

# **Student and Family Handbook**

## **Craneville Elementary School**

**2019-2020**

### **Staying Connected**



#### **Craneville School Mission**

At **Craneville School** we believe that each child comes from a unique place academically, socially, emotionally and creatively and that all children are capable of achieving high expectations.

As a school community we strive to provide the best possible education for your children and to develop a safe, nurturing environment that will support and challenge your children to develop self-control and independence and to be the best they can be. We will continue to set consistent limits, high expectations, to support your children in meeting those expectations and to inspire creativity, imagination and wonder.

#### **CBRSD Mission**

The mission of CBRSD is to ensure that every student meets the highest possible educational standards so that they may become responsible citizens able to meet the demands of a diverse and ever changing society.

*The Central Berkshire Regional School District does not discriminate on the basis of race, religion, color, age, gender, national origin, disability, homelessness, sexual orientation, gender identity or veteran status. Equal Opportunity Employer.*

Dear Families,

Welcome back to Craneville School! We've all had a summer to relax, renew and refresh, and now it's time to get back to the business of learning and growing. Communication and cooperation are important ingredients in your child's educational success. Only together can we accomplish the task of providing a well-rounded program of education for all of our children. The staff and I welcome your thoughts, ideas, questions or concerns as we move into a new school year full of opportunities for new growth and learning. This Student and Family Handbook is one way to bring the parents, students, and staff of Craneville together. Please take a few moments to read through the Family Handbook with your family. It contains answers to many of the questions you may have moving into a new school year. If you need any more information please call the school at 684-0209. As always, thank you for sharing your children. **Please note that district information is included in this handbook.**



Sincerely,

Annie Pecor, Principal

**Please note that the CBRSD website has been updated to provide you with even more helpful information in a format that is easier to use. Please visit the site at [www.cbrsd.org](http://www.cbrsd.org). This website is frequently used to communicate important information. On the CBRSD website there is a Parent section: [http://www.cbrsd.org/parents\\_community](http://www.cbrsd.org/parents_community). Information such as bus routes, pre-payment of student meals online, asbestos notifications, etc are posted on the website. Please check this section frequently for updated information.**

**If you require a hard copy of information be sent home please contact your child's school to request hard copies of information to be sent.**

**In addition the full CBRSD Policy Manual can be found on the district website under the School Committee section.**

## **Team Craneville 2018-2019**

**Principal:** Annie Pecor

**Assistant Principal:** Nathan Loux

**Secretary:** Theresa Batanglo

**Nurse:** Nancy Hopper

**Office Paraprofessional:** Carla Halley

**Adjustment Counselor:** Cherie Murach

### **Kindergarten:**

Karen Filiault  
Kim Keiper  
Kimberly Clayton  
Shelly Grogan

**Cafeteria Staff:** MaryJo Barrett,  
Libby Webb, Ann Coleson

### **Grade 1**

Karen Accardi  
Suzanne Drury  
Lisa Pugh

### **Title I Paraprofessional:**

Nichole Kaley

**Custodians:** Head Custodian: Ken Pease  
Anthony Pugh, Brian Lancia

### **Grade 2**

Lynn Robb  
Stephanie Morris

Jennifer Cimini

### **Paraprofessionals:**

Carolan Bonnett, Colleen Marshall, Amy Kozlowski.  
Donna Jordan, Paula Fish, Ed Clark  
Patricia Becker, Marie Bartlett,  
Lori Sheehan, Elizabeth Andre

**Interventionists:** Bethany Hagmaier. Hal Westwood

### **Grade 3**

Deborah Arauo  
Kaitlyn Manns  
Dawn Sickell  
Pat Shepley

**Remedial Reading:** Dale Finnegan-Graham

### **Resource Room/Inclusion:**

Meghan Smith, Carole Wendling, Kathleen Parada,  
Micaela Biagini

### **Grade 4**

Christie Mallet  
Meghan Smith  
Kayla Higgins

**Speech:** Dana Oliva, Nancy Burt

**Occupational Therapy:** Felicia Nevo, Judy Andersen

**Physical Therapy:** Phebe Wehner

### **Grade 5**

Teresa Bills  
Aimee Packard

**ELL:** Susan Yzerman

**Library Paraprofessional:** Bonnie VanValkenburg

Stephen Mercier

**Art:** Sarah Clark

**Music Director:** Michelle Huddy

**Physical Education:** Tom Keefe, Jen Brandi

## CBRSD Information

### **Administration**

*Central Office: 254 Hinsdale Road Dalton, Ma*

#### **Superintendent**

Laurie Casna J.D.  
413-684-0320

#### **Assistant Superintendent of Teaching and Learning**

Leslie Blake-Davis  
413-684-

#### **Director of Student Services**

*Located at Kittredge Elementary School*  
Gretchen West  
413-655-0147

#### **Becket Washington School**

Becket and Washington, Grades PreK-5  
Principal: MaryKay McCloskey  
413-623-8757

#### **Craneville School**

Dalton, Windsor, and Cummington: Grades K-5  
Principal: Annie Pecor  
Asst. Principal: Nathan Loux  
413-684-0209

#### **Kittredge School**

Hinsdale and Peru, Grades PreK-5  
  
Principal: Kathy Buckley  
413-655-2525

#### **Nessacus Regional Middle School**

Principal: Deborah White  
Asst. Principal: Joanne Dowling  
413-684-0780

#### **Wahconah Regional High School**

Dalton, Grades 9-12  
Principal: Aaron Robb  
Asst. Principal: Steve Messina  
413-684-1330

### **Central Berkshire Regional School Committee**

#### **Becket**

Art Alpert

Dr. Barbara Craft-Reis (Chair)

#### **Cummington**

Todd Emerson

#### **Dalton**

Richard Lacatell, Nov. 2020  
(Vice Chair)

Mrs. Ellen Lattizzori,  
Richard P. Farley, Nov. 2020

Nicole Tucker, Nov. 2020  
John Bartels

#### **Hinsdale**

Christine Galeucia

Richard Peters, Nov. 2020

#### **Peru**

Ms. Bonny DiTomasso

#### **Washington**

Open Position

#### **Windsor**

Richard Wagner, Nov. 2020

School Committee meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month during the school year. Meetings are held once per month in July, August, November and December. Locations of the meetings rotate between the six school buildings. Meeting time, dates, locations and agendas are posted 48 hours in advance of a meeting on the school website [cbrsd.org](http://cbrsd.org).

### Craneville Daily School Schedule

**8:15 – 8:35** Breakfast is served daily.

**8:25** Students who arrive before the bell will not be allowed into the building unless they are attending breakfast. Early arrivals must wait on the blacktop behind the gymnasium. **There is adult supervision outside before school beginning at 8:15. For your child's safety please do not drop them off before 8:15.**

**8:40** Classes start. Students arriving in class after this time will be considered tardy and must report to the office to announce their arrival and get a tardy slip to give to the classroom teacher. Please note that students are in classrooms preparing for the day before this time, so students should be arriving by 8:25 to get prepared for the day.

**2:50** Dismissal for walkers/car line

**2:55** Dismissal for bus students

**\*Half day dismissals will be at 11:30, we will begin dismissing walkers/car line at 11:20.**

### Lunch and Recess Schedule

11:30 - 12:00 Lunch	<b>Grades K-1</b>	12:00-12:30 – Recess	Grade 1
12:05-12:35 Lunch	<b>Grades 4 &amp; 5</b>	12:10-12:40 Recess	<b>Grades 2 &amp; 3</b>
12:40-1:10 Lunch	<b>Grades 2 &amp; 3</b>	12:35-1:05 Recess	<b>Kindergarten, Grade 4 &amp; 5</b>

### Breakfast and Lunch Money

The cost of breakfast is \$1.50, hot lunch is \$2.25 and milk is \$0.40.

**Children are encouraged to pay for their breakfast/lunch/milk on a weekly or monthly basis.** The money (a check to CBRSD) must be in a sealed envelope with the child's name, teacher and grade on the front of the envelope. **Example: John Smith, Mrs. Jones, Grade 3.** Lunch boxes or bags should have the child's name clearly marked in/on it. The district is also offering online payments. Look for the lunch payment link on the district website under Parents and Community at [www/cbrsd.org](http://www/cbrsd.org) or go to [www.myschoolbucks.com](http://www.myschoolbucks.com).

Free and reduced breakfast and lunch prices are available for eligible families. Please contact the front office for details. **Students will not be allowed to charge breakfast, lunch or milk.** Parents wishing to share lunch with their children on special occasions need prior approval of the principal.

**The application form for free and reduced lunch should be completed by every parent or guardian and returned to your student's' school as soon as possible but not later than September 15, 2019. Only one form needs to be completed for each household. *It is crucial we receive a 100% response with this form. Please return it even if you do not believe your child or children are eligible for free or reduced lunch.* Free and reduced lunch forms are available in the parent section of the school website. Forms are also available in the main office of each school building.**

### Important Dates

**PTO meetings** will be held monthly **at 6:30 pm** in the Craneville Library. The day of the meeting will be determined by the new PTO president

**Parent Conferences** will be held on the afternoon and evening of **November 6th**. Sign-ups for these conferences will be at Open House.

**State Assessment 3, 4, and 5 \*\***

***\*\*Please do not schedule vacations, doctor's or dentist's appointments during statewide testing. Thank you.\*\****

### April 1-May 24

**Inservice Days**      Sept. 14 (1/2 day)   Oct. 5 (full day)   Dec. 7 (1/2 day)  
March 8 (1/2 day)   May 17 (1/2 day)

**Holiday Vacation**      Dec. 23 -Jan. 1

**Winter Vacation**      February 17-21, 2020

**Spring Vacation**      April 20-24, 2020

**Last Day of School      June 11, 2018 (in a perfect world with no snow days)**

### Attendance:

Each school day is important to the education of your child. Research tells us that the best learning takes place during the interaction of the teacher, student and classmates. Simply making up the work does not take the place of actual class instruction and interaction.

### Did you know?...

**Massachusetts General Law, Chapter 76, Sections 1 and 2, mandates that students attend school and that the responsibility for proper attendance is placed on the parents. The schools are responsible for enforcing this statute and notifying parents/guardians of the recorded absences. The law stipulates that seven (7) unexcused absences in a sixth month period is considered excessive and referral to the appropriate state agency is encouraged. Additionally, if your child accumulates 5 unexcused absences a letter will be sent home recommending a meeting to discuss ways to improve attendance.**

After more than 10 unexcused absences a meeting will be scheduled with administration and the classroom teacher. The solution could be as simple as notifying the parent or guardian and working together to improve that student's attendance. ***However, in extreme cases, it may require the school to solicit assistance from the Court, by filing a Failure to Send or the Department of Children and Families, by filing a 51A (a report of suspected child abuse or neglect).***

- Each day that your child is going to be absent or tardy, **please call the school** (684-0209) between 8:00 a.m. and 8:40 a.m. If you have not called by this time, our office staff will be calling you as a precautionary measure. To leave a message before 8:00 a.m. call the school access the appropriate

mailbox. **If your child visits the doctor or is triaged over the phone please ask for a note for the school to excuse your child's absence.**

- **Excused absences** include illness (*with Dr. notes*), bereavement, religious holidays, time spent with family member home on Military leave, and court appearances. In addition, if your child is dismissed by the school nurse for medical reasons and she requests that you keep him or her home for an additional period of time, this will also count as an excused absence.
- **Unexcused absences** include vacation and absences due to illness without medical documentation.
- If you feel your child is missing school due to anxiety, or emotional causes please contact us so that we may be of help to you and your child. Your child's safety and success in school are our priorities.
- School starts at 8:25 and students entering school after 8:40 will be considered tardy. Students who enter class tardy have a harder time settling into classroom routine, and may disrupt classroom instruction. Please make every attempt to schedule medical and other appointments after school hours whenever possible. We appreciate your efforts.
- If you need to have your **child dismissed before the end of the school day** you must send a **note with your child including the date and time of the dismissal and the name of the person who will be picking them up**. Adults must report to the office in order to sign out the child. **There will be no office dismissals after 2:40 due to changes in afternoon dismissal procedure.** Office staff will call down and have the child sent to the office. Please do not go to the child's classroom to pick them up. Individuals unknown to the office staff will be requested to produce a proper form of identification prior to releasing the child(ren). *For the safety of our school community all visitors must use the front entrance and ring the bell to be let into the building.*

## **Drop Off and Dismissal Procedures**

### **Morning Drop Off Procedure**

- Children dropped off before school must stay under the overhang by the front entrance. Children attending breakfast will be let into the building at 8:15. **Please note there is no adult supervision of children before 8:15 and we discourage students being dropped off before that time.**

### **Bus Procedure**

- The main driveway will be blocked for all traffic except buses starting at 2:45 and will reopen once the buses have departed.
- Bus students will be dismissed through the front entrance beginning at 2:55.

### **Walkers Procedure**

- At 2:50 only those children who are **walking** home will be dismissed through the front lobby. Adults meeting those children to **walk** with them will be asked to wait outside rather than in the lobby.

### **Car Line Procedure**

- **There will be no car pick-ups at the front entrance after 2:40.**
- At 2:50 those children who are being picked up will be dismissed from the back entrance where the buses drop them off in the morning.
- Adults picking up those children will be asked to stay in their cars and form a car line in the back driveway to wait for their children. Staff members will walk children to the cars as they pull up to the door. **Children will only be dismissed to the cars.**

### **Early Dismissal Procedure**

- If you need to make a change in dismissal on a particular day please notify the office by **2:15** so we can be sure to notify classroom teachers of the switch. Calls coming in after 2:00 may not get to teacher's in a timely fashion.
- If you need to have your child dismissed early for an appointment you must do so before **2:40**. **There will be no traffic in the front driveway until the buses have departed. No exceptions.**

**We ask that you be patient and adhere to the procedures outlined above. Your child's safety is our first priority.**

### **Students riding bicycles to school:**

**If you are 16 years old or younger, you must wear a helmet that meets U.S. Consumer Product Safety Commission requirements on any bike, anywhere, at all times. The helmet must fit your head and the chin strap must be fastened. - See more at: <http://massbike.org/resourcesnew/bike-law/#sthash.xC9HOGRF.dpuf>**

### **Transportation:**

#### ***K-5***

- Bus transportation is provided by the district to transport children between school and home, or a permanent childcare provider. The buses cannot be used for any other purpose, such as parties, visiting or meetings. Parents must arrange their own transportation for these occasions.
- If your child is scheduled to take a bus, but will be walking, or will be picked up by someone on a particular day, you must send a note to the child's teacher. This note will be passed on to the office, so that the appropriate people will be aware of the change in the routine. If this change will occur weekly -such as C.C.D., activities at the CRA, etc., one note dated for the duration of that activity will be sufficient.
- **Please note there is no adult supervision before 8:15.**

***Please do not pass the school buses or make U-turns in the driveway.***

- Bus transportation is provided by the district to transport children between school and home, or a permanent childcare provider. The buses cannot be used for any other purpose, such as parties, visiting or meetings. Parents must arrange their own transportation for these occasions.
- If your child is scheduled to take a bus, but will be walking, or will be picked up by someone on a particular day, you must send a note to the child's teacher. This note will be passed on to the office, so that the appropriate people will be aware of the change in the routine. If this change will occur weekly -such as C.C.D., activities at the CRA, etc., one note dated for the duration of that activity will be sufficient.
- All walkers or children driven to school should use the front entrance **after** 8:25 a.m. Please park in the lot and walk your child to the front door. Afternoon dismissals should occur in the same manner. Please exercise caution when driving on school grounds, and observe all 'no parking' signs. **Please note there is no adult supervision before 8:25.**
- **There will be no parking in the circle at any time for any reason for the safety of children entering and leaving Craneville.**

### **PTO:**

Parents and guardians are encouraged to attend the PTO monthly meetings to actively participate in your school community and to become more involved in your children's education. The PTO funds numerous



enrichment opportunities for all students. Various activities are scheduled to support these activities including: book fairs, family nights, special dinners and many more! If you would like to join the PTO and are unable to attend all of the meetings, we can keep you posted through email.

### **School Council:**

The School Council is an advisory body composed of teachers, parents and community members designed to help identify the educational needs of the students attending Becket Washington School. This organization typically reviews the annual school budget, the school improvement plan and advises on various operational issues. You can nominate yourself or someone you know for election to the School Council.

### **School Closings:**

All local radio stations listed below have information on the cancellation of school due to inclement weather. Because we are a regional district that includes the hill towns of Hinsdale, Cummington, Peru, Washington, Windsor and Becket, the district could close due to the weather there, although the weather in Dalton may be less severe. Please note other stations may be added. Snow days will also be announced on the CBRSD website and we will call people using our automated calling system.

#### **RADIO STATION**

WUHN/WHOOPEE/WBEC/LIVE 105  
1110AM/95.9FM/1420AM/105.5FM  
WBRK/WRCZ/Z101, Pittsfield  
1340 AM/101.7 FM  
WHMP, Northampton  
1400AM/99.3FM  
WHYN, Springfield  
56AM/93.1 FM/97.9FM  
WNAW, North Adams  
1230 AM/100.1 FM  
WFLY / Fly 92  
WGY / 810  
WRVE / The River

#### **TELEVISION STATIONS:**

WWLP 22; Springfield  
Capital News 9  
WNYT TV 13  
WRGB TV 6  
WTEN TV 10  
WXXA TV Fox 23  
WGGB 40

### **Homework- Guidelines for Best Practice**

#### **Grades K-2:**

##### **Nightly Reading**

Reading is a life skill and is not considered "homework". Students should read or be read to at home every day. Being immersed in books is one of the best ways for students to become better readers, learners, and thinkers.

##### **Finishing Work Started at School**

Occasionally work that could not be completed by your child during the school day will be sent home to be finished. We appreciate your support with this.

#### **Grades 3-5:**

##### **Nightly Reading**

Reading is a life skill and is not considered "homework". Students should read at home every day. Being immersed in books is one of the best ways for students to become better readers, learners, and thinkers.

##### **Finishing Work Started at School**

Occasionally work that could not be completed by your child during the school day will be sent home to be finished. We appreciate your support with this.

If additional homework is assigned it will be in increments of no more than ten minutes per grade level. For example, 30 minutes for grade 3, 40 minutes for grade 4 and 50 minutes for grade 5

### **Communication with Teachers:**

Communication between parents and teachers is extremely important. If you wish to contact your child's teacher, please feel free to send a note with your child, e-mail the teacher directly or call the school to leave a message on the teacher's voicemail. Please do not ask to speak to a teacher during instructional times. The teacher will call you back at his/her earliest convenience. Email for all staff at Craneville is first initial/last name @cbrsd.org for example dwhite@cbrsd.org.

### **Volunteers and Visitors:**

For the safety of all of our students we will lock the doors every day until 3:05 pm. In order to enter the building you will need to press the button to the right of the door, identify yourself and be buzzed in by the office staff. Volunteers/Visitors (anyone not on staff at Craneville) are required to sign-in at the main office and obtain a badge prior to moving about the building.

Parent volunteers are a critical component of the education of Craneville's children. There are many opportunities throughout the year for parents to volunteer in our schools. Additional opportunities for Preschool Parents include the monthly Coordinated Family and Community Council Meetings.

If you are interested in volunteering at Craneville, please fill out and return the volunteer request form that is sent home to every family in the fall.

*Please be aware that the Massachusetts State Law requires every volunteer to fill out a CORI before he or she can participate in our volunteer programs, classroom activities or field trips. Along with the volunteer form, we will be sending a CORI (Criminal Offender Record Information) and a SORI (Sexual Offender Record Information). Please fill them out and return it to the main office if you plan on volunteering so that we can have it processed. You will need to show a valid MA driver's license with your application. All volunteers will be asked to read and sign a confidentiality agreement.*

### **A CORI and SORI must be completed every two years.**

### **Lost and Found:**

Please check lost and found frequently if your child is missing items of clothing, a lunch box, etc. as students have a tendency to forget about lost items. *Unclaimed items are distributed to local charities at various times during the year. Announcements regarding these dates will be made before donations are given.*

### **Counseling:**

Craneville has a School Counselor who is certified by the Massachusetts Department of Education as a School Adjustment Counselor. It is the role of the school counselor to help students with their personal, social, emotional and academic concerns. The School Counselor meets with students individually and/or in small groups. The School Counselor also works with teachers, administration and parents to help all students be successful in school. The services provided by the School Counselor are a regular education service and a child does not have to be on an educational plan (IEP) to access these services.

Referrals to the School Counselor can be made in the following ways. School personnel i.e. Teachers, Principal and the Nurse all may refer a student if they believe he or she may benefit from this service. A parent may refer a student or may call for some information, advice, and suggestions or with concerns. Students can also request to meet with the School Counselor for assistance with various issues including academic, social or personal matters. The School Counselor provides a variety of services which include but are not limited to: individual or small group meetings with students, lunch groups, mediation and conflict resolution for students, crisis

intervention, classroom activities (which include social skills and bullying prevention), transitional services for children leaving or entering Craneville (either due to a move or due to grade change), and referrals services for outside assistance.

The School Adjustment Counselor's office is located directly off the main office. You can reach the school adjustment counselor by phone at 684-0209 ext 4142.

### **Playground:**

All children are expected to play safely on the playground. Classroom teachers and playground supervisors will review rules with all students frequently. All students must listen to and follow the instructions of any adult who is supervising them. There will be no rough play, and no hard balls, bats, etc. Children will **NOT** be allowed to take snacks outdoors during lunch recess time. **No adult, other than supervisors, and approved volunteers are allowed on the playground during recess.** Parents/guardians should not call to students at the front playground fence or attempt to approach students while they play on the front playground. If you come to school during this time to pick up your child, please come to the office as usual and we will send appropriate personnel to get your child.

### **English Language Learner Education**

A student whose home language is not English, as shown on the district home language survey, after consultation with the family is administered an English language proficiency assessment. If deemed necessary based on the assessment results, the student receives ELL services.

Parents have the option to request a waiver to attend mainstream classes without ELL support/sheltered instruction. Information regarding this process can be obtained by contacting the ELL Coordinator.

Students are eligible to exit the ELL program once state and local assessments indicate that a transitional level of English proficiency has been achieved. Upon exiting, students are monitored for two years to ensure appropriate transition into the mainstream classroom setting. Should the student demonstrate a need for English language support, s/he may be accepted back into the ELL program.

For information regarding the ELL program, translation of written material, scheduling a translator for a meeting, entrance and exiting procedures, and the rights of families of English Language Learner students, please call the ELL Coordinator Maria Geryk at (413) 655-0146.



### **Physical Education:**

- Students are required to wear play clothes, socks and sneakers. Sneakers are required in all Physical Education classes as being the best foot apparel for strenuous activity. All sneakers must have laces or Velcro and be fastened securely to the feet at all times. Rubber sole shoes are not made for the strenuous activity that sneakers are meant to take and do not allow optimum freedom of movement.
- Excused participation from class: It is expected that all children participate in Physical Education classes. If it is necessary to be excused from a class, a note from the parent is required. Any child who is to be excused for more than two consecutive class periods must have a written note from his/her doctor stating the duration of time to be excused and the reason.

### **Personal Items:**

Toys, expensive equipment (**radios, IPODS, MP3s, Cell Phones, video games, etc.**) or favorite treasures that could be accidentally broken **should not be brought to school. Special circumstances may come up at the teacher's discretion. If your child must carry a cell phone to and from school it must be turned off during school hours. Students may use school phones to contact parents if necessary during the school day.** **The following items should also be left at home:**

money-other than lunch money, gum, dangerous items and any item that could be used as a weapon (including toy guns and swords), hardballs and bats. Sports equipment is limited to soft balls, such as Nerf balls or tennis balls. The use of all sports equipment is subject to the approval of the Playground Supervisor(s).

#### **Invitations:**

**Craneville is an inclusive community. Please do not send party invitations to be passed out at school unless the whole class is invited.** Many teachers compile a list of telephone numbers and addresses of classmates to be used to set up play dates and for party invitations. You may also request a class list (names only). Thank you for your support.

#### **Snacks:**

In addition to keeping Craneville peanut/nut safe it is a district and school recommendation that you send healthy snacks for your child to enjoy during snack time. Snack is meant to be a quick, independent activity requiring minimal clean up.

Academic performance and quality of life issues are affected by the choice and availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability, improved self-esteem, and the ability to learn and perform better in school. In order to support wellness in our schools the following policy was recently adopted by CBRSD:

1. During school hours home-prepared products will not be allowed to be sold, distributed or shared.
2. All school sites will provide an environment where healthful eating behaviors are the norm and are modeled and reinforced.
3. The Central Berkshire Regional School District shall ensure that eating experiences and nutrition education are integrated into the core academic curriculum at all grade levels where appropriate. All cooking based instruction will follow nutritional guidelines.
4. CBRSD will strongly discourage students from sharing food or beverages from one another, given concerns about allergies and other restrictions on some children's diets.
5. Celebrations. The Central Berkshire Regional School District recognizes that class parties are a tradition in public education, but will limit celebrations that involve food during the school day to no more than one party per class per marking period. Each party should include no more than one food OR beverage that does not meet nutrition standards for foods and beverages. For the health and safety of all staff and students, all food and beverages brought from home for parties **MUST** be in sealed, store packaging with a clear list of ingredients and allergens. Homemade and unlabeled food is not allowed for classroom distribution.

#### **Immunization Requirements Pre-K-5**

According to state regulation (102 CMR 7.09 and 105 CMR 220.00) students must be on an immunization schedule before they enter school. The CBRSD requires that students have immunizations that are up to date for school entry at the time they enter school. Records will be given to the school nurse for verification and record keeping purposes. Immunization requirements vary by grade. Please contact your child's school nurse if you have questions. Nancy Hopper 684-0209 ext. 4209, [nhopper@cbrsd.org](mailto:nhopper@cbrsd.org)

#### **Physical Examinations Pre-K-5**

Under state law students new to the school system must present results of a comprehensive physical examination within six months of enrollment and at intervals of either three or four years thereafter. Please provide a physical exam record to the school at the beginning of kindergarten, first, fourth, seventh and ninth grade. If your child had a physical exam during the school year, please provide the school nurse with a copy of the updated record.

## **Behavior Expectations:**

We encourage children to develop positive, respectful communication and interaction skills with all other children and adults, through the ongoing development of the following character traits-Respect, Determination, Citizenship, Thankfulness, Tolerance, Friendship, Responsibility, Leadership and Cooperation. Children are expected to be cooperative and respectful with any adult who is supervising them at any particular time. If a child exhibits inappropriate behavior, measures will be taken based on the seriousness and frequency of the behavior(s). The Craneville Staff has developed a list of expectations, behaviors and consequences so that there will be consistency in the way we handle behavioral issues.

Should the behavior warrant a visit to the Principal's office or to the Assistant Principal he/she can expect the following depending on the severity of the behavior:

The child will be asked to describe the incident and reflect on possible alternatives to the inappropriate behavior.

In addition, the child may be asked to fill out a processing sheet describing the incident, the problem he/she was trying to solve, why the behavior was unacceptable and alternative solutions for the future. This processing sheet is to be signed by parents and returned to school. Children will also sign indicating they understand the expectations discussed. Depending on the severity of the behavior the child may be required to call the parent and explain the situation or in some cases, the Principal Assistant Principal may make the call.

Other consequences may include being separated from the group, referral to the school counselor for mediation and having to make some form of restitution. Consequences will be extended or increased as deemed necessary based on the severity of the offense. Continued problem behaviors will result in a team meeting with parents to discuss alternatives. Certain offenses could warrant being sent home or suspension from school.

Home/School communication and mutual support are crucial in improving behaviors and making school a positive experience for all.

## **Physical Restraints:**

In compliance with M.G.L 603 CMR 46.00 The CBRSD ensures that every student participating in CBRSD educational programs will be free from unreasonable use of physical restraint. Physical restraint shall only be used only in emergency situations after less intrusive alternatives have failed or been deemed inappropriate and with extreme caution. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious physical harm. Required training is done for all staff at the start of the school year and for new employees hired after the school year begins within a month of their employment. In each school building there are identified staff with advanced training in Crisis Prevention Intervention with in depth training on physical restraint. Only school personnel who have received training pursuant to 603 CMR 46 shall administer physical restraint on students. The training requirements contained in 603 CMR 46.00 shall not preclude a teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent serious, physical harm. All reporting requirements of 603 CMR 46.06(2) shall be complied with in the event a restraint occurs.

## **BULLYING-POLICIES & PROCEDURES FOR REPORTING & RESPONDING TO BULLYING & RETALIATION**

The CBRSD Bullying Prevention Policy (5770) can be found on the district website

<http://www.cbrsd.org/CentralOffice/PolicyManual.pdf>. The language regarding reporting is copied below:

- CBRSD Policy states, “Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.”
- Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.
- Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.
- Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.
- A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

### **Reporting bullying or retaliation.**

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district has made a variety of reporting resources available to the school community including, but not limited to, the CBRSD Incident Reporting Form available on the district website and a point of person of contact in each building.

Use of an Incident Reporting Form is not required as a condition of making a report. CBRSD schools will: 1) provide a copy of the Incident Reporting Form on the school website; 2) make it available in the school’s main office. The Incident Reporting Form will be made available in the language(s) of origin of students and parents or guardians upon request.

#### **a. Reporting by Staff**

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

#### **b. 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.

#### **c. Reporting to DESE**

The district keeps records of all reports of bullying incidents. The data is reported to DESE annually based on requirements.

## Responding to a report of bullying or retaliation.

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

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

### b. Obligations to Notify Others

- i. Notice to parents or guardians. Upon an allegation of 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.
- ii. 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.
- iii. 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 a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is 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.

### c. Investigation.

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

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

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

Procedures for investigating reports of bullying and retaliation 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.

d. 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.

e. Responses to Bullying.

A flow-chart outlining the Central Berkshire Regional School District follow-up for both the aggressor and the target is presented in Appendix C. The specific steps for responses to bullying are described in the paragraphs below. An example of conduct plan for the aggressor is presented in Appendix D.

.Teaching Appropriate Behavior Through Skills-building

Upon the principal or designee determining that bullying or retaliation has occurred, the school shall use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.



ii. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

iii. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. An example of a support plan for the target is presented in Appendix E. The plan includes various options and strategies including but not limited to increasing adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

## COLLABORATION WITH FAMILIES

A. Parent education and resources. CBRSD schools will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the school. The programs will be offered in collaboration with the PTO, School Councils, Special Education Parent Advisory Council, and other appropriate school/community organizations.

B. Notification requirements. Each year CBRSD schools will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) of parents or guardians, upon request. The schools will post the Plan and related information on its website and those plans will be mirrored on the district website.

## PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

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

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

#### DEFINITIONS

Aggressor is a student or a member of a school staff including, but not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a member of a school staff including, but not limited to an educator, administrator school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional 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.create 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.

Cyberbullying 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 against whom bullying, cyberbullying, or retaliation has been perpetrated.

#### RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or 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.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or 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, regardless of whether the Plan covers the behavior.

#### **1.DISCIPLINE OF STUDENTS WITH DISABILITIES (IEP/504)**

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

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

the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise. Procedural requirements applied to students not yet determined to be eligible for special education.
  1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
    - a. The parent had expressed concern in writing; or
    - b. The parent had requested an evaluation; or
    - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
  2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
  3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

## **II. Disciplinary measures that may be imposed if harassment or discrimination has occurred:**

The Central Berkshire Regional School District developed and adopted an Anti-Bullying policy (**#5770**) that is embedded in district-wide approaches to promoting a positive, pro-social culture for all students and staff, such as the district's School-wide Positive Behavior Support initiative, and the implementation of school violence prevention curricula, *Second Step*, *Steps to Respect*, *Botvin Life Skills*, and *Olweus Health Curriculum*.

### **Bullying Prohibited**

Bullying, including cyberbullying, and retaliation are not acceptable conduct and are prohibited within the Central Berkshire Regional School District. Central Berkshire Regional School District leadership and other staff will endeavor to maintain learning and working environments free of bullying. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information is prohibited. Any student who engages in conduct that constitutes bullying or retaliation shall be subject to a range of disciplinary consequences up to and including suspension or expulsion.

This prohibition is in effect in the following locations:

- In the school building and on school grounds
- On property immediately adjacent to school grounds
- At a bus stop, on the school bus, or in other school-sanctioned transportation such as another vehicle owned, leased, or used by the school district
- At a school-sponsored or school-related activity, function, or program whether it takes place on or off school grounds
- Through the use of technology or an electronic device that is owned, leased, or used by the school district or school
- At any program or location that is not school-related, or through the use of personal technology or electronic device, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school

### **Definitions of Key Terms**

**Bullying:** The repeated use by one or more students or a member of a school staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that causes physical or emotional harm to the target or damage to the target's property; places the target in reasonable fear of harm to himself/herself or of damage to his/her property; creates a hostile environment at school for the target, infringes on the rights of the target at school; or materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying. (Definition based on M.G.L. c.71, 370 as amended by section 74 of Chapter 38 of the acts of 2013)

**Cyberbullying:** Bullying through the use of technology or any 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. (Definition based on M.G.L. c.71, 370)

**Aggressor:** A student or a member of a school staff member who engages in bullying, cyberbullying, or retaliation.

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**Target:** A student against whom bullying, cyberbullying, or retaliation is directed.

**Retaliation:** 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.

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**Hostile Environment:** 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 the student's education.

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

### **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.

Students, parents or guardians, and others may request assistance from a staff member to complete a written report or may report orally. 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. A student who knowingly makes a false allegation of bullying or retaliation shall also be subject to disciplinary action.

## **Notification of Bullying Requirements**

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 determination 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.

### Notice to Another School or District

If the reported incident involves students from more than one school district, charter school, nonpublic 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.

### 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 a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable expectation that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the district's Anti-Bullying Policy and state and federal policies and procedures, consult with the school resource officer, if any, and other individuals and organizations such as the Police Department and the District Attorney's Office, as the principal or designee deems appropriate."

## **Responses to Bullying**

### Teaching Appropriate Behavior Through Skills-building

Upon the principal or his/her designee's determination that bullying or retaliation has occurred, the school will use a range of responses that balance the need for accountability with the need to teach appropriate behavior. [M.G.L. c. 71, § 37O(d)(v)] Skill-building approaches that the principal or designee may consider include:

- Offering individualized skill-building sessions
- Providing relevant educational activities for individual students or groups of students in consultation with guidance and/or school adjustment counselors and other appropriate school personnel
- Implementing a range of academic and nonacademic positive behavioral supports to help students understand prosocial ways to achieve their goals
- Meeting with parents and guardians to engage parental support and to reinforce the

- anti-bullying curricula and social skills building activities at home
- Developing individual behavior plans to include a focus on specific social skill development
- Making a referral for counseling or other mental health services for targets, aggressors, and family members.

### Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the District's and School's code of conduct.

Discipline procedures for students with disabilities are governed by the federal "Individuals with Disabilities Education Improvement Act" (IDEA) and state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

### Promoting Safety for the Target and Others

- Any school staff member who witnesses possible bullying should immediately intervene and stop the possible bullying at that moment, as well as subsequently report suspected bullying behavior to the principal or designee when further investigation is warranted.

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well.

Supportive services will be offered to the target. These services may include safety planning, school adjustment counselor services, and a mental health referral.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

The full text of the Central Berkshire Regional School District's Anti-Bullying Policy is available at [www.cbrsd.org](http://www.cbrsd.org). Questions regarding the district plan for the prevention of bullying can be directed to Laurie Casna at 413-684-0301 or [lcasna@cbrsd.org](mailto:lcasna@cbrsd.org).

### **III. 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 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 parent 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.

In School suspension can be used as an alternative to Short term Suspension at the discretion of the principal.

## **SCHOOL COMMITTEE POLICIES & STATE LAW RELATIVE TO DISCIPLINE**

### **RESPONSIBILITIES OF STUDENTS**

1. Students must treat teachers and other students with respect, regardless of sex, race, color, creed, ethnic background, socio-economic status, or minority group membership.
2. Students must refrain from impairing the educational process or depriving students or teachers of their right.
3. Students must respect the personal property of other students and teachers.
4. Students must refrain from acts endangering students or teachers, or impairing the condition or maintenance of school buildings or grounds.
5. Students must recognize the authority of the teacher and of duly commissioned non-teaching personnel anywhere in the school buildings or grounds.
6. Students must refrain from rude language or conduct.
7. Students must adhere to school rules and attempt to institute change through legally acceptable channels.
8. Students must apply their best efforts in studying and learning in each subject and class.
9. Students must keep their parents and or/guardians informed of all important school matters and events.
10. Students must respect the rights of all other students, teachers, administrators, counselors, nurses, paraprofessionals, custodians, secretaries, cafeteria employees, bus drivers, and guests.
11. Students must respect the individual right of each human being to differ and be different from them.

### **REGULATIONS FOR THE CONDUCT OF STUDENTS**

(As required by General Laws, Chapter 71, Section 37H)

1. The school committee employs a superintendent to have "the care and supervision of the public schools". The superintendent, in the day-to-day operation of the school, delegates "the care and supervision" of the schools to the principals, teachers, and other staff. It is the responsibility of the principals, teachers, and other staff to publicize and enforce these regulations as well as to take the appropriate steps to formulate more detailed rules as necessary to support these regulations.



2. School committee regulations (and supporting rules) for the conduct of students are applicable when the students are under the jurisdiction of the school as defined in Policy 6510.
3. The following specific regulations are established by the school committee with reference to student conduct. Each student shall:
  - a. Attend school regularly in accordance with guidelines set out by the Massachusetts Board of Education and the school committee.
  - b. Account for absence (and tardiness) in the manner prescribed by each school.
  - c. Behave in a non-disruptive manner with due regard to the rights and privileges of others.
  - d. Be subject to applicable provisions of state law and local ordinances.
  - e. Know and follow the specific safety rules and procedures of the school.
  - f. Know and follow the specific rules and procedures related to fire and other emergency drills.
  - g. Refrain from smoking and possessing, using, buying or selling alcohol or illegal drugs.
  - h. A student may not be barred from participating in any school program, including athletic teams, musical groups or other clubs sponsored by the school because of hair or clothing style as long as the style does not endanger his/her health or safety or the health and safety of other students, or create a disruption of the educational process.
  - i. All students shall refrain from hazing as defined in Chapter 536 of the Acts of 1985. Students violating Chapter 536 may be disciplined pursuant to school Committee Regulations (and supporting rules) for the Conduct of Students. A copy of Chapter 536 of the Acts of 1985 shall be reproduced in the Student Handbook. A copy shall be given to each secondary school student and employee involved with supervision of such students. Written acknowledgement of the receipt of the student handbook shall be obtained from each person receiving the same.
4. The principal of each school will make copies of this policy available in the school's regular student, teacher, and parent notices and handbooks. Copies of these regulations will be made available from the principal of each building to any person on request and without cost.
5. Written acknowledgement of the receipt of the student handbook shall be obtained from each person receiving the same.
6. These regulations, along with certification indicating their availability as provided in paragraph 4, have been filed with the commissioner of education.

#### CHAPTER 227: AN ACT PROVIDING FOR DRUG FREE SCHOOL ZONES

Effective July 11, 1989, anyone convicted of dealing drugs within one thousand feet of an elementary, vocational or secondary school will face a two year mandatory prison sentence. It will not matter whether the dealer knew he was near a school, whether it is a public or private school, or in session. The law will pertain to drug distributors, manufacturers or persons possessing a controlled substance with intent to distribute it. A fine of up to ten thousand dollars may also be imposed but not in lieu of the two-year term of imprisonment.

#### CHAPTER 241: AN ACT PROVIDING FOR SUSPENSION OF A LICENSE TO OPERATE A MOTOR VEHICLE UPON CONVICTION OF VIOLATION OF THE CONTROLLED SUBSTANCE ACT

A license to drive is one-privilege drug offenders will now lose for certain. This new law provides that a conviction of any drug offense shall result in the loss of the right to drive for a period of time up to five years. In the case of minors who may not yet have a driver's license at the time of their conviction, they may lose the right to obtain a license until reaching age twenty-one.

#### CHAPTER 269: HAZING

All persons must refrain from "*hazing*" as defined in Chapter 536, Acts of 1985, also known as **Massachusetts General Law Chapter 269**. The Central Berkshire Regional School District considers "*hazing*" will be subject to the school discipline codes, including suspension or exclusion.

**Section 17** Whoever is a principle organizer or participant in the crime of "hazing" as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "*hazing*" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. (Central Berkshire Regional School District students come under the jurisdiction of the schools as outlined in policy #6510. Provisions of the state law would be in effect on private property.) Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

#### CHAPTER 322: AN ACT FURTHER REGULATING THE MISUSE OF DRIVER LICENSES AND IDENTIFICATION CARDS

Teenagers and college students in particular should be aware that the mere possession of a false identification or license is an offense that now can send them to jail. A new law came into effect on July 11, 1989 that makes a broad spectrum of activities related to false I.D.'s or licenses punishable by a fine or imprisonment. These activities include, but are not limited to: making, using or carrying a false I.D. or license; using the cards or license of another; and furnishing false information in obtaining an I.D. or license. In addition, a conviction on any of these charges will result in an automatic one-year suspension of the license to drive.

#### CHAPTER 622: TITLE IX GRIEVANCE PROCEDURES

##### **Provisions Related to the Initiation of Grievances**

- A. Any parent, guardian, student or other person or group who believes that Title IX, Chapter 622 regulations have been violated may grieve that violation.
- B. All grievances or questions should be made known to the Chapter 622 Coordinator c/o Central Office, 254 Hinsdale Road, Dalton MA or by telephone (413) 684-0320.
- C. The coordinator will follow all necessary steps to accomplish an amicable resolution and to reduce confrontation. All grievances at this level will be kept confidential and every effort will be made to reduce the sometimes-sensitive issues discreetly and without further embarrassment and/or harassment.
- D. If the coordinator is unable to resolve the grievance to the satisfaction of those concerned, then the grievance will be brought to the Personnel Sub-committee for review who in turn will make a recommendation to the full School Committee. A copy of the grievance will also be sent to the Bureau of Equal Educational Opportunity.
- E. The School Committee will have thirty (30) days in which to respond in writing to the complaining party. A copy of this response will be sent to the Bureau of Equal Educational Opportunity

##### **Provisions Related to the Processing of Grievance**

- A. The Bureau of Equal Opportunity shall act as the representative of the Board of Education for the purpose of receiving complaints pursuant to these regulations.
- B. The Bureau of Equal Educational Opportunity shall, pursuant to a complaint received, conduct reviews to insure compliance. The School Committee and the specific school(s) involved shall cooperate to the fullest extent with such review.
- C. In the event of non-compliance, the Board of Education may take such action as it sees fit including, but not limited to, withholding of funds or referral to the office of the Attorney General for appropriate legal action.

## STATE LAW AND REGULATIONS REGARDING THE DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

With respect to removal of students with special needs from public school, Massachusetts General Laws, Chapter 71B, section 3 states: "No school committee shall refuse a school age child with special needs admission to or continued attendance in public school without the prior written approval of the Department (of Education). No child who is so refused shall be denied an alternative form of education approved by the Department..." For purposes of this statute, the Department of Education has developed procedures that protect students with special needs from suspensions of more than ten (10) cumulative days in a school year. However, nothing in these procedures is intended to limit the provisions of Section 331 of the Chapter 766 Regulations for emergency evaluation and placement in "...instances of dangerously assaultive or self-abusive behavior..."

## COMPLAINT PROCEDURE FOR ALLEGED DISCRIMINATORY OR HARASSING CONDITION (5760)

The Central Berkshire Regional School District is committed to equal employment and educational opportunity for all employees and applicants, students, and members of the school community without regard to race, color, sex, religion, national origin, age, sexual orientation, disability or homeless/unaccompanied status in all aspects of employment and education. The members of the school community include the School Committee, administration, staff, students, and volunteers working in the schools, while they work and study subject to school authorities.

The Central Berkshire Regional School District is committed to maintaining a school and work environment free from harassment based on race, color, sex, religion, national origin, age, sexual orientation, disability or homeless/unaccompanied status. The Central Berkshire Regional School District expects all employees, students and other members of the school community to conduct themselves in an appropriate and professional manner.

Harassment on the basis of race, color, sex, religion, national origin, age, sexual orientation, disability or homeless/unaccompanied status in any form will not be tolerated. Such harassment includes unwelcome remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or handicap individuals or groups.

## COMPLAINT PROCEDURE:

1. Any member of the school community who believes that he/she has been subjected to harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
  - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
  - d. On the basis of the grievance officer's perception of the situation he/she may:
    - Attempt to resolve the matter informally through reconciliation.
    - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the

proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, district will act promptly to eliminate the offending conduct.

4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

Adopted:	April 29, 1976
Revised:	September 22, 1977
Revised:	December 14, 1978
Revised:	April 5, 1979
Revised:	March 29, 1982
Revised:	April 9, 1987
Revised:	April 10, 2008 (Completely rewritten)

Note: The name and contact information for the grievance officer is as follows:

Deborah White  
35 Fox Road  
Dalton, MA 01226  
Tel: (413) 684-0780  
[dwhite@cbrsd.org](mailto:dwhite@cbrsd.org)

#### DRUG/ALCOHOL ASSISTANCE, PREVENTION AND DISCIPLINARY PROCEDURES (6730)

##### 6730: Drug/Alcohol Assistance, Prevention, & Disciplinary Procedures

6730.1 The Central Berkshire Regional School District is committed to provide an environment for students to reach their maximum potential. To this end, it is necessary for each school and each student to remain alcohol and drug free.

6730.2 The use or possession of drugs, alcohol or look-alike-drugs by any student on school property, in schools, or at school functions is prohibited. Students shall be barred from any school sponsored event if they have been using alcohol, drugs, or look-alike-drugs prior to their attendance at or participation in said school sponsored activity.

6730.3 Along with the above strong prohibition, the school committee recognizes that use of alcohol and drugs is a concern affecting the mental, emotional, and physical health of students. Therefore, it is the committee's belief that educational programs should be planned, designed and evaluated in order to afford students opportunities in making positive choices regarding their health.

6730.4 The school committee also recognizes that alcohol and drug abuse are part of a broader scope of problems involving the individual and society. These problems include a breakdown in confidence and communication between young people and adults. The committee has a responsibility to strengthen, promote and protect trust between people.

6730.5 Along with the educational programming for students, staff will be informed of district policies, procedures and protocols for prevention, intervention and follow-up in preventing and responding to substance use and abuse. Specific training will be provided to staff members responsible for screenings for substance use.

6730.6 Parents and Guardians will be notified of the policy through provision of school handbooks and posting of the policy on the district website.

6730.7 Should there be breaches of conduct concerning alcohol and drugs, the school committee supports the administration, principals and superintendent, in effecting the following procedures for disciplinary action to insure a positive and productive learning environment in its schools.

**Procedures for Screening for Risk for Substance Use Related Problems:**

- a. The district will use a verbal screening tool to screen students annually at two different grade levels for substance use related problems.
- b. Qualified staff will be identified and trained to do the screening.
- c. Any statement, response or disclosure made by a pupil during a verbal substance use disorder screening shall be considered confidential information and shall not be disclosed by a person receiving the statement, response or disclosure to any other person without the prior written consent of the pupil, parent or guardian, except in cases of immediate medical emergency or where a disclosure is otherwise required by state law.
- d. The District will maintain a resource list for the network of services available through agencies in the area.
- e. Parents will be notified in advance of the screenings and of the right to opt out.
- f. Students in treatment or absent as part of their recovery will be supported in reintegrating to school.

**PROCEDURES FOR DISCIPLINARY ACTION**

**Definition of Terms:**

Alcoholic Beverage. Alcohol spirits, liquor, wine, beer, and every liquid or solid containing alcohol spirits, wine, or beer in which contains half of 1% or more of alcohol by volume which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Controlled Substance. A controlled substance includes any substance defined in this section or identified as such under the law.

Drug. As defined in Chapter 94, Section C of the Massachusetts General Laws, stimulants, amphetamines, depressants, tranquilizers, narcotics, relaxants, and hallucinogens or any other controlled substance regulated by the FDA and not administered as a properly prescribed medication.

Electronic Cigarettes. Handheld electronic device that creates an aerosol by heating a liquid. Use of E-Cigarettes is sometimes called vaping. Please refer to Policy 6760, which further defines smoking products not permitted on school grounds.

Look-Alike-Drug. A substance or combination of substances, liquid or solid, which simulate, appear like, or are intended to be drugs. (Examples are dry spices in cigarette wrappers and over the counter prescription drugs passed off as controlled substances.)

Use. The ingestion, inhalation, or injection of an alcoholic beverage, drug, or look-alike-drug.

Possession. Having an alcoholic beverage, drug, or look-alike-drug or drug paraphernalia (a) on one's person, or (b) among one's personal possessions such as a locker, motor vehicle, book bag or purse, or (c) within the, reasonable immediate vicinity of one's person.

Parent. Father, mother, or guardian.

As principals and the superintendent choose courses of disciplinary action, they will distinguish between and among alcohol, look-alike-drugs, and drugs which are controlled substances.

As principals and the superintendent choose courses of disciplinary action, they will distinguish between and among alcohol, look-alike-drugs, and drugs which are controlled substances.

**Controlled Substances**

A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance is subject to expulsion suspension or exclusion from the school.

B. Any student who is charged with a violation of section 6730.6 above, shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

C. The principal may remove a student who has committed a disciplinary offense under M.G.L c. 71 Section 37H or 37H ½ for more than 90 days in a school year. The school district will maintain a School Wide Education Service plan that includes a list of services available to any student suspended or excluded from school for more than 10 days.

D. Any student who has been issued a long-term suspension from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The student shall have ten days from the date of being issued the suspension in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The hearing will be conducted in accordance with M.G.L c.71 Section 37 H ¾. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

E. If a student is suspended from school, the student will be referred to a community-based substance abuse prevention or treatment agency or a school-based program.

#### Alcohol, Drugs and Look-Alike-Drugs A.

A. If a student is suspected of being under the influence of an alcoholic beverage or in possession of or under the influence of a look-alike-drug:

1. The principal and superintendent shall be immediately notified.
2. The student shall be immediately examined by a school nurse if available. In addition, if deemed appropriate by the administrator, any one or more of the following may be undertaken.
  - a. The student will be sent to a physician for examination.
  - b. The school will notify the student's parents.
  - c. The administration will assist the student in arranging for a community-based substance abuse educator or counseling service.
  - d. The administration will notify the local police.

B. If a student is found to be using or in possession of an alcoholic beverage, drug or a look-alike drug:

1. First Offense -- The student will be suspended from school, generally for a period of up to three days. In addition:

- a. The parent will be notified of the offense.
- b. The local police department will be notified of the offense. Any contraband will be turned over to the police.
- c. The principal will refer the student to a community-based substance abuse educator or treatment agency and the school guidance department.
- d. A follow up plan will be recommended for the individual student by the substance abuse educator and/or the school based mental health provider.

2. Second Offense -- The student will be suspended from school, generally for a period of not less than three days. In addition:

- a. The parent will be notified that the student has committed a second offense.
- b. The local police department will be notified of the offense. Any contraband will be turned over to the police department.
- c. The principal will refer the student to a community-based substance abuse educator or treatment and the school guidance department. A plan will be revisited for the student.

3. Third and subsequent offenses -- The student will be suspended from school and expelled long-term suspension may be considered. In addition, the course of action outlined for a second offense may be invoked.

C. A student who is found *distributing or selling* alcohol or a look-alike-drug or in *possession of a quantity of* alcohol or a look-alike-drug:

1. First and subsequent offenses -- The student shall be suspended from school for a period of up to ten days.

In addition:

- a. The parent will be notified
- b. The local police department will be notified of the offense. Any contraband will be turned over to the police department.
- c. The principal will refer the student to a community-based substance abuse educator or treatment agency the school guidance department.

Adopted: June 27, 1985

(Replaced previous policy #6730 -- "Drug Education and Drug Abuse.")

Revised: June 26, 1986

Revised: August 18, 1994

(Written to conform with the Education Reform Act, Chapter 7, Section 37H of the Massachusetts General Laws.

Also replaced policies numbered #6730 and #6710.)

Revised: July 27, 2017 (Written to conform with Chapter 52 of the Acts of 2016.)

#### JURISDICTION OF THE SCHOOL

**6510.1** Students of the Central Berkshire Regional School District are considered under the jurisdiction of the school.

**6510.11** While on school grounds or within the school.

**6510.12** While traveling to and from school for a reasonable amount of time as determined by the administration.

**6510.13** While at any school-sponsored activity

#### SMOKING POLICY

There will be no smoking by anyone at any time in any building or on school grounds of the Central Berkshire Regional School District. Student violators will be subject to suspension.

#### 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 hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- a. the disciplinary offense;
- b. the basis for the charge;
- c. the potential consequences, including the potential length of the student's suspension;

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

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

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

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

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Short-term suspensions which do not 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.

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

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

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



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

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

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian'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 consequence will be imposed.

If the principal decides to impose a long-term suspension, the written determination shall:

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

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

If the student is in grades pre-k through 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.

#### DUE PROCESS FOR SUSPENSIONS: APPEAL OF LONG-TERM SUSPENSION

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the 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 consequence than that of the principal. 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. Emergency removal will not occur until adequate provisions are made.

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

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

#### IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 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 parent 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 parent 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 an 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. 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.

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.

#### POLICY AND LAW

Prior to the beginning of each school year, each school committee shall schedule a minimum of 180 school days for the year for all public schools under its supervision and control. As a matter of policy, the Board of Education recommends that each school committee schedule a 185 -day school year to provide for contingency of snow days and other schedule disruptions. In all cases, school committees are encouraged to exceed the minimum where possible for the purpose of extension of student learning time.

**Definition of a School Year:** Under Education Reform, the law describes the school year as being 900 hours of supervised instructional time. In order to accumulate 900 hours, a student must be in class for five hours per day for 180 days. The Nessacus schedule will make it easy for a student to accomplish this easily.

**Definition of School Day:** A school day for an elementary grade shall consist of a minimum of 5 instructional hours. A school day for secondary grade shall consist of a minimum of 5 ½ instruction hours. A school committee may schedule a school day or school days of less than 5 or 5 ½ hours of instructional time with early release of pupils on the day before Thanksgiving, and to permit in-service education, parent conferences, and other professional activities provided that the average annual length of the school day is 5 instructional hours for elementary or 5 ½ instructional hours for secondary grades. The Commonwealth of Massachusetts, recognizing the rights of all individuals for a proper education has compulsory school attendance laws in effect (Chapter 76, Section 2 of the State Education Law):

"Every person in control of a child shall cause him to attend school as therein required, and if he fails to do so for seven day sessions or fourteen half-day sessions within any period of six months, he shall on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars. No physical or mental condition capable of correction or rendering the child fit subject for special instruction shall avail as a defense unless it appears that the defendant has employed all reasonable measures for the correction of the condition and the suitable instruction of the child."

## DIRECTORY AND YEARBOOK INFORMATION

The following public notice shall be published in the legal section of the school paper, school handbook, and local newspaper displayed on each school's bulletin board by September 1 of each year:

### NOTICE IS HEREBY GIVEN (6430.11):

That Central Berkshire Regional School District, pursuant to the U.S. General Education Provisions Act declares the following directory information" as provided in said act, and that information relating to students may be made public if said information is any of the following categories:

A.       Student

## **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, the school shall provide the student and parent/guardian with written and oral notice of the proposed suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

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

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

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

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

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Short-term suspensions which do not 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.

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

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

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

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

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

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian'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 consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

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

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

If the student is in grades pre-k through 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.

#### **DUE PROCESS FOR SUSPENSIONS: APPEAL OF LONG-TERM SUSPENSION**

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the 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 consequence than that of the principal. The superintendent's decision shall be final.

#### **DUE PROCESS FOR SUSPENSIONS: EMERGENCY REMOVAL**

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

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

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

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

1. The due process procedures above do not apply to a) possession of a dangerous weapon; b) possession of a controlled substance; c) an assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c.71, §§37H or 37H½.
2. The principal will inform the student of the specific charges in writing, informing the student of the right to be represented by counsel (at the student's expense) and the right to provide evidence and question witnesses, on the proposed hearing date.
3. The student may appeal the principal's expulsion determination to the Superintendent of Schools within ten (10) days of notification of the expulsion.
4. The superintendent may uphold, reduce, or reverse the disciplinary action after the appeal hearing. Note that a failure to make an appeal to the superintendent within the ten (10)-day period will exhaust any further right of appeal.
5. All students who have been suspended or expelled who remain residents of the District shall have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities.
6. If the superintendent upholds the expulsion decision, if the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan.

### **Safe School Policy:**

The State of Massachusetts requires all public schools to comply with the following:

- (a) Any student who is found on school premise or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance defined in Chapter 94-C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his or her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his or her reasons for choosing the suspension instead of expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his or her opinion, the continued presence of this student in the school will not pose a threat to the safety, security, and welfare of the other students and staff in the school.

**(d) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.**



### **Safe School Plan:**

While we cannot anticipate every situation, Craneville has developed a comprehensive plan to address a number of crises that could arise in and around our school and community. Should we ever need to evacuate students and staff from our building and grounds, we will walk to the Dalton CRA on Main



Street. We will attempt to reach parents by phone so that they can pick up their child(ren) from that site. **(Please ensure that the contact information on your child(ren)'s school Emergency Card(s) is kept up to date.)** Information will also be provided to area radio stations to inform as many parents as possible. Do not attempt to pick up the children at school or en route. We will release children in an organized manner from the CRA. Be assured that the safety of your child(ren) is always our primary concern.

### **Drills:**

Announced and unannounced drills are conducted throughout the year to familiarize students with proper evacuation procedures. Fire, playground, evacuation and severe weather drills occur to acquaint students with the procedures to access a safe area within and outside of the building. **In the event of a real emergency, parents should not attempt to remove their child(ren) from the school setting as greater confusion would occur. Parents should listen to local T.V. and radio stations to obtain information particularly during lock down or evacuation situations.** See the school's website for important information regarding the Safe School Plan.



## **Health Information**

### **Health and Sex Education**

#### **Parental Notification Relative to Sex Education**

In accordance with General Laws Chapter 71, Section 32A, the Central Berkshire Regional School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues for the school in which their child/ward is in attendance.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, if any are necessary, and will inform parents/guardians that they may:

- Inspect and review program instructional materials for these curricula.
- Instructional materials for these curricula.
- Arrange with the principal to review the materials at the school, or may arrange to review them with the Superintendent of Schools.
- Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy will be given an alternative assignment.

Decisions as to the applicability of curricula under this policy shall be decided in conformance with Policy 5520 of the Central Berkshire Regional School Committee.

Any parent/guardian who is still dissatisfied after the process described in Policy 5520 may send a written request to the Commissioner of Education for review of the issue.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1st of each year.

#### **PROCEDURES TO BE USED:**

1. Each year the Superintendent of Schools will send a copy of the policy and these procedures to each building principal, or program director in the case of such program. Said principals or directors shall be responsible for implementation of said policy.
2. Each principal or director shall have a brief but specific description prepared for parents/guardians of each curricula in his building applicable to this policy. In the event that a specific course is problematical

to this policy, the principal or director shall discuss the appropriateness of the curricula to the policy with the Superintendent of Schools for the applicability of the curricula to this policy.

3. If there is a curriculum change during the school year, to the extent practicable, the parents/guardians will be notified of this fact in a timely manner before implementation.

4. Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. This responsibility shall be either the school principal or his designee.

5. A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may request of the Superintendent a review of the issue. The Superintendent shall follow the procedures set out in Policy 5520 for determination of the matter.

### Health Services

Ideally we hope that each student is able to maintain perfect attendance for the school year, but we know that this is not always possible. Children cannot do their best work if they do not feel well. If your child is ill, please keep him/her home.

- We suggest that a child have a normal temperature for at least 24 hours before coming back to school. It is unfair to the child, as well as to the other children to send him/her to school prematurely.
- If your child has been out with a virus or other infectious diseases, please let the school know so that we are aware of the possibility of other children contracting the same disease. We have to report any infectious diseases (such as chicken pox, etc.) to the Public Health Nurse.
- Each September, an **EMERGENCY CARD** is sent home for you to update emergency information. If your child has a chronic medical condition that school personnel should be aware of, you should indicate that condition each year. If such information were not included on your child's emergency card, we would assume that the condition no longer exists. Also, please make sure to update this information during the school year, if necessary. **Please note on the back of the emergency card an area for parental authorization, which needs to be checked and signed.** Our school physician has given written orders for administration of medications listed on the emergency card. **If your child needs a medication other than what is listed on the emergency card, it will be the parent's responsibility to obtain a written doctor's order and properly label medication so the school nurse may administer the medication. All medication to be given in school must be in a properly labeled container from the pharmacy or in the original over the counter container.**
- A weekly fluoride swish program will be available for students in Grades 1 through 5. This program has been proven to be very effective in preventing tooth decay. This is not a substitute for daily oral fluoride tablets. Parental permission is required for your child to participate.

Please call the school nurse if you have any questions or concerns

### Medications:

Under Massachusetts General Law, Chapter 112, Section 80B, a nurse is required to have a medication order to administer ANY medication, including over the counter drugs available without a prescription. Over the counter drugs include, but are not limited to aspirin, acetaminophen (brand name "Tylenol"), cough syrup, and the like. The order to the nurse can be written by a physician, dentist, nurse practitioner, or physician's assistant. **A WRITTEN PARENTAL AUTHORIZATION ALONE DOES NOT SUFFICE.** The medication is to be kept in the nurse's office at all times; students are not allowed to keep medication in their cubbies. Contact the school nurse should you have any specific comments or questions.

### Drugs and Alcohol Assistance, Prevention and Disciplinary Procedures:

The complete policy (Policy 6730) regarding these important matters can be obtained by calling the school or the Central Office 684-0320.

### Directory Information

CBRSD, pursuant to the United States General Education Provisions Act, declares the following as 'directory information' as provided in said act and that information relating to students may be made public if said information is in any of the following categories:

1. Student's name, address, telephone listing
2. Date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of the athletic teams
6. Dates of attendance
7. Degrees and awards received
8. Most recent previous educational agency or institution attended
9. School-related photographs for use in yearbooks

If you do not want any information about your child released to the press or any other source, or if you wish to prohibit release or use of your child's image to the press, on a school website, or in any other manner, then you must complete and return the enclosed form to your youngest child's school within 30 days. This form is also available on the school website in the parent section. Please note that information on how you may withhold authorization from Wahconah Regional High School to release student directory information to military recruiters, which CBRSD must otherwise do by federal law (see School Committee Policy 6340.2), will be provided to parents or guardians of high school students directly by WRHS.

### **Community Use of Facilities**

The school Community investment in physical plant and facilities has for its first priority the education of children in the district. Organized citizens groups within the district who wish to use the district facilities for educational or other beneficial social events are required by school district policy to apply, in writing, through the principal of the building they wish to use. These applications should be made one month or more in advance of the interested use. Any overtime incurred by the custodians and/or cafeteria staff for Community Use of Facilities will be charged back to the group using the facility. For more information refer to Policy 7520 or contact the Central Office at 413-684-0320.

### **Due to life threatening allergies Craneville Elementary School is A Peanut/Nut "Safe" School.**

**Please familiarize yourself with the following guidelines.**

Our primary concern is the education, health and safety of all children at Craneville Elementary School. Due to the Life Threatening Allergies (LTA) present, Craneville Elementary School is a "Nut Safe" School.

We are committed to the health and safety of Craneville students, therefore, after taking into consideration input from parents, staff, medical personnel, and the Department of Education guidelines, the following procedures are in place. Staff members have been trained to administer Epi-Pens and to recognize the signs of anaphylactic shock.

#### **Classrooms:**

- There will be no peanut/nut products in all classrooms for snacks.
  - Hands will be washed when entering the classroom in the morning and after snack to lessen the potential of cross contamination to common areas of the school, specifically, cafeteria, bathrooms, hallways, PE, art, music and library.

#### **Lunchtime:**

There are many healthy alternatives to peanut/nut products for lunch and we urge you to use them as often as possible. However, when peanut/nut products are sent for lunch, please let

your child know. There will be three specifically designated areas where children will sit depending on student lunch choices.

- **Peanut/Nut-Free Table(s)** – where students with Life Threatening Allergies to peanuts/nuts will sit and may invite friends without peanut/nut products to join them.
  - Students with peanut/nut product allergies will be dismissed first and return to the classroom.
- **Peanut/Nut Product Table(s)** – where students with peanut/nut products may sit and invite a friend with or without peanut/nut products.
  - Students sitting at the peanut/nut product table will be required to wash hands after finishing lunch and packing up.

**All other tables in the cafeteria will be Peanut/Nut Product Safe** where all children EXCEPT those with nut allergies and those who bring nut products may sit.

Please read labels of lunch and snack food being sent to school. Items containing nuts or manufactured with nut products are **not allowed** for snack or classroom celebrations and must be eaten at the **Peanut/Nut Product Table(s)** during lunch.

Thank you for your assistance and cooperation.

**Use of Craneville Elementary School at any other time for outside organizations or special events will be Peanut/Nut Safe in order to lessen the possibility of cross contamination.**

In addition to this handbook, the [CBRSD website](#), the Craneville Website and individual classroom websites are sources of information. Bus routes, school closings, calendars, forms, online payment of student meals, meeting schedules and agendas, as well as the full CBRSD Policy Manual, can all be accessed through the District website <http://www.cbrsd.org/>.