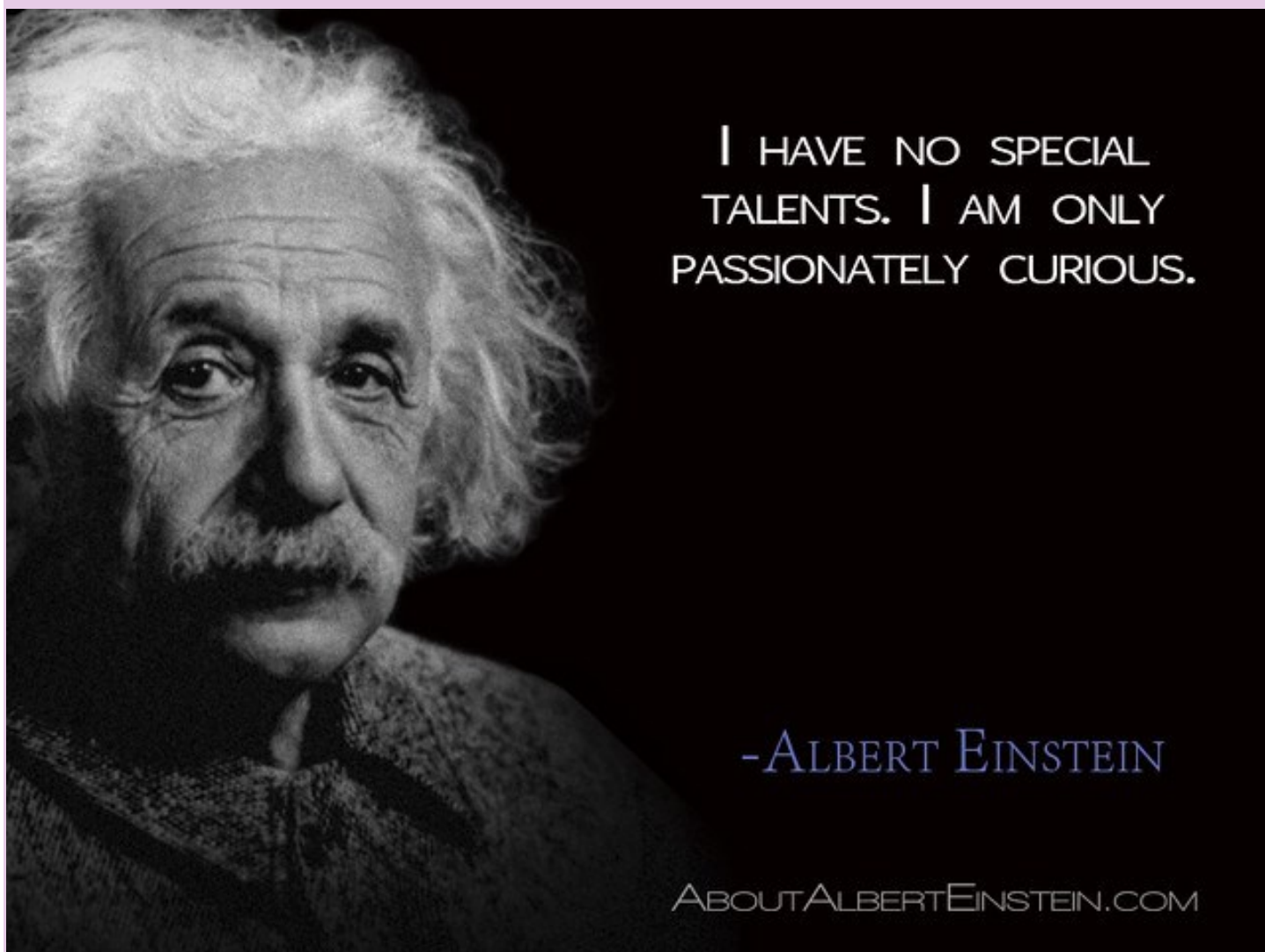


Brookfield Elementary School



Student Handbook

2020-2021

TABLE OF CONTENTS

Letter from the Principal

School Calendar

Staff Assignments 2020-21

General Information	1
School Information	
School Hours	
School Closing and Delays	
General School Schedule	
Preschool	2
Admission Policy	2
Attendance	2
Absences	
Tardiness	3
Vacations During School	
Dismissal-Changes	
Early Dismissal	
Banking	3
Bus Company	4
School Bus code of Conduct	4-6
Cafeteria	6
Meals	
Child Abuse/Neglect	6
Fine Arts and Physical Education	6
Homework Policy	7-8
Introduction	
Positive Effects of Homework	
Role of Parents	
Amount of Homework	
Legal Custody	8
Library	8
Lost and Found	9

MCAS Testing	9
Notes/Permission Slips	9
Personal Items	9
School Advisory Council	10
School Committee	10
School/Home Communications	10
Open House	11
White Tiger News (Weekly Newsletter)	11
Report Cards	11
Conferences	11
School Psychologist/Guidance Counselor	11
School Use	11
Security	11
Special Education/Title I/OT/PT	11
Student Birthday Celebrations	11
Student Dress Code	12
Indoors	
Recess	
COVID Health and Safety Guidelines	12-16
COVID-19 Symptoms to look for each morning	
COVID-19 Symptoms at School	
Emergency List	
Masks	
Hand Sanitizer	
Water Bottles	
Absence/Attendance Reference	
Procedure for Return to School	
Caring for a Family Member Who is Positive for COVID	
Practices to Protect Other Family Members	
What this Means for the Caregiver	

Student Health	16-18
Health Requirements	
Immunizations	
When to Stay Home	
When to Return After an Illness	
Notes	
Home Bound Instruction	
Medications	
Emergencies	
Parental Notification Relative to Sex Education	
Student Conduct	19-20
Detention Procedures	
Suspension Procedure	
Exclusion From School	
Student Discipline Policy	21-28
Discipline of Students with Disabilities	28-30
Discipline of Students Not Yet Determined Eligible	30-31
Student Records	31
Use of the School Driveways	31
Am Student Drop-Off	
During School Hours	
PM Student Pick-Up	
Visitors	31
Volunteers	31
Affirmative Action	32
Use of Tobacco	32
Tantasqua Regional and Union 61 Administration	33
Family Educational Rights and Privacy Act	34-35
Tantasqua & Union 61 Anti-Harassment Policies	36-
Bullying Prevention and Intervention: Definitions	41-45
Internet Acceptable Use Policy for Students	45-51
E-mail Address Directory	

Brookfield Elementary School

37 Central Street
Brookfield, MA 01506

Kathleen V. Hosterman, Ed.D.
Principal

Telephone: (508) 867-8988
Facsimile: (508) 867-0320

October 1, 2020

Dear Brookfield Families,


I am writing my 16th principal's letter with a range of emotions as we navigate this truly unprecedented school year. For those who have entrusted your children to us in the hybrid model I want to assure you that we are taking the safety protocols very seriously and are doing everything possible to minimize any health risks to either our staff or our students. For those who are doing the hard work of supporting remote learning, we thank you and we know it is equally as challenging no matter what choice you as parents have made to face this new school dynamic.

We are very thankful for all of our staff who are truly dedicated to providing a robust education for all of our students. They are taking on new challenges with great courage and commitment. We also want to thank Julie Lardizzone, RN, BSN, our School Nurse, for the great job she has done in training all of us, and being a constant and powerful guide to keeping us faithful to our safety protocols and procedures. Our custodians have had to add a whole new level of documentation to their cleaning, and sanitizing. Although this adds a whole new layer of responsibility, they are stepping up to the plate, and I thank Mr. Brecht for his leadership in this respect.

This handbook is a very specific COVID-19 Edition and should answer any questions you may have about your child's educational journey this year. I ask that you also refer to the weekly White Tiger News for changing information. As always, feel free to call us if you have any additional questions.

I am so thankful to have students back in the building and I believe we will have a successful school year because of our commitment to our motto of T-eamwork, I-ntegrity, G-eatness, E-ngaged, R-espectful.

Sincerely,



Kathleen Hosterman
Building Principal

"It is the policy of Brookfield Elementary School not to discriminate on the basis of race, gender, gender identity, religion, national origin, color, homelessness, sexual orientation, age or disability in its education programs, services, activities, or employment practices."

SCHOOL CALENDAR 2020-2021

AUGUST (0)				
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
31				

Co-hort	SEPTEMBER (11)				
	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
		1	2	3	(4)
	7	8	9	10	11
A	14	15	16	17	18
B	21	22	23	24	25
A	28	29	30		

FEBRUARY (15)				
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Co-hort	OCTOBER (20)				
	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
				1	2
B	5	6	7	8	(9)*
A	12	13	14	15	16
B	19	20	21	22	23
A	26	27	28	29/	30

MARCH (23)				
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Co-hort	NOVEMBER (18)				
	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
	2	3	4	5	6
A	9	10	11	12	13
B	16	17	18	19	20
A	23	24	25/	26	27
B	30				

APRIL (16)				
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29/	30

Co-hort	DECEMBER (17)				
	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
		1	2	3	4
A	7	8	9	10	11
B	14	15	16	17	18
A	21	22	23	24	25
	28	29	30	31	

MAY (20)				
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Co-hort	JANUARY (18)				
	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
					1
	4	5	6	7	8
	11	12	13	14	(15)*
	18	19	20	21	22
	25	26	27	28	29

JUNE (12)				
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
	1	2	3	4
7	8	9	10	11
14	15	16 ^{170th}	(17)*	18
21	22	23	24	25
28	29	30		

August 31

Staff Returns

September 16

First day for students

() No school for teachers & students

 Holiday Vacation week

()* Professional Development Day

/ Denotes half day

 Early Release Day**Holidays**

Sept 7

Labor Day

Oct 12

Columbus Day

Nov 11

Veteran's Day

Jan 18

MLK Day

Apr 2

Good Friday

May 31

Memorial Day

Holiday schedule for non teaching staff is determined by individual collective bargaining agreements.

IMPORTANT BROOKFIELD DATES

Trimester 1—9/16-12/11

Trimester 2—12/14-3/19

Trimester 3—3/22-End of Year

Report Cards December 21—April 5—End of Year

Parent Conferences October 29th & April 29th

STAFF ASSIGNMENTS FOR 2020-2021

Principal

Kathleen Hosterman

Nurse

Julie Lardizzone

Psychologist/Guidance

Jena DelCid

Michelle LeDoux

Office

Jennifer Grybowski

Diana Brothers

Classroom Teachers

Gr. K – Mary Casey

Gr. K – Jean Monahan

Margaret Young, Aide

Kelly Hayes, Aide

Gr. 1 – Liz Dwyer

Gr. 1 – Karen O'Neill

Gr. 2 – Rebecca Choquet

Gr. 2 – Helen Tarr

Gr. 3 – Ashley Barringer

Gr. 3 – Mallory Farinato

Gr. 4 – Claudia Forgit

Gr. 4 – Alissa DeMartino

Gr. 5 – Jolene Jalbert

Gr. 5 – Colleen Parker

Gr. 6 – Belinda Gibson-Kiesener

Gr. 6 – Donna Morin-Wermter

GOALS

TBA, Teacher

Joanne O'Connell, Aide

Tracey Simonelli, Aide

Specialists

Lindsey Paras, General Music/Chorus

Mark Weissman, Instrumental Music

Karen Silva, Library/Media

Ashley Simonds, Art

Tom Goyette, P.E.

Steve Rich, Technology Support

Preschool

Kim Ferreira, Teacher

Dianna Brothers, Aide

Sped Teachers

Kim Ferreira (PK-K & Gr. 4)

Bonnie Couming (Gr. 1 & 2)

Meredith Simmons (Gr. 1 & 2 Aide)

Melissa Murphy (Remote Support)

Rebecca Straight (Gr. 3 & 4 Aide)

Paula Casey (Gr. 5 & 6)

Rebecca Fancy (Gr. 5 & 6 Aide)

Reading Intervention Teacher

Kaitlyn Annunziata

Dr. Valerie Anderson (Aide)

Speech

Kaitlyn Smith

Nicole Ghantous (SLPA)

RTI Aide

Sherry Gillen

Peter Skaza, Aide

Math Intervention Teacher

Sharon Thayer

Gretchen Couture (Aide)

OT/PT

Mary Meyer, O.T.

Meghan Pelletier, P.T.

CFCE

Cheryl Cameron

Custodians

Tim Brecht (Lead)

Cafeteria

Jackie Hague

Leslie Tracy

GENERAL INFORMATION

SCHOOL INFORMATION

Brookfield Elementary School
37 Central Street
Brookfield, MA. 01506
(508) 867-8774

Office hours – 8:00 a.m. - 4:00 p.m.– An answering machine is available beyond these hours.

SCHOOL HOURS

Grades K – 6 – 8:30 a.m. – 2:50 p.m.

Preschool –
Mon.-Fri. a.m. Class – 9:00 a.m. – 11:25 a.m.

In the interest of safety, children **should not arrive** at school prior to 8:20 a.m. There is **No adult supervision** before that time.

SCHOOL CLOSING AND DELAYS

Brookfield is part of Tantasqua/School Union 61 along with the towns of Brimfield, Holland, Sturbridge and Wales. We will be listed under this heading when radio and TV stations announce cancellations and delays. Please check with the following media stations for this information:

WBZ-TV (Ch. 4) WTAG/580 AM/WSRS – 96.5 FM WSRS 96.1

You can also set up a free account at **cancellations.com** for automatic notification via email each time there is a school posting.

Also, a phone call will be made to all households and an e-mail sent through the Connect Ed system.

GENERAL SCHOOL SCHEDULE

Grades K – 6

8:25 a.m. - 8:30 a.m.	Student Arrival
8:30 a.m.	School begins
10:45 a.m.	Recess Grades K
11:15 a.m. – 11:45 p.m.	Lunch Grades K-2
11:45 p.m. – 12:15 p.m.	Recess Grades 1-2/Lunch Grades 3-4
12:15 p.m. – 12:45 p.m.	Lunch Grades 5-6/Recess Grades 3-4
12:45 p.m. – 1:15 p.m.	Recess Grades 5-6
2:50 p.m.	Dismissal

Preschool
Morning Session

9:00 a.m. – 11:25 a.m. (M, W, F) & (T, Th)

ADMISSION POLICY

All children of school age who reside in the town of Brookfield are entitled to attend the public schools, as will certain children who do not reside in the town but who are admitted under school committee policies relating to nonresident students or by specific action of the school committee.

Children, who relocate to Brookfield and seek admission to the public schools in their town of residence, will be admitted only when complete education records have been made available to the school from school(s) previously attended. A complete record includes but is not limited to:

- academic records, including transcripts of courses of study the student completed and grades earned
- health and medical records, including a physician's certificate of immunizations and copies of physical examination records of the student, completed in accordance with the Department of Public Health regulations
- disciplinary records, including documentation of suspensions and/or expulsions, or the lack thereof
- student attendance records
- special education records which may exist, including Individualized Education Plans and other relevant documentation

Proof of residency is also required by the school administration which must include a lease agreement or a Purchase and Sale document. Parents/guardians must accompany children to the school to initiate the registration process.

Advanced kindergarten registration for prospective students will take place in April. Every student seeking admission to school for the first time must present a birth certificate, or equivalent proof of age, acceptable to the principal along with proof of vaccination and immunizations as required by the state and the school committee. Proof of residence is also required by the school administration. To enter Kindergarten a student must turn 5 by August 31 of that year.

(Reference to M.G.L. 71:37L)

ATTENDANCE

Absences - It is required that parents call the school by 9:00 a.m. to report a student absent regardless of whether the student is remote or in-person for that particular day of instruction. If a parent does not call the school by the time attendance has been taken for the school day, the School Nurse may call home or work to inquire about the absence. Due to state regulations, excessive absenteeism will be reported. In general, these reports are made once a student has accrued more than 7 days of absences in a trimester or 21 in a school year.

Tardiness - Students will be considered tardy after 8:30 a.m. Children arriving after 8:30 a.m. should be escorted by a parent to the main office where a tardy slip will be provided to the student to enter the building. Being late results in missed learning, and causes a disruption for other students. Due to state regulations, excessive tardiness will be reported.

Vacations during school – Families leaving Massachusetts for Lower Risk States are able to return and attend in-person school upon their return. However, there are 40 states that are not Lower Risk states and will require students to quarantine for 14 days during which time they will participate in school remotely before returning to in-person learning.

Families are asked not to take vacations while school is in session. If it becomes necessary, however, please notify your child's teacher and the office at least one week in advance so that proper arrangements can be made. If a student misses school for a vacation, the student will keep an educational journal of his/her experiences. ***All missed work will be made available to the student upon return, and must be completed in addition to all new work assigned by the teacher.*** Textbooks will not be allowed to be removed from the school for vacation purposes.

Education is more than missed work. Many educational experiences cannot be replicated through make-up work. State Law requires parents and schools to make sure students attend school on a regular basis. Chronic tardiness or absences will be reported to the Principal for appropriate action. The administration will work with parents to ensure student attendance is adequate to ensure academic success for each child. (M.G.L. 76:1)

Dismissal – Changes - If your child's dismissal routine is going to be changed in any way, you **must notify the office in writing**. A student's word is not valid to change the way he/she goes home, and phone calls will not be accepted as a means of transportation changes. We must have official notification from a parent to change the way a student is sent home.

Please send a note in the morning if:

- (a) you have made changes to emergency information already on file;
- (b) your child will not be using the standing transportation instructions we have on file;
- (c) you plan to have someone other than yourself pick your child up from school.

If an emergency arises, please contact the school. Bussing transportation changes cannot be accepted at this time.

Early dismissal - If your child will be dismissed during school hours, please send a note with your child in the morning stating the date, the time of the release and by whom. Please pick your child up in the main office. Identification may be required for safety.

BANKING

School Banking has been suspended for the first half of the school year.

BUS COMPANY – McCarthy & Sons – 413-245-1470.

Bus Conduct - Please take a few minutes to discuss the following Bus Code of Conduct for Students with your child. The safety of all bus passengers depends on the positive behavior of everyone on the bus. The bus driver is responsible for the safe delivery of all of the children. Each child is responsible for his/her behavior on the bus and consequently the safety of all. Please review this Bus Code of Conduct with your children periodically through out the year.

SCHOOL BUS CODE OF CONDUCT FOR STUDENTS BROOKFIELD ELEMENTARY SCHOOL

(A copy of this policy is provided separately with a signature page for awareness and understanding)

It is in the best interests of everyone – driver, student, teacher and parents – that a student behaves on the bus. Let's all work toward that end. We would appreciate it if you would review these rules periodically with your child.

The driver of any school bus is responsible for the safe conduct of the pupils transported. The School Committee approved the following rules and regulations and the bus drivers are given the responsibility of making sure these rules and regulations are followed. FAILURE TO OBEY THESE RULES AND REGULATIONS CAN RESULT IN THE SUSPENSION OF BUS PRIVILEGES so please read the following carefully.

SAFETY AT THE BUS STOP

- be on time for the bus – allow 5 minutes so you do not have to run
- stay off the road while waiting for the bus
- when you need to cross the road, cross in front of the bus when you are told to do so by the driver and then use extreme care to be sure that no traffic is coming in either direction

SAFETY GETTING ON THE BUS

The school bus cannot be put in motion until all pupils are seated and quiet.

Therefore:

- board the bus in a single line, quietly, without pushing
- sit down right away without disturbing others and remain seated at all times
- All students will be given an assigned seat during the FY21 School Year.
- follow the directions of the bus driver the first time you are asked
- DURING THE COVID19 PROTOCOLS STUDENTS MUST DISTANCE WHILE ENTERING OR EXITING THE SCHOOL BUS.

SAFETY WHILE THE BUS IS MOVING

- follow the directions of the bus driver the first time you are asked
- no student should interfere with the vision of the driver or the operation of the bus

- no student's behavior should disrupt the attention of the driver from the road, therefore:
 - o keep head, arms and hands inside the bus at all times
 - o TALK QUIETLY at all times – no shouting
 - o no fooling or playing on the bus
 - o do not touch the emergency door or emergency door handles
 - o keep the aisles clear of feet, lunch boxes, books, musical instruments and backpacks

SAFETY GETTING OFF THE BUS

- do not stand until the bus is stopped at your bus stop
- do not skip steps – especially in the winter – watch for slippery conditions
- follow the directions of the bus driver the first time you are asked

FORBIDDEN AT ALL TIMES!

- Fighting
- Shouting
- Swearing
- Throwing of any objects - inside or out
- Smoking-including the bus driver (Massachusetts General Law Ch.70, Sec.37H)
- Gum chewing, eating or drinking
- Large/bulky school projects
- Animals
- CELL PHONE USE

ADDITIONAL INFORMATION

- Take good care of the bus. Students causing damage must pay the cost of repairs.
- Notes from home are required if a pupil is to leave the bus at a stop other than their regular stop.
- A driver cannot require any pupil to leave the bus before such pupil has reached their destination.

DISCIPLINARY ACTION

Disregarding the above code of behavior, disorderly conduct, and/or refusal to submit to the authority of the bus driver will result in disciplinary action. This action can include, but is not limited to, loss of in-school privileges and after school detentions. Continued or persistent disorderly conduct or refusal to obey the bus driver can result in the suspension or denial of transportation privileges.

PROCEDURE FOR LOSS OF TRANSPORTATION PRIVILEGES

1. The driver will warn student responsible for rule infractions.
2. If a student's misconduct persists or is severe, the bus driver will issue a bus ticket to the school office.
 - a. The Principal will speak with the child and explain the ticket process.
 - b. The ticket must be signed by the parent and returned to the office the day after meeting with the Principal.
 - c. The Principal will send an electronic copy of the ticket to the bus company with the identified consequence written out for parent and bus driver.
3. The first meeting with the Principal will result in a warning and a clarification of bus procedures as relates to loss of bus privileges.
4. The second bus ticket will result in a one-day suspension from bus privileges.
5. The third bus ticket will result in a three-day suspension from bus privileges.
6. A fourth bus ticket will result in suspension of bus privileges for the remainder of the current school year.

Certain misconduct may result in immediate suspension of bus privileges. Such misconduct includes, but is not limited to, fighting and other behaviors that cause imminent safety concerns for the entire bus.

CAFETERIA

Meals - DURING THE COVID19 PROTOCOLS WINDOW WHICH IS CURRENTLY SET TO RUN UNTIL DECEMBER 31, ALL STUDENTS WILL RECEIVE FREE BREAKFAST AND LUNCH UPON REQUEST.

Lunch menus will still be provided and all meals will be bagged and delivered to classrooms.

CHILD ABUSE/NEGLECT

Massachusetts Law, Chapter 119, S.51A and B requires all professional school employees to report immediately any suspected physical or sexual abuse of children, or any instance of neglect or improper care to the Department of Children and Families. As mandated reporters we take this responsibility seriously.

FINE ARTS AND PHYSICAL EDUCATION

Students at Brookfield Elementary School participate in Music, Art, and Physical Education on a weekly basis when in-person. In addition, Instrumental Music is available to students through a remote learning platform in the upper grades. For your child's comfort in P.E., dresses and skirts are not recommended. Non-marking sneakers are required.

HOMEWORK POLICY

Introduction

Homework is an important component of a child's education. It can take many forms; for example, library research, a science experiment, collecting information for social studies, problem solving, reading, etc.

Homework should be varied for class assignment, group assignments, and individual assignments. Assignments should be appropriate to grade level and the students' abilities, and clearly understood by all.

According to research, teachers' written comments on homework papers are important in improving student performance.

Positive Effects of Homework

Homework will be assigned for the purpose of:

1. reinforcing materials taught in class
2. improving study skills
3. improving critical thinking skills, concept formation, and information processing
4. developing good study habits
5. developing self-discipline and responsibility
6. promoting parental involvement

Role of Parents

It is important that parents help their child by becoming involved in the child's educational growth. Homework provides that opportunity for parent/child interaction. The following are some suggestions for parents:

1. Provide a reasonable after-school schedule that provides time for play, special interests, and homework.
2. Provide a well-lit, quiet place that is supplied with paper, pencils, a dictionary, etc.
3. Convey the idea that learning takes place anywhere and at anytime.
4. Although parental involvement is encouraged, understand that the assignment is the child's responsibility.
5. Help the child to keep on task.
6. Review the homework to see that it is neat and complete.
7. Read to your child everyday.
8. If any child is struggling with homework in anyway, it is very important that the teacher be contacted. Brookfield Elementary School greatly encourages open communication between the teachers and parents of the children.

Amount of Homework

The allotted time and the assigned homework is based on the classroom momentum observed by the teacher. Each teacher spends certain amounts of time on each subject and knows the speed and variation within the class. Therefore, the homework assignment will be assigned according to the teacher's observance of the class in order to meet the educational goals for the grade level. Some children will spend more or less time depending on their abilities, work habits, distraction, etc.

Homework may be assigned over weekends for the purpose of giving children ample time for larger projects, such as book reports, reading assignments, math assignments, preparation for the following week, etc. Sometimes a student may need extra time to complete a weekday assignment. This will be left up to the discretion of the teacher.

Homework during school vacations and holidays will be assigned in the same manner as weekend homework. A teacher may feel that the students will benefit from a reading or writing assignment, for example, in order to review what they've done or prepare them for upcoming lessons.

Failure to complete homework assignments may result in a call to parents, loss of privileges, loss of recess time, or after school detentions. The building principal makes the final decision as to consequences.

Assignment books are required for grades 3-6. All K-2 homework is labeled as such with a due date.

If a student is ill, homework is usually given after a 2-day absence. Parents should call the office between 8:00-9:00 a.m. Homework can be sent home via another student or picked up between 2:30-3:00 p.m. at the main office. Homework is not sent home if a substitute is covering the class.

LEGAL CUSTODY

Unless we are notified otherwise, both parents of a child have equal privileges. If one parent has legal restrictions placed on him/her, we must have a copy of the court order. ***The school cannot make legal determinations pertaining to students without documentation.***

LIBRARY

In-person students have a scheduled library class each week to visit and borrow books. In order to borrow a new book, the book currently checked out by a student must be returned. Teachers may schedule additional time for research projects. Students who lose books will be responsible to pay for the replacement cost of the book.

LOST AND FOUND

Students should take personal items home daily since the school is not responsible for lost or damaged items. Lost and found articles are kept in the hallway outside the School Health Office. These articles should be retrieved in a timely manner as they are disposed of periodically. *To facilitate the return of lost items, please put your child's name on personal items.*

MCAS TESTING

Should MCAS testing be formally scheduled for FY21, a copy of the MCAS testing schedule will be available to parents through the weekly White Tiger News.

NOTES/PERMISSION SLIPS

Notes are required if a student is:

- 1) absent from school for one or more days
- 2) being picked up early from school.
- 3) he/she will not be using the standing transportation instructions on file
- 4) being picked up from school by someone other than yourself

If an emergency arises, please contact the school at 508-867-8774.

PERSONAL ITEMS

Personal items with the potential to cause harm to others are not permitted on school property. *Personal items that distract from the learning process and/or are of a high monetary value are not allowed in school.* School personnel are not responsible for the loss, theft, or damage of personal items. *Please make sure that your child leaves such items at home.*

Students at Brookfield Elementary School are permitted to bring cellular telephones to school for safety reasons (walking to and from the bus) but use of any such device during the school day or on the bus is strictly prohibited. *All cellular telephones must be turned "off" during the school day and stored in the child's backpack.* Please be advised that any cellular telephone that is visible or sounds during the school day will be confiscated and must be claimed by a parent. Brookfield Elementary School assumes no liability for lost or stolen items. *Bringing cellular telephones to school is done so at the student's own risk.*

SCHOOL ADVISORY COUNCIL

The Brookfield Elementary School Advisory Council was formed in 1993 as a result of the Massachusetts Education Reform Act. The Council's membership has slots available for up to 3 teachers, 3 parents, and 1 community member. The council advises the principal of their recommendations when:

- *Reviewing school policies and educational goals
- *Identifying the educational needs of students attending the school
- *Reviewing the school building's annual budget
- *Developing a school improvement plan
- *Strengthening school/parent/community relations

All meetings are posted in advance and are open to the public.

SCHOOL COMMITTEE

The School Committee has a regularly scheduled meeting on the second Tuesday of every month in the Brookfield School Library. There are three elected members with varying terms of office. The committee's three main responsibilities are:

- *Approving school policies to be carried out by the administration
- *Approving the budget to present at the town meeting
- *Representing the Town during collective bargaining with school employees

One Brookfield Elementary School Committee member also participates on the Tantasqua Regional School Committee. The Tantasqua Regional School Committee deals with regional issues and meets at the Tantasqua Regional Junior High School.

SCHOOL/HOME COMMUNICATIONS

Frequent and clear communication between home and school is vital to the success of our students. In addition to the formal formats below, we would encourage parents to contact the school whenever there is a question or concern. When you have concerns about your child, please contact the school immediately and follow these steps:

1. First, contact the teacher to discuss the concern. Email is preferred (see back page for email addresses).
2. Contact the principal if the issue is not resolved.
3. Contact the superintendent if the issue is still not resolved.

The teachers at Brookfield Elementary School are committed to the success of each of their students. It is hoped that these steps can be followed to resolve any concerns.

The **Connect-ED®** service enables school administrators to record, schedule, send, and track personalized voice messages, texts, and e-mails to all students, parents, and staff in minutes. This service works with cellular and home phone numbers as well as e-mail addresses. In an emergency, all emergency contact numbers are notified. This includes inclement weather announcements.

Open House – Open House has been suspended for the FY21 School Year.

White Tiger News – Each Thursday a newsletter is sent to all families via email. You will be informed about events of the week to come. It will also be used to disseminate information about policy and procedural changes throughout the year. To ensure timely receipt of the newsletter please confirm that family email information is up to date.

Report Cards – These reports are issued 3 times a year for grades K-6. Questions regarding your child's progress should be directed to the teacher responsible for the assessment. The final reporting trimester will include the classroom assignment for the upcoming year.

Conferences – Parent/Teacher conferences are scheduled in October and April, though you may schedule a conference at any time. Appointments are made on-line through Signup Genius. These conferences provide an excellent opportunity for parents and staff to review each child's progress. It is anticipated that this year's conferences will be virtual using a Google Meet link.

SCHOOL PSYCHOLOGIST/GUIDANCE COUNSELOR

Services provided by the school psychologist or guidance counselor may include: counseling, testing, and assistance with social/emotional issues. Both the school psychologist and/or the guidance counselor are available to assist the parents and children of Brookfield Elementary School.

SCHOOL USE – *School Use has been suspended until further notice.*

SECURITY

The School has a "Locked Door Policy" approved by the School Committee. All persons entering the building must do so by the front door. A buzzer entry to the right of the building to gain access has been implemented. Parents are asked to check in at the office upon entering the building.

SPECIAL EDUCATION/TITLE I/SPEECH/ OCCUPATIONAL THERAPY/PHYSICAL THERAPY

A variety of special services are available to Brookfield students. Services are made accessible through the school psychologist/guidance office. Referrals are made by the classroom teacher or the student's intervention team.

STUDENT BIRTHDAY CELEBRATIONS – *Student Birthday Celebrations have been suspended until further notice.*

STUDENT DRESS CODE

Indoors -School dress should be safe, healthful, and not interfere with the educational process. Children are expected to dress appropriately for a school setting, and clothing must be sanitary. *Articles of clothing that promote or advertise drug or alcohol use, as well as offensive messages, are not allowed in school.* If there is a question about appropriateness of dress for school or a certain activity, the Principal will make a determination. *Hats are not to be worn indoors.*

Recess – Children are expected to wear appropriate outdoor clothing for recess each day. Children will go outside when the temperature is above 20 degrees Fahrenheit including wind chill. Winter coats, boots, hats, gloves or mittens, scarves, snow pants, etc. are appropriate for outdoor recess in the winter. Students wearing this appropriate clothing will be allowed to play in the snow. Others will be required to play on the sidewalk or black top areas.

COVID-19 Health and Safety Guidelines

It is required that you check your child carefully for symptoms of COVID-19 before sending them to school each morning. You should not medicate your child for a cough, headache or elevated temperature before sending them to school. Students medicated with fever reducing medication or cough suppressant before leaving for school will not be permitted to remain in school.

COVID-19 Symptoms to look for each morning

- Fever or fever-like symptoms o Temperature \geq 100.0 F with or without muscle ache and chills.
- Respiratory symptoms o Frequent cough, congestion, runny nose, sore throat, shortness of breath not appeared to be related to allergies or asthma.
- Gastrointestinal symptoms o Diarrhea (3 or more watery stools), vomiting, or severe nausea.
o Loss of appetite
- Persistent headache
- New unexplained loss of taste or smell
- Extreme Fatigue
- Student reported or has been notified that they have been in close contact with a positive COVID-19 case

COVID-19 Symptoms at School

- Students experiencing COVID symptoms will be placed in an area separate from other students while they wait to be dismissed.
- If the Health Office staff dismisses your child with COVID related symptoms, the student will require further assessment by their Physician. Students are only allowed to return to school with a Physician note explaining illness is not COVID related, a negative COVID test, or student must quarantine for a minimum of 10 days and symptoms have improved without the use of medication.
- If a student receives a positive COVID test result, they will be required to stay home to isolate for at least 10 days from the initial symptoms and may only return to school if fever free

for 24 hours without the use of medication and symptoms have greatly improved without the use of medication.

You will be contacted by a local Board of Health agent with instructions to keep your family safe.

- If a student is in a cohort that has a positive case, parents/guardians will be notified and students will begin a quarantine for 14 days. You will be contacted by a local Board of Health agent to determine if the quarantine should continue and if student should be tested.
 - Close contacts are considered to be anyone who is within 6 feet of a confirmed case for more than 15 minutes. Masks reduce exposure but do not eliminate it. Because students in a classroom are together for an extended period of time and will be removing masks for mask breaks and lunch, those greater than 6 feet may be considered a close contact. This will be determined by the Board of Health with cooperation from the Health Office.
- If your child is required to isolate or quarantine, they will be included in the remote learning.

It is imperative that you provide an emergency list of people who are able to pick your child up from school as soon as possible and at least within 45 minutes if they are ill and need to be dismissed from school. If parents/guardians cannot be reached, the Health Office staff will dismiss ill students to any emergency contact on record provided by the parent.

Masks

Families are to provide student's masks. All students using bus transportation, regardless of grade, must wear a mask for the duration of the bus ride. Students grade 2-12 are required to wear masks during the school day. Students grades Pre-K-1 will be encouraged to wear masks throughout the day with training and practice.

Recommended:

Not Recommended:

- Cloth masks, preferably with 2 or more layers □ Gator or buff style face coverings ○ Cloth masks should be washed daily □ Bandana's
- Disposable non-medical face masks □ Masks with valves ○ Disposable masks should be thrown away when student returns home.
- Please label masks with your child's initials and send your child with extra masks daily in case theirs becomes soiled or damaged.
- Please send a plastic container (i.e. Tupperware, Glad, Rubbermaid, etc.) for your child to place their mask in during mask breaks and lunch. Please label this container with your child's name/initials, this container will remain at school.
- Mask exemption will only be permitted with a Physician note indicating valid diagnosis and reasoning.

Hand Sanitizer

Students are encouraged to utilize the soap and hand sanitizer provided at school for scheduled hand washing and hand sanitizing. Students are allowed to bring their own products from home for use in between these scheduled times. The student must be able to independently take out, use, and replace

product back to their personal belongings. Hand sanitizer should have at least 60% alcohol to be effective. Products from home may not be shared with other students.

Water Bottles

Please send your child to school daily with their own water bottles, ideally with a covering for the mouth piece/straw. A new water station has been installed for touchless refilling of bottles. Bubblers will be closed.

Absence/Attendance Reference

This is a reference for you regarding our School Attendance Related to Illness Policy. We ask that you please keep the school nurse informed of all illness-related absences and/or COVID-19 diagnosis or exposure.

Symptoms and conditions requiring absence from school:

Infectious Disease Symptoms	Other Conditions:
<ul style="list-style-type: none"> • <u>Fever or fever-like symptoms</u> <ul style="list-style-type: none"> ○ Temperature \geq 100.0 F with or without muscle ache and chills. • <u>Respiratory symptoms</u> ○ Frequent cough, congestion, runny nose, sore throat, shortness of breath not appeared to be related to allergies or asthma. • <u>Gastrointestinal symptoms</u> ○ Diarrhea (3 or more watery stools), vomiting, or severe nausea. <ul style="list-style-type: none"> ○ Loss of appetite • <u>Persistent headache</u> • <u>New unexplained loss of taste or smell</u> • <u>Extreme Fatigue</u> • <u>Student reported or has been notified that they have been in close contact with a positive COVID-19 case</u> 	<ul style="list-style-type: none"> • <u>Confirmed non-COVID viral infectious disease</u> ○ Ex: influenza, rhinovirus, norovirus • <u>Contagious infections requiring antibiotic treatment</u> <ul style="list-style-type: none"> ○ Ex: Strep throat or pink eye • <u>Undiagnosed, new, and/or untreated skin rash or condition</u> • <u>Doctor's note requiring an individualized plan of care to stay home due to medical concerns.</u>

You should not medicate your child for a cough, headache or elevated temperature before sending them to school. Students medicated before leaving for school will not be permitted to remain in school.

Procedure for return to school:

Infectious Disease Symptoms	Other Conditions:
<ul style="list-style-type: none"> • If <u>presenting</u> with symptoms of COVID-19, please contact your child's doctor immediately. Symptomatic students are only allowed to return to school with a Physician note explaining illness is not COVID related, a negative COVID test <u>and</u> have been fever free for 24 hours without fever-reducing medication and symptoms have much improved without the use of medication. • If you choose not to test your child, they must stay home to quarantine for 10 days. • If your child is notified that they are considered to be a close contact, they must quarantine and stay home to monitor for symptoms for 14 days, regardless of a negative test result. It is recommended your child be tested 5 days following exposure to COVID-19 if they are considered to be a close contact. • If <u>POSITIVE</u> for COVID-19, your child must isolate for at least 10 days and have been fever-free for 24 hours without fever-reducing medication and symptoms have much improved without the use of medication. 	<ul style="list-style-type: none"> • If confirmed that your child is diagnosed with a non-COVID viral illness, they may return only with a doctor's note including diagnosis, a treatment plan and date of accepted return to school. • After the first 24 hours of various antibiotic treatments for contagious infections (i.e. strep throat, pink eye, etc.) • Doctor's note requiring an individualized plan of care to stay home due to medical concerns as specified. • Travel to a MA restricted state: A student who travels to a restricted state must quarantine for 14 days, beginning the day after their return home.

Caring for a Family Member Who is Positive for COVID

Watch for symptoms. People with COVID-19 have had a wide range of symptoms reported, from no symptoms (asymptomatic), mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. These symptoms are common with the COVID-19 virus:

- Fever or fever-like symptoms ○ Temperature ≥ 100.0 F with or without muscle ache and chills.
- Respiratory symptoms ○ Frequent cough, congestion, runny nose, sore throat, shortness of breath not appeared to be related to allergies or asthma.
- Gastrointestinal symptoms ○ Diarrhea (3 or more watery stools), vomiting, or severe nausea.
 - Loss of appetite
- Persistent headache
- New unexplained loss of taste or smell
- Extreme Fatigue
- Student reported or has been notified that they have been in close contact with a positive COVID-19 case

Watch for emergency warning signs: If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake □ Bluish lips or face

Call 911 or call ahead to your local emergency facility. It is important to notify the operator that you are seeking care for someone who has COVID-19.

Practices at home to protect other family members

Person with COVID-19 should be isolated from the rest of the family in their own room for 10 days. During the 10 days: Meals can be brought to them; they should use a separate sleeping area and bathroom if possible; do not share bath towels; keep their toothbrush in a separate area away from the rest of the family; all family members should keep masks on whenever within 6 feet of the ill person; frequently wipe shared surface areas with disinfectant.

What does this mean for the caregiver?

If you are caring for a person who has tested positive for COVID and cannot avoid close contact (caring for a child), you will have to quarantine for 14 days beginning on the 10th day of that positive individual's isolation OR if their symptoms last longer than 10 days, beginning on the first day they are fever free for 24 hours without the use of fever reducing medication and symptoms have improved without the use of medication.

STUDENT HEALTH

School Nursing Services are for the purpose of medical triage, disease management, first aid, emergency care, the administration of medication, and the implementation of state mandated health screenings.

State Mandated School Health Requirements								
	Pre-K	K	1	2	3	4	5	6
Physical Exam by MD	X	X				X		
MD Lead Screening	X	X	Or upon transfer to school					
MD Vision & Hearing Screening	X							
School Vision Screening		X	X	X	X	X	X	
School Hearing Screening		X	X	X	X			
School Hgt & Wgt Screening			X			X		
School Postural Screening							X	X

Under Massachusetts State Law no child shall attend school without required immunizations. Please check with your child's MD to assure your child is up to date for their age. There are two situations in which MDPH will allow immunization exemption:

1. A **medical exemption** is allowed if a physician submits documentation attesting that an immunization is medically contraindicated. MDPH requires annual renewal of medical exemption documentation at the beginning of each school year.
2. A **religious exemption** is allowed if a parent or guardian submits a written statement that immunizations conflict with their sincere religious beliefs. MDPH requires annual renewal of religious exemptions in writing at the beginning of each school year.

State Mandated School Immunization Requirements								
	Pre-K	K	1	2	3	4	5	6
Hib doses	1-4	-	-	-	-	-	-	-
DTaP doses	4	5	5	5	5	5	5	5
Polio doses	3	4	4	4	4	4	4	4
Hepatitis B doses	3	3	3	3	3	3	3	3
MMR doses	1	2	2	2	2	2	2	2
Varicella doses	1	2	2	2	2	2	2	2
Influenza seasonal doses	1	1	1	1	1	1	1	1

My charge is to keep your child in class as often as possible, without the risk of infecting others. I evaluate the situation using symptoms reported, physical assessment, and clinical judgement. Conditions that would require dismissal include, but are not limited to: Fever >100; vomiting; diarrhea (>3 watery stools); severe cough/cold symptoms; injury.

When to stay home

- Temperature >100
- Vomiting within the last 24 hours
- Greater than 3 watery stools within the last 24 hours
- Body rash with itching or fever
- Live adult head lice
- Eye infection with drainage
- Persistent cough or runny nose

When to return to school after an illness

- Fever free (<99.9) for 24 hours without the use of fever reducing medication (acetaminophen(Tylenol), ibuprofen(Motrin))
- If started on antibiotic, 24 hours after antibiotic started
- Vomiting free for 24 hours and have been able to hold down 2 meals
- Diarrhea free (<3 watery stools/24 hours)
- Body rash that has been evaluated by MD and deemed not contagious
- No live adult head lice, must be treated and nits removed
- Eyes free from drainage

Notes

Physician notes are needed to excuse medical absences >3 days. Physician notes are also needed for a student to be medically excused from gym/recess and when those restrictions are no longer necessary (unless time frame was given on original note.) Your child will not be allowed to participate until a physician note is received.

Home Bound Instruction

Home and/or hospital tutoring is available for children who are chronically ill or will be absent from school for ten consecutive days because of illness or disability. Parents who wish to request an evaluation or have a child in need of home or hospital tutoring should contact the Principal.

Medications

Prescribed medications and over the counter medications require a signed MD order as well as a signed parental consent. Menthol and other medicated cough drops are not allowed. All medications must be brought, in the original prescription container, to the Nurse by an adult.

Emergencies

In case of illness or injury, emergency care and first aid will be provided while a parent/guardian or other designated adult responsible for the student is contacted. Parents/guardians must provide transportation for any sick or injured child dismissed from school unless it is an emergency. Please provide the school with current or updated contact information for your student as needed.

Parental Notification Relative to Growth and Development Education

(General Laws Chapter 71, Section 32A)

Each school year, all parents/guardians of students in our Growth and Development classes (Grades 4-6) will be notified in writing of the course and curriculum we offer. Notice to parents/guardians will include a brief description of the curriculum and will inform parents/guardians that they may:

1. Exempt their child from all or any portion of the curriculum, without penalty to the student, by sending a letter or email to the school principal requesting an exemption.
2. Review program instruction materials for this curricula.

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 send a written request to the Superintendent for review of the issue.

STUDENT CONDUCT

The Rules – In order to work well together there is a clear set of rules that will help students and teachers function as a community and feel safe in school. Any behavior, positive or negative, has a consequence. It is important that students learn to avoid negative behaviors that will bring unwanted consequences.

- Rule 1: Students may not damage school or student property.
- Rule 2: Students may not take or have something that does not belong to them without permission.
- Rule 3: Aggressive physical contact of any kind is not allowed.
- Rule 4: There will be no knives, guns, or any other dangerous objects on school property, school buses, or at school related events.
- Rule 5: Foul and inappropriate language, writing, or graphics (including threats, harassment, and racial, sexual or ethnic slurs) will not be tolerated.
- Rule 6: Drugs, alcohol, tobacco, or electronic vaping devices are prohibited on school property.
- Rule 7: Students are not allowed to chew gum.
- Rule 8: Students may not sell gum, candy, food or other products to students in school.
- Rule 9: Cheating on quizzes, tests, projects, class work or homework is not allowed.
- Rule 10: Other issues as they come up will be dealt with by staff.

Consequences for behavior may include:

- Time-out
- A written or spoken apology and reassurance that the behavior will not happen again
- Mediation with the bothered student or staff
- Written note from student, signed by parent, describing the incident and consequences
- Eating lunch away from classmates, either in or out of the cafeteria
- Structured recess activity assigned by staff
- Spending recess with the teacher or at the office
- Phone call to parent
- Exclusion from part or all of other non-academic activities
- Before or after school detention
- Parent conference
- Students placed on a behavior contract or chart
- In-school suspension
- Out of school suspension
- Expulsion or legal involvement

Consequences will be assigned in a fair and progressive manner. Chronic behaviors will receive stricter consequences.

Detention Procedures - Teachers hold the detention period if it is a classroom detention. If the Principal assigns detention, it will be in the office. A teacher or the Principal may assign a student detention for disciplinary problems explained in the previous section, as well as for other disciplinary problems. Detention takes preference over other commitments, including any after-school or extra-curricular activities.

Suspension Procedure - A student may be suspended, in-school or out of school, for one or more days, dependent upon the gravity of the discipline problem. Disciplinary violations, which endanger the safety or welfare of school staff or students may be handled by indefinite suspension from school as State Law allows. Any such suspension will be determined by school administration. Hearings will be granted in all cases involving possible expulsion.

Exclusion From School

1. A student may be excluded from school by the Principal for repeated and chronic school violations or for an individual violation of major consequence. In all such cases, the student will be given due process as State Law allows. Any student who is found on school premises, or at school sponsored or school related events, in possession of a dangerous weapon, including, but not limited to, a gun or a 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 school.
2. Any student who assaults a staff member on school premises, or at school sponsored or school related events, may be subject to expulsion from school.
3. Any student who is charged with a violation of either above paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing. The student may have representation, along with the opportunity to provide evidence and to examine witnesses at said hearing. After the hearing, the administration may, in their discretion, decide to suspend rather than expel a student. In that case, the administration shall state in writing to the School Committee the reasons for choosing the suspension instead of expulsion as the most appropriate remedy.
4. Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the starting date of the expulsion in which to notify the Superintendent of his desire to appeal. The student has the right of counsel at the hearing before the Superintendent.
5. When a student is expelled under the provisions of this section and applies for admission to another school, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons of the student's expulsion.

File: JIC

STUDENT DISCIPLINE POLICY

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct. Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students. The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily 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 Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing – Short Term Suspension of up to 10 days

The hearing with the Principal shall be 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 committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be 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 committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: 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; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; 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; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that 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 a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension. The Superintendent shall make a good faith effort to include the parent in the hearing. The

Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing. The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be.

The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE. The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC

LEGAL REF: M.G.L. 71:37H; 71:37H ½; 71:37H3/4; 76:17; 603 CMR 53.00

First Reading: April 12, 2016

Second Reading: May 10, 2016

Adoption: May 10, 2016

4. Educational Outreach and Support Options/Plans:

1. Email teachers and families
(for in-school, external suspension, exclusion, after/before school)

Collection and distribution of work at start of suspension

Students with 10+ days of suspension-tutoring and extra help via any or all of the following

2. Follow-Up:
 - i. Extra help sessions after school/before school
 - ii. Tutoring outside school
 - iii. External placement as warranted or recommended through exclusion hearing only

Check-in with teachers on academic completion of assignments and grade Provide educational support opportunities through mandatory help session Communicate with families, students, counselors, teachers, and other stakeholders

53.10: In-School Suspension under M.G.L. c. 71, §37H^{3/4}

(1) The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

(2) The principal may impose an in-school suspension for a disciplinary offense under 603 CMR

53.10, provided that the principal follows the process set forth in 603 CMR 53.10(3) through (5) and the student has the opportunity to make academic progress as set forth in 603 CMR 53.13(1).

(3) 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 days, cumulatively or consecutively, in a school year.

(4) On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally as soon as possible 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 attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

(5) 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 in 603 CMR 53.10(4), 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 other method of delivery agreed to by the principal and the parent.

Discipline of Students with Disabilities

A student with disabilities has all the rights that a typical student has under state law and regulations, in addition to the procedural and other rights afforded to students with disabilities.

In general, if a student with a disability—whether under a 504 Plan or an IEP—has violated the school’s disciplinary code, the school may suspend or remove that student from his or her current educational placement for no more than 10 consecutive school days, or 10 cumulative school days in any school year, using the same disciplinary procedures as apply.

Any time the school wishes to remove a student with a disability from his or her current educational placement for more than 10 consecutive school days in any school year, or if a student is removed for disciplinary reasons for more than a total of 10 days in any school year when a pattern of removal is occurring, this is a “change of placement.” A change of placement invokes certain procedural protections under federal special education law. These include the following:

- (a) For any student served on a 504 Plan or IEP, the Section 504 Team or special education Team should consider the need to conduct a functional behavioral assessment that will be used as the basis for developing specific strategies to address the student’s problematic behavior. If a behavioral intervention plan has been previously developed, the 504 or IEP Team will review it to make sure it is being implemented appropriately, and will modify it if necessary.
- (b) 504 or IEP Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the student’s problematic behavior. If a behavioral intervention plan has been previously developed, the 504 or IEP Team will review it to make sure it is being implemented appropriately, and will modify it if necessary.
- (c) Prior to any disciplinary removal that constitutes a change in placement; the school District must inform the parent/guardian that the law requires that the school District consider whether or not the behavior that forms the basis for the student’s disciplinary removal is related to his or her disability. This is called a “manifestation determination.” Remember that the parent/guardian always has the right to participate as a member of the group of people making the determination.

Consideration of whether the behavior is a manifestation of the student's disability:

The law provides that the school district, parent, along with relevant Team members, must consider all evaluation information, observational information, and the student's 504 Plan or IEP; and must determine whether the student's behavior that prompted disciplinary removal was a manifestation of his or her disability. The behavior is considered a manifestation of the student's disability, if:

- i. the conduct in question was caused by, or was a direct result of the school district's failure to implement his or her 504 plan or IEP.
- ii. the conduct was caused by, or had a direct relationship to, the student's disability.

If the manifestation determination decision is that the behavior **was** related to the student's disability, then he/she must be immediately returned to his or her current educational placement (except in the case of a weapon, drug possession, or serious bodily injury to another, as discussed below). The student cannot be removed unless the Team and the parent/guardian agree on a different placement, or Hearing Officer orders a removal from the current educational placement to another placement.

If the manifestation determination is that the behavior **was not** related to the student's disability, then the school may remove the student according to the school's code of student conduct, except for that for any period of removal exceeding 10 school days the school district must provide the student with educational services that allow the student to continue to make educational progress.

In the case of a disagreement with the Team's determination:

If the parent/guardian disagrees with the "manifestation determination" or with the decision relating to placement of the student in an interim alternative education setting or any other disciplinary action, the parent/guardian has the right to appeal the manifestation determination by requesting a due process hearing from the Bureau of Special Education Appeals (BSEA).

If the manifestation determination is that the behavior was not related to the student's disability, then the school may suspend or otherwise discipline the student according to the school's code of student conduct, except for that for any period of removal exceeding 10 school days the school District must provide the student with educational services that allow the student to continue to make educational progress. The school District must determine the educational services necessary, manner and location for providing those services.

In the case of a disagreement with the Team's determination:

If you disagree with the Team's decision on the "manifestation determination" or with the decision relating to placement of the student in an interim alternative education setting or any other disciplinary action, the parent/guardian has the right to appeal the Team's decision by requesting an expedited due process hearing from the Bureau of

Special Education Appeals (BSEA).

(c) If, after the manifestation determination, the student on a 504 Plan or an IEP is nonetheless removed from school, he/she is entitled to receive FAPE as of Day 11 of being removed from his or her educational placement. What services are necessary to provide FAPE during the student's removal should be determined by the Team.

Discipline of Students Not Yet Determined Eligible for Special Education

If, prior to a disciplinary action, the district has 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 determined not to be eligible. According the Section 300.543 of the Federal Regulations, the following are stated to be evidence that the school district had knowledge that a student may be a student with a disability:

- (1) The parent of the child expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;
- (2) The parent of the child requested an evaluation of the child pursuant to Sec. Sec. 300.300 through 300.311; or
- (3) The teacher of the child, or other personnel of the LEA, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the Special Education Director of the agency or to other supervisory personnel of the agency.

At the same time, it is also important to acknowledge circumstances through which the school district would not be said to have knowledge that the child may be a child with a disability. These include the following according to 34 CR 300.543

- (c) Exception. A public agency would not be deemed to have knowledge under paragraph (b) of this section if--
 - (1) The parent of the child--
 - (i) Has not allowed an evaluation of the child
 - (ii) Has refused services under this part;
 - (2) The child has been evaluated in accordance with Sec. Sec. 300.300 through 300.311 and determined to not be a child with a disability under this part.
- (d) Conditions that apply if no basis of knowledge.
 - (1) If a public agency does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors consistent with paragraph (d)(2) of this section.
 - (2)
 - (i) If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under Sec. 300.530, the evaluation must be conducted in an expedited manner.

- (ii) Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
- (iii) If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of Sec. Sec. 300.530 through 300.536 and section 612(a)(1)(A) of the Act.

STUDENT RECORDS

Confidentiality of student records is strictly maintained. Only authorized school personnel involved with the student's educational program may have access to a student's record. Parents or legal guardians always have the right to review their child's record. No information will be sent to another individual or agency without written consent of the parent or legal guardian. Exceptions to this would be a probation officer, court order, or upon transfer to another school district. See *Family Educational Rights and Privacy Act (FERPA)* in the appendix for further information concerning student records.

Unless we have a court order stating otherwise, both parents will have access to their student's records.

USE OF THE SCHOOL DRIVEWAYS

Student drop-off and pick-up procedures are currently adapted to meet the needs of our Hybrid Learning Model. Changes may be made to support the numbers of parent pick-ups as compared to bus students. Please refer to communications through the White Tiger News or call the school at 508-867-8774 with any questions.

VISITORS

Due to COVID19 Protocols, visitation to the school is currently suspended. The doors to the building are locked at all times. To gain entrance to the main office during office hours, 8:00 a.m.-4:00 p.m., you need to follow the instructions posted on the front door.

VOLUNTEERS

Due to COVID19 Protocols, volunteer opportunities are currently suspended.

Brookfield Elementary School, an Affirmative Action Employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of race, color, sex, gender identity, religion, limited English proficiency, national origin, sexual orientation, disability, or housing status. All students have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

The use of all tobacco products including electronic vaping devices within school buildings, the school facilities, on school grounds, or on school buses by any person is prohibited.

Massachusetts General Law Ch. 71, Sec.37H

Tantasqua Regional and Union 61 Administration

Central Office
320 Brookfield Road
Fiskdale, MA 01518
(508)-347-5977

**Dr. Erin Nosek
Superintendent of Schools**

**Deborah Boyd
Associate Superintendent of Business and Finance**

**Jodi Bourassa
Assistant Superintendent of Learning and Teaching**

**Brenda Looney
Director of Special Education**

Brookfield Elementary School
37 Central Street
Brookfield, MA. 01506
(508)867-8774

**Dr. Kathleen Hosterman
Building Principal**

Brookfield Elementary School Committee (20/21)

Andrew Dunn (Chair)
Megan Cunningham (Tantasqua Representative)
Jeffrey Morin (Secretary)

Advisory Council (20/21)

Kathleen Hosterman, Principal
TBA, Community Member
TBA, Parent
Michelle LeDoux, Teacher

Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 1232g;34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as a great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202)260-3887 (voice). Individuals who use TTD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

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

- This information was obtained from the U.S. Department of Education’s website – www.ed.gov.

Tantasqua & Union 61 Anti-Harassment Policy

***An addendum to the anti-harassment policy is being constructed by the Tantasqua/Union 61 school committees to address the new harassment law that went into effect in May, 2010 in the state of Massachusetts.**

STATEMENT OF POLICY:

It is the policy of the Brookfield Public Schools to provide an environment free from unlawful harassment because of an individual's race, color, sex, gender identity, religion, limited English proficiency, national origin, sexual orientation, disability, or housing status. All students have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

Brookfield Public Schools is committed to courteous and considerate treatment of its employees and students at all times as an accepted standard of behavior. Consequently, Brookfield Public Schools is committed to an atmosphere that is free of tension caused by demeaning or harassing conduct, including animosity engendered by inappropriate religious, racial, or sexual conduct or comments.

Brookfield Public Schools prohibits harassment by any of its employees, officers, agents or students and has set forth a process by which allegations of harassment may be filed, investigated and resolved.

PURPOSE:

To provide a guideline for recognizing, reporting, and resolving complaints of harassment. Supervisors and managers should gain a more complete understanding of what constitutes harassment in the workplace, how to prevent it or recognize it when it happens, and how it should be handled if a complaint is brought to their attention.

DEFINITIONS:

Unlawful Harassment

Unwelcome behavior of a verbal, written, or physical nature, which is either repeated or severe, and which creates a hostile, humiliating, intimidating, and offensive work or educational environment. Harassment is a form of discrimination.

The types of harassment defined below consist of verbal, written or physical contact that:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

Sexual Harassment

- A. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitutes sexual harassment when: 1.) submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational status; 2.) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or 3.) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning environment.
- B. Sexual harassment may take many forms, including, but not limited to: 1.) verbal harassment or abuse; 2.) subtle pressure or requests for sexual activity; 3.) assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures, or written communications of a suggestive nature or derogatory nature; 4.) continuing to express sexual interests after being informed that the interest is unwelcome; 5.) leering or voyeurism; 6.) displaying lewd or sexually explicit photographs or materials.

Racial and Color Harassment

Racial or color harassment can include unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

Religious (Creed) Harassment

Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs or graffiti.

National Origin Harassment

Harassment on the basis of national origin is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

Marital Status Harassment

Harassment on the basis of marital status is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

Sexual Orientation Harassment

Harassment on the basis of sexual orientation or gender identity is unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation, such as negative name-calling and imitating mannerisms.

Disability Harassment

Disability harassment includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.

Hazing Law - Chapter 536

Any person involved in the organization or participation of a hazing incident will be subject to criminal prosecution and immediate suspension from the school community for a period not to exceed ten days. The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Civil Rights

Brookfield Elementary School is committed to ensuring that no student is denied access to any educational program or activity of Tantasqua/Union 61 for reason of race, color, sex, gender identity, religion, limited English proficiency, national origin, sexual orientation, disability, or housing status. All students have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district. and to be in compliance with all applicable state and federal laws.

REPORTING RESPONSIBILITY:

Harassment of any kind is specifically prohibited by Brookfield Public Schools' policies. It is the obligation of each person to report any conduct which violates the standards of Brookfield Public Schools – whether or not the person is a victim, whether the perpetrator is a supervisor, staff member, business invitee, volunteer or student and regardless of the sex of the perpetrator.

This policy applies equally to all individuals working at the Brookfield Public Schools and enrolled in programs offered by the Brookfield Public Schools, male or female. This policy applies to all relationships including but not limited to superior/subordinate relationships, peer relationships, relationships between non-staff members and staff members, and student/teacher relationships.

All staff members, managers, supervisors and students are responsible for ensuring that their behavior is free of any form of harassment. No individual working at Brookfield Public Schools or enrolled in a program offered by the Brookfield Public Schools should engage in or encourage harassing behavior.

PROCEDURE:

The following options are available to an employee or student who has been the victim of harassment of any kind:

- A. If the employee or student can comfortably do so, the employee or student may inform the person engaging in the harassment that the conduct is offensive and that it must be stopped.
- B. If the employee or student does not wish to communicate directly with the person or if communication has not brought results, the employee or student may report the offense verbally or in writing to the Principal, Assistant Principal, Chapter 622 Coordinator or Superintendent as listed below. Students who wish to submit a report in writing may use the Formal Harassment Complaint Form outlined below. The supervisor to whom the incident of harassment has been reported must immediately contact the Principal, Superintendent or his/her designee.
- C. The Principal, Superintendent or his/her designee will arrange for prompt and thorough investigation of all reports and take appropriate steps if an investigation indicates that an employee, officer, agent, or student has engaged in a violation of this policy. Each investigation will be properly documented. The investigation will be completed as soon as practicable, but no later than ten (10) school days from the complaint. Retaliation or threats of retaliation upon the alleged victim are unlawful and will not be tolerated.
- D. Employees not satisfied with the action taken may follow the school's grievance procedure as outlined in their respective contract or contact the state or federal agencies listed below.

- E. Students not satisfied with the action taken may follow the school's complaint procedure for students or contact the state or federal agencies listed below.

PROTECTION FOR THE VICTIM:

The initiation of a complaint in good faith will not have any detrimental effect on the individual's employment, compensation, work assignment, school assignment, or educational status.

CONFIDENTIALITY:

Any investigation into allegations of harassment must be conducted in as confidential a manner as possible. Only those individuals with a need to know should be informed of a complaint. Witnesses identified by the employee or student should be interviewed individually in circumstances that will encourage candid comments. The employee or student should be aware that Brookfield Public Schools is obligated to investigate each and every report of harassment and will do its best to maintain total confidentiality as long as possible.

RETALIATION:

It is a separate and distinct violation of this policy for any member of the school community including but not limited to students, school employees, contractors, volunteers and other visitors; to retaliate against any person who reports harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated the anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be addressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

In addition, a person who knowingly makes a false report may be subject to the same action that Brookfield Public Schools may take against any other individual who violates the policy.

DISCIPLINARY PROCESS:

An employee or student who has been found in violation of the Anti-Harassment Policy will be subject to Brookfield Public Schools' disciplinary process, which may range from counseling to termination of employment.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to any kind of harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim. (EEOC – 180 days; MCAD – 300 days)

1. ***The United States Equal Employment Opportunity Commission (“EEOC”)***
One Congress Street – 10th Floor
Boston, MA 02114
(617)-565-3200
2. ***Massachusetts Commission Against Discrimination (“MCAD”)***
Boston Office: One Ashburton Place, Room 601
Boston, MA 02108
(617)-727-3990
Springfield Office: 424 Dwight Street, Room 220
Springfield, MA 01103
(413-739-2145)

Name	Position Phone	Address
Erin Nosek	Superintendent 508-347-3077	320 Brookfield Rd. Fiskdale, MA 01518
Kathleen Hosterman	Principal 508-867-8774	37 Central St. Brookfield, MA 01506

Formal Complaint Procedure for Students

STEP 1

The student shall fill out the Formal Harassment Complaint Form based on his/her allegations of harassment. The complaint form shall detail the facts and circumstances of the incident(s) or pattern of behavior. If a student under eighteen (18) years of age is involved, his/her parent(s)/guardian(s) shall be notified immediately. An investigation shall be completed by the harassment complaint official within ten (10) school days from the date of the complaint.

STEP 2

The investigation may consist of personal interviews with the complaining student, the alleged harasser and other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The investigation shall be completed as soon as practicable but no later than ten (10) school days from the complaint. The harassment complaint official shall make a written report to the school Principal and/or the Superintendent upon completion of the investigation. The report shall include a determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of the policy.

STEP 3

Following the investigation, the harassment complaint official shall recommend to the Principal and/or the Superintendent what action, if any, is required. Brookfield Public Schools shall take appropriate action in all cases where the harassment complaint official concludes that this policy has been violated. Any person who is determined to have violated this policy shall be subject to action, which may range from counseling to exclusion.

STEP 4

If, at the end of this ten (10) school day period, no satisfactory settlement is agreed upon as provided for in Step 3, the matter shall be referred by the student in writing within five (5) school days to the building Principal. The Principal shall give his/her answer in writing by the end of five (5) school days after receipt of the complaint.

STEP 5

If, at the end of this five (5) school day period no satisfactory settlement is agreed upon as provided for in Step 4, the matter shall be referred by the student in writing within five (5) school days to the Superintendent of the Brookfield Public Schools who shall review and give a written decision within ten (10) school days after receipt of the complaint.

STEP 6

If at the end of the ten (10) school day period, no satisfactory settlement is agreed upon as provided for in Step 5, the student shall have five (5) school days to notify the Chairperson of the Brookfield School Committee in writing. The complaint shall be scheduled for a closed hearing during the next regularly scheduled School Committee meeting between the student and the School Committee. The Chairperson of the School Committee shall give a written decision within ten (10) school days following this hearing.

The following information is related to our plan on bullying prevention and intervention (M.G.L. c. 71, § 37O)

BULLYING PREVENTION AND INTERVENTION: DEFINITIONS

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

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or staff members of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- 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 or herself or of damage to his or 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.

Cyberbullying, as defined in M.G.L. c. 71, § 37O, is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

Cyberbullying also includes:

- i. the creation of a web page or blog in which the creator assumes the identity of another person;
- ii. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions listed in the definition of bullying; and
- iii. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions listed in the definition of bullying.

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, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying or retaliation has been perpetrated.

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.

Reporting Bullying:

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. Anonymous reports will be looked into by the receiving school, but no discipline action will be taken solely based on an anonymous report. Contact your child's principal or the Superintendent's Office if you have questions or concerns.

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall: (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii)

take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Curriculum Information:

Bullying Prevention Curriculum will be directly taught to our students. Second Step Bully Prevention is the specific curriculum being used.

Additional information about the District's Bullying Prevention and Intervention Plan can be found on our District website www.tantasqua.org. You can also find reporting forms on our website as well as in all of the school offices.

Tantasqua/Union 61 Acceptable Electronic Network Use Policy

Tantasqua/Union 61 is providing staff and students (users) access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing users for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for users' acceptable use of the Tantasqua/Union 61 electronic network.

- The Tantasqua/Union 61 electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, classroom assignments or career development.
- The Tantasqua/Union 61 electronic network has not been established as a public access service or a public forum. Tantasqua/Union 61 has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all users under the age of 18. Access is a privilege — not a right.
- The district is not responsible for the actions of users who violate the agreement beyond the clarification of its terms.
- The district reserves the right to monitor all activity on this electronic network. Users will indemnify the district for any damage that is caused by users' inappropriate use of the network.
- Users are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Tantasqua/Union 61 electronic network.

General Unacceptable Behavior

While utilizing any portion of the Tantasqua/Union 61 electronic network, users will not use the district equipment, network, or credentials to send, post or receive electronic messages, or engage in behaviors that are abusive, obscene, sexually oriented, threatening, harassing,

damaging to another's reputation, or illegal. Unacceptable behaviors include, but are not limited to, the following:

- Posting information that, if acted upon, could cause damage or danger of disruption.
- Engaging in personal attacks, including prejudicial or discriminatory attacks.
- Bullying or Cyberbullying
- Harassing another person. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, they must stop.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Using criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Using speech that is inappropriate in an educational setting or violates district rules.
- Abusing network resources such as sending chain letters or "spamming."
- Displaying, accessing or sending offensive messages or pictures.
- Using the Tantasqua/Union 61 electronic network for commercial purposes. Users will not offer, provide, or purchase products or services through this network.
- Using the Tantasqua/Union 61 electronic network for political lobbying and/or campaigning.
- Users may only use the system to communicate with elected representatives on issues related to a class assignment or project and to communicate with elected officials only for school/district related activities and/or issues.
- Attempting to access non-instructional district systems, such as student information systems or business systems.
- Using any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the district is not allowed.
- Using district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.

E-Mail

- E-mail for student users in the elementary and junior high grades is not provided.
- Users will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Users will not post private information about another person.

World Wide Web

- Elementary School Level - Access to information for student users on the Web will generally be limited to prescreened sites that are closely supervised by the teacher.

- Junior and Senior High School Level - Access to information for student users on the Web will generally be provided through prescreened sites and in a manner prescribed by their school.

Telnet and FTP

- Telnet and FTP services will not be available to users.

Message Board/Usenet Groups

- The district will provide access to selected newsgroups that relate to subjects appropriate for educational use. Messages posted locally that are in violation of this policy will be removed. The district reserves the right to immediately terminate an account of a user who misuses the message boards or Usenet groups.

Real-time, Interactive Communication Areas

- Users will not use chat or instant messaging without the permission of the Principal or Superintendent.

Software and Files

- Software is available to users to be used as an educational resource. No user may install, upload, or download software without permission from the district technology department.
- A user's account may be limited or terminated if a user intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas. Routine maintenance and monitoring of the Tantasqua/Union 61 electronic network may lead to discovery that a user has violated this policy or the law. Users should not expect that files stored on district servers are private.

Web Sites

- Elementary and Junior High Level - Group pictures without identification of individual student users are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number) upon notice to parents.
- Senior High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of users with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/junior high level of use.
- Material placed on user Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the user may not be used on Web sites unless formal permission has been obtained.

Personal Safety

- Users will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and junior high student users will not disclose their full name or any other personal contact information for any purpose.
- High school student users will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Users will not agree to meet with someone they have met online.
- Users will promptly disclose to a teacher or other building administrator any message received that is inappropriate or makes the user feel uncomfortable

System Security

- Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should users provide their password to another person.
- Users must immediately notify a teacher or the system administrator if they have identified a possible security problem. Users should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Users will not attempt to gain unauthorized access to any portion of the Tantasqua/Union 61 electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Technology Hardware

- Hardware and peripherals are provided as tools for educational purposes. Users are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Users will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the users'.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.

Videoconference

- Videoconferencing is a way that users can communicate with other users, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, users can see, hear, and speak with other users, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Users' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by users apply during all videoconference sessions.

User Rights

- Users' right to free speech applies to communication on the Internet. The Tantasqua/Union 61 electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a user has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

- In the event there is an allegation that a user has violated the district acceptable use regulation and policy, the user will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the user in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Users' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

TRSD Adoption:	December 18, 2007
Brimfield Adoption:	January 22, 2008
Brookfield Adoption:	February 12, 2008
Holland Adoption:	February 14, 2008
Sturbridge Adoption:	January 3, 2008

Wales Adoption:	June 18, 2008
Amended First Reading:	November 16, 2010
Amended Second Reading:	December 21, 2010
Amended Adoption:	December 21, 2010

Cross References JICFB-1, Bullying Prevention and Intervention

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Reading Intervention Aide
Reading & Literacy Teacher
Grade 3 Classroom Teacher
Lead Custodian
Preschool Aide/Business Secretary
Kindergarten Classroom Teacher/
After School Care Coordinator
Grades 5 & 6 Special Needs Teacher
Grade 2 Classroom Teacher
Grades 1 & 2 Special Needs Teacher
Mathematics Intervention Aide
School Psychologist/Team Chair
Grade 4 Classroom Teacher
Grade 1 Classroom Teacher
Grades 5 & 6 Special Needs Aide
Grade 3 Classroom Teacher
Preschool/K & Grade 4 Special Needs
Grade 4 Classroom Teacher
Speech & Language Pathologist Aide
Grade 6 Classroom Teacher
Intervention Aide
Physical Education/Health Teacher
Administrative Assistant
Cafeteria
Kindergarten Aide
Building Principal
Grade 5 Classroom Teacher
School Nurse
School Guidance/Adjustment Counselor
Occupational Therapist
Kindergarten Teacher
Grade 6 Classroom Teacher
GOALS ABA Aide
Grade 1 Classroom Teacher
General Music/Chorus Teacher
Grade 5 Classroom Teacher
Physical Therapist
GOALS Classroom Teacher
Information Technology Support
Grades 1 & 2 Teacher's Aide
Art Teacher
GOALS ABA Aide
RTI Aide
Speech & Language Pathologist
Grades 3 & 4 Teacher's Aide
Grade 2 Classroom Teacher
Mathematics Intervention Teacher
Library/Technology Educator
Band/Instrumental Teacher
Kindergarten Aide