



GABRIEL ABBOTT MEMORIAL SCHOOL

56 North County Road, Florida, MA 01247 Tel: (413) 664-6023

HANDBOOK FOR STUDENTS, PARENTS, AND TEACHERS

We Try To Keep The Webpage As Current As Possible. To Be Sure You Are Viewing The Lasted Updated Handbook, Please Contact The School For A Copy.

September 2017

MISSION

The mission of the Abbott Memorial School is to provide opportunities that promote individual growth, excellence in education, and lifelong learning for all in a framework of cooperation, responsibility, and respect.

The Gabriel Abbott Memorial School handbook is the culmination of the collaborative efforts of the School Governance Council, the school administration, and the School Committee to design a resource guide for the students and parents of the school to have. It contains many of the basic policies and procedures that the school uses for its students, staff, and visitors. It covers many of the questions and concerns that a student or parent would want to know if a situation came up at the school. Parents are asked to sign that their student has received the handbook and that the parents have read it. The school will also maintain a copy of the handbook on its website located at: <http://www.abbottmemorial.org>.

It should be noted that every effort is made to keep the handbook up to date and as comprehensive as possible, however, we cannot publish all of the policies and procedures for the school within it. Feel free to contact the school at (413) 664-6023 with any questions that you may have.

Welcome to Abbott Memorial School

2017-2018 School Year

Dear Parents & Guardians,

We, here at Abbott Memorial, look forward to working with you and your child in providing an excellent educational experience. Our staff is committed to providing a safe and challenging learning environment for all our students. Our commitment, along with your continued support in being actively involved in your child's education, will ensure a successful year for all. Together with parents, we encourage students to take responsibility for their learning while we guide them to reach their potential. You can be sure that we will work diligently to provide your student with daily effective instruction to fit their individual learning styles. We ask that you continue to be involved in your child's education by:

***Talking to your child about his/her school day**

***Providing homework support**

***Making sure they are rested and nourished**

***Attending Open House, Parent Conferences**

and

PTA Meetings

***Speaking regularly with your child about responsibility and respect**

We look forward to working together to make this school year a productive one!

**Heidi Dugal
Principal**

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IMPORTANT PHONE NUMBERS

Main Office-664-6023 or 664-2078 (Fax) 663-3593

Library-664-0153

Principal's Office-664-6023

Superintendent's Office-664-9292

DuFour Bus Co. 662-3510 or 743-7070

Community Lunch-Community lunch is served monthly at 12:00 am and 12:30. The price is \$4.00. Please call ahead to notify the kitchen staff if you will be attending.

Field Trips-A permission slip must be signed by the parent and received by the teacher before a student will be allowed to participate. **Telephone permission will not be accepted.**

Florida Parent-Teacher Association meets every two months on Mondays at 6:00 p.m. at the school. Reminders of bi monthly meetings are sent home with students as well as robo calls as reminders.

Florida School Committee meetings are held at 5:00 p.m. on the second Monday of the month.

Monroe School Committee meetings are held as deemed necessary at the Monroe Town Hall.

Note: Meeting Dates Are Always Subject To Change. It Is Recommended That You Call In Advance To Confirm The Time And Dates.

Sign In-All visitors must enter through the front entrance and sign in at the front desk. Each visitor will be given a visitor's pass. Students who enter late should sign in at the front desk also.

The parent/guardian at the front desk when leaving the premises must sign out **Sign Out**-All students. A dated note to the teacher prior to early dismissal is appreciated.

Student Drop Off and Pick Up-If your child is not riding the bus to school and home, pick up and drop off take place in the lower level cafeteria door (near the Florida Public Library entrance. Vehicles must enter through lower road off North County. Drop offs begin at 8:20 a.m. and picks ups begin at 3:10 p.m. **Please be patient and do not pass vehicles in line.**

Note: School doors are locked at all times for your children's safety. Please be patient when ringing the bell.

HANDBOOK POLICY

A handbook will be given to each new student entering school. A form will be given with each handbook, requiring a signature from both parent and student. If this form is not received by the due date, it will be assumed that the handbook has been received and read.

TITLE IX/CHAPTER 622

Chapter 622 of the Acts of 11071 states: "No person shall be excluded from or discriminated against admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, sexual orientation, or national origin." Any person who believes that this law has been violated may request a written explanation from the Florida School Committee through the superintendent and may submit a copy of such request to the Bureau of Education Opportunity of the Department of Education.

Title IX of the Education Amendments of 11072 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program

or activity receiving Federal financial assistance." Any person who believes that this regulation has been violated may submit a grievance to the superintendent.

If you have questions or concerns regarding Chapter 622 or Title IX, please contact:

Superintendent of Schools, 98 Church Street, North Adams, MA 01247 (413)

664-9292

SECTION 504

(Section 504 of the Rehabilitation Act of 1973) PARENT'S/STUDENT'S RIGHTS

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabilities;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education (FAPE). This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided student without disabilities;
6. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. Chapter 33, P.L. 101-476);
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of relevant records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise are in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, advise you of the right to a hearing;
14. File a local grievance, in accordance with the school district's Nondiscrimination grievance procedure;

15. Request an impartial hearing related to decisions or actions regarding your child's identification, evaluation, or placement. You and the student make take part in the hearing and have an attorney represent you. Hearing requests may be made to the Commonwealth of Massachusetts, Department of Education: Bureau of Special Education Appeals, 350 Main Street, Malden, MA 02148-5023 (Phone#: 1-781-388-3300);
16. Appeal to the Office of Civil Rights (OCR), Region I, U.S. Department of Education, John W. McCormack, Post Office and Court House Square, Room 222, Boston, MA 02700;
17. Ask for payment of reasonable attorney fees, if you are successful on your claim.

The person in this district who is responsible for assuring that the district complies with Section 504 is Doug Wentworth, School Adjustment Counselor, Gabriel Abbott Memorial, Florida School District, 56 North County

Rd., Florida, MA 01247-9614. Phone# (413) 664-6023.

EXCLUSION OF SPECIAL NEEDS STUDENTS

All students are expected to meet the requirements for behavior set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as Chapter 766 requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students.

1.	The Individualized Education Plan (IEP) for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.	
2.	The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.	
3.	When it is known that the suspension (s) of a special needs student will accumulate up to 10 days in a school year, a review of the IEP as provided in Section 333 of Chapter 766 regulations will be held to determine the appropriateness of the student's IEP and to make sure the IEP is being properly implemented. The team will also make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:	
	A.	Design a modified program for the student or
	B.	Write an amendment to the IEP to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.
In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval for the alternative plan will be followed.		
If the parents reject an alternative plan or an IEP and the student is viewed by the school to be a danger to himself or to others the school may seek court intervention to remove the student from school immediately. All other conditions of the IEP must be met during this interim period.		

BUSING

A.	Eligibility - By act of the Town of Florida, each student is entitled to bus passage to and from school.	
B.	Pick up - The student will be picked up on a public road near his/her house and transported to school.	
C.	Departure - Buses will leave the school between 3:00 and 3:15 p.m. and students will disembark at the point of pick up.	
D.	Behavior - It is expected that students will behave in the manner expressed under the "Discipline Policy".	
E.	Change of Destination: Any student wishing to be bused to a destination other than his/her home must present a permission slip to the principal and the bus driver. This slip must specify the date of the change, the desired destination, the student's name and parent's signature.	
F.	Disciplinary Procedures - Infractions will be reported as follows:	
	STEP 1	Verbal (optional per driver and principal)
	STEP 2	Written Warning
	STEP 3	3 Day Suspension
	STEP 4	4 Day Suspension
	STEP 5	5 Day Suspension
	STEP 6	Matter is referred to superintendent for dispensation.

	A student, who has not been reported for 20 consecutive school days, will be reduced by one step on the disciplinary scale.

STUDENT RECORDS

Under Massachusetts law, the school may release the following student information: name, address, telephone number, date and place of birth, attendance records, participation in activities or sports, and honors or awards. If parents DO NOT want this information released, they must notify the school.

STUDENT RECORDS POLICY

Enrollment/Transfer Students

“All students will be enrolled as expeditiously as possible. The transition works best when all records and required documentation are in place. To enroll in Abbott Memorial School a student must have a birth certificate, up to date record of immunizations, documentation of a recent physical examination by a pediatrician (within six months), and proof of residency.

A student transferring into Abbott Memorial School must provide a complete copy of his/her school record. The record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspendable act. At registration, parent/guardians will complete a registration packet, which includes essential personal and emergency information, permissions to request school records from prior schools, a home language survey, and various permissions to participate in school activities. It is requested that parent/guardians inform the school office of any special programs or needs that their child has at the time of enrollment to facilitate appropriate classroom placement and programming (Especially for IEP, 504, participation in Title 1 or ELL/ESL programs). Families are encouraged to bring their children to school prior to their first day so that they can have a tour and familiarize themselves with the new school environment.

Preschool Entry

Abbott Memorial School has a free full day preschool program for children ages 3 & 4 in the towns of Florida and Monroe. The entrance age must have the child being age 3 by August 31st. This program is also open to out of district appropriate age children at a cost of \$100.00 per week.

Kindergarten/First grade

The entrance age for Kindergarten is 5 years old by August 31. Families interested in enrolling their children in first grade, but whose children are not 6 by August 31, will need documentation of successful completion of kindergarten and must meet with the principal to discuss appropriateness of first grade placement.

Withdrawal

Parent/guardians who are moving their families out of Abbott Memorial School during the school year are requested to inform the school office of the intent to withdraw and complete a withdrawal form and permission to forward school records.

A written request for records must be signed by the parent or guardian and sent to the former school. That school will then send the records to the new school. Records will not be released to parents or guardians.

Student records consist of anything a child does. At the end of the year, teachers will dispose of all student work if not requested by June 30.

SCHOOL ATTENDANCE

The Gabriel Abbott Memorial School includes preschool through grade eight. A child, who will observe his /her fifth birthday prior to September 1st of that school year, may enroll in the kindergarten class. The parent or guardian

must complete registration forms.

A.	Opening - Students are expected to be in school no later than 8:20 a.m. Students are not allowed in the building before 8:20 am without written permission from the principal or faculty. Each homeroom teacher will begin the school day by having the entire class settled for morning announcements including recitation of the Pledge of Allegiance.		
B.	Lunch	Pre-K	12:00
		6, 7, 8	12:00 - 12:30
		K-5	12:30 – 1:00
C.	Recess	K-5	12:00-12:30
	At least one teacher will be on duty during recess period. All students, unless ill, are expected to participate in recess if the temperature is 10 degrees F or above. Students will not be sent outdoors if the temperature is lower than 10 degrees F, or in inclement weather.		
D.	Closing →	Students are called to their buses at 3:10 p.m. Students who have elected to walk home are dismissed after all the buses and parent pickups have left the school grounds.	
E.	At no time is a student allowed to leave the school grounds during school hours without the permission of the principal.		
F.	Students are required to bring a note from home following an absence from school.		
G.	Scheduled half days dismiss at 11:30 am. Early PD dismissals are at 1:50 p.m.		
H.	Dismissal: Students will not be allowed back into the building after dismissal without permission from a member of the staff or the Principal.		
I.	The teachers are under no obligation to provide assignments to students dismissed from school for vacation reasons. With 48 hours’ notice, teachers have the option of providing assignments for missing time. The make-up period should extend, or be equal to, the amount of time the students are absent.		

SCHOOL CANCELLATION INFORMATION

School cancellation and delays are broadcast on **WMNB 100.0 FM, WNAW 1230 AM Tel: 413-663-6567** and will be broadcasted on television channels 6, 10 and 19 through school closings.

- Students are allowed five dances per year (excluding the graduation dance).
- Dances will be organized through the 8th grade dance committee.
- The principal will be notified of the students' intent at least five days prior to the dance.
- All dances require one teacher chaperone and one parent chaperones.
- The principal and the class advisors determine type of dress.
- All dances are for students in grades 5-8 attending Abbott Memorial School, out of district grades 5-8 and immediate graduates of Abbott Memorial School. The form for out of district students **must be filled out and submitted by the Tuesday before the dance to the principal.**
- Eighth grade students are allowed to bring 9th grade students other than graduates of Abbott Memorial School to the Graduation Dance, provided the necessary forms be submitted.
- Once leaving the dance, a student must leave the school grounds and will not be allowed to return.
- The students are to be clear of school grounds not later than fifteen minutes after the conclusion of the dance

Please make all arrangements before the dance.

- Rules of conduct, as outlined under discipline, apply to all extra-curricular activities.
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Parents & Guardians will also be notified by our School Messenger system.

DANCE POLICY



Abbott Memorial School

Out-of- District Student Permission Form for School Dances

Student Information

Student's Name: _____ Address: _____

School: _____ Telephone Number: _____

Grade: _____

Emergency Information

Parent's/Guardian's Name: _____

Telephone: _____ Cell Phone: _____

Beeper: _____

Person to contact in case parent/guardian cannot be reached

Name: _____ Telephone: _____

Cell Phone: _____

Parental Permission

My son/daughter _____ has my permission to attend a dance at Gabriel Abbott Memorial School. I understand that he/she must follow all the rules set forth in the Abbott School Student Handbook and that I must be available to pick my child up from the dance if an infraction of school rules occurs. If I am not available, I must appoint a designee to act on my behalf. I also understand that the principal/dean of students of my child's school must also sign this form to confirm that my child displays appropriate behaviors at his/her own school.

Does your child have any allergies or other medical concerns? If so, please explain.

Parent/Guardian Signature: _____ Date: _____

Principal/Dean of Students Signature

____ displays appropriate behavior at school and during after school

Student's Name

I would recommend that this child be allowed to attend an Abbott School dance.

Principal/Dean of Students Signature: _____ Date: _____

DRESS CODE POLICY

Because of the unique nature of the school community, we have put together a policy that is sensitive to 3-13 year olds. In general, any mode of dress adopted by either boys or girls, which would reflect unfavorably in the school or disturb the educational process, will not be allowed. The fact that the school permit's a wide variety in clothing does not imply that all styles are equally appropriate. We hope that parental discretion on appropriate dress will be consistent with those of the school administration.

This list does not attempt to include all items, the following **WILL NOT** be permitted: HATS OR OTHER HEAD COVERINGS:

Neither male nor female students are allowed to wear hats or other head coverings in the building during the school day. The last Friday of the month is HAT DAY and on that day students may wear hats.

SHIRTS:

1. Clothing displaying indecent or inappropriate writing, pictures, or slogans including cigarette, drug or alcohol advertising, etc.
2. Midriff, see-through blouses, halters, tank tops with straps less than two fingers wide, tube tops, muscle shirts.

SHOES:

1. No bare feet.
2. High heels that are higher than 2 inches.
3. House slippers

SHORTS/SKIRTS/PANTS:

1. Shorts/skirts that do not extend to the tip of your longest finger ***when standing upright.***
2. Sagging shorts or pants.
3. Underwear showing.

MISC.:

1. Articles of clothing that could cause damage or injury to other students or property.
2. Clothing that is unsafe and inappropriate for normal activities.

Students ***will not be allowed*** into the classroom wearing inappropriate clothing. Parents will be notified so that they may have appropriate clothing brought to the school.

DISCIPLINE POLICY

Contents:

Discipline Programs

- Introduction
- Positive Atmosphere
- Responsibilities and Rights
- Students
- Teachers
- Parents

The Discipline Process

- Major Misbehavior
- Minor Misbehavior
- Severely Inappropriate Behavior

Introduction

More and more, parents, teachers, and students are expressing concern about the increase in behavior problems in schools today. We all want schools which are safe and supportive, where students have the opportunity to learn, and teachers the opportunity to teach. The key to providing such an environment is discipline, which is based on fairness, equity, and due process. A successful discipline policy should anticipate situations and set up circumstances to prevent them from occurring as much as possible.

Discipline should be a learning process, wherein individuals learn to behave in a manner consistent with stated expectations. These expectations are often expressed in a school discipline policy.

The staff at the Gabriel Abbott Memorial school have developed the following policy with input from parents, teachers and students. We feel it responds to the concerns expressed by our school community. It provides for a school that fosters a positive climate, but at the same time recognizes that it is necessary to address those behaviors that are inappropriate or detrimental to a learning environment.

Rights and Responsibilities

Students

Students have the responsibility to listen to instructions, to work in a cooperative manner, and to follow classroom guidelines set out by the teachers.

Students have the responsibility to be attentive, and not interrupt or disrupt classes

Students have the right to hear and be heard.

Students have the responsibility to respect others by not teasing or bugging other people, and by showing respect and courtesy toward others.

Students have the right to be treated with courtesy and respect.

Students have the responsibility not to threaten or harm anyone else in the school.

Students have the right to be safe.

Students have the responsibility to respect the privacy of others, and the personal property and personal space of others.

Students have the right to privacy, personal property, and personal space.

Students have the responsibility to be understanding of the ancestry, cultural background, religious beliefs, and gender of others.

Students have a right to be proud of their ancestry, cultural background, religious beliefs, and gender.

Teachers

Teachers have the responsibility to treat students and parents with respect.

Teachers have the right to be treated with respect by students and parents.

Teachers have the responsibility to teach and maintain an understanding and appreciation of the differences of others

Teachers have the right to have their gender, race, religion, and culture respected.

Teachers have the responsibility to give parents timely notification when their child (ren)'s absence or lack of classroom preparation is interfering with their education or the education of others.

Teachers have the right to expect students to be present in class, to have a positive attitude, and to be prepared to learn.

Teachers have the responsibility actively to involve all students in the learning process and to conduct such means of evaluation as are deemed necessary.

Teachers have the right to expect that the classroom is a place of learning, where all students participate in the

process of learning.

Teachers have the responsibility to provide a safe environment for all students and to dismiss any pupil who presents a threat to anyone else.

Teachers have the right to feel safe in their classrooms and in the school.
 Teachers have the responsibility to report any damage or theft to personal property.
 Teachers have the right to expect their personal property to be free from theft or vandalism.
 Teachers have the responsibility to seek parental support and to encourage a collaboration between home and school.
 Teachers have the right to expect parental and guardian support in matters related to the education of child (ren).

Parents

Parents have the responsibility to teach and to model appropriate behavior for their child (ren).
 Parents have the right to expect the school climate to be safe and supportive.
 Parents have the responsibility to reinforce that school is a learning environment and to encourage home study and to monitor their child (ren)'s progress.
 Parents have the right to expect the school to promote learning.
 Parents have the right to be informed of any serious or persistent concerns involving their child (ren).
 Parents have the responsibility to obtain accurate and first hand information before being critical of the school, staff, and/or students.
 Parents have the right to address any serious issues.
 Parents should understand that consequences for student choices are a necessary process of the student's socialization and growth process.

Positive Atmosphere

Discipline is a complex issue. There is no doubt that expectations must be clearly stated and consequences must be consistently applied. On the other hand, the real key to good discipline is to prevent inappropriate behavior from occurring in the first place. This is a proactive approach to discipline, one that the staff at the Abbott Memorial School works hard to implement.

We offer a variety of extra-curricular experiences to our students. The staff feels that if they and students build a rapport and that if students feel positively connected to the school, they will be less likely to misbehave. Activities offered in the recent past have included.

Activity Period/AmeriCorps	Field Trips	Ski Club
Chorus	Science Fair	Skating
Attendance Incentive Program	School Dances	Soccer
Homework Club	Basketball	Waitrons
Music Lessons	Cultural Arts Programs	YMCA
	Kidterest	

Teachers assign homework to provide drill and practice to extend work being done in the classroom, and to build independent work habits. Parents can assist students by arranging a specific time for homework and providing a quiet work area.

*The Homework Club is open to children in grades 4-8 during the year as needed. It has been designed to help students get a *jump* on homework assignments with a teacher available to assist them. Students may attend any or all of these days.

*Kidterest is overseen by the principal with a volunteer base of parents, teachers and community members who believe in the positive services these programs provide. The Student Activity Fund provides necessary funds for programs.

Our Kidterest program is offered at different months throughout the year. We usually have anywhere from 2 to 5 sessions

available, with each session extending four weeks.

Other consequences for appropriate behavior include:

Positive self-esteem for a job well done.
 Subject marks award daily performance as well as examination performance.
 Students in grades 4 - 8 who have performed exceptionally well are recognized on our Honor Roll.
 Subject awards for excellence are awarded each year at graduation.

The Kellie Ann Boyce Memorial Award is awarded each year to a graduating female student who has made a significant contribution to both the school and the community.

The American Legion Award is awarded each year to a graduating student who has shown the most progress either academically or behaviorally during their years at Abbott Memorial School.

Report Cards/Progress Reports: Report cards are issued three times a year (November, March and June) for grades K-8. Progress reports are issued at midterm on an as needed basis.

Honor Roll Criteria*: An honor roll is published each semester for students in grades 5-8. The criteria is as follows:

High Honors	All grade average 90 or above	All Satisfactory or Passing
Honors	All grade average 80 or above	All Satisfactory or Passing
Merits	Only one grade average between 70 and 80%	All Satisfactory or Passing

***An unsatisfactory grade in conduct in a Specialist class will prevent a student from earning any honor roll status.**

THE DISCIPLINE PROCESS

Purpose - the purpose of discipline is not to punish an individual for improper behavior but to prevent subsequent similar behavior.

Respect yourself, others, and property.

Expected Behavior - All are expected to treat each other with mutual respect; to obey persons in authority; to respect the property of others; to be punctual in attendance; to be neat in personal appearance; to display proper habits of personal hygiene and to abide by school and community regulations. Students should not bring anything to school that causes a distraction to teaching and learning not required by curricular or extra-curricular activities or without permission from the school. The administration has the responsibility and power to maintain order and discipline in the school and to ensure compliance with the school rules and regulations. The procedures range from simple warnings and removal of privileges, to actions such as detention, suspension, exclusion, expulsion and possible court action. *The following outline of disciplinary actions is not a step-by-step procedure, nor is it to be considered all-inclusive, but rather is meant to serve as a guideline. The seriousness of the offense, the student's previous behavior and the necessary actions required to correct the offending behavior will influence the course of action followed by the principal and faculty.*

The following reasons for disciplinary action apply to infractions on school grounds or during an educational function, or extra-curricular event off school grounds or when a student is traveling to or from school or other such educational function.

EXCLUSION: Temporary removal of a student from the regular school program for a period greater than 10 school days.

REASON FOR EXCLUSION: Physical or emotional disability which is detrimental to the welfare of other students.

AUTHORITY: Principal.

EXPULSION: Forfeiture of a student's entitlement to attend school in this district.

REASON FOR EXPULSION: For serious infractions of the rules as set forth in the disciplinary code.

AUTHORITY: Rests with the School Committee.

INTERNAL SUSPENSION: Temporary exclusion from normal day's activities not to exceed ten days.

REASON FOR SUSPENSION: Violation of school disciplinary code or other serious misconduct.

AUTHORITY: Principal or his designee.

EXTERNAL SUSPENSION: The temporary exclusion of a student from physical presence on the school grounds not to exceed ten days for a single suspension.

REASON FOR SUSPENSION: Violation of school disciplinary code or other serious misconduct

AUTHORITY: Principal or his designee.

INAPPROPRIATE BEHAVIOR HAS BEEN DIVIDED INTO 4 LEVELS:

LEVEL 1 - MINOR INFRACTION SUCH AS:

Chewing gum, running in the building, hitting door jams, indirect spitting.

CONSEQUENCES:

Warning, student/teacher conference, parent conference, time out.

LEVEL 2 - INFRACTIONS SUCH AS:

Direct spitting, leaving class without permission, unexcused tardiness, arriving late to class, disobeying person in charge, food fights, indirect inappropriate language & gestures, unexcused absences, gambling in house, stealing, threatening others, rudeness, disrespect or disobedience.

CONSEQUENCES:

Loss of recess, verbal warning, student/teacher conference, time out (work can be done), written warning, detention, in school suspension (isolation).

Some level 2 infractions may result in mandated electronic reporting of the individual and the incident to the Department of Education in Boston.

LEVEL 3 - INFRACTIONS SUCH AS:

Fighting, direct inappropriate language or gestures, leaving school grounds, smoking, destruction or abuse of property, physical assault.

CONSEQUENCES:

Detention (teacher or administrator), in-school suspension, out-of-school suspension, expulsion, police intervention.

Some level 3 infractions may result in mandated electronic reporting of the individual and the incident to the Department of Education in Boston.

LEVEL 4 - ILLEGAL INFRACTIONS SUCH AS:

Explosive devices, gambling, false alarms, harassment, bomb threats, dangerous instruments, drug possession or distribution.

CONSEQUENCES:

Subject to the laws of the Commonwealth of Massachusetts.

Most level 4 infractions will result in mandated electronic reporting of the individual and the incident to the Department of Education in Boston.

PARENT GUIDE FOR COMMUNICATING WITH SCHOOL*

Communication between parents and school staff is an important component in the collaborative effort to educate our students, therefore the following guidelines are provided to help parents organize and expedite the exchange of information or settle school issues directly involving their children. When a parent has a complaint or a suggestion regarding their child's learning style or behavior, they should follow the procedure, in numerical order, as listed below:

1. Contact the party who is directly involved with their student (most often it will be the classroom teacher). Every effort will be made to accommodate ideas and resolve complaints at this level.
2. In the event that a matter is not resolved, parents should then contact the Principal at 664-6023. Again, there

will be an effort to resolve the matter at this level.

3. Finally, if there is a need to continue the process, parents should contact the Superintendent of Schools at 98 Church Street, North Adams, MA (664-9292).
4. If a solution is still not reached, the Superintendent will bring the matter and all relevant information before the School Committee and a decision will be made at this level.

*In matters pertaining to civil rights, parents should immediately contact the Principal

DETENTION POLICY

A student will be kept by teacher issuing detention.

A student cannot be kept the same day without parental permission. A detention slip will be sent home and a copy sent to the office.

A student should return the signed detention slip to school, but will be required to stay regardless. The parent is responsible for providing transportation home and should be at the school at 4:00 p.m.

SERVING DETENTION

1. Seated at 3:10 p.m.
2. Hands empty and on desk.
3. No talking.
4. Dismissed at 4:00 p.m.
5. Student will be informed at 3:55 whether detention counted. If not, an explanation will be given to the student.
6. If rules are not adhered to the following policy will apply:
 - a. The student will return to serve detention.
 - b. A second day of detention will be added.
 - c. If these two detentions are not served in an acceptable manner:
 1. The student will return and serve the two detentions.
 2. The student may be suspended.
 - d

SUSPENSION POLICY

The Discipline Policy of the Florida Public Schools is administered within the guidelines set forth by the U.S. Supreme Court with regard to due process for students.

1. A student facing temporary (up to 10 days) suspension from public school shall be given oral or written notice of the charge (s) against him or her, and explanation of the basis for the accusation(s) and an opportunity to present his or her version of the facts.
2. Unless the student's continued presence at school endangers persons, property, or "threatens disruption of the academic process," the student's hearing with the principal must precede, rather than follow, the student's suspension. In the exceptional case where immediate suspension is justified, the student may be suspended immediately. The necessary notice must be given to the student and his or her parents. The hearing must follow as soon as practical. Should such hearing occur, parents are expected to attend.
3. Suspension of special needs students will adhere to the student's individual education plan and regulations set forth by the Department of Education. See Exclusion of Special Needs Students on page 6.

DRUG POLICY

The School Committee of the Florida Public Schools, in compliance with the Drug-Free Schools and Communities Act is committed to providing a drug-free educational community. The following rules and regulations are in effect for all students.

1. All students are prohibited from possessing, using or distributing illicit drugs or alcohol on school premises or at any school-sponsored activity. Illicit drugs are defined as controlled substances under M.G.L. Chapter 104C and

include narcotics, cannabis, stimulants, depressants and hallucinogens. Alcohol is defined as alcoholic beverages containing beer, wine, or distilled spirits.

2. Any student found to be in possession of, under the influence of, or distributing drugs or alcohol, as defined in paragraph #1, will be subject to appropriate disciplinary action with sanctions ranging from: detentions, suspension from school, completion of an appropriate rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; up to and including expulsion from school and referral for prosecution.
3. The School System will make available to its students and their parents; upon request, a current list of drug and alcohol counseling and rehabilitation or re-entry programs available in the general area.
4. A copy of this policy indicating mandatory compliance with the standards of conduct as listed in paragraph #1, will be published in the student handbook and given to every student of the district and thereafter will be given to each new student at the time of entry.
5. Florida Public Schools will conduct a biennial review of all aspects of its program dealing with the Drug-Free Schools and Communities Act to determine its effectiveness; to implement change if needed; and to ensure that the disciplinary sanctions as described in paragraph #2 are consistently enforced.

DANGEROUS WEAPONS AND CONTROLLED SUBSTANCE POLICY

In order to ensure the safety of all students and the security of the school building, it is the policy of the Florida Public Schools, as well as the laws of the Commonwealth of Massachusetts, that all dangerous weapons and controlled substances are prohibited.

- A. Any student who is found on school premises 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 knife; or a controlled substance as defined in Chapter 94C including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or district by the principal.
- B. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other 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 the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing a principal may, at his discretion, decide to suspend rather than expel a student who has been determined to have violated either paragraph (a) or (b).
- D. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of expulsion in which to notify the superintendent of his appeal. The student has a right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to factual determination of whether the student has violated any provisions of this section.
- E. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reason for said expulsion.

SEARCH AND SEIZURE

Students should be aware that the courts have upheld the view that a student's locker and desk are not considered the student's personal property. Consequently, students in the Florida Public Schools are advised that lockers and desks are considered school property and that school personnel have the right to search such property when there is a reasonable suspicion that the contents present a hazard to the student, or other students or faculty, or if it contains

illegal materials, such as music cassettes or compact disks with inappropriate lyrics, which contain parental ratings.

School personnel also have the right to search the clothes and personal effects of all students when there is reasonable suspicion that a student is harboring illegal materials or materials that can be construed as injurious to himself or herself

or others in the building. In such a case, the administration will advise the student of the charge or state the grounds for reasonable suspicion before conducting such a search. Naturally, illegal or dangerous materials will be confiscated and in extreme cases, the police may become involved.

SCHOOL-WIDE TOBACCO FREE POLICY

In compliance with Massachusetts General Law, Chapter 71, Sections 2A and 37H, it is the policy of the North Berkshire School Union that any individual, including school personnel, prohibits the use of any tobacco products within the school building, the school facilities, on school grounds, and on the school buses.

Students:

The union-wide tobacco free policy and consequences of violation will be presented to students and parents through the student handbook to be distributed at the beginning of each academic school year.

Students in violation of the tobacco free policy will be subject to the following consequences:

1. Parent/guardian notification by letter and phone.
2. Suspension and referral for individual health education regarding the health risks associated with tobacco use.
3. Notification of the athletic coaches, if pertinent.

****If behavior persists, consequences may include, but are not limited to, parent/child/principal conference, increased mandatory suspensions, completion of a tobacco-related project, referral to local tobacco awareness/prevention program, and notification of athletic coaches, if pertinent.**

School Employees:

The union-wide tobacco free policy and consequences of violation will be presented at the first staff meeting of the academic school year.

School Employees in violation of the tobacco free policy will be subject to the following consequences:

1. Verbal warning issued by the principal with referral to a tobacco cessation program
 2. Written warning issued by the principal with referral to a tobacco cessation program
- **If the behavior persists, employee is subject to further progressive discipline at the discretion of the principal.**

Visitors:

The union-wide tobacco free policy will be posted via the student handbook, signs on school grounds, and school-wide announcements.

Visitors in violation of the tobacco free policy will be subject to the following consequences:

1. A verbal warning is issued.
2. Law Enforcement notified with possible removal from the premises.

HARASSMENT POLICY

All students and staff who are members of the Abbott Memorial School community deserve to remain free from harassment.

Harassment is a form of violence that consists of physical, verbal, and/or written invasion of a person's rights. It can be racial, personal, or sexual in nature and may be expressed through graffiti, telephone calls, or other means. It includes any conduct which:

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment;
2. has the purpose or effect of substantially or unreasonably interfering with a student's school performance; or
3. otherwise, adversely affect a student's school opportunities.

This type of behavior interferes with the school's primary educational responsibility and its duty to protect the health and safety of its members and is not congruent with our school mission statement.

District procedures will be followed by staff when harassment is identified.

CHILD ABUSE

In accordance with Massachusetts state laws, school employees are required to report suspected cases of child abuse and neglect. What follows are procedural steps for making required reports.

The Massachusetts General Law states:

Any mandated reporter who, in his or her professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering serious physical or emotional injury resulting from abuse inflicted upon him or her, shall immediately report such condition to the Department of Social Services by oral communication and by making a written report within 48 hours after such oral communication. A fine of not more than one thousand dollars shall punish any such person so required to make such written and oral reports who fails to do so.

DEFINITIONS:

Mandated Reporters: Any physician, medical intern, hospital personnel engaged in examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker, probation officer, social worker, foster parent, firefighter or police officer.

REPORTABLE CONDITIONS:

A serious physical or emotional injury resulting from abuse or neglect, or the commission of any act by a caretaker or other individual with a child which constitutes a sexual offense under the criminal laws of the Commonwealth, or the physical dependence of a child upon an addictive drug at birth.

A comprehensive list of physical and behavioral indicators of child abuse and neglect is attached.

Reportable Conditions Include:

1. **Physical Abuse:** Any act of commission by a caretaker resulting in fracture of a bone, bruise, swelling, impairment of any organ, burn, bleeding or any other such injury including malnutrition.
2. **Neglect:** Failure by a caretaker, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate nutrition, clothing, shelter, medical care, supervision, or other essential care.

3. Emotional Maltreatment: Acts of a caretaker which result in extreme emotional conditions of a child

such as a severe state of anxiety, depression, or withdrawal.

4. Sexual Abuse: Inappropriate use of a child for the sexual gratification of a caretaker.

- I. Assessment of reportable condition. The mandated reporter will be responsible for determining if a reportable condition exists. For help in establishing a reportable condition, the mandated reporter might choose to consult with one or more of the following: guidance counselor, teacher, administrator, nurse. A meeting including the above might also occur.
- II. Notify Department of Social Services of any reportable condition by phone. Pittsfield number - (413) 236-1800.

If required by Department of Social Services, submit a written report (Form 51A), to Department of Social Services, 90 North St., Pittsfield, MA 01201.

Some or all of the following information may be required for each oral and written report:

1. The time and date of report.
2. Child's age and sex.
3. Names and addresses of the child and his/her parents.
4. The nature and extent of the child's injuries, abuse, maltreatment or neglect.
5. The language spoken by the child.
6. The circumstances under which the person required to report first became aware of the situation involving abuse or neglect.
7. Any evidence of prior injuries, abuse or neglect.
8. Name of person or persons making such a report and their relationship to child.
9. The indication of possible further harm to the child; if risk exists, whether it is imminent.
10. The action taken, if any, to treat, shelter, or otherwise assist the child.
11. A determination whether or not the reporter is a mandated reporter.
12. The name, address and telephone number of the institution, school or facility, if any, that the reporter represents.
13. The name of the person providing the information, if other than the reporter.
14. Any other information, which the reporter believes, may be helpful in establishing cause of the alleged abuse or neglect by the person (s) responsible.

- III. The mandated reporter will notify an administrator, the nurse and the student's counselor of any reported condition.

HEALTH PROGRAM

- A. Annual Screening Programs
 1. Physical exams are required every fall for students in grades 3 and 6, transfer students without record of a recent exam, or from out of State, and students referred for health problems.
 2. Screening is done each spring for all children entering kindergarten. Preschoolers are welcome to attend this clinic, which is done by the school nurse and includes hearing and vision testing.
 3. Vision - All students.
 4. Hearing - All students.
 5. Height and Weight - All students.
 6. Tuberculin Tests - All school personnel when hired, if not already tested since 1976.
 7. Scoliosis - Students in grades 5 through 8.
 8. Head Checks - As needed.
 9. Fluoride Mouth Rinse - Weekly for grades 1 through 6.
 10. Screening, Brief Intervention and Referral to Treatment – Grades 7 & 8.
 11. Sports – Need a History and Physical within 12 months on file with school to participate.

B. Immunization

1. Federal law now requires that every child entering school be immunized against tetanus, diphtheria, and whooping cough - (DTP), measles, mumps, rubella - (MMR), and polio. A doctor's signed certificate is the sole acceptable document. As of September 1997, all kindergarten students are required to have 2 doses of MMR and 3 doses of hepatitis B vaccine. In addition, children entering Kindergarten as of September 1, 1999 are required to have the chicken pox vaccine or have documented proof of immunity (they had the disease).

Immunizations Under Massachusetts State Law: a child shall be admitted to school upon certification by a physician confirming that the child has been “successfully immunized,” or exempt. Exemptions include:

- Medical: a physician submits documentation that an immunization is medically contraindicated.
- Religious: a parent or guardian submits a written statement that immunizations conflict with the family’s sincere religious belief.

Philosophical exemptions are NOT allowed by law in Massachusetts, even if signed by a physician. Only medical and religious exemptions are acceptable. These exemptions must be kept in the students’ file at school (105CMR220.00 and M.G.L.c76,ss 15 and 15C).

Your child will not be allowed to attend school unless documentation of immunizations and lead screening (for kindergarten) has been provided to the school.

2. As of September 1, 1999, children entering the seventh grade are required to have 3 doses of the hepatitis B vaccine and 1 or 2 doses of the chicken pox vaccine (1 dose if under 13 years old, and 2 doses if over 13 years old) or a physician's note certifying history of the student having had the disease. In addition, seventh grade students are now required to have a TD (tetanus/diphtheria) booster if it has been more than 5 years since the last dose. It will no longer be required in grades 10-12.
3. Parents of children requiring a booster will be notified. A student receiving immunization from a physician must bring to school a certificate verifying such immunization.
4. The school should be notified of any illness requiring treatment, a doctor's visit, or hospitalization.

C. Medication Administration in School Protocol

Children needing medicines during the school day, including prescription and over the counter medications (such as Tylenol, medicated cough drops, etc.) need to have the following forms on file in your child's health record before we begin to give any medicine at school:

1. Signed consent by the parent or guardian to give the medicine. A consent form given to parent or guardian must be completed and returned to the school nurse.
2. Signed medication order. The written medication order form should be taken to the child's licensed prescriber (child's physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.

Medicines should be delivered to the school in a pharmacy or manufacturer labeled container by a parent or responsible adult whom the parent designates. Parents should ask their pharmacy for separate bottles for school and home. No more than a 30-day supply of the medicine should be delivered to the school.

INTEGRATED PEST MANAGEMENT PLAN

The Gabriel Abbott Memorial School has a complete indoor and outdoor Integrated Pest Management Plan on file with the Massachusetts Department of Agricultural Resources. The School Committee approved it on February 15, 2005. The plan can be accessed at their website (located at <http://mass.gov/agr/ipm>).

NETWORK ACCEPTABLE USE

POLICY/FORM INTRODUCTION

Instruction and experience in the use of high technology resources is an essential component of an elementary education designed to prepare students for success in higher education and careers in the 21st century. Thus, Abbott Memorial provides a Local Area Network and a connection to the Internet for use by the school community. The use of computer-based technology at Abbott Memorial is a privilege and is conditioned upon compliance with the provisions of this Acceptable Use Policy. Students at Abbott Memorial School must complete a program of user education, sign an acceptable use contract and return a signed parental consent form before they will be authorized to use the school's hardware for access to the Local Area Network and/or the Internet.

TERMS AND CONDITIONS FOR USE OF NETWORK RESOURCES

1. Network resources must be used at all times in a manner that is efficient, ethical and legal.
2. Abbott Memorial School reserves the right to impose penalties on users who violate the provisions of this agreement. Penalties for violations of these provisions may include the temporary or permanent loss of Network privileges, detention, suspension, expulsion, or criminal prosecution depending on the severity of the violation.
3. The signature at the end of this document is legally binding and indicates that the party who has signed has read the terms and conditions carefully and understands their significance.

RESPONSIBLE USE OF NETWORK HARDWARE AND SOFTWARE

1. The user bears responsibility for the preservation and care of all hardware and software used. It is the user's responsibility to make sure that no hardware or software is destroyed, modified, or abused in any way.
2. The user must obtain consent of a qualified faculty member familiar with the Internet before any software is installed or used. The user will be held accountable for any deliberate attempts at installing or running virus-contaminated software. The illegal installation of copyrighted software on network computers is prohibited.
3. No modifications may be made to the Network without the written permission of the Network Administrator.
4. Users are not allowed to bring food or drinks into any room containing computer equipment.
5. The Network Administrator may require a new registration and account information from the user to continue the service. The user must notify the administrator of any changes in his or her account as applicable.

APPROPRIATE USE OF ELECTRONIC RESOURCES

1. All use of the school's network, including but not limited to access to the Internet, must be in support of education and research and be consistent with the philosophy and objectives of Abbott Memorial School.
2. Use of other Networks or computing resources of other organizations must comply with the rules appropriate for that Network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use of Network product advertisement or political lobbying is also prohibited.
3. Users shall abide by generally accepted standards of Network etiquette in use of the Network. Specifically, personal communications must be polite. Abusive or harassing language is expressly forbidden.
4. Network accounts are to be used only by the authorized owners of the account for the authorized purpose. No user of the Network shall disrupt the use of the Network by other users. Users shall not intentionally modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
5. Hate mail, harassment, discriminatory remarks, profanity, and other antisocial behaviors are prohibited on the Network.
6. Use of the Network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the Local Area Network is prohibited.
7. The policies of the school with respect to plagiarism apply fully to material obtained throughout the use of electronic resources.

ADMINISTRATIVE PRIVILEGES

1. Abbott Memorial School makes no warranties of any kind, whether expressed or implied, for the service it is providing. In addition, the school will not be responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Network is at your own risk. Abbott Memorial School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
2. Abbott Memorial School reserves the right to log Internet use and to monitor fileserver space utilization by users while respecting the privacy of user accounts.

PENALTIES AND SANCTIONS

The use of the Local Area Network and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The System Administrator will determine what inappropriate use is. The System Administrator may recommend closing an account at any time or denying, revoking, or suspending specific user accounts in accordance with the authority of the principal. In addition, inappropriate use of the Internet may result in school disciplinary action in accordance with the school handbook.

I have read and understand this policy. My child (ren) and I agree to abide by its terms.

(Parent/Guardian Signature)

(Student's Signature)

PHYSICAL EDUCATION

1. All students are required to participate in the physical education program.
2. If a student is unable to attend physical education classes for any length of time, a medical excuse must be submitted to the principal or physical education instructor.
3. Although a specific type of uniform is not required for gym classes, students should have a second set of clothes in school that are used solely for gym, sneakers are necessary. If your child does not have sneakers for physical education, they will not be allowed to participate and receive a "0" for the day.
4. Physical Education apparel should be taken home and washed frequently.
5. There will be handouts, videos, and written tests in physical education class for grades 5-8.
6. If you feel your child cannot take a shower or attend physical education class on a given day, a valid reason (written) should be sent to the physical education instructor.
7. If your child must be excused from physical education class for an extended period, a doctor's slip will be required.

PARENTAL APPROVAL FORM FOR INTERSCHOLASTIC/INTRAMURAL ATHLETIC PARTICIPATION

Dear Parent or Guardian:

Your child has expressed a desire to participate in our sports program. It is important that you and your child understand the goals of the program and agree to abide by the rules established by the district for the benefit of those who participate as both players, students, and representatives of their community.

1. Sports are designed to teach students certain skills and reinforce concepts of self-worth, (achievement) cooperative effort (teamwork) and ethical decision-making (sportsmanship).
2. All participants must receive a physical examination prior to the start of practice. Please consult your physician regarding your child's protection against tetanus.
3. While the coaching staff and other responsible school officials will do everything within reason to protect your child against injury, injuries will occur and on a very rare occasion may be serious and disabling. If you are concerned about this possibility, you should discuss it with your coach.
4. The coach will explain the attendance and training rules as well as the eligibility rules for participation. Reimbursement from the student will be expected for loss or destruction beyond ordinary wear and tear. We hope your child will have a rewarding and successful athletic experience. Your support and encouragement will

contribute to that success.

PARENT/GUARDIAN APPROVAL FORM

I have read the information in the above letter and understand both the risks of injury to, and the responsibilities of my child while participating in the interscholastic/intramural athletic program. I have kept a copy of this document and I give my permission for my child to participate in

Name of Sport

Grade

Date

Parent/Guardian
Signature:

Address:

Home Phone:

Emergency
Phone:

Name of Insurance Company

If you do not have insurance, you must sign up for school insurance to participate.

I understand that I will be required to abide by team, school and applicable association rules in order to maintain my eligibility to participate in interscholastic/intramural athletics.

(Student signature)

(Date)

POLICY ON PREGNANT STUDENTS

OCTOBER 12, 2000

It is the policy of the school districts of the North Berkshire School Union (Clarksburg, Florida, Savoy and Monroe), consistent with Title IX, that all pregnant students be provided access to all academic, non-academic and extra-curricular activities throughout and after their pregnancy.

Procedures for providing educational services to pregnant students October 12, 2000

1. Meeting with student, parents and school personnel to plan for the continued education of the student.
2. Determination of time frame when student must be absent for medical reasons.
3. If necessary, a 504 evaluation meeting to plan how educational "modifications" will be managed, and how long the modifications will need to be in place.
4. Cooperation with family planning agencies, counseling agencies and medical providers, as might be necessary.
5. Encouragement for the student to maintain a regular school schedule. It is important that the student be promoted at the end of the year and continue school with their age appropriate peers.
6. Long term absences cannot be condoned. The student should be in school or be provided tutoring under a 504 plan.

POLICY ENSURING PARENTAL/GUARDIAN NOTIFICATION OF CURRICULA RELATING TO HUMAN SEXUAL EDUCATION AND SEXUALITY ISSUES

All schools in the North Berkshire School Union will comply with MGL Chapter 71, Section 32A, sometimes referred to as the Parental Notification Law, which states:

Every city, town, regional school district or vocational school district implementing or maintaining curriculum, which primarily involves human sexual education or human sexuality issues, shall adopt a policy ensuring parental/guardian notification. Such policy shall afford parents or guardians the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized because of such exemption. Said policy shall be in writing, formally adopted by the school committee as a school district policy and distributed by September first, nineteen hundred and ninety-seven, and each year thereafter to each principal in the district A copy of each school district's policy must be sent to the department of education after adoption. To the extent practicable, program instruction materials for said curricula shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for review. The department of education shall promulgate regulations for adjudicatory proceedings to resolve any and all disputes arising under this section.

The schools at the North Berkshire School Union shall comply by implementing the following standards whenever the curriculum involves human sexual education or human sexuality:

1. A notice will be sent home with the students to parents or guardians.
2. Parents or guardians will be notified that they have the flexibility to exempt their children from any portion of said curriculum through written notification to the teacher or the school principal.

3. No child so exempted shall be penalized because of such exemption.

4. The student will be provided with an alternative lesson that will be conducted in a separate location.
5. Whenever notices are sent home, the instruction materials for said curricula shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for review.

GRADUATION AWARDS

American Legion:

An award recognizing the qualities of courage, honor, leadership, patriotism, scholarship, and service which are necessary to the preservation and protection of the fundamental institutions of our government and the advancement of society. *(Receives a medallion and certificate).*

Charles Bruce Cooper Memorial Award

Charlie Cooper was a student at our school from preschool through 8th grade. Charlie always had a smile on his face and a long story to share...usually about hunting, fishing, or hockey. His gentle ways will long be remembered by the many people he touched within our school and community. The Charles Cooper Award recognizes the student who most emulates Charlie. These traits include the student who: participates in school activities, shows a positive attitude towards their classmates, school, and community; displays an appreciation and understanding of civic responsibility; possesses strength of character and the courage to do what is right; and promotes friendship within the school and community. The award shall be given to an 8th grade male student chosen by the 7th and 8th grade teachers.

Kellie Boyce:

An award recognizing the qualities of a student like Kellie, whose scholarship, industry and humanity were a credit to her family, her school, and her community. *(Receives a charm and certificate).*

P.T.G. Award:

An award for the highest grade point average for all the content courses for the year. *(Receives a dictionary.)*

President's Achievements Award:

Two Educational Excellence
Awards:
Educational Achievement

Educational Excellence:

- A. Grade Point Average-- 90-100
- B. Can include: motivation, initiative, integrity, intellectual depth, leadership qualities, and exceptional judgment (within that point average).
- C. In standardization test 85 percentile, or from teacher or staff based on portfolios, tests, projects.

Educational Achievement:

This award is given at the principal's discretion based on the criteria developed at the school. The criteria should reflect the purpose of the award and must be applied fairly to all students. The following are examples of criteria for which the President's Award for Educational Achievement may be presented:

- A. Show tremendous growth but not meet the criteria for the President's Award for Educational Excellence.
- B. Demonstrate unusual commitment to learning in academics despite various obstacles.

- C. Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
- D. Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, math, science, etc. • Demonstrate achievement in the arts such as music or theater.

Citizenship Award: (Massachusetts Principals' Association)

An award for students who:

- A. Participate in school or community service.
- B. Show a positive attitude toward classmates, school, and community.
- C. Display an appreciation for, and understanding of civic responsibility.
- D. Possess strength of character and the courage to do what is right.
- E. Promote citizenship within our school or community through other activities.

(Receives a certificate and a pin).

Highest Honor and Honor Awards:

An award that is given to each student who averages an A or B for the year.

(Receives a certificate for each subject).

HIGH SCHOOL PREPARATIONS

Beginning with parent conferences, the eighth grade advisor discusses school choices for the eighth grade (Drury and McCann). At that time, the advisor reviews up and coming events during the year that both schools offer with the parents so that students and parents can hear about and see these two schools.

McCann:

In December, representatives come from McCann and discuss available programs (shops), entrance requirements, and extracurricular activities that McCann offers. At this time, application forms are given to the students for the after school "Exploratory Program". These applications are due in the beginning of January.

In January, on Tuesdays, Wednesdays and Thursdays, eighth grade students travel to McCann to participate in the shops available at the school from 3:00 p.m. to 4:30 p.m. On each trip to the school, provided by the McCann School, the students learn about each shop and usually make something they can bring home. At this time, students are given an application to fill out (one side for the teachers, and one side for the parents). These applications are usually due before February vacation. By May, McCann announces who has been accepted.

Drury:

Drury has an open house for parents and students during the evening. (The date and time is published in the Transcript, and a notice to the students is passed out at our school). They travel to each department and are given an overview of the kind of classes available in each department. They are told the requirements for each level (honors, college prep., etc.). At this time, students are also told about extracurricular activities available.

Sometime in May, a guidance counselor comes to Gabriel Abbott to help students who have decided to go to Drury with their application forms. At this time, they will answer questions the students may have about classes and choices.

SCHOLARSHIPS

The Florida Parent Teacher Group offers five \$300.00 scholarships to graduating high school students who have attended Gabriel Abbott Memorial School. Students should apply through their school guidance counselor. The criteria revised at our May 2005 meeting is:

- ❖ Must show financial need.
- ❖ Must be a graduate of Gabriel Abbott Memorial.
- ❖ Must be a resident of Florida or Monroe when receiving payment of scholarship.
- ❖ May only receive one scholarship per applicant.
- ❖ Awards are paid after first semester grades are submitted to the Principal and P.T.G. officers for approval. Approval will be given to full-time students (at least 12 credits) with passing grades.

Kellie Boyce Memorial Scholarship:	Based on qualities of citizenship (volunteers in school or community).
Barbara Downey Memorial Scholarship:	Based on participation or promotion of sports/athletics.
Nancy Perkins Memorial Scholarship:	Based on academic achievement (highest grade point average of all applicants for this scholarship).
Carol Cowell Memorial Scholarship:	Based on participation or promotion of the Arts (music, theater, dance, etc.). (This scholarship was adopted in June, 2001)
Charlie Cooper Memorial Scholarship	Based on participation or promotion of Science, Technology, & Math with an emphasis on kindness and caring for others. (This scholarship was adopted in May, 2005)
The Florida Teacher's Association Scholarship	Uses the same criteria listed above. The amount to be determined.

If you are interested, please fill out the form on the next page.

Florida P.T.G. Scholarship Application

1. **Name of Applicant:** _____
2. **Address:** _____
3. **School you intend to enter** _____
4. **Have you been accepted?** _____
5. **To what extent will your parents help y u?**
6. **Vocation you intend to follow:** _____
7. **From what other sources are you to get the money to support yourself in school? (Please include scholarships and financial aide already awarded)**
8. **Do you understand that you are to use this money for school?** m _____
9. **Do you understand that if you do not attend a school of higher education, you are expected to forfeit the scholarship?** _____
- 10 **Do you understand that you are to maintain a satisfactory level of scholarship during the year in which you receive the money?**

I agree to abide by the rules of this scholarship, and to endeavor to maintain good standards of scholarship, and to state the picture of my financial condition, as stated on the back of this sheet, is true.

Applicant's Signature

Date

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(On the back of this sheet, in one hundred words or less, clearly show that you need financial assistance to continue your education). Please attach a copy of your transcript with your Grade Point Average and class rank.

STUDENT TRAVEL REGULATIONS

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers and vehicles. COR1 checks will be conducted in accordance with Mass General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the Federal Motor Carrier Safety Administration (FMCSA) licenses the selected carrier for passenger transportation. The district will not contract with any carrier that has a safety rating of “conditional” or “unsatisfactory.” FMCSA ratings are available at <http://www.saferys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor’s qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avail planning student ravel between the hours of midnight and 6:00 A.M., due to increased risk of vehicular accidents during this time.

Whenever possible, overnight trips should be scheduled on weekends or during school vacation to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide).

Trip itineraries must leave enough time for drivers to resin in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

3. Fundraising

The amount of time should be "reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

STUDENT TRAVEL

All student trips, which include late night or overnight travel, must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level. Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates. Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

APPROVED by School Committee: November 16, 2004

