

LANESBOROUGH ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK

**2019 - 2020**

*Phone: 413-443-0027    FAX: 413-447-9958*



*Lanesborough Elementary School does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion, sexual orientation, or homelessness.*

***Lanesborough Elementary School***  
*188 Summer Street*  
*Lanesborough, Massachusetts 01237*

*Superintendent*

*Kimberley Grady*  
*Interim Principal*

***Nolan Pratt***

Dear Families,

Welcome to Lanesborough Elementary School. Thank you for entrusting us with the care and education of your child, and we look forward to welcoming your child to a safe, enriching environment of growth and learning. Please know that we are committed to doing our best for the children at our school everyday.

All of us here at Lanesborough Elementary go about our work with the children we serve as our highest priority, and we value the relationships we forge with students, families and our community. We present this handbook to provide information to you, our partners in educating our children. Working together, we will be successful.

Please take the time to review this handbook and refer to it often. At the request of a parent or student whose primary language is not English, a translated student handbook or student Behavior Expectations will be made available by the Lanesborough Elementary School. Feel free to contact me with any questions or concerns that you may have. I look forward to meeting you all and I am excited about being your new principal. On behalf of the teaching staff at Lanesborough Elementary School and myself, we are looking forward to a great school year.

Sincerely,  
*Nolan Pratt*  
Interim Principal

**MISSION STATEMENT**

*To inspire in all students a love of learning  
and challenge them to grow in heart and mind.*

**OUR VISION**

*We are a community of creative, engaged learners  
who embrace the challenges of a rapidly changing world.  
We cultivate a love of learning in a nurturing academic environment  
that equips our students for life's opportunities.  
Let's reach for the stars!*

**LANESBOROUGH ELEMENTARY SCHOOL  
SCHOOL PROFILE**

***Our guiding beliefs***

***Guiding beliefs identify the core values of the Lanesborough Elementary School***

***We Believe....***

- *Every child has the right and potential to learn.*
- *In inspiring and nurturing children to care about and contribute to their world.*
- *All children deserve to have high expectations set for them and the support to achieve them.*
- *In commitment to professional growth for our faculty and staff.*
- *Parents and community play a critical role in education.*
- *All members of our school community need to feel safe*
- *It is important to have built-in systems that support, implement and evaluate innovations.*
- *In respecting and fostering unique and diverse learning and teaching styles.*

- *In a curriculum that is coordinated and consistent, flexible and challenging to meet the needs of every learner.*
- *Mutual respect, honesty and responsibility are vital to a healthy learning environment.*
- *It is the responsibility of the educational community to anticipate the changing needs in society and to evaluate and adopt the best educational practices.*

The following is a list of some important aspects of our school. It is not meant to be all-inclusive but it is intended to provide information and ways parents may become involved in our school.

- \* LES provides a quality educational program dedicated to student success. We are fortunate to have a dedicated, highly qualified and professional staff.
- \* LES provides an inclusive preschool. It is an early education program for children between the ages of three to five. Vacancies are filled using a lottery.
- \* LES has several formal organizations in which parents may become involved including:
  - An active, supportive PTO
  - A Long-Range Planning Committee
  - A School Council
  - Parent Advisory Council (PAC)
- \* LES provides ways for parents and community members to contribute financially to our school:
  - L.I.F.E.
  - PTO fundraising activities
  - Technology committee
- \* LES provides services for children with disabilities,
- \* LES provides all English learners with an appropriate English learner education.
- \* LES provides Title I services in reading and math.
- \* LES provides nursing services to all students with a full time registered nurse.
- \* LES provides experience in the arts and physical education for our students:
  - Art classes are provided for all students in grades K-6.
  - Music is provided for all students and instrumental music for upper elementary students.
  - All children participate in physical education class.
- \* LES provides students access to a School Adjustment Counselor.
- \* LES provides a weekly library period with a certified teacher for all grades.
- \* LES provides a comprehensive up to date technology education program that includes computers in every classroom and a computer laboratory. A technology teacher oversees the program.
- \* LES will provides Chromebooks for all students in Grs. 3-6. We are moving towards having, iPads available for our students in Grades K-2.

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August 28	First day for Staff
August 29	Staff PD Day
September 3	First day Gr. 1-6
September 4	PK Orientation
September 5	Pre K and Kindergarten first full day
September 19	7:00-8:30 Open House
October 11	<b>NO SCHOOL</b> Prof. Dev.
October 14	Columbus Day <b>NO SCHOOL</b>
November 11	Veterans Day <b>NO SCHOOL</b>
November 25	PT conferences <b>4:30-7:00</b>
November 26	<b>11:50 dismissal</b> PT Conferences <b>1:00-4:00</b>
November 21	<b>11:50 dismissal</b>
November 27-29	<b>NO SCHOOL</b> Thanksgiving Break
December 23 – Jan. 1	Winter Break
January 20	Martin Luther King’s Birthday <b>NO SCHOOL</b>
February 17-21	February break
April 20-24	April Vacation
May 21	Kindergarten Orientation (no school for Kind. Only)
May 25	Memorial Day <b>NO SCHOOL</b>
June 16	Last day of school (with no snow days) <b>11:50 dis.</b>

# Mount Greylock Regional School District 2019-2020

## Academic Year Calendar

	August 19	September 19	October 19	November 19	December 19	January 20	February 20	March 20	April 20	May 20	June 20	Professional Development	Academic	Quarters	Half Days for Exams	MGRS	MGRS Graduation Ceremony
<b>Important Dates</b>	9/3/2019 First Day / Anticipated Last Day 9/5/2019 First Day for Students (Grades 1-12) 9/5/2019 First Day for Students (Pre-K and Kdg) 6/16/2020 Anticipated last day of school; 1/2 Day Possible Snow Day Make-Ups School Closed / Half Days for All Schools Labor Day 10/14/19 State Holiday 11/11/19 Veterans Day 11/27-11/29 Thanksgiving Break 12/23-1/1 Winter Break 1/20/20 MLK Jr. Day 2/17-2/21 February Break 4/20-4/24 April Break 5/25/20 Memorial Day TBD Parent Teacher Conferences TBD Professional Development 8/28/19 Staff Prof. Development; No School for Students 8/29/19 Staff Prof. Development; No School for Students 10/11/19 Staff Prof. Development; No School for Students 11/6/2019 Q1-1 1/23/2020 Q1-2 4/3/2020 Q1-3 6/16/2020 Q1-4 MGRS Only 1/21/20 MG only 1/2 day - Midterms 1/22/20 MG only 1/2 day - Midterms TBD MG only 1/2 day - Finals MG only 1/2 day - Finals 6/6/20 MGRS Graduation Ceremony																
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	Main Office: 413-443-0027 Office Hours: 9 AM-4PM	Main Office: 413-458-5707 Office Hours: 8AM-4PM	Main Office: 413-458-5707 Office Hours: 8AM-4PM	Main Office: 413-458-9582 Office Hours: 7AM-3PM													

**SCHOOL DIRECTORY**

ADMINISTRATION

SPECIALISTS

Kimberly Grady	Superintendent	Elizabeth Kick	Art
<i>Nolan Pratt</i>	Principal	Jacqueline Vinette	Music
<i>TBD</i>	Director of Pupil Services	Jamieson Bishop	Physical Education
Ashley Vadnais	Secretary-Principal	Julieann Haskins	Technology
Sue Gigliotti	Secretary- SPED		

**TEACHERS**

**SPECIAL EDUCATION**

<b>Pre-K</b>		Destiny Hicks	SPED
	Erin Jennings		
<b>Kindergarten</b>		<i>Loren Thompson</i>	SPED
	Marian Genette	Gayle Schechtman	SPED
	Jennifer Hood	Beth Nichols	Reading/ SPED
<b>Grade 1</b>		Noelle Sullivan	Occupational Therapist
	Barbara Frisher	Sharon Kokoefer	Physical Therapist
	Brittany Bertelli	Michele Dinsmore	Speech Therapist

**TITLE 1**

<b>Grade 2</b>	Dirce Giumarra	Sheila Guercio	
	Lisa Messina		

**SCHOOL ADJUSTMENT COUNSELOR**

<b>Grade 3</b>	Eric Ziemba	Christine Viall	
	Anna Mello		

**SCHOOL PSYCHOLOGIST**

<b>Grade 4</b>	Jennifer Szymanski	Christine Viall	
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**PARAPROFESSIONALS**

<b>Grade 5</b>	Sean MacDonald	Mark Messina	
<b>Grade 6</b>	Rob Bradley	Shirley Bailly	
	Marsha Vinette	Kathy Barnes	
		Judy Rudd	
		Cassie Beverly	
		Sheila Guercio	
		Sue Kelly	
		Kathy Pemble	
		Amanda Evangelisto	
		Jen Dechaine	

**SCHOOL NURSE**

Kathy Larson, R.N.

**CAFETERIA**

Laurie Meehan  
Diana Cahalen  
Anita Calderwood  
Karen Kelley

**BUILDING & GROUNDS**

Glen Storie  
Ellis Smith  
Noah Nault

**SCHOOL OFFICE HOURS**

- \* The main office is open from 8:00 a.m. - 4:00 p.m. Phone calls can be received between 8:00 a.m. - 4:00 p.m. at 413-443-0027
- \* School is open to receive students at 8:20 a.m. and the office is generally closed at 4:00 p.m.
- \* Please notify the office with any changes of address or phone numbers, e-mail. Include cell phone numbers when available.

**SCHOOL HOURS FOR STUDENTS**

- \* The student day at the Lanesborough Elementary School is from 8:35 a.m.-3:10 p.m. Children should arrive at school no earlier than 8:20 a.m., as there is no adult supervision.
- \* If students arrive after 8:35 a.m., the student and /or parent should check in at the main office. Children are considered late if they arrive after 8:35 a.m.

**ATTENDANCE**

Children who are well enough to attend school are considered well enough to participate in recess and physical education activities except in unusual circumstances as described by a parent/guardian and/ or physician. Phone calls will be made home by the school nurse when a student is absent.

Early dismissal should be for emergency use only and should be communicated via a **written note to the teacher**. The main office will call children when the parent arrives to pick him/her up.

### **ATTENDANCE POLICY**

According to Massachusetts State Law, a child will be considered truant if he/she has 7 or more unexcused absences in any period of six months (Mass Law; Chapter 76, Section 2). Lanesborough Elementary wants to support families in getting their children to school on a regular basis. We will contact families by phone when children have 5 unexcused absences. At 7 days we will send a certified letter. If the truancy is not resolved, conditional actions may be taken to support the education of the child.

Absences are excused for purposes of illness, religious observance, bereavement or medical appointments as described by a physician.

### **SCHOOL CANCELLATION AND DELAYS**

When school will not be in session there will be school cancellation announcements on the following local area radio stations: North Adams/WNAW (also channel 22 on local TV); Pittsfield/WBRK, WUPE, ([wupe@wupe.com](mailto:wupe@wupe.com)), and WBEC; Albany stations WNYT (channel 13) and WTEN (channel 10). Families will also be notified through the schools phone ALERT NOW system. On occasion, the beginning of the school day may be delayed when weather and road conditions are expected to clear sufficiently. In the event of a delayed opening of 1-2 hours (9:30 a.m. or 10:30 a.m.) we request that students not arrive any earlier as staff is not available for supervision.

### **HOME/SCHOOL COMMUNICATION**

The staff at Lanesborough Elementary School is committed to maintaining open home/school communication. Teachers often send communication home and parents are encouraged to contact their child's teacher by note, phone, e-mail or conference when they have information to share, or have questions. By maintaining the lines of communication teachers and parents work as a team, supporting the success of each child.

### **HOME/SCHOOL NEWS**

Parents should look for important information that is routinely sent home with students during the first week of school. The information contains forms that are to be returned to school. Information and forms pertaining to free/reduced lunch, lunch menus, and PTO activities are examples of items in this first week news. A monthly calendar will go home with all students. The calendar is also on LES website. [www.wlschools.org](http://www.wlschools.org).

### **HANDBOOK SUGGESTIONS**

This handbook is the collaborative work of the School Council. Any comments or questions should be directed to:

The Principal's Office  
Lanesborough Elementary School,  
188 Summer St., Lanesborough, MA 01237

### **SCHOOL SAFETY PROCEDURES TRANSPORTATION**

#### **BUS**

Please note that children need to ride their assigned bus. In order to have a child use a means of different transportation, a parent/guardian will need to send a note to school; the principal or the principal's secretary will then initial this note.



Please note no phone calls will be taken regarding changes in transportation home, unless it is an emergency.

Students are held to the same behavior expectations standards on the bus as they are in school. Riding the bus is a privilege and should not be abused. Failure to follow the rules may result in bus suspension for a specified number of days. Repeated offenses may result in bus suspension for the remainder of the year. It is important to recognize that inappropriate behavior jeopardizes the safety and well-being of all students.

To ensure the safety of all students who ride in buses, buses are equipped with video cameras. The Principal or designee may use the video as evidence of a student's misconduct. It may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

If you have any questions about bus routes, please contact **Dufour Inc. at 413-458-3231**.

### **PICKING UP AND DROPPING OFF CHILDREN PROCEDURES**

- Our drop off and pick up is a “kiss and drive” or “pick up and drive” to keep children safe. Students are to be dropped off at the door closes to the playground. Students are to exit the car on the sidewalk side, and as soon as they are out you may drive off. If you want to get out with your child you must park in the parking lot. Students are not to be dropped off in the parking lot.
- The morning procedure will be followed during the afternoon as well. A staff member will be letting a few go at a time. Please do not pass a car dropping off or picking up. If your child is not out when you are next in line, please circle around. Once again, there is no parking along the pick-up & drop off lane or in the front of the building.
- Handicap parking is for vehicles with Handicap designation only! Please do not block handicap access.
- Children are to walk their bikes from the bike rack to a safe distance away from the crowds at dismissal time.

### **VISITORS**

Since we do encourage community and parent participation in school activities, non-staff members may be present in the building on a daily basis. It will be necessary for visitors to ring the doorbell, be recognized, and allowed into the building. **Visitors are required to sign in and out at the office and take a visitor tag.** Staff members generally know who these visitors are. Should any staff member not recognize a visitor, a polite inquiry or offer of assistance will help ascertain the legitimacy of the person's presence in our school.

In order to minimize interruptions to classes, people wishing to speak with a teacher should call in advance and arrange a time with the teacher that is mutually convenient. Parents should also call in advance if they wish to visit the instructional program.

### **BUILDING SECURITY PROCEDURES**

#### ***Entering and Exiting Procedures***

- **All school entrance doors will remain locked all day.** In the morning, the **only** door open for walkers/students drop-off will be the Northeast door (next to the Kind. & Pre-K playground). This door will open at 8:20 for students to arrive and it will close at 8:40 a.m. when classroom instruction begins.
- **To enter the building visitors must be buzzed in by the Principal's Secretary or designee.** There are video door stations at each entrance. All visitors must report to the main office.

#### **Dismissal and Bus Procedures: School dismissal procedures for Walkers and Bus students:**

- At 3:10 p.m. children will continue to use the **NORTHEAST ENTRANCE** for pick up and walkers.
- The front entrance and exit doors are used for all bus students.

### **CALLING SYSTEM FOR SCHOOL FAMILIES**

Lanesborough Elementary School uses a school-wide calling system for school emergencies and important announcements. In the event of an emergency, where normal radio & TV communication is not adequate, a system whereby each parent/guardian receives a phone call will be used. The system is computerized, and will call up to three (3) phone numbers provided for each student. **Parents are asked to keep their phone contact numbers up to date.**

### **LOST AND FOUND**

A lost and found area is in the main office. Clothing and lunch boxes can be found in the cafeteria.

### **SOLICITATION**

Individuals in organizations wishing to post or distribute material must receive permission from the Principal. In general, information that does not pertain to a non-profit organization with relevance to elementary school-aged children is not approved.

### **ELECTRONIC DEVICES, MONEY AND OTHER VALUABLES TAKEN TO SCHOOL**

When children bring money to school we ask that parents place the money in an envelope, include a note inside stating the reason for the money being sent, and include both the child's name and the teacher's name on the envelope.

- \* We ask that children not bring large amounts of money or other valuable objects to school. We do not allow electronics without specific permission. We cannot assume responsibility for any damage or loss that may occur.
- \* Any objects identified by the Principal as inappropriate for school grounds will be confiscated and brought to the Principal's office where parents may pick them up.
- \* Cell phones are to remain turned off at all times and stored in the students backpack. **Cell phones are not to be used during the school day (including bus rides).**

### **SAFE SCHOOL ENVIRONMENT POLICY**

The Lanesborough Elementary School is committed to maintaining a workplace and educational environment free from all forms of harassing conduct. Harassment in any form will not be tolerated.

### **CORI (Statewide background checks)**

Massachusetts law provides for state and federal criminal background checks for individuals working or volunteering in public schools. (Massachusetts General Laws chapter 71, section 38R). Information regarding Criminal Offender Record Information (CORI) checks and fingerprint-based criminal record checks or Criminal History Record Information (CHRI) checks can be found here. Conducting, interpreting, and utilizing criminal background checks in a manner consistent with the law will help protect the children our schools serve and enhance the environment in which they learn. Cori forms are available in the main office and on our website. **The national criminal history background check is a condition of employment.**

## **STATE & FEDERAL COMPLIANCE SAFE SCHOOL ENVIRONMENT**

### **PROTECTION AGAINST DISCRIMINATION**

In accordance with Title IX of the Education Acts of 1972, Title VI of the Civil Rights Act of 1964, and Chapter 622 of the General Laws of the Commonwealth of Massachusetts, the Lanesborough Public Schools affirm that no person shall, on the basis of race, color, sex, age, creed, national origin, gender identity, pregnancy or pregnancy related conditions, or sexual orientation be excluded from participation in, denied the benefits of, or subjected to discrimination in any education

program or activity it operates, including employment therein, and admission thereto. Any complaints or inquiries concerning this policy should be directed to Martha Wiley, Principal, 413 443-0027.

### **CIVIL RIGHTS SELF-EVALUATION**

Lanesborough has a comprehensive evaluation process to examine and remedy policies and programs that discriminate or limit educational access due to race, color, gender, gender identity, religion, national origin, disability, sexual orientation, and homelessness.

The process practiced is based upon the ongoing multi-year review of all past district policies by the School Committee to check for legal changes/updates, requirements, new DESE regulations, and for discrimination and bias in the existing policies. Lanesborough uses the legally accurate and updated policies recommended by MASC (MA Association of School Committees). This process of ongoing review and reevaluation is a regular topic on the School Committee Agenda entitled Policy Review. Any complaints or inquiries concerning this policy should be directed to Martha Wiley, Principal, 413 443-0027.

### **RIGHTS OF INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act of 1973, the Lanesborough Public School affirm that no otherwise qualified person with a disability (as defined in section 705(20) of said title) shall, solely on the basis of his or her disability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity sponsored by the Lanesborough Public School. Any complaints or inquiries concerning this policy should be directed to Martha Wiley, Principal, 443-0027.

### **PROTECTIONS PROVIDED TO PARENTS/STUDENTS REGARDING STUDENT INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. As a parent, FERPA gives you certain rights with respect to your child's educational records.

You have the right to inspect and review your child's education records maintained by the school. You also have the right to request the school correct records that you believe are inaccurate or misleading. If Lanesborough Public Schools decides not to amend the record, you have the right to a formal hearing before the Principal. The Principal will inform you in writing of his decision. If you are not satisfied with the decision, you have the right to place a statement with the record setting forth your view about the contested information.

The Protection of Pupil Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education. It affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Complete guidelines and information regarding these rights is available upon request in the Principal's office. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **STATE SMOKING REGULATIONS**

Please be aware that smoking on school grounds is prohibited. This includes outside the school building on the sidewalks, playground, and the playing fields. Thank you for your cooperation.

### **RECESS PERIODS**

All children have approximately forty minutes for recess/lunch. During inclement weather the children have indoor recess. The Principal determines whether the children have outdoor play. Please dress your children in appropriate clothing for changes in weather conditions. We use a temperature above 18° (either ambient temperature or wind chill temperature) as the determinant as to whether recess will be outdoors.

It is important that children are dressed appropriately for school and recess each day. A warm jacket, snow pants, hat, gloves and boots in winter months; safe and appropriate shoes and clothing for the playground in other seasons. In warmer weather sunscreen should be applied in the morning before school to protect your child from the harmful effects of the sun.

### **CAFETERIA**

Student lunches cost \$2.50. Milk will be \$.50, unless your child has been approved for free lunch or reduced lunch (\$.40). The menu will have choices of meals each day, all of which include milk and assorted fruits and vegetables:

- The regular hot lunch of the day.
- SunButter Sandwich
- Salad Bar

All students who were on free or reduced lunch last year will automatically be able to receive free or reduced lunch the first few weeks of school, until the verification process has been completed. Breakfast is also available every morning with prices of \$1.25, .40, or free, according to eligibility.

### **LUNCH PREPAYMENT PROGRAM**

Daily lunches **MAY BE PRE-PAID FOR** on a weekly or monthly basis. (This does not apply to milk alone).

Please make checks payable to the "Mt. Greylock Regional School District" (one check per family). Checks made out differently will be returned. On the check, indicate the child's name. You may also send cash in a sealed envelope labeled with the child's name. You may also pay online via the website at [www.wlschools.org](http://www.wlschools.org) by clicking on the *Lunch Time* box.

### **LIBRARY PROCEDURES**

A student may take out a maximum of two books. For each book returned, another may be taken out. For any books that are overdue, a notice is sent to the child's classroom teacher once a month and the child is reminded to return the book(s). Overdue notices are included in the report cards three times per year at report card time. This notice should be considered a bill for the replacement cost of the newer hardcover books or a \$10.00 fine for older books and a \$5.00 fine for paperback books. A record of the child's overdue books will be retained from grade to grade.

### **PHYSICAL EDUCATION**

All students receive at least one period of Physical Education a week. Children are expected to participate, unless a note from a physician is provided. In addition, students should always wear appropriate athletic footwear and clothing. Proper footwear is absolutely necessary for children's safety, as well as protection of the floor.

Our elementary Physical Education program offers experiences for all students, with the goal of developing a healthy self-image and a wholesome, lifetime attitude towards exercise and fitness. Activities are carefully planned so that students obtain knowledge about the value of regular exercise, essential motor development, and the social characteristics which foster citizenship.

### **MUSIC**

All students receive at least one period of general vocal music per week.

### **ART**

All students in gr. K-6 receive at least one period of art per week. Each grade level has lessons during the school year that are centered around the elements and principles of art. They also have lessons which are a reflection of our integrated curriculum in art and school based themes.

### **COMPUTER**

All students in gr. K-6 receive at least one period of technology per week and one period of technology integrated with their core subjects. Students work with reading programs that promote reading fluency and comprehension, as well as math programs that allow students to work on specific math skills. Older students (gr. 3-6) also work on keyboarding and word processing skills.

Technology lessons are integrated with classroom curriculum throughout the year for all grades.

## **RESIDENCY**

The Massachusetts Department of Education requires that we maintain accurate and current records of a child's residency. Residency is determined by where the child actually lives, irrespective of guardianship, custody, and domicile. Students must be residents of Lanesborough at the time of application. Proof of residency may include documentation of recent property purchase, rental agreement, phone or utility indicating the child resides within the Lanesborough school district.

## **SCHOOL CHOICE**

Mt. Greylock Regional School District may participate in School Choice in accordance with Mass. General Law. Students living in surrounding schools may apply for admission to Lanesborough Elementary School if the District elects to participate in School Choice. Specific openings are determined annually for each grade level and enrollment is dependent upon the available openings.

## **HOW DO WE ENROLL OUR STUDENTS IN SCHOOL CHOICE?**

Once the School Committee makes a determination to participate in School Choice, as well as the number of admission seats available at each grade level, a public announcement will be placed in the local newspapers. A parent can then send a letter to the Superintendent requesting their child participate in the Choice program.

## **CAN WE SIGN UP FOR SCHOOL CHOICE AT ANY TIME THROUGHOUT THE YEAR?**

NO. There are two rounds of admission; the first is conducted between the first and fifteenth of May; and the second is conducted between the first and the fifteenth of July. Unless otherwise closed by the Committee, School Choice vacancies will remain open and children will be admitted throughout the summer. Unless otherwise opened by the Committee, all School Choice slots that are still vacant as of the first day of school will be closed for the remainder of the school year.

## **ONCE WE SEND IN OUR LETTER IS OUR CHILD AUTOMATICALLY ENROLLED AS SCHOOL CHOICE?**

No. Parents will be notified by the Superintendent's office if they have been approved for school choice. If the number of applications exceeds the number of openings, admission shall be determined by lottery with the exception of siblings of students already enrolled in the school who shall be selected first. If additional slots remain to be filled after May 15, the same process shall be conducted between the first and fifteenth of July.

## **PRESCHOOL PROGRAM**

### **Lottery**

Children must be 3 years old by August 31<sup>st</sup> of the year starting if more children apply than there are available slots then a lottery will be held.

### **Tuition**

The Mt. Greylock Regional School Committee sets tuition in the spring prior to the school year.

### **Preschool Sessions**

Morning	8:30 - 11:15
Afternoon	12:15 - 3:10

### **Calendar**

Preschool runs five days a week. We follow the public school's calendar.

## **HEALTH SERVICES AND POLICIES**

### **Bullying Prevention Policy**

The Lanesborough Elementary School District is committed to providing all staff and students with a safe learning environment free from bullying and

cyber-bullying. This commitment is a critical aspect of the District's comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying, cyber-bullying, or retaliation against those reporting bullying and other harmful and disruptive behaviors that interfere with the learning process.

Pursuant to M.G.L. c 71, 370, the District prohibits any form of bullying, cyber-bullying, or retaliation in the school building, on or off school grounds or in school related activities. The District will investigate promptly all reports and complaints of bullying, cyber-bullying and retaliation and take prompt action to end that behavior and restore a student target's sense of safety. The District will support this commitment in all aspects of the school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

## **DEFINITIONS**

Aggressor is a student or staff member who engages in bullying, cyber bullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or staff members of a written, verbal, or electronic expression or a

physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student or staff member against whom bullying, cyber bullying, or retaliation has been perpetrated.

Reporting by Students, Parents or Guardians, and Others

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. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Responding to a report of bullying or retaliation:

### 1. Safety

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 a reported act of bullying or retaliation.

### 2. Obligations to Notify Others

- a. Notice to parents or guardians. 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 of this, and of the procedures for responding to it. 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.
- b. Notice to Another School or District. 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.
- c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has 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 no 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 school resource officer, if any, and other individuals the principal or designee deems appropriate.

### 3. 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 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 will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

#### 4. Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will:

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

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

#### RELATIONSHIP OF BULLYING LAW TO OTHER LAWS

Consistent with state and federal laws, and the policies of the district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, gender identity, disability, sexual orientation or homelessness. Nothing prevents the district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal



law, or school or district policies

The bullying policies and procedures of the district are not designed or intended to limit the authority of the district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior.

Please see website for entire Bullying Prevention Intervention Plan.

Health Services are provided by a full time Registered Nurse with certification from the DESE Department of Education. The goal of the School Nurse is to enhance the educational process by modification or removal of health-related barriers to learning and by promotion of an optimal level of wellness in the student population.

### **SCHOOL NURSING SERVICES**

The School Nurse provides the following services:

- \* first aid, emergency care as well as evaluation of illness and medical needs for all students and staff;
- \* screening for vision, hearing, heights and weights; postural screening; periodic head checks for lice; communicable disease control;
- \* immunization control and reporting; maintenance of health records;
- \* medication administration; Individual Health Care Plans for children with health care concerns;
- \* collaboration with faculty and health professionals; health referrals; health education and initiatives for students and staff.

### **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

According to Massachusetts General Law, immunizations records are required for entrance into school. Please notify the school nurse with any updated immunizations. Physical examinations

The Lanesborough Elementary School is committed to providing a school environment that enhances student learning and the development of lifelong wellness practices. The District reorganizing the relationship between student well-being and learning as well as the importance of a comprehensive wellness program will strive to address the following goals:

1. To provide children with access to nutritious, well-balanced and varied selections of food while in the classroom and the cafeteria.
2. To promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education programs of physical education, health and food services.
3. To provide children with access to structured, as well as activity-based physical activity during the school day.
4. To establish this school-wide policy, involving input from the Wellness/Health Committee and a variety of representatives from the school community.

### **ILLNESS AND ACCIDENT POLICIES**

School is for students who are well and we expect children to participate in school activities in class and recess unless excused by a signed doctor's note.

- \* **In the event a child is unable to remain in school because of illness or injury the parent or guardian will be contacted. If the school is unable to reach the parent or guardian the contact listed for that child will be called.**

In a situation when immediate medical attention is necessary and the school is unable to reach a parent or guardian, the child will be transported to the hospital by ambulance. A school employee may accompany the student to the hospital. The school will continue its attempts to notify the parents or guardians. It is important to update work numbers and emergency contact information each year and when they change.

### **ADMINISTRATION OF MEDICATION**

- \* Parents or guardians of children taking daily medication during the school day must contact the School Nurse for the necessary medication forms and doctor's order form. It is necessary to complete new forms at the beginning of each school year.
- \* All medication is to be sent in the prescription bottle and brought to the School Nurse by an adult. At no time should a child have medication in their possession.
- \* Nonprescription medication can be given without a doctor's prescription if a parent or guardian has signed an Over the Counter (OTC) Permission Form.
- \* For Short Term medication such as an antibiotic, it is not necessary to have a doctor's order. Bring the medication to the School Nurse in the prescription bottle and a request for the nurse to administer. Bring only the amount of medicine the child will take in school not the full prescription

### **SCHOOL ADJUSTMENT COUNSELOR (SAC)**

Our School Adjustment Counselor (SAC) works primarily with improving student's social emotional health. Areas addressed are: anger management, stress and anxiety, social skills and conflict resolution...just to name a few.

### **INVITATIONS**

Students may not distribute invitations to birthdays, play dates, etc., at school. Since these are not school functions, and do not include all students, invitations must be handled privately from home.

### **STUDENT INSTRUCTIONAL INFORMATION**

#### **HOMEWORK**

- \* Homework expectations will be included with the information communicated to parents at the beginning of the school year. Parents should be encouraged to contact the teacher if their child is spending either too much or too little time than expected on their assignments.
- \* The amount of homework should approximately average ten minutes per weeknight times the grade level of the student. On occasion, special projects might require additional time. Aside from this regular homework, children are expected to read for a certain amount of time a night. Each teacher will determine the amount of time.
- \* Generally speaking, homework should reinforce what has been learned in school and not contain totally new material to the student.
- \* Whenever possible, homework assignments will be differentiated to meet the individual needs of students.

#### **ENTRANCE REQUIREMENTS**

Students entering Kindergarten must be five years on or before September 1st preceding their entrance to Kindergarten.

Along with documentation of residency, we also require evidence of birth date (copy of birth certificate), DPT shots, immunization against polio, measles, rubella, and mumps, Hepatitis B, Varicella, Hib, lead screening and copy of most recent physical from the doctor's office are standard requirements for entrance into Kindergarten. We also need to receive information concerning health problems.

To the extent required by law, the Lanesborough Elementary School will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given ensuing the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible.

#### **STUDENT RECORDS**

Student records are kept in the Principal's office. Parents/guardians are guaranteed the right to inspect as well as seek addition to or deletion from all records which are kept, or requested to be kept, by the school department concerning individual students. These records include the student's transcript and any other recorded information that is identified by the student's name.

Pursuant to General Law c. 71, s. 34D and 34F, and the regulations promulgated thereunder, no third party, other than an authorized school or DESE, shall have access to information in or from a student record without the specific written consent of the eligible student or the parent/guardian.

Upon receipt of a Court order or lawfully issued subpoena, the school, prior to compliance, shall notify the eligible parent/guardian of the order, subpoena or request.

Except for certain limited and specifically defined individuals, i.e.: certain court officers, health officials, and authorized school personnel, no individual or agency may have access to school records of the students without the "specific informed written consent" of the student or his/her parent/guardian.

Authorized school personnel of the school to which a student is transferring may have access to the student's record without the consent of a parent/guardian. Complete copies of the state regulations concerning parents' and students' rights to records may be obtained in the building principal's office.

### **ACCESS OF STUDENT RECORDS BY NON-CUSTODIAL PARENTS**

Massachusetts's law (Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children.

### **COPY OF STUDENT RECORDS (Chapter 71, Section 34D and 34E)**

"The board of education shall adopt regulations relative to the maintenance, retention, duplication, storage and periodic destruction of student records by the public elementary and secondary schools of the commonwealth. Such rules and regulations shall provide that a parent or guardian of any pupil shall be allowed to inspect academic, scholastic, or any other records concerning such pupil which are kept or are required to be kept".

### **PROMOTION AND RETENTION**

The decision to retain a child is a difficult one to make. It is generally agreed that the earlier the retention, the more effective it will be. If retention is considered, the best interest and long-range welfare of the child shall be the prime considerations.

The Principal shall be responsible for making the final decision on promotion or retention. The Principal will consult closely with teachers and parents before making any decision. In order for the retention to work, it is generally agreed that both the school and the home should be in agreement that it is the correct decision. The possibility of retention must be made known to parents well in advance so that the appropriate consultation can be achieved.

### **KINDERGARTEN REGISTRATION**

Kindergarten registration is held in March at the Lanesborough Elementary School. Parents of children who will be five years old on or before September 1, of the school year should complete registration forms.

Copies of the following documents are needed - a copy of your child's birth certificate and a copy of your child's immunization records to date. A current physical and current eye examination from the child's doctor is also required. In addition to filling out the registration forms, you will meet briefly with Ms. Kristina Wadsworth in the Principal's office and Mrs. Larson in the health office.

### **ADMISSION AND TRANSFER OF STUDENTS**

All children entering the Lanesborough Elementary School will register at the Principal's Office. Before entering, proof of immunization must be presented and reviewed by the school nurse. You will also need proof of residency. Pupils will ordinarily be placed with other children of the same grade level.

If you are planning to move from Lanesborough, please notify the Principal by phone or by note. The school office needs to know your new address, school to be attending, and date of leaving. The Principal's secretary is in charge of sending school records to your child's new school and needs a parent's signature.

### **BEHAVIORAL EXPECTATIONS**

An Elementary Behavior Expectations must, due to the nature of the varied developmental levels and ages within the elementary school, be flexible and adaptable. The plan is based upon maintaining the dignity of all involved. Therefore, the following measures, although inclusive of grades Pre-K - 6 are adjusted, as needed, according to grade level and prior responses. No student will be discriminated against on the basis of race, color, national origin, gender, gender identity, disability, religion, sexual orientation, or homelessness.

## **Please refer to Appendix A for Lanesborough Elementary's Incident Response Rubric**

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

#### **Students have the right to:**

- \* Be treated with respect and dignity.
- \* Develop a positive self esteem
- \* Receive services that will enable them to develop pride in their work.
- \* Be safe in their school environment.
- \* Take part in school activities.

#### **Students have the responsibility to:**

- \* Be prepared (Examples: in body, clothing, equipment, homework).
- \* Do their work (Examples: in all classrooms, cafeteria, at recess, and on the school bus).
- \* Respect their own and other's space (Examples: keep hands and feet to yourself, use courteous behavior, speak and dress in a courteous manner).
- \* Treat others as they would like to be treated.

### **SCHOOLWIDE EXPECTATIONS**

The elementary faculty expects all students to conduct themselves in an appropriate manner, with proper regard for the rights and welfare of other students, school personnel, and other members of the school community, and for the care of school facilities and equipment.

The most effective discipline is self-imposed, with students learning to assume and accept responsibility for their own behavior, as well as the response to their misbehavior. The rules of conduct which follow focus on the safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and who violate these school rules will be required to accept the responses to their actions.

### **STUDENTS ARE REFERRED TO THE LES RESPONSE MATRIX WHEN THEY:**

#### **A. Engage in conduct that is disorderly. Examples:**

- \* Using language or gestures that are vulgar, profane, or abusive.
- \* Engaging in any willful act that disrupts the normal operation of the classroom or school.

#### **B. Engage in conduct that is insubordinate or disruptive: Examples**

- \* Failing to comply with the directions of teachers, administrators, paraprofessionals, or other school personnel in charge of students or otherwise demonstrating disrespect.
- \* Lateness, missing or leaving school without permission.
- \* Engage in any activity, on school property, which is in violation of any state or federal criminal statute or regulatory code:
- \* Committing an act of violence, e.g. hitting, kicking, punching, biting, and scratching, upon a teacher, administrator, paraprofessional, or other school employee, or attempting to do so.
- \* Committing an act of violence, e.g. hitting, kicking, punching, biting, and scratching, upon another student or any other person on school property, or attempting to do so.
- \* Possessing a weapon.
- \* Displaying what appears to be a weapon.
- \* Threatening to use a weapon.
- \* Intentionally damaging or destroying the personal property of a student, teacher, administrator, paraprofessional, other school employee, or any person on school property.
- \* Intentionally damaging or destroying school property including lettering, writing on walls, desks.

#### **C. Engage in any conduct that endangers the safety, health, or welfare of others. Examples:**

- \* Lying to school personnel.
- \* Stealing the property of other students, school personnel, or any other person on school property.
- \* Harassing or bullying other students.
- \* Possessing or smoking cigarettes.
- \* Possessing or consuming alcoholic beverages or other illegal substances.
- \* Reporting false information that affects the safety of others, e.g. setting off the fire alarm or discharging a fire extinguisher without cause or otherwise intentionally causing alarm.
- \* Engage in misconduct while on a school bus.

It is crucial that students behave appropriately while riding on the buses to ensure their own and the other students' safety and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner that is consistent with the established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting are not tolerated and may result in a student losing bus privileges.

**E. Engage in any form of academic misconduct. Examples:**

- \* Cheating
- \* Plagiarism
- \* Copying
- \* Assisting another student in any of these actions

**CAFETERIA AND PLAYGROUND**

**Rules for appropriate cafeteria behavior include:**

- \* Only leave your seat with permission.
- \* Speak in quiet voices.
- \* Show respect to everyone.
- \* Check tables and floor for garbage before leaving-clean the tables.
- \* Sit and eat properly, do not throw or trade food.
- \* Bring only lunches into the cafeteria (toys, trading cards, etc. are not appropriate and may be taken away).

**Rules for appropriate playground behavior include:**

- \* Be kind, polite, and positive with other children and adults.
- \* Keep hands and feet to yourself.
- \* Play safely at all times. Walk on the playground. All running games should be in open areas.
- \* Use playground equipment appropriately.
- \* Stay within designated boundaries.
- \* Ask permission to re-enter the building.
- \* Return quietly to classrooms.
- \* Include others in games, whenever possible and appropriate.

**CLASSROOM EXPECTATIONS**

Classroom rules are developed by members of the classroom and the teacher. This is a collaborative endeavor designed to develop a responsible, caring classroom community and to teach students to be respectful members of this community. Rules, response to behaviors, and routines may vary from classroom to classroom, but the Behavior Expectations will be consistent throughout the school. Teachers will share this information with parents and students at the start of the school year.

**STUDENT DRESS CODE**

All students are to dress appropriately for school and school functions. Clothing and accessories must not disrupt or interfere with the educational process.

- \* Open toe, strapless sandals and flip flops are prohibited.
- \* Wearing of hats or headgear in our school except for medical and religious reasons are prohibited
- \* Items that are vulgar, obscene, or that denigrate others are prohibited.
- \* Promote or endorse alcohol, tobacco, or illegal drugs are prohibited.
- \* Promote or encourage illegal or violent activities are prohibited.
- \* Shorts must be fingertip length.
- \* Halter tops and crop tops are prohibited.

**CORRECTIVE ACTIONS/RESPONSE MATRIX**

Developmentally appropriate responses will be firm, fair, and consistent so as to be the most effective in changing student behavior and fostering responsibility, mutual respect, and self-control. In determining the appropriate response, the following will be considered:

- \* The student's age.
- \* The nature of the offense and the circumstances that led to the offense.
- \* The student's prior offenses and responses.
- \* The effectiveness of the response
- \* Information from parents, teachers, and others, as appropriate.
- \* Other extenuating circumstances.

In general, responses will be progressive. This means that a student's first violation will usually merit a lighter response than subsequent violations. However, progressive responses may not be appropriate for more serious infractions and more severe penalties for a first violation may be imposed. Teachers and Principal will routinely communicate with parents to both inform and work together to prevent minor problems from becoming more serious.

In specific instances of outright insubordination or physical endangerment a student may be subject to serious responses. In cases involving out of school suspensions a conference will be held between the Principal and the parents before reentry to school.

### **Responding to Students with Disabilities**

All students are expected to meet the requirements for behaviors as set forth in this handbook. Chapter 71B of the Massachusetts General Laws (603 CMR 28.00) require that additional provisions be made for students who have been found by an evaluation to have a disability and whose program is described in an Individualized Educational Program or a 504 Accommodation Plan. The following additional requirements apply to the disciplining of students with special needs and students with 504 Accommodation Plan.

- \* Any modifications of the Behavior Expectations will be identified in the student's IEP or 504 Plan.
- \* The principal or designee will notify the Superintendent of the suspendable offense of the student with a disability and a record will be kept of such notices.
- \* When it is known that the suspension of a student will accumulate beyond 10 days in a school year, a review of the IEP/504 Accommodation Plan will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and:
  - \* Develop or review a functional behavior assessment
  - \* Determine if the misconduct is a manifestation of the disability
  - \* Consider a modified program or alternate placement for the student
  - \* Consider an amendment to provide for the delivery of services during the suspension and any needed modification of the IEP/504 Accommodation Plan.

In addition, the Department of Education will be notified when required by law, and the procedures promulgated by the Department of Education for requesting the approval of the alternative plan will be followed.

Parents will be notified with written notice of their rights under special education & 504 regulations.

### **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 Asst. Superintendent or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.
  - d. 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 eligibility.
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.

## **Student/Staff Grievance Procedure**

Students are encouraged to bring their concerns about school issues or offenses to the attention of the professional staff. Students can contact a teacher, a member of the SAC, the School Psychologist, or the Principal. In addition, any complaint by students or staff alleging discrimination based on race, color, national origin, sex, gender identity, disability, religion, sexual orientation, or homelessness should be brought immediately to Martha Wiley, Principal, for prompt and equitable resolution.

## **RESPONSES**

Students who do not follow the Behavior Expectations will be subject to **one or more** of the responses listed below. The school personnel identified after each response are authorized to impose that response.

- \* Phone call to parents; teacher, Principal, Superintendent, Director of Pupil Services
- \* Oral warning; any member of the school staff
- \* Note sent home with the student; teacher, Principal, Superintendent, or Director of Pupil Services
- \* Conference with the student and parent; teacher, Principal, Superintendent, or Assistant Superintendent
- \* Detention; teacher, Principal
- \* Time out; (including temporary loss of recess) teachers, Principal, paraprofessional
- \* Suspension from transportation; Principal, Superintendent, or Assistant Superintendent
- \* In school suspension: Principal, Superintendent, Assistant Superintendent
- \* Out of school suspension; Principal, Superintendent, Assistant Superintendent
- \* Expulsion from school for dangerous objects, weapons, drugs or assaulting staff members; Principal, Superintendent, Assistant Superintendent.

Link to [Response Matrix](#)

## **STUDENT SEARCHES AND QUESTIONING**

Any school official authorized to provide a response to a student may question a student about an alleged violation of law or the district's Behavior Expectations. School officials are not required to contact a student's parent before questioning the student. All students will be told why they are being questioned.

School property, including student cubbies, are areas that are subject to search by school officials. Searches may be conducted of students and their belongings if the authorized school official has reasonable grounds, including (but not limited to) personal observation, or a report from a reliable source. In serious cases (such as possession of a dangerous object or substance), an anonymous report would be considered reasonable grounds. The authorized official shall be responsible for promptly recording the information related to the search as a part of the record of the investigation.

District officials are committed to cooperating with police officials to maintain a safe school environment. Before police officials are permitted to question or search any student, the authorized school official shall first notify the student's parents to give the parent the opportunity to be present during police questioning or search. If the parent cannot be contacted, the questioning or search shall not be conducted. The Principal or designee will be present during any police questioning or search of a student on school property or at a school function.

## **DUE PROCESS FOR SUSPENSIONS**

### **NOTICE OF PROPOSED SUSPENSION**

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of

the proposed out-of-school suspension, an opportunity to be heard at the 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 responses, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

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

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

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

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

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

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 responses. 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. The written notice must include the date, time, and location of the hearing.

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

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student



may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- iii. the right to produce witnesses on 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 supports) what remedy or response 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 grade 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.

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

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held

within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue 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 response than that of the principal. However, the superintendent may deny an appeal or allow the appeal at his discretion. The superintendent's decision shall be final.

### **EMERGENCY REMOVAL**

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

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 or short-term suspension, as applicable, 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 or short-term suspension, as applicable.

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

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

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

The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parents to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parents to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified

mail, first-class mail, email to the address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

### **SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H½**

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

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

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

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

#### **Felony complaint or issuance of felony delinquency complaint**

Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal may suspend a student for a period of time determined appropriate by the Principal if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

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

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall notify the Superintendent in writing of his/her request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

### **REPORTING CHILD ABUSE AND NEGLECT**

Lanesborough Elementary School is committed to keeping students safe from harm and is **obligated** to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated. The district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse and neglect or custody investigations.

#### **ACCEPTABLE USE AND INTERNET POLICY**

Access to the Internet is available to all students and staff. The Internet offers vast and unique resources for educational purposes. Filtering devices are put in place to make every effort for a safe learning environment. The concern that users may procure material that is not consistent with our educational goals is outweighed by Lanesborough School Committee's belief in the importance of access to the valuable information to parents available on this global network. Guidelines will be provided so they know the responsibilities. Inappropriate use may result in the Principal cancelling privileges.

#### **PARENT TEACHER ORGANIZATION**

Lanesborough PTO supports quality arts and humanities programs, educational field trips, and technology for all students at LES. They also provide family night activities throughout the school year. We are always looking for new members to help support the various programs as well as to offer fresh ideas. Join us for a monthly meeting in the school library at 5:30 p.m. on the first Thursday of the month.

#### **LANESBOROUGH INITIATIVE FOR EXCELLENCE (L.I.F.E.)**

The Lanesborough Initiative for Excellence supports Lanesborough Elementary School in developing exciting and challenging programs for students. We believe that the values of respect, responsibility and readiness are vital to the academic, social, emotional and physical well-being of our children and community. Our mission is to nurture and practice these values together, thus providing the foundation for a meaningful and productive life. L.I.F.E. will only fund projects that are over and above those normally funded by local, state and federal funding. If interested in volunteering for this committee, please contact the Principal.

#### **SCHOOL COUNCIL**

School council is a committee composed of the principal, parents, staff and community members. Elections are held in accordance with the process outlined by DESE. The school council is committed to improving the school by participating in long range planning that helps to shape and support school policies and programs.

#### **PARENT ADVISORY COUNCIL**

Special education parent advisory councils (PACs) have tremendous potential to have a positive impact on special education programs in a school district. PACs can provide invaluable activities for parents, and add an important voice to a school district's dialogue and decision-making.

The following is the excerpt from Section 3 of Chapter 71B that pertains to PACs:

"... The school committee of any city, town, or school district shall establish a parent advisory council on special education. Membership shall be offered to all parents of children with disabilities and other interested parties. The parent advisory council duties shall include but not be limited to: advising the school committee on matters that pertain to the education and safety of students with disabilities; meeting regularly with school officials to participate in the planning, development, and evaluation of the school committee's special education programs. The parent advisory council shall establish by-laws regarding officers and operational procedures. In the course of its duties under this section, the parent advisory council shall receive assistance from the school committee without charge, upon reasonable notice, and subject to the availability of staff and resources ..."

### Lanesborough Elementary School Response Matrix Grades 3-6

Behavior	Possible Proceedings and Responses				
	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
<p><b>Minor Problem Behaviors</b> Such as: name calling, mocking, put downs, repeated incidents of rough play, rude gestures (eye rolling, dirty looks, sighing), taunting, writing on school property</p>	<ul style="list-style-type: none"> <li>★ Conversation about behavior/choices</li> <li>★ Conference with victim</li> </ul> <p style="text-align: center;"><i>Teacher-No Parent Notification</i></p>	<ul style="list-style-type: none"> <li>★ Conversation about behavior/choices</li> <li>★ Conference with victim</li> <li>★ Restitution                             <ul style="list-style-type: none"> <li>○ Letter of apology</li> <li>○ Time</li> <li>○ Community Service</li> </ul> </li> </ul> <p style="text-align: center;"><i>Teacher-Parent Notification</i></p>	<ul style="list-style-type: none"> <li>★ Reflection Form filled out and sent home to be signed</li> <li>★ Restitution                             <ul style="list-style-type: none"> <li>○ Letter of apology</li> <li>○ Time</li> </ul> </li> </ul> <p style="text-align: center;"><i>Principal</i></p>	<ul style="list-style-type: none"> <li>★ Loss of recess period(s)</li> <li>★ Behavior Contract developed with student, parent, and administration</li> <li>★ Restitution                             <ul style="list-style-type: none"> <li>○ Letter of apology</li> <li>○ Time</li> </ul> </li> </ul> <p style="text-align: center;"><i>Principal</i></p>	<ul style="list-style-type: none"> <li>★ 1-3 day In School Suspension</li> <li>★ After School Detention</li> <li>★ Revision of Behavior Contract</li> <li>★ Restitution                             <ul style="list-style-type: none"> <li>○ Letter of apology</li> <li>○ Time</li> </ul> </li> </ul> <p style="text-align: center;"><i>Principal</i></p>
<p><b>Moderate Behaviors</b> Such as: minor damage to property, exclusion, gossip, grabbing, insults, mean tricks, negative written notes, stealing, spreading rumors, tackling/pushing during recess</p>	<ul style="list-style-type: none"> <li>★ Conversation about behavior/choices</li> <li>★ Conference with victim</li> <li>★ Restitution                             <ul style="list-style-type: none"> <li>○ Letter of apology</li> <li>○ Time</li> </ul> </li> </ul> <p style="text-align: center;"><i>Teacher-Parent Notification</i></p>	<ul style="list-style-type: none"> <li>★ Reflection Form filled out and sent home to be signed</li> <li>★ Restitution                             <ul style="list-style-type: none"> <li>○ Letter of apology</li> <li>○ Time</li> <li>○ Community Service</li> </ul> </li> </ul> <p style="text-align: center;"><i>Principal</i></p>	<ul style="list-style-type: none"> <li>★ Loss of 1 recess</li> <li>★ Behavior Contract developed with student, parent, and administration</li> <li>★ Restitution                             <ul style="list-style-type: none"> <li>○ Letter of apology</li> <li>○ Time</li> </ul> </li> </ul> <p style="text-align: center;"><i>Principal</i></p>	<ul style="list-style-type: none"> <li>★ 1-3 day In School Suspension</li> <li>★ After School Detention</li> <li>★ Revision of Behavior Contract</li> <li>★ Restitution                             <ul style="list-style-type: none"> <li>○ Letter of apology</li> <li>○ Time</li> </ul> </li> </ul> <p style="text-align: center;"><i>Principal</i></p>	<ul style="list-style-type: none"> <li>★ 1-5 day In/Out of School Suspension</li> <li>★ Student referred to Teacher Assistance Team (TAT)</li> </ul> <p style="text-align: center;"><i>Principal</i></p>
<p><b>Major Problem Behaviors</b> Such as: harassment (racial, ethnic, gender or religious), biting, hitting, kicking, punching, repeated/chronic failure to comply with classroom rules, spitting, starting a rumor, vandalizing/damage to property, verbal or written threats, bullying, profanity to staff, threatening staff, direct physical contact with staff</p>	<ul style="list-style-type: none"> <li>★ Loss of recess period(s)</li> <li>★ After School Detention</li> <li>★ Behavior Contract developed with student, parent, and administration</li> <li>★ Restitution                             <ul style="list-style-type: none"> <li>○ Letter of apology</li> <li>○ Time</li> </ul> </li> </ul> <p style="text-align: center;"><i>Principal</i></p>	<ul style="list-style-type: none"> <li>★ 1-3 day In School Suspension</li> <li>★ Revision of Behavior Contract</li> <li>★ Restitution                             <ul style="list-style-type: none"> <li>○ Letter of apology</li> <li>○ Time</li> <li>○ Community Service</li> </ul> </li> </ul> <p style="text-align: center;"><i>Principal</i></p>	<ul style="list-style-type: none"> <li>★ 1-5 day In/Out of School Suspension</li> <li>★ Student referred to Teacher Assistance Team (TAT)</li> </ul> <p style="text-align: center;"><i>Principal</i></p>	<ul style="list-style-type: none"> <li>★ 5-10 day Out of School Suspension</li> <li>★ Follow Up Teacher Assistance Team (TAT) meeting</li> </ul> <p style="text-align: center;"><i>Principal</i></p>	<p style="text-align: center;">TEAM Meeting to Discuss ongoing problem behaviors</p> <p style="text-align: center;"><i>Educational Team</i></p>
<p><b>Bus Behaviors</b> Such as: Failure to remain seated, refusing to obey driver or monitor, fighting, pushing, hanging out the window, throwing objects in/out of the bus, spitting,</p>	<ul style="list-style-type: none"> <li>★ Conversation about behavior/choices</li> </ul>	<ul style="list-style-type: none"> <li>★ Loss of Bus privilege for 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>★ Loss of Bus privilege for 3-5 days</li> </ul>		

tampering with bus equipment, destruction of property, inappropriate language.	<i>Principal</i>	<i>Principal</i>	<i>Principal</i>		
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**Please Note:**

- Threats to harm self or others will be dealt with immediately on an individual basis in relation to severity.
- The severity of each incident will be individually evaluated and may warrant variance from the rubric as determined by the building administration.
- Multiple infractions in close proximity may result in additional consequences as determined by the building administration.
- Behavior contracts/plans can replace the discipline rubric.

Appendix B:  
BIAS-BASED INCIDENT PREVENTION AND INTERVENTION REPORTING FORM

1. Name of Reporter/Person Filing the Report:

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Measures taken to ensure safety of target and reporter.

3. Circle whether you are the: Target of the behavior                      Reporter (not the target)

3A. Circle whether you are a: Student                      Staff member (specify role)                      Parent                      Administrator

Other (specify) \_\_\_\_\_

Your contact information/telephone number:

4. If student, state your school:                      Grade:

5. If staff member, state your school or work site:

6. Information about the Incident:

Name of target (of behavior):

Name of aggressor (person who engaged in the behavior):

Date(s) of Incident(s):

Time when incident(s) occurred:

Location of incident(s) (be as specific as possible):

7. Witnesses (list people who saw the incident or have information about it):

Name

Student

Staff

Other

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: Reports may be filed anonymously.)

10: Form Received by:

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

II. INVESTIGATION

1. Investigator(s):

2. Interviews:

Name

Role (target, aggressor, witness)

Date of interview

3. Any prior documented Incidents by the aggressor?  Yes  No

Date:

Date:

Date:

If yes, have incidents involved target or target group previously?  Yes  No

Any previous incidents with findings of HARASSMENT, BULLYING, RETALIATION

Yes       No

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bias-based behavior: (check as appropriate)

YES

Incident documented as:

NO

2. Contacts:

Date

Target's parent/guardian

Aggressor's parent/guardian

District Equity Coordinator (DEC)

3. Action Taken:

(provide details for specific action taken)

Date

Law enforcement

Loss of privileges

Detention

STEP referral

Suspension



Community Service

Education

Other (describe)

4. Describe Safety Planning:

Follow-up with Target: scheduled for

Follow-up with Aggressor: scheduled for

Initial and date when completed:

Report forwarded to Principal: Date \_\_\_\_\_

(If principal was not the investigator)

Signature and title: \_\_\_\_\_

Report forwarded to Superintendent: Date \_\_\_\_\_

SOURCE: MASC Model Policy

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

Board of Education 603 CMR 26:00

603 CMR 26:00

M.G.L. c. 71, § 37O

REFS.: Massachusetts Department of Elementary and Secondary Education's

Model Bullying Prevention and Intervention Plan June 2014

CROSS REFS.: AC, Nondiscrimination

ACAB, Sexual Harassment

JBA, Student-to-Student Harassment

JICFA, Hazing

Appendix C:

**Lanesborough Elementary Residency Procedures**

**Verification**

Before any student is assigned or invited to attend Lanesborough Elementary, his/her parent or legal guardian must provide the following required proofs of primary residency to the Guidance Department as part of their registration process. Applications cannot be processed without these documents. **A parent/guardian government issued photo ID plus two documents** are required for any new student enrollment or to file a change of address.

TWO of the following documents (items cannot be from the same bullet):

- A Utility Bill (not including cell phone bill) within the past 60 days
- A Deed, Mortgage Payment dated within the past 60 days, or Property Tax Bill dated within the last year
- A current Lease, or Section 8 Agreement
- A W2 form dated within the year or a Payroll Stub dated within the past 60 days
- A Bank or Credit Card Statement dated within the past 60 days
- A Letter from an Approved Government Agency\* dated within the past 60 days

*\***Approved government agencies:** Departments of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, any communications on Commonwealth of Massachusetts Letterhead.*

*These residency procedures do not apply to homeless students.*

**RESIDENCY FAQ**

**1)Q How is “residency” defined?**

**A**

In order to attend Lanesborough Elementary School, a student must actually reside in the town of Lanesborough. “Residence” is the place where a person dwells permanently, not temporarily, and is the place that is the center of his or her domestic, social and civic life. Temporary residence in Lanesborough, solely for the purpose of attending Lanesborough Elementary School, shall not be considered residency. The residence of a minor child is presumed to be the legal residence of the parent(s) or guardian(s) who have physical custody of the child. This presumption, however, may be rebutted, if there is evidence that the child actually resides elsewhere.

**2)Q How does Lanesborough Elementary School verify residency?**

**A**

Families applying to register a child at Lanesborough Elementary School or submitting a change of address must demonstrate residency by submitting one document from each of two categories listed on registration overview.

The Lanesborough Elementary School administration reserves the right to request additional documents and/or to conduct an investigation. Because residency may change during the school year, school officials may require verification of residency at any time. Families who change residency during the year must report such change immediately to the Principal of each school in which their children are enrolled, and must provide verification of continued residency upon request.

**3)Q What if I don't have the required proofs of residency with me when I register?**

**A**

All new applicants must submit two required proofs of residency in addition to government issued photo identification. Applicants who do not have the required documents will be asked to return to the guidance department with the appropriate materials before beginning the registration process. Guidance staff will not accept any substitutions for items on the list of acceptable proofs of residency.

**4)Q What can I use for proof of recent rent or mortgage payment?**

**A**

You may present a copy of a money order, cancelled check, or rent receipt. You also may present a copy of a bank statement that shows an automatic deduction for rent or mortgage payment.

**5)Q What if I own my home but do not have a copy of the deed?**

**A**

Contact the financial institution that handles your mortgage or the Berkshire County Registry of Deeds.

**6)Q What if I own a home but do not pay a mortgage?**

**A**

If you no longer pay a mortgage on your home, you must submit a copy of the property deed, along with a copy of the discharge of mortgage.

**7)Q What if I do not pay for utilities or if none of the utility bills are in my name?**

**A**

If you live in a household where all utilities are listed in the name of your landlord or someone else, AND if this is noted on your lease or landlord/shared tenancy affidavit, then you may submit proof of residency in the name of your landlord or the person who pays the bills. If your lease specifies that all utilities are included, and you do not have a home telephone ("land-line telephone") or cable television, guidance staff will verify this information and your application will be processed.

**8)Q What if I have recently moved and have not yet received any utility bills?**

**A**

To fulfill the requirements you may submit a work order from any utility company stating that your service has been ordered or installed.

**9)Q What if I cannot produce all required proofs?**

**A**

If your personal circumstances make it impossible for you to provide proof of residency consult the Lanesborough Elementary School guidance staff. Bring copies of any proofs of residency you have, and describe the circumstances that prevent you from having the required proofs.

**10)Q What if I live with a friend or relative?**

**A**

If you share housing with a friend or relative, you may use the landlord/shared tenancy residency affidavit to fulfill the proof of residency requirement. This form is available at [www.mgrhs.org](http://www.mgrhs.org) or by calling the main office. Ask your friend or relative to complete and sign the affidavit to affirm your residence.

**11)Q What if my family does not have any permanent residence?**

**A**

The proof of residency requirements do not apply to homeless students and families covered by the McKinney-Vento Act. Contact the Lanesborough Elementary School guidance department for assistance with registering your child, if you believe that you qualify as homeless under the Act. If you are staying in a shelter, bring a letter from the shelter staff stating that you are living there.

**12)Q What if I am an undocumented immigrant?**

**A**

No child who actually resides within the district will be denied access to school because of his or her immigration status.

**13)Q Will documents that I submit to prove residency remain confidential?**

**A**

All documents submitted to prove residency will be marked with the student's name and considered part of his or her confidential record. The Lanesborough Elementary School guidance department will adhere to the standards of confidentiality set forth in state and federal laws governing the maintenance and disclosure of these records.

**14)Q How can I report a suspected violation of the residency requirements?**

**A**

Families, staff, students and others can report possible residency violations by calling the Superintendent's office at 413-458-9582 x155.

**15)Q What are the consequences of residency fraud?**

**A**

Any student who is discovered not to reside in district will be dismissed from the school. Additionally, any person who violates or assists in residency fraud may be required to remit restitution to the school for the full educational cost of the student's improper attendance.

Any applicant for the Lanesborough Elementary who cannot produce a property deed or lease must ask the owner or lessee of the property where the applicant lives to complete and sign this legal affidavit.

It is the responsibility of the applicant (not the person who completes this affidavit) to attach a record of recent rent payment, unless this affidavit affirms in #3 below that the tenancy does not require payment of rent.

I, \_\_\_\_\_ hereby depose and state as follows:

*Print Name*

(Complete all three items and sign below)

1. I am (CHECK ONE) the [ ] **owner** [ ] **lessee** of property located in the town of

\_\_\_\_\_, Massachusetts

\_\_\_\_\_.

*Print Address*

2. \_\_\_\_\_, who is the parent/legal guardian of

*Print Name*

\_\_\_\_\_, leases/subleases this property as their principal residence

*Print Student's Name*

from me, without a written lease, in a tenancy at-will, from month to month.

3. CHECK ONE:

\_\_\_\_\_ I have received within the last thirty (30) days rental payment for the lease/sublease of these premises by the party named above.

OR

\_\_\_\_\_ I hereby state that the party named above resides with me at the address above with no payment of rent required.

**Signed under the pains and penalties of perjury**, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_

*Signature*

Print your name: \_\_\_\_\_

Print your address: \_\_\_\_\_

**According to Massachusetts General Law Chapter 76, Section 5:**

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

**The information contained in this legal affidavit is subject to verification**