully in classroom instruction and extra-curricular activities regardless of age, sex, race, religion, national origin, pregnancy, parenthood, marriage or for any reason not related to his/her individual capabilities. Also, no person shall, on the grounds of a handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

All inquiries regarding the above policy statements including questions of grievance should be directed to the following:

TITLE IX	Ron Peloquin	Powder Mill Middle School 94 Powder Mill Road, Southwick, MA (413) 569-5951
	Maureen Wilson	STGRSD Central Office 86 Powder Mill Road, Southwick, MA (413) 569-5391
SECTION 504	Terrance Day	Powder Mill Middle School 94 Powder Mill Road, Southwick, MA (413) 569-5951
ANY OF THE ABOVE		Superintendent of Schools

CODE: HEALTH REQUIREMENTS

Category: Students

Adopted:

File No.: JLCA

Revised: 5/24/05

5/1/07

PHYSICAL EXAMS

Regular physical exams are important for all children and adolescents, especially those who do not have primary care providers. The objective is to identify and follow up on any health conditions that may interfere with learning. M.G.L. c. 71, s. 57 and related amendments and regulations (105 CMR 200.000-200.920) require physical exams of school children within six months before entry into school or during the first year after entrance, and at intervals of either three or four years after. The Southwick-Tolland-Granville Regional School District requires physical exams for grades kindergarten, four, seven and ten.

In addition, physical examinations are required annually before participation in competitive sports. A student in the Southwick-Tolland-Granville Regional School District must pass a physical examination within thirteen months of the start of each season. Students who meet this criteria at the start of the season will remain eligible for that season. Physical examinations must be performed by a duly registered physician, physician's assistant or nurse practitioner.

DENTAL SCREENINGS

Students in grade four (with parent/guardian permission) will be offered a dental exam performed by the school dentist.

ACTIVITY LIMITATIONS

If a student is required to have limited physical activity in school, a written statement from the licensed health care provider describing the limitations must be provided to the school so appropriate arrangements can be made if necessary.

VISION, HEARING, WEIGHT AND HEIGHT

Screenings will be performed annually on each student according to DPH guidelines with recommendations for further evaluation made to parents/guardians as indicated.

POSTURAL SCREENING

Postural screening will be done annually on all students in grades 5-9.

CODE: HOMELESS EDUCATION POLICY

Category: Students

File No.: JFABC

Adopted: 10/4/05

Revised:

McKinney Vento Homeless Assistance Act

In compliance with the federal McKinney-Vento Homeless Education Assistance Act the STGRSD will immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency. If a homeless child or youth arrives without immunizations or medical records, the parent/guardian will be referred to the STGRSD Homeless Education Liaison. The Homeless Education Liaison will have the responsibility to obtain relevant academic records, immunizations and/or medical records and to ensure that homeless students are attending school while the records are obtained.

It is the policy of the STGRSD that a child is homeless if living in one of the following situations:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building or trailer
- Doubled-up with friends or relatives

If a child lives in any of the situations noted above, the STGRSD Homeless Education Liaison will:

- Help to immediately enroll the child in school
- Assist the child in staying in their old school or the school closest to where they are presently staying
- Put transportation in place to and from school
- Ensure that the child gets automatic free breakfast and lunch
- Ensure the child receives the same services as other students
- Ensure the child is aware of their right to attend classes even while the school and child seek to resolve a dispute over enrollment

Any questions can be directed to the STGRSD Homeless Liaison, Noell Somers 569-0111 or Peter Cirioni, State Coordinator (781) 339-6294

Or call one of these organizations:

Massachusetts Coalition for the Homeless, Robyn Frost
Toll-Free: (866) 205-1700, ext. 100

Greater Boston Legal Services, Steve Valero (617) 603-1654

New England Network for Child, Youth and Family Services, Melanie Wilson (978) 266-1998

CODE: INOCULATION OF STUDENTS

Category: Students

Adopted:

File No.: JLCB

Revised:

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interest of the child; or, the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent, or that the child meets the statutory requirement governing homelessness.

Pursuant to the intent of M.G.L. Chapter 76, Section 15 any student found to be in non-compliance with the immunization requirements is subject to immediate exclusion from school and shall not be readmitted until the parent or guardian satisfies the requirement of the statute or, in the alternative, provides evidence to substantiate an exemption as described above.

LEGAL REF.: M.G.L. 76:15

CROSS REF.: JF, School Admissions

Amended: September 14, 2004

CODE: NON-CUSTODIAL PARENTS RIGHTS

Category: COMMUNITY RELATIONS

Adopted: 3/20/07

File No.: KBBA

Revised:

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. The parent has been denied visitation, or
 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

SOURCE: MASC
REVISED: January 25, 2007

NON-DISCRIMINATION COMMITMENT

The Southwick-Tolland-Granville Regional School District is committed to maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, veteran status, marital status and national origin. This policy incorporates by reference and where applicable the requirements of the Title II of the American With Disabilities Act; Title VI of the Civil Rights Act of 1964, as amended; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and pertinent statutes, regulations and executive orders; directives of the Massachusetts Department of Education and the Commonwealth of Massachusetts, and other applicable local, state and federal statutes.

Inquiries regarding the non-discrimination policies should be directed to:

For Title IX (Sex Discrimination):

Powder Mill Middle School
Ronald W. Peloquin
94 Powder Mill Road, Southwick, MA 01077
413-569-5951

STGRSD Central Office
Maureen Wilson
86 Powder Mill Road, Southwick, MA 01077
413-569-5391

For Section 504 complaints, contact 504 coordinator:

Powder Mill Middle School
Terrance Day
94 Powder Mill Rd., Southwick, MA 01077
413-569-5951

NOTIFICATIONS RELATIVE TO CIVIL RIGHTS

All programs, activities and employment opportunities provided by the Southwick-Tolland-Granville Regional School District are offered without regard to race, color, gender, age, religion, national origin, sexual orientation, handicap or disability. Questions regarding implementation of these practices should be addressed to the appropriate coordinator listed below:

Unless otherwise noted, please contact Dr. John Barry, Superintendent, Southwick-Tolland-Granville Regional School District, 86 Powder Mill Road, Southwick, MA 01077 – Telephone: 413-569-5391 for questions or additional information.

<p><u>Title I: Title I of the Americans with Disabilities Act of 1990</u> Prohibits discrimination, exclusion from participation and denial of benefits on the basis of disability in the areas of employment and education.</p>	<p><u>Title II: Title II of the Americans with Disabilities Act of 1990</u> Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.</p>
<p><u>NCLB: The No Child Left Behind Act of 2001, Title X, Part C – McKinney-Vento</u> The McKinney-Vento Homeless Education Assistance Act that requires that school districts immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing. (Coordinator: Ms. Noell Somers, Director of Student Services, Southwick-Tolland-Granville Regional School District, 86 Powder Mill Road, Southwick, MA 01077 – Telephone: 413-569-0111)</p>	<p><u>Title IX: Title IX of the Education Amendments of 1972</u> Title IX provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. (Coordinator(s): Mrs. Maureen Wilson, Director of Instructional Programs & Grants, STGRSD, 86 Powder Mill Road, Southwick, MA 01077 – Telephone: 413-569-5391 and Mr. Ronald Peloquin, Principal, Powder Mill Middle School, 94 Powder Mill Road, Southwick, MA 01077 – Telephone: 413-569-5951)</p>
<p><u>Section 504: Section 504 of the Rehabilitation Act of 1973</u> Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.</p>	<p><u>Title VI: Title VI of the Civil Rights Act of 1964</u> Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin</p>
<p><u>M.G.L. Ch. 76-5: Massachusetts General Laws, Chapter 76 Section 5</u> Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.</p>	<p><u>EEOA: The Equal Education Opportunities Act of 1974</u> Prohibits the denial of equal educational opportunity in public schools on account of race, color, sex, or national origin.</p>
<p><u>M.G.L.c.71A: Massachusetts General Laws, Chapter 71A</u> Governs the education of English learners.</p>	<p><u>FERPA: The Family Educational Rights and Privacy Act of 1974</u> Protects the privacy of student education records and gives parents certain rights with respect to those records.</p>
<p><u>IDEA 2004: The Individuals with Disabilities Education Act of 2004</u> Governs special education. (Coordinator: Ms. Noell Somers, Director of Student Services, STGRSD, 86 Powder Mill Road, Southwick, MA 01077 – Telephone: 413-569-0111)</p>	<p><u>M.G.L.c.71B: Massachusetts General Laws, Chapter 71B</u> Governs the education of children with special needs. Section 6 relates to the assignment of children to special education classes.</p>

CODE: PHYSICAL RESTRAINT

Category: Students

Adopted: 12/4/01

File No.: JKAA

Revised:

PHYSICAL RESTRAINT POLICY AND PROCEDURES

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint can only be used in Massachusetts public education programs in emergency situations, when all less intrusive methods of behavior management have failed or are deemed inappropriate. In the event that physical restraint is required to protect a student and/or a member of the school community from imminent, serious physical harm, the Southwick-Tolland-Granville Regional School District has enacted the following policy and procedures to prevent or minimize any harm to the student as a result of the use of physical restraint. These procedures will be reviewed annually, provided to school staff, and made available to parents of enrolled students. Nothing in this policy precludes any teacher, employee or other representative of the Southwick-Tolland-Granville Regional School District from using reasonable force to protect students or other persons, including themselves, from assault or imminent, serious physical harm.

STAFF TRAINING

- A. All staff will receive information regarding the Southwick-Tolland-Granville Regional School District physical restraint policy within the first month of each school year, and for employees hired after the school year begins, within a month of their employment.
- B. Only designated staff who have received sixteen (16) hours of in-depth training will be authorized to administer physical restraint, but all staff must review information on the following:
 - 1. The District's Restraint Policy;
 - 2. Interventions that may preclude the need for restraint, including de-escalation of problem behaviors;
 - 3. Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint (a physical restraint for more than twenty minutes) is used;
 - 4. Administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student; and
 - 5. The identity of staff members who have received in-depth training in the use of physical restraint.
- C. The principal or other administrator will designate certain staff members to participate in at least sixteen (16) hours of in-depth training in the use of physical restraint. These designated staff members will be authorized to administer physical restraint when needed to protect a student and/or a member of the school community from imminent, serious physical harm and will serve as a school wide resource. In-depth training in the proper administration of physical restraint will include, but may not be limited to:
 - 1. Appropriate procedures for preventing the need for physical restraint, including the de-escalation for problematic behavior, relationship building, and the use of alternatives to restraint;
 - 2. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted.

3. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
4. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
5. Demonstration of proficiency in administering physical restraint.

Determining When Physical Restraint May Be Used

- A. Physical restraint may be used only in the following circumstances:
 1. When non-physical interventions would not be effective; and
 2. The student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

Limitations and/or Prohibitions on the Use of Physical Restraint

- A. Physical restraint in the Southwick-Tolland-Granville Regional School District shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious physical harm.
- B. Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm.
- C. Physical restraint may be used only by school personnel who have received in-depth training pursuant to the policy. Whenever possible one adult witness, who does not participate in the actual restraint, should be present.

Proper Administration of Physical Restraint and Safety Requirements

- A. A person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.
- B. A person administering physical restraint shall use the safest method available and appropriate to the situation. Floor or prone restraints shall be prohibited unless the staff member administering the restraint has received in-depth training and, in the judgment of the trained staff member, such method is required to provide safety for the student or others present.
- C. A person administering physical restraint shall discontinue such restraint as soon as possible. If, due to unusual circumstances, a restraint continues for more than twenty minutes, it shall be considered an "extended restraint" for the purposes of the reporting requirements in the regulations.
- D. No restraint shall be administered in such a way that the student is prevented from breathing or speaking. A staff member shall continuously monitor the physical status of the student, including skin color and respiration. A restraint shall be released immediately upon a determination by the staff member that the student is no longer at risk of causing imminent physical harm to himself/herself or others.
- E. Restraint shall be administered in such a way so as to prevent or minimize physical harm. If the student demonstrates significant physical distress, the student shall be released from the restraint immediately and school staff shall seek medical assistance.
- F. Staff shall review and consider any known medical or psychological limitations and/or behavior intervention plans regarding the use of physical restraint on an individual student.

- G. Following the student's release from restraint, the incident should be reviewed with the student to address the behavior that precipitated the restraint. The administrator or his/her designee shall review the incident with the staff person who administered the restraint to discuss whether proper restraint procedures were followed and consideration of whether any follow-up is appropriate for students who witnessed the incident.

Reporting Requirements

- A. Staff shall report all incidents that require the use of physical restraint.
- B. The staff member who administered the restraint must verbally inform the administration of the restraint as soon as possible, and by written report no later than the next school working day.
- C. The written report shall be provided to the principal or his/her designee, except that the principal shall prepare the report if he/she has actually administered the restraint.
 - 1. The principal or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which must be available for review by the Department of Education upon request.
 - 2. The principal or his/her designee must verbally inform the student's parents of the restraint as soon as possible and by written report postmarked no later than three school working days following the use of restraint. Such notification to be mailed "return receipt requested."
 - 3. The school must provide the parent or guardian with a copy of the written restraint report in a language other than English if report cards and other necessary notices are prepared in a language other than English for the parent.
- D. The school must also maintain documentation in the student's file regarding when and how the parent or guardian will be informed about the administration of all restraints to the student.
- E. A Written Report of the Restraint Incident Must Include:
 - 1. The names and job titles of the staff who administered the restraint and any observers; the date of the restraint; the time the restraint began and ended; and the name of the administrator who was verbally informed following the restraint;
 - 2. A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to de-escalate the situation; attempted alternatives to restraint; and the justification for initiating physical restraint.
 - 3. For extended restraints, the written report shall describe the alternatives to extended restraint that were attempted, the outcome of those efforts and the justification for administering the extended restraint.
 - 4. Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student and;
 - 5. Information regarding opportunities for the student's parents or guardians to discuss with school officials the administration of the restraint, any disciplinary sanctions that may be imposed on the student and/or any other related matter.
- F. Report to the Department of Education
 - 1. Within five school working days of the reported restraint, the school must provide the Department of Education with a copy of the written report and a copy of the record of physical restraints maintained by program administrator for the thirty-day period prior to the date of the reported restraint when:

- a. a restraint has resulted in a serious injury to a student or staff member; or
- b. when an extended restraint (longer than twenty minutes) has been administered.

G. Waiver of Report Requirement

- 1. A parent or guardian of a student restrained may waive the report requirements for restraints, which do not result in serious injury to the student or a staff member, and do not constitute an extended restraint.
- 2. Extended restraints and restraints that result in serious injury to a student or staff member must be reported regardless of any individual waiver to which the parent or guardian may have consented.
- 3. Waivers should be sought only for students who present a high risk of frequent, dangerous behavior that may require the frequent use of restraint.
- 4. A school may not require a parent to consent to waive the reporting requirement as a condition of admission to a program or the provision of services.
- 5. A parent may withdraw consent to the reporting waiver at any time without penalty.
- 6. The Southwick-Tolland-Granville Regional School District will maintain documentation of a parent's written consent to the waiver, specifying those reporting requirements that the parent or guardian agrees to waive in the student's file and shall make such documentation available for inspection by the Department of Education at any time.

Methods of Physical Restraint (to be determined by the District)

- A. Methods may include but are not limited to:
 - 1. Basket Hold-Standing: One staff person stands behind the student with the student's arms wrapped in front of him/her;
 - 2. Basket Hold-Floor: The student sits with his/her legs out in front; one staff is behind the student holding his/her arms, which are wrapped in front, while the other staff person stabilizes the student's legs.
- B. Chemical/Mechanical/Seclusion restraints are prohibited.

Grievance Procedures

- A. Any and all complaints regarding the Southwick-Tolland-Granville Regional School District restraint practices or use of physical restraints with the Southwick-Tolland-Granville Regional School District should be presented to the building principal in writing, specifying in as much detail as possible the nature of the complaint.
- B. The principal or his/her designee will investigate the complaint and will issue a written reply upon completion of the investigation.

CODE: SEXUAL HARASSMENT POLICY/COMPLAINT PROCEDURE FOR STUDENTS

Category: STUDENTS

Adopted: 12/1/09

File No.: JICK

Revised:

PURPOSE

To create for all Southwick-Tolland-Granville Regional School District students a study environment free of sexual harassment.

The Southwick-Tolland-Granville Regional School District is committed to safeguarding the right of all persons associated with the Southwick-Tolland-Granville Regional School District, including students, employees, school committee members and volunteers to a work and educational environment that is free from all forms of sexual harassment. Therefore, the Southwick-Tolland-Granville Regional School District condemns and prohibits all sexual harassment on its premises.

All individuals associated with the District, but not necessarily limited to the School Committee, the administration, the staff, students and members of the public while on campus, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community or while on school property will be in violation of this policy.

Appropriate disciplinary action, up to and including dismissal, will be taken in any instance where an employee violates this policy. Sexual harassment by a student will result in disciplinary action up to and including expulsion. Sexual harassment by others will result in their being excluded from School premises or if it is required that they enter the premises, they will be accompanied by a School District representative at all times.

If the sexual harassment is criminal in nature, the offense shall be reported to the police department as well as the Title IX Coordinator. If the sexual harassment requires the intervention of State social service or protective agencies, the proper authorities will be contacted. In these circumstances, the School's attorney will be immediately contacted to give advice and guidance on how to process these actions with the appropriate authorities.

Any student who believes that he or she has been subjected to sexual harassment should make a complaint to any administrator, the Title IX Coordinator, or directly to the Superintendent, so that appropriate action may be taken at once.

Management representatives are charged with the responsibility of discouraging any sexually harassing behaviors within or outside of their areas of supervision. This includes directly confronting the harasser when a management representative observes harassing behavior, and immediately reporting the activity to the Title IX Coordinator.

The Title IX Coordinator will investigate complaints promptly, and corrective action will be taken where appropriate. No person will suffer retaliation or intimidation as a result of using the internal complaint procedure.

A copy of this policy and its accompanying regulations are posted in appropriate places, and made available to individuals upon request.

The Title IX Coordinators for the Southwick-Tolland-Granville Regional School District are:

Maureen Wilson, Director of Instructional Programs & Grants
Southwick-Tolland-Granville Regional School District
86 Powder Mill Road
Southwick, MA 01077

Ronald Peloquin, Principal
Powder Mill Middle School
94 Powder Mill Road
Southwick, MA 01077

Legal References: Title VII, Section 703, Civil Rights Act 1964 as amended
45 Federal Regulations 746776 issued by Chapter 622/EEOC Title IX of
1972 Education Amendments

SEXUAL HARASSMENT DEFINITION

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of a student's education; or
2. Submission to or rejection of such conduct is used as a basis for education decisions affecting such student; or
3. Such conduct has the purpose or effect of substantially interfering with a student's educational performance, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

1. Assault, inappropriate touching, intentionally impeding movement, comments, gestures, or written communications of a suggestive or derogatory nature.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
3. Implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.
4. Coercive sexual behavior used to control, influence or affect the educational opportunities, grades and/or the learning environment of a student.
5. Offering or granting favors or educational benefits, such as grades or recommendations, in exchange for sexual favors.

Other sexual harassing behavior directed towards students, whether committed by management, staff, or students, is also prohibited. Such conduct includes but is not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Sexually explicit language or gestures;
3. Touching that an individual interprets as sexual in nature;
4. Any unwelcome physical contact;

5. The presence of sexually provocative photographs, pictures or other material, and the telling of sexual stories or jokes;
6. Verbal or non-verbal behavior about an individual's body that is interpreted as sexual in nature.

COMPLAINT PROCEDURE

INFORMAL PROCESS FOR STUDENTS

In determining whether an alleged incident constitutes sexual harassment, the Title IX Coordinator will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure outlined below, unless the Title IX Coordinator is the subject of the complaint.

1. Any student of the District who believes that he/she has been subjected to sexual harassment is to report the incident(s) to any administrator, Title IX Coordinator, or directly to the Superintendent. The administrator and/or Superintendent are to immediately contact the Title IX Coordinator. A written record of the complaint will be made by the party receiving the complaint. A separate file system will be maintained, apart from the student's personal record, regarding these complaints and as to all matters relating to the complaints.
2. If the alleged harassment involves the Title IX Coordinator, the Superintendent of Schools will act as the Title IX Coordinator.
3. If the alleged harassment involves the Superintendent of Schools, the Secretary of the School Committee will act as the Title IX Coordinator.
4. The Superintendent and the Title IX Coordinator will look at the totality of the circumstances and the context in which the alleged incidents occurred. They will attempt to resolve the problem by conferring with both parties in order to obtain a clear understanding of the facts. All matters involving sexual harassment complaints will remain confidential to the extent possible.
5. Students may be accompanied, at any phase of this process or subsequent hearing before the Committee, by a parent, guardian or representative of their choosing. Parents will be immediately notified by the Title IX Coordinator of the existence of a student's report of sexual harassment.
6. The Title IX Coordinator will explain each phase of the Informal and Formal Complaint Process to a student who wishes to file a complaint and will assist the student in the processing of the complaint. In addition, the Title IX Coordinator will inform the student of additional forums for resolution of the complaint such as the Office of Civil Rights (O.C.R.) and the Massachusetts Commission Against Discrimination (M.C.A.D.)
7. Under normal circumstances, the Title IX Coordinator's investigation will be completed within five working days of the initial complaint. Upon completion of the investigation, the Title IX Coordinator shall issue his/her findings in writing to the student and the alleged harasser.

COMPLAINT PROCEDURE

FORMAL PROCESS FOR STUDENTS

1. A complainant may file a formal complaint immediately or may do so after the Superintendent's and the Title IX Coordinator's efforts to reach a settlement under the informal process have proven unsuccessful.
2. The complaint will state clearly and concisely the complainant's description of the incident and it will also indicate any remedy sought. The complaint must be signed by the complainant. The Superintendent's office will send the respondent a copy of the complaint within five working days after

it is received. A separate file system shall be maintained as to all matters relating to the complaint. Confidentiality shall be maintained to the extent possible.

3. The respondent will have ten working days to respond in writing. This statement will contain full and specific references to each claim in the complaint, admitting, denying or explaining the complainant's allegations. The respondent must sign his or her statement which will then be appended to the original complaint. Within three working days, the Superintendent's office will forward both statements to the complainant and the respondent.
4. There will be two modes of resolution for formal complaints. A complaint may be settled through mediation or through a hearing. If the complainant and respondent agree to pursue mediation, a date mutually acceptable to both parties will be set within ten working days. If the mediation results in a mutually acceptable agreement, copies of the agreement will be forwarded to both parties. If the mediation does not result in an agreement, the case will be forwarded to the Superintendent for a hearing unless the Superintendent is the alleged harasser in which case the hearing will be before the Southwick-Tolland-Granville Regional School Committee.
5. When a hearing is requested, the Title IX Coordinator will inform the Superintendent or the School Committee, as the case may be, and the case will be heard at the next regularly scheduled meeting of the School Committee pursuant to the provisions of the Commonwealth's Open Meeting Law and/or before the Superintendent pursuant to M.G.L., c. 71, § 42.

FORMAL HEARING

1. The purpose of the Superintendent or School Committee Hearing is to determine whether the school system's policy on sexual harassment has been violated, and, if so, to determine the appropriate consequences for the violation.
2. Both parties will be given a full and fair hearing. The proceeding, although formal, is not a court proceeding and the Superintendent or School Committee is not bound by the procedures and rules of evidence of a court of law. In most instances, complainants and respondents will be expected to speak for themselves, although, if desired, each party may be accompanied by counsel or an advocate.
3. The presiding officer of the hearing may have counsel present for purposes of assisting in the orderly conduct of the hearing and the questioning of witnesses. The complainant and the respondent will be asked to clarify the issues and to define the areas of disagreement. To encourage a fair and focused hearing, at the start of the proceedings the points of agreement and disagreement will be reviewed. The Superintendent or the Committee, as the case may be, will hear testimony and consider whether the School Committee Policy on Sexual Harassment has been violated, and, if so, will recommend appropriate consequences.
4. The presiding officer will:
 - a. ensure an orderly presentation of all evidence;
 - b. ensure that the proceedings are accurately recorded by means of a tape or stenographic recording; and
 - c. see that a decision is issued no later than ten working days after the conclusion of the hearing or, when written arguments are submitted, ten working days after their submission.
5. The Superintendent or the Committee, as the case may be, will:
 - a. conduct a fair and impartial hearing which ensures the rights of all parties involved;
 - b. define issues of contention;
 - c. receive and consider all relevant evidence which reasonable people customarily rely upon in the conduct of serious business;
 - d. ask relevant questions of the complainant, respondent, and any witnesses if needed to elicit information which may be of assistance in making a decision; and

- e. ensure that the complainant and respondent have full opportunity to present their claims orally or in writing, and to present witnesses and evidence which may establish their claims.

DECISION OF THE SUPERINTENDENT OR THE COMMITTEE

1. After all the evidence, testimony, and written arguments have been presented, the committee will convene for deliberations to determine whether the school system's policy on sexual harassment has been violated. If the Committee finds after a roll call vote that the policy has not been violated, that fact will be registered in the records of the hearing, and the written decision will be forwarded to the complainant and the respondent no later than fifteen working days after completion of the hearing.

In hearings before the Superintendent, if the Superintendent finds that the policy has not been violated, the Superintendent will issue a written decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.

2. If the Committee finds after a roll call vote that the charge of violating the school system's policy on sexual harassment has been substantiated, the hearing Committee will prepare findings and will determine a penalty for the respondent and relief for the complainant. The Committee will issue such decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.

In hearings before the Superintendent, if the Superintendent finds that the charge of violating the school system's policy on sexual harassment has been substantiated, the Superintendent will prepare findings and will determine a penalty for the respondent and relief for the complainant. The Superintendent will issue such decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.

The findings of fact as well as the penalty and relief will be based solely on the testimony and evidence presented at the hearing.

3. The penalty should reflect the severity of the harassment. The penalties may include, but will not be limited to, any one or combination of the following: verbal admonition, written warning placed in the respondent's personnel file or student record, probation, suspension without pay, dismissal, demotion, or removal from administrative duties within a department; students may be subject to suspension or expulsion proceedings following a finding that the policy has been violated. The Committee or Superintendent may also make appropriate recommendations, such as professional counseling, and may recommend relief for the complainant which reinstates and restores, as much as possible, the aggrieved party.

CODE: STUDENT ABSENCES AND EXCUSES

Category: Students

Adopted: 10/4/05

File No.: JH

Revised:

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family
3. Weather so inclement as to endanger the health of the child.
4. Observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

All students must comply with attendance procedures as outlined in the student handbook.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

CODE: STUDENT CONDUCT

Category: Students

Adopted: 10/4/05

File No.: JIC

Revised:

Good citizenship in schools is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H:

1. Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
2. Who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.

Any of the following actions will subject a student to suspension, expulsion, subject to School Committee action, or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

Prohibited actions will be printed in a handbook or other publication and made available to students and parents.

SOURCE: MASC Policy

LEGAL REF: M.G.L. 71:37H

CROSS REF: Student Handbooks

CODE: STUDENT CONDUCT ON SCHOOL BUSES

Category: Students

Adopted: 12/6/05

File No.: JCC

Revised:

BUS REGULATIONS

Transportation by school bus to and from school is a privilege for all pupils who qualify according to the Rules and Regulations of the School Committee and the Laws of the Commonwealth of Massachusetts. The school bus is an extension of the school itself and rules regarding behavior are the same as in school. It should be understood that the right of a pupil to transportation to and from school is a qualified right dependent on good behavior. Some of the following regulations are supported by State Law, violations to parts of the following rules are punishable by fines:

1. On roads and highways where there are no sidewalks, students walk on the side facing traffic to and from a bus stop.
2. Students must be on time at pick-up point, the bus stop, five minutes before the regular pick-up time. Dogs should be restrained in homes until after bus leaves in the morning.
3. While waiting for the bus, students do not run, push, or play games. They must respect other people's property.
4. Students must be courteous! They will not push or shove on entering or leaving the bus. They will leave the bus promptly at their destination.
5. When crossing the highway after alighting from the bus, students cross only after the driver signals that it is safe to cross. They will pass ten feet in front of the bus and look for the traffic in both directions before crossing the highway.
6. Students will take their seats promptly on entering the bus and remain in it until they arrive at their destination.
7. Students will ride only on their assigned bus; seats may be assigned by the Bus Driver.
8. Students will not use profane, loud, or boisterous talk or make other noises that might distract the driver in whose hands are the lives of all children.
9. Students will be respectful to the bus driver. He/She has a very important task to perform and he/she needs help. His/Her eyes and ears need to be focused on the road in order to drive safely to and from school.
10. The school bus is a "classroom on wheels." Students will conduct themselves as they would in school. On the bus there will be no fighting or roughhousing, no insubordination, swearing or obscene gestures, no possession, consumption or sale of drugs or alcohol or any types of behavior where other school disciplinary conduct rules and regulations may apply.
11. Students will not enter into conversation with the driver while the bus is in motion, but will report any emergency to him/her at once!
12. No senior high school student at any time may ride home from school on an afternoon elementary or middle school bus without permission of his/her principal or assistant principal.
13. Students do not bring animals, pets, explosives, weapons of any sort, or large objects on the school bus.
14. Students keep their backpacks, books, musical instruments, and athletic equipment out of the aisles. They keep the bus neat and do not mark, cut, or break any part of the bus.
15. Students do not throw anything in the bus or out the windows. They do not put their hands, arms, or other parts of their body out the windows or rear exit door of the bus at any time.
16. Generally, there will be no eating or drinking on the bus. When eating and/or drinking on the bus is permitted it will be at the discretion of the bus driver.

The school administration may deprive pupils of the privilege of riding the school bus for a reasonable length of time if the pupils violate these rules. In all cases, a report must be made to the parents.

Warning Cards/Bus Cards:

Depending upon the seriousness of the situation, the following actions may be taken:

- 1st Offense – 0 to 5 days suspension of transportation privileges. Parent notification
- 2nd Offense – 5 to 10 days suspension of transportation privileges. Parent notification
- 3rd Offense - 10 to 15 days suspension of transportation privileges. Parent notification
- 4th Offense - Minimum of 15-day suspension of transportation privileges and a meeting with parent, student, and administration

ANY FURTHER VIOLATION WILL RESULT IN PERMANENT SUSPENSION OF BUS PRIVILEGES FOR THE YEAR

CODE: STUDENT DISCIPLINE

Category: Students

Adopted: 10/4/05

File No.: JK

Revised:

Discipline is the dual responsibility of the home and school.

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be consistent with District policies and more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. Chapter 71, S. 37H and 37L;

M.G.L. Chapter 76, S. 16 and 17;

Chapter 380 of the Acts of 1993 and Chapter 766 Regulations, S. 338.0 Mass. Dept. of Education, Advisory Opinion on Student Discipline, January 27, 1994

STUDENT SUSPENSIONS

DUE PROCESS FOR SUSPENSIONS: NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, SS37H or 37H1/2, the school shall provide the student and parent/guardian with written and oral notice of the proposed suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

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

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

DUE PROCESS FOR SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Short-term suspensions which do not over the course of the school year cumulatively exceed ten (10) days of suspension shall be conducted in accordance with this section.

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

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

If the student is in grades pre-k through 3, the principal shall send his/her determination to the Superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

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

DUE PROCESS FOR LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

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

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian expense;
- iii. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
- iv. the right to cross-examine witnesses presented by the school district;

- v. the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

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

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

The long-term suspension will remain in effect unless and until the Superintendent decides to reverse the principal's determination on appeal.

If the student is in grades pre-k through 3, the principal shall send his/her determination to the Superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

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

DUE PROCESS FOR SUSPENSIONS: APPEAL OF LONG-TERM SUSPENSION

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

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

DUE PROCESS FOR SUSPENSIONS: EMERGENCY REMOVAL

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

During the emergency removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

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

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. SS37h AND 37H1/2

1. The due process procedures above do not apply to a) possession of a dangerous weapon; b) possession of a controlled substance; c) an assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c71, SS37H or 37H1/2.
2. The principal will inform the student of the specific charges in writing, informing the student of the right to be represented by counsel (at the student's expense) and the right to provide evidence and question witnesses, on the proposed hearing date.
3. The student may appeal the principal's expulsion determination to the Superintendent of Schools within ten (10) days of notification of the expulsion.
4. The Superintendent may uphold, reduce, or reverse the disciplinary action after the appeal hearing. Note that a failure to make an appeal to the Superintendent within the ten (10)-day period will exhaust any further right of appeal.
5. All students who have been suspended or expelled who remain residents of the District shall have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities.
6. If the Superintendent upholds the expulsion decision, if the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan.

CODE: STUDENT FEES, FINES, AND CHARGES

Category: Students

Adopted: 10/4/05

File No.: JQ

Revised:

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon Board approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

SOURCE: MASC Policy

CODE: STUDENT-TO-STUDENT HARASSMENT

Category: Students

Adopted: 2/15/11

File No.: JBA

Revised:

Harassment of students by other students will not be tolerated in the Southwick-Tolland-Granville Regional School District. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, color national origin, sexual orientation religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly, a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter;
- Demeaning

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy

LEGAL REF.: M.G.L. 151B:3A

Title VII, Section 703, Civil Rights Acts of 1964, as amended

Board of Education 603 CMR 26:0

REFS: "Words That Hurt," American School Board Journal, September 1999
National Education Policy Network, NSBA

CODE: STUDENT RECORDS

Category: Students

Adopted: 10/4/05

File No.: JRA

Revised:

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

SOURCE: MASC Policy

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974, P.L. 93-380,

Amended P.L. 93-380, Amended P.L. 103-382, 1994

M.G.L. 66:10 71:34A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.

603 CMR: Dept. Of Education 23.00 through 23:12 also

Mass Dept. Of Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995

CROSS REF.: KDB, Public's Right to Know

CODE: STUDENT RECORDS

Category: Students

Adopted: 10/4/05

File No.: JRA-R

Revised: 5/22/07

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the commonwealth, and under M.G.L.c.71, s.34F which directs that the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times. 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and are to be construed harmoniously with such statutes.

Application of Rights

603 CMR 23.00 is promulgated to insure parents and students rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

1. These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the students' parent.
2. If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
3. If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the students age.
4. Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

1. School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

2. Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
3. The evaluation team evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the school committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the persons employment by the school committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the students name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access: A log shall be kept as part of each students record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name,

position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) Authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) Administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) School nurses who inspect the student health record.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for the information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- (a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (g) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 - 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. The parent has been denied visitation, or
 - 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (h) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (i) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (j) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

- (k) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (l) (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- a. The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- b. The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,
 P.L. 93-380, Amended
 P.L. 103-382, 1994
 M.G.L. 66:10 71:34A, B, D, E, H

 Board of Education Student Record Regulations adopted 2/1077, June 1995 as amended
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 603 CMR : Dept. Of Education 23.00 through 23:12 also

 Mass Dept. Of Education publication Student Records; Questions, Answers and
 Guidelines, Sept. 1995

CROSS REF: KDB, Public Right to Know

CODE: VISITORS TO THE SCHOOLS

Category: COMMUNITY RELATIONS

File No.: KI

Adopted: 12/6/05

Revised:

The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional program taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

The following guidelines to classroom and school visits should be followed:

1. For security purposes it is requested that all visitors report to the principal's office upon entering and leaving the building and sign a log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the principal's office. Visitors must wear visible "Visitor" badges at all times.
2. The building principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
4. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately

SOURCE: MASC Policy

CODE: WEAPONS POLICY

Category: Students

File No.: JICI

Adopted: 10/4/05

Revised:

Violence, especially violence connected with weapons, will not be tolerated.

Weapons of any kind shall not be brought onto property under school jurisdiction. Weapons shall include, but not be limited to, hand guns, shot guns, rifles, knives, blackjacks, clubs, chemical sprays, explosives and ammunition. In this connection, student possession of a locker is nonexclusive against the school and its officials; that is, reasonable searches of lockers by school officials can be expected.

Principals shall comply with the Massachusetts Education Reform Act of 1993 Re: Chap. 71, Sec. 37H.

POSSESSION OF A WEAPON: Possibility of expulsion from school

USE OF A WEAPON (Brandishing, Assault): Immediate removal from school, notification of police, expulsion from school.

Principals shall notify parents, ensure due process and shall expedite action.

Principals shall insure that violators of the policy are provided appropriate intervention and counseling. Parent participation in the intervention process shall be encouraged.