

2020-2021

Family Handbook

LEVERETT ELEMENTARY SCHOOL

November 24, 2020

Dear Leverett students and families:

Welcome to the 2020-2021 school year at Leverett Elementary School. The Coronavirus/COVID19 pandemic has made this a year like none other & hopefully we'll not see another like it for many years to come!

The administration and School Committee spent countless hours this summer developing return to school plans which were approved in early August. All school districts were charged with approving In Person plans, Hybrid plans, and Remote plans. While we recognize that not none of these plans is ideal on its own as there are health, educational, and emotional risks associated with all options, the goal is that the combined usefulness of the plans will allow for continuity of education. The School Committee understands and appreciates the challenges LES families have been facing and appreciates everyone's flexibility and commitment to our community's health and well being.

All of the staff at LES are dedicated professionals who are committed to providing the best possible educational environment in which to learn, grow and thrive. In October, the School Committee and the teachers agreed to a Memorandum of Understanding concerning staff working conditions during the pandemic. This was no simple feat as much had to be learned to ensure safety for staff and students regardless of the reopening phase schedule.

Many of you are returning families and we are glad you and your children will be part of the community again this year. To those of you who are new to LES, welcome! We hope that you will come to love LES as much as we do.

To help ensure a healthy and safe school year, we cannot stress enough the importance of following social distancing, mask wearing, and hand cleaning guidelines and taking the necessary steps for the safety of yourself, your family, and our community. Each decision we make as individuals is significant and has the potential to impact our school as well as the larger community. We ask that everyone do their part by minimizing social contacts, gatherings, and travel over the coming months. Without strict adherence to these protective measures, LES may find itself unable to continue in person education which will hurt its most vulnerable and early learner populations the most.

The attached handbook contains important school related information that we hope will help you and your family. The school administration and School Committee have tried to make the handbook comprehensive and comprehensible. If you have any questions, comments or suggestions, please let us know.

One of the great aspects of LES is its wonderfully close and supportive community. Family involvement in school events and activities is crucial both to student success and that of the school as a whole. Your input is valuable and your participation in school activities is critical. This year, while unlike any other, there are still options for voluntary participation, including the Parent-Teacher Organization (PTO), which organizes events and raises funds for field trips and other important school programs and the Leverett Education Foundation (LEF) which raises money to fund grants to LES and also serves to educate the community about the complicated budget challenges our town faces annually.

The School Committee welcomes family and community input and participation. You can learn about the school policies that inform this handbook on the school's website, as well as when our meetings schedule. We meet on the first Monday of most months throughout the school year, at 6:00 p.m. Please check the school calendar.

Please do not hesitate to contact me or any other member of the School Committee with any questions or ideas you may have. We encourage you to reach out to us regarding policy issues affecting the entire community, and you can learn more about what the School Committee does on **page 45** of the Handbook.

Once again, welcome, and on behalf of the School Committee, I wish you all a healthy and wonderful 2020-2021 school year.

Sincerely,

Craig Cohen
LES School Committee Chair

INTRODUCTION TO THE LEVERETT SCHOOL

Pages 7 - 10

Welcome Letter from School Committee
Mission Statement and School Improvement Goals
LES School Staff
Committees and Contacts
Calendar

GENERAL SCHOOL INFORMATION

Pages 11 - 14

School Hours
Attendance
Snack
Outdoors at LES
Toys at School
The Friday Post and Electronic Notifications
Lost and Found
Visiting Our School
Emergency Numbers and Procedures
Special 911 Instructions

ARRIVAL AND DISMISSAL ROUTINES

Pages 15 - 18

Riding the School Bus
Cars
Routines for Picking Up Children
Bicycles
Walking
Weather-related Delayed Opening or School Closing

ACADEMIC INFORMATION

Pages 19 - 20

Reporting Children's Progress
Standardized Testing
Homework
Field Trips
Report Cards/Parent Conferences

BEHAVIOR AND DISCIPLINE**Pages 21 - 31**

Safe & Respectful School Guiding Principles
Behavior Expectations
Discouraging Inappropriate Behaviors
Due Process/Suspension
Disciplining Students with Special Needs
Bullying Prevention Plan

SCHOOL PROGRAMS**Pages 32 - 33**

Early Childhood Programs
Community Network for Children
Specialist Programs

CAREGIVER INFORMATION**Pages 34 - 35**

How to Handle a Concern
Communication with Teachers and the School
Discussion of Sensitive Topics
Transfer of School Records
Rights of Divorced or Separated Parents

HEALTH INFORMATION AND REQUIREMENTS**Pages 36 - 39**

School Nurse
State Immunization Law
Physical Evaluations
Medication Policy
Emergency Information Form
Emergency Transportation Policy
Accident Insurance
Communicable Diseases
General Illness Guidelines
Head Lice Protocols
Vision, Hearing, BMI, and Postural Screenings
Medical Excuses
Biting
Head Injuries

INSTRUCTIONAL SUPPORTS

Pages 40 - 41

- Instructional Supports
- Universal Design for Learning
- Response to Intervention
- Individual Student Success Plans
- Special Education Law
- Eligibility for Special Education Services
- Section 504 Accommodations
- Director of Special Education

FAMILY INVOLVEMENT

Page 42

- Parent Teacher Organization
- Special Education Parent Advisory Council
- School Council
- Safety Committee

LEVERETT SCHOOL COMMITTEE

Pages 43 - 44

- Function of the School Committee
- Meeting Procedures
- Public Participation at Meetings
- Agenda Items
- Concerns

POLICIES, REGULATIONS, AND LAWS

Pages 45 - 54

- Policy on Discrimination and Harassment
- Grievance Procedures
- Life Threatening Allergy Policy
- Names and Addresses on School Lists
- Kindergarten Bus Route Policy
- Acceptable Use Policy
- Student Record Regulations
- Library Material Selection
- Parental Notification Relative to Sex Education
- School Choice Policy
- Student Absences and Excuses
- Tobacco-Free School Policy

Asbestos Management Plan/Water System

Integrated Pest Management Program

Compliance

INTRODUCTION TO THE LEVERETT SCHOOL

“LES IS MORE!”

Leverett Elementary School Mission Statement

The mission of Leverett Elementary School is to educate all students to their fullest potential, providing a foundation of academic skills and subjects in a safe, positive and enriching environment that fosters a love of learning. In cooperation with families, teachers, and community, LES aims to prepare all students to be lifelong learners and responsible citizens of the world, with individual accountability and respect for others.

School Improvement Goals 2019-2020*

1. School information will be current and more easily accessible
2. Curriculum in the areas of reading, writing, and mathematics will be aligned with the MA State Frameworks, and there will be common and consistent expectations for levels of mastery in each area.
3. The gap between foundational skills and the classroom curriculum will be narrowed for struggling learners.
4. School events will engender a strong, respectful community.

*School Improvement Goals will be rewritten in the 20-21 school year.

Interim Principal

Annie Foley Ruiz

Office Administrators

Kate Rice

Nina Eddy

In Person Classroom Teachers

Amanda Bigwood, Kindergarten

Alissa Alteri Shea, Grade 1

Tracey Supple, Grade2

Lori Price & Jonathan Lambert,
Grade 3 & 4 Cohort

Amy Boyden, Grade 5

Alyson Bull, Grade 6

Remote Instruction Classroom Teachers

Lesley Gray, Grades K-2

Angela Regan, Grades 3-4

Christine Paglia-Baker &

Bill Stewart, Grades 5-6

Specialist Teachers

Donna Rivers, Library

Karie Neal, Art

Alex Mwangi, Technology

Heidi Renauld, Music

Sadie Graham, Physical Education

Dawn Ward, Greenhouse

Special Education Teachers

Aris Etheridge

Marissa Gladstone

Psychologist

Bethany Politylo

Speech and Language Pathologist

Elizabeth Cole

Occupational Therapist

Margaret Simmons

Physical Therapist

Cindy Shea

Special Education Aides

Martha Guillette, Grade K

Marla Cromwell, Grade 1

Carol Allis, Grade K-2 Remote

Kathy Martin, Grade 3-4 Remote

Jay Fritz, Grade 5

Shelly Hicks, Grade 6

Debora Fritz, Grade 6

Nurse

Anne Martin

Cafeteria Staff

Tom Crocker, Food Service Director

Tabatha McLellan

Custodial Staff

Jeffrey Bailey, Head Custodian

Christopher Cole

COMMITTEES AND CONTACTS

LES School Committee

Craig Cohen, Chair. cohenc@leverettschool.org

Bethany Seeger, Vice Chair, Amherst Pelham Regional Representative seeger@leverettschool.org

Kip Fonsh fonsh@leverettschool.org

Gene Stamell stamell@leverettschool.org

Jess Rocheleau rocheleau@leverettschool.org

LES School Council*

Annie Foley Ruiz, Co-chair

Parent

Parent

Community Rep

Teacher Rep

*New members will be available December 2020

Parent Teacher Organization

Kate Martineau, president

Siri Om Fuller, vice-president

Nina Eddy, treasurer

Please Join us!!

Erving School Union #28 is composed of the school districts of Erving, Leverett, Shutesbury, and New Salem/Wendell (Swift River School). Find out more about Erving School Union#28 at www.union28.org

Erving School Union #28 staff include the following:

Jennifer Culkeen, Superintendent

Prudence Marsh, Director of Student Support

Bruce Turner, Director of Finance and Operations

Gillian Budine, Community Network for Children Coordinator

Megan Young, Payroll/Human Resources

Pam Rogers, Executive Assistant to the Superintendent

Jennifer Spofford, Support Services Coordinator

Emilee Felton, Accounts Payable Coordinator

CONFERENCES

FINAL AMENDED ERVING SCHOOL UNION #28 ACADEMIC CALENDAR 2020-2021 LEVERETT ELEMENTARY SCHOOL

CONFERENCES

March 23 and 24

March 31 and April 1

School hours: Mon., Tues., Thurs. And Fri. — 8:30 a.m. — 3:00 p.m.

Every Wed. — School hours 8:30 a.m. — 12:00 p.m.
Staff Professional Development 12:30-3:00 p.m.

AUGUST 2020 (0)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28 Staff Begins
Aug 28—Sept 15 Staff Professional Development

SEPTEMBER 2020 (11)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Aug 28—Sept 15 Staff Professional Development
7 Labor Day
16 First Day of School

OCTOBER 2020 (21)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Indigenous People's Day

NOVEMBER 2020 (17)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 Veterans Day Observed
25—27 Thanksgiving Recess

DECEMBER 2020 (16)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec. 23—Jan 1 Holiday Recess

JANUARY 2021 (19)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Years Day
4 Return to School
18 Martin Luther King, Jr. Day

FEBRUARY 2021 (15)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15—19 Winter Recess

MARCH 2021 (23)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23, 24, 31 Conference (1:00 p.m. dismissal)

APRIL 2021 (17)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Conference (1:00 p.m. dismissal)
19—23 Spring Recess

MAY 2021 (19)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28 Curriculum Day No School for Students
31 Memorial Day

JUNE 2021 (12)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

16 Last day of school—Early Release for Students
Inclement weather days will be scheduled pending guidance from DESE.
Amended per DESE 170 days edited 10/9 school day—6/16 last day
Approved by LSC 10/5/20

GENERAL SCHOOL INFORMATION

School Hours

Remote Program. School begins promptly at 8:30 a.m. and ends at 11:30. Lunch/recess runs from 11:30 - 1. School resumes at 1 and runs until 3 p.m. On Wednesdays there is no afternoon session to allow for curriculum work, professional development, and staff meetings.

In Person Hybrid Program. Arrival to school begins at 8:30 a.m. Students are in school until 11:30 a.m. dismissal. School resumes at 1 and runs until 3 p.m. On Wednesdays there is no afternoon session to allow for curriculum work, professional development, and staff meetings.

In Person Program. Arrival to school begins at 8:30 a.m. and runs until 3 p.m. dismissal. On Wednesdays there is no afternoon session to allow for curriculum work, professional development, and staff meetings.

No student will be allowed into the building before 8:30 a.m.

TARDINESS IS STRONGLY DISCOURAGED. Please make every effort to be at school by 8:30 AM. Especially this year, missing even minutes of school is detrimental to a student's academic development. Students who arrive at school late (Hybrid and In Person Programs) should call and sign in at the front of the building. Office staff will call the classroom to let teachers know that the student is coming. The student and caregiver should walk to the classroom door to meet the teacher. .

Attendance

Regular attendance in school is essential for each student's academic progress. **If your child will be absent from school because of illness, please call or email the office by 9:15 (548-9144) to let us know.** When we do not receive a call, you will be contacted by the school nurse or principal to determine the reason for the absence.

Regular and punctual school attendance is essential for success in school. The Leverett School Committee is required to oversee the school attendance of all children attending Leverett Elementary School. Children must attend school regularly, in accordance with state law and as determined by the Board of Education of the Commonwealth.

Snack

In person classes have a midmorning snack. Your child's homeroom teacher will give you information about the snack routine for the class. Snacks provided by the school. Outside food will only be allowed upon approval from the Principal.

Toys at School

In general, it is not necessary to bring toys from home to school. We have well stocked equipment sheds on both playgrounds and classrooms are also fully equipped with developmentally appropriate games. Toys and other similar items brought to school will be kept in backpacks until home time. The school cannot assume responsibility for loss or damage to any such item. Toy weapons and sharp instruments of any kind are not permitted at school and will be confiscated by the Principal. Parents may request the return of these items, but they must come to the school to retrieve them.

Outdoors at LES

LES classes will experience many different outdoor experiences, including snack, outdoor learning, and recess. **Children are expected to go outside at outdoor time and should be dressed appropriately.** Students should dress in layers to enable effective participation in outdoor activities during different temperatures. The Principal will make recommendations for outdoor activities according to the Child Care Weather Watch (<https://www.c-uphd.org/documents/wellness/weatherwatch.pdf>) recommendations. In general, we expect children who are well enough to be in school to participate in all school activities, including outdoor recess.

When children wear boots to school, they should also bring something else to wear on their feet indoors. Having an extra pair of socks at school is a good idea in case socks become wet. Flip-flops and loose sandals are not safe footwear for running and climbing activities. At no time may children go barefoot in school. **All articles of outerwear should be labeled with the owner's name or initials.**

Children who want to play in the snow during recess **MUST** wear boots and snow pants.

The Friday Post and Electronic Notifications

Every Friday, THE FRIDAY POST, our school newsletter, is published electronically. In addition to school news, it contains other community opportunities, non-school events, and issues to be announced and shared with the community. We will print articles and announcements if they are consistent with the guidelines developed by the School Committee and if space permits. Please call the LES office for details about deadlines.

In addition to THE FRIDAY POST, there is a great deal of information on the school website. We will be sending home regular electronic alerts about upcoming events, so please be sure that we have your current email information on file.

Lost and Found

In June, dozens and dozens of good shirts, coats, and other clothing items are often donated to Goodwill—all left behind by children. It is our goal to avoid a large collection of Lost & Found items. We encourage parents/guardians and children to make sure names or initials are marked in outer layers of clothing, especially sweatshirts and jackets. We make every effort to return things to their owners when the item has the child's name written on it. Generally, four times a year, we have a "Lost and Found Fashion Show" and many lost articles are reunited with their owners. Any unclaimed items in the Lost and Found at the end of the school year are donated at the end of the year.

Visiting Our School

No visitors will be allowed in the school building this school year. Online visitors must be CORI'd with the LES office and approved by the Principal.

Emergency Numbers and Procedures

Emergency Numbers

<u>EMERGENCY, FIRE, POLICE</u>	<u>911</u>
<u>Shelburne Dispatch</u>	<u>413-625-8200</u>
<u>Poison Center</u>	<u>1-800-222-1222</u>

Town of Leverett

<u>Margie McGinnis, Town Administrator</u>	<u>413-548-9699</u>
<u>Jason Noschese, Treasurer/ Collector</u>	<u>413-548-9666</u>
<u>Lisa Stratford, Town Clerk</u>	<u>413-548-9400</u>
<u>Highway Department</u>	<u>413-548-9400</u>
<u>Town Library</u>	<u>413-548-9220</u>

Erving School Union #28

<u>Superintendent's Office</u>	<u>978-544-3407</u>
<u>Director of Student Support Services</u>	<u>413-259-1212 ext. 148</u>
<u>Five Star Bus</u>	<u>413-530-0105</u>

Emergency Procedures

In the event of a major disaster during school hours, school will not be dismissed. Children and school personnel will remain under the supervision of school authorities in the school building. Only if conditions will not allow the use of the school building will the school be evacuated.

The school maintains a plan to respond to such natural disasters as earthquake, tornado, or other natural disasters that require movement of students within the school building or removal of students from the school building. As part of that plan, it may be necessary to transport children away from the school. In such a case, caregivers will be notified as soon as possible. In such a situation, the school will use the emergency communication system for the Town of Leverett, Code Red. In an emergency, please do NOT attempt to drive to the school. Montague Road is likely to be closed in order to accommodate emergency vehicles and personnel. You will receive a phone, email, or text message giving you information on where to meet your child(ren)..

As part of our safety preparedness, the school holds regular safety drills. Staff members work with the students to help them learn to respond to different scenarios. This is done in a supportive way designed to keep anxiety at a minimum. There may be one drill each year that tests our ability to evacuate the children to another close-by location. In such a case, children are always closely supervised and are away from the school building for a very short period. If you are at the school while a drill is in progress, please follow the directions of staff and safety personnel. Do not attempt to connect with your child during a safety drill, unless asked to do so.

Special 911 Instructions

You are still able to access 911 even if you are unable to speak.

Dial 911.

Once the call is answered, indicate your need by pressing the appropriate number on your phone.

IF YOU NEED POLICE, PRESS 1.

IF YOU NEED FIRE, PRESS 2.

IF YOU NEED AN AMBULANCE, PRESS 3.

The 911 Dispatcher may ask questions that require a yes or no for answers.

PRESS 4 FOR YES.

PRESS 5 FOR NO.

Riding the School Bus

Bus Routes Five Star Bus of Hadley is our bus company. The routes, stops, and approximate pick-up times are sent home in the back to school mailing. We also keep a list in the school office. If you have any questions about your child's bus, please call the office at school.

At the Bus Stop. Leverett Elementary School has formal responsibility for children once they are on a school bus. It is important for caregivers to work together with the bus drivers to ensure the safety of their children at bus stops before the school bus arrives and when children are dropped off. **Bus drivers are not allowed to leave Kindergarten children at their bus stop unless a caregiver or older sibling is there. If no one is at the bus stop to meet a Kindergarten, the bus driver will return the child to school.** Caregivers may not ride a school bus without prior approval. This is a requirement of state law.

On the Bus. **On the bus students must:**

- follow the instructions of the bus driver at all times
- keep the bus aisle clear of backpacks, bodies and body parts (legs and feet) at all times
- remain seated "bottom to bottom, back to back"
- stay clear of the bus windows
- limit conversations to people sitting in the same row of seats, where they can be heard using a normal tone of voice
- refrain from eating any food on the bus
- remain seated until the driver has brought the bus to a full stop

Electronics of any kind should not be used on the bus. Any type of aggressive behavior, verbal or physical, may result in disciplinary action.

It is school policy to provide transportation for each child. However, this privilege may be taken away if it is determined that a child is endangering his or her own safety or that of other children on the bus or is repeatedly disrespectful of bus guidelines or the bus driver. If anything about your child's ride to/from school is troubling, please call the Principal.

Bus Emergency Information

Please be sure that the school has up-to-date emergency contact information for you. If the bus is involved in a traffic accident, your child, even if uninjured, will be taken to the hospital if we are not able to reach you.

If a school bus is involved in a traffic accident, your child, even if uninjured, will be taken to the hospital if we are not able to reach you. Please be sure that the school has up-to-date emergency contact information for you.

Routines for Pick-up and Drop-off

If you drive your child to and/or from school, please observe these routines.

Drop-Off, K-6: All children in Grades K - 6 must be dropped off in the gymnasium parking lot by the basketball court. Three cars at a time may drive up to the basketball court. An LES staff member will let you know that it is your turn to release your child. Please help children **exit from the school side of cars**, not into the parking lot. Children then gather with their class outside until the entire class has arrived. Then the class will collectively walk to the classroom. Early arrivers should remain in their cars in the car line until an LES staff member tells them it is ok to leave the car. Students arriving after 8:30 need to sign in at the front office before walking the perimeter of the building to enter their class' outside entrance.

Pickup, K-6: All children in K through Grade 6 going home by car will meet their parents at the basketball court for pick up. Classroom teachers will escort the classes to the basketball court. Children will remain in the basketball court until their caregivers arrive. An LES staff person will always monitor the departure of students.

According to M.G.L. C 90 section 16B, no driver shall cause or allow the engine of any motor vehicle to idle unnecessarily on school grounds.

If you are picking up your own child at the end of the school day, please:

- Send your child's teacher a note on the day you'll be picking him/her up.
- If you regularly pick up your child on a given day, send a blanket note for the year. It will be kept in the main office and communicated to the staff supervisor.

If you are picking up your child before the end of the school day, please:

- Call the school to let them know you are coming. Office staff will let the classroom teacher know to expect you.
- Come to the front office to sign out your child.
- Walk the outside perimeter of the school to your child's classroom door. The teacher will have your child ready to be dismissed.

If someone other than a known caregiver is picking up your child at the end of the school day, please:

- Send a note to the teacher or call the school with the full name of the person picking up your child.
- The office will inform the supervising teacher of the arrangement.
- The supervising teacher will be with the children at the pick up area and may require identification before dismissing any child.
- Your child will only be permitted to leave when we have identified the person to whom you have given written permission.
- If an emergency arises, you may call the school and speak with the secretary, nurse or Principal and authorize an emergency designee to pick up your child.

If someone other than a known caregiver is picking up your child before the end of the school day, please:

- Send a note to the teacher or call the school with the full name of the person picking up your child.
- The office will inform the supervising teacher of the arrangement.
- The person designated to pick up your child should check in at the office and show identification.
- Your child will only be permitted to leave when we have identified the person to whom you have given written permission.

Bicycles

Children in grades 3 through 6 may ride bikes to school. They must wear properly fitted helmets; this is the state law. If a bike rider arrives at school without a helmet, the student will not be permitted to ride the bike home. Once at school, bikes must be parked in the rack by the gymnasium and may not be ridden at any time during the day. Bike riders should leave school immediately after the buses leave.

Walking

Children walking to and from school should take extra care on Leverett roads, as these roads do not accommodate walkers well. Walkers should walk against, not with, the traffic. At dismissal, walkers may leave school only after the buses have left. Walkers must also leave school immediately after school is out.

Be sure to send a note or call the school before 10:30 a.m. on any days that the dismissal plan changes!

Release of a Sick Child

If your child is sick and caregiver cannot be reached your child will only be released to one of the two alternates you listed on your child's Emergency form after checking in at the health office and showing identification.

If your child is sick and neither you as known caregivers nor your designated alternates can come to pick him/her up we will not release your child to anyone until you have called the school and designated someone. Your designee should check in at the main office and show identification.

Weather-related Delayed Openings or School Closings

If it becomes necessary to call off school, delay opening, or have an early dismissal due to inclement weather, the decision will be made by the Superintendent, Jennifer Culkeen. Sometimes the weather makes a sudden, drastic change. This can require a last-minute decision to close or delay the opening of school or even have an early dismissal of school. Be aware of this possibility. Make sure that your contact information on file with the school is correct so that you are contacted through our automated phone/email system. You can also listen to the radio or TV. The following stations announce Leverett School closings, delays or early dismissals.

WHAI Greenfield 98.3 FM

WHMP Northampton 99.3 FM

WRNX Amherst 100.9 FM

WAHL Orange 99.9 FM

WGGB-TV Channel 40

WRSI Greenfield 93.9 FM

WPNI Amherst 1430 AM

WPVQ South Deerfield 95.3 FM

WJDF Orange 97.3 FM

WWLP-TV Channel 22

Please note that Leverett is part of School Union #28. School closing, delayed opening, or early dismissal announcements are made as "School Union #28" or "Erving Union # 28", usually not as Leverett School.

In the event that the Superintendent decides on an early closing due to an approaching storm, the school will use the emergency communication system for the Town of Leverett, CodeRed. We rely on the information you give us on the emergency form completed in the fall. **Please notify us of any changes in phone numbers and/or emergency contacts as soon as possible.**

Reporting Children's Progress

Report cards are sent home by mail twice a year: at the end of January and on the last day of school in June. Report cards reflect your child's progress towards the grade level standards.

Caregiver Conferences

Caregiver Conferences are held twice a year (late October-early November and April). This is a very important opportunity for the teacher to share information with parents about their child's progress. It is also a good time for caregivers to ask questions and to share any concerns they may have about their child's school experience. If you have particular concerns about your child's progress or well-being in school at other points in the year, contact the teacher. It is important that this information is shared in a timely manner, rather than waiting for the scheduled conference dates. Communication between caregivers and teachers is essential to success in school for students. Both caregivers and teachers are encouraged to arrange a conference whenever it would be helpful.

Standardized Testing

The school administers a number of standardized tests each year in Kindergarten through Grade 6. A list of tests, grade levels and approximate dates are listed below. Due to changing state requirements for assessment, this list is subject to change, in which case parents will be notified.

<u>GRADE</u>	<u>TEST</u>	<u>DATES</u>
Kindergarten	DIAL-4	Fall
	DIBELS (literacy)	Fall, winter, spring
Grades 1-6	BAS Reading Assessments	Fall, winter, spring
Grade 1-6	DIBELS/AimsWeb (Math/Reading)	Fall, winter, spring
Grade 3	MCAS ELA/Math**	April/May
Grade 4	MCAS ELA/Math	April/May
Grade 5	MCAS ELA/Math	April/May
	MCAS Science/Technology	
Grade 6	MCAS ELA/Math	April/May

Exact dates for MCAS tests will be published in the Friday Post at least one week before administration. Results of testing will be shared with parents/guardians either by mail (MCAS), or at fall and spring conferences(DIBELS), or if test results indicate concerns (DIAL-4).

Homework

At Leverett Elementary School, we do not use homework as a primary means of instruction. Instead, homework is assigned to practice and understand skills and concepts learned in school, to make up work not completed, to do research projects, or to do background reading. Homework will be related to what a child is learning and will not be assigned for its own sake. For example, it will not be assigned solely to develop good work habits. Good work habits grow when homework is meaningful. Teachers will evaluate children's homework.

Homework is assigned to the whole class based on classroom curriculum. Homework is limited in Kindergarten to occasional special projects. In Grade 1 through Grade 6, homework is assigned regularly on school nights. Generally speaking, the amount of time a child should spend on homework is equal to the grade level times 10 minutes. For example, a Grade 2 student would have 20 minutes of homework each night. A Grade 6 student would have 60 minutes. A portion of the homework assignment frequently involves reading, as well as math. Homework should be completed by the child independently. A dedicated homework time and a quiet work space is often helpful to the child doing homework. If your child is spending excessive amounts of time or requires significant adult support with homework, please contact your child's classroom teacher.

For children seeking additional learning, the LES website (www.leverettschool.org) guides them to sites on the internet for independent learning. If you do not have access to the internet, there are many other educational activities that your child may enjoy including playing a board game, working on a puzzle, word find, or maze (often found in the daily newspaper), taking a nature walk, or writing a story to share.

We recognize that there are many valuable things children do outside of school hours. We do not intend for homework to leave little time in a child's life for anything else. If you have any concerns about your child's homework, please contact his/her classroom teacher. A conversation with your child's teacher early in the school year about homework may help make the experience productive and successful.

Leverett Elementary is a Safe & Respectful school.

*“At Leverett Elementary School
we take care of ourselves,
we take care of each other,
and we take care of our school.”*

Safe and Respectful School Guiding Principles

Our Safe & Respectful School Plan is designed to help create a climate of cooperation, academic excellence, respect and safety at the Leverett Elementary School. Safe & Respectful is based on six guiding principles. We believe that these principles will help create an optimal learning environment for the students at LES. The guiding principles are as follows:

1. Clear expectations for student behavior.
2. Clear and consistent strategies for teaching and encouraging appropriate behavior.
3. Clear and consistent consequences that discourage inappropriate behavior.
4. A support system and individual behavioral programs for students with unique or exceptional needs.
5. Our Safe & Respectful School Plan is evaluated and revised on an annual basis.
6. The characteristics and philosophy of our Safe and Respectful school plan will be communicated to students and parents.

BEHAVIOR EXPECTATIONS

SETTINGS	RESPECT OURSELVES	RESPECT OTHERS	RESPECT PROPERTY
All Settings (Classrooms, Music, Art, P.E., Library, Science Lab, Adventure, Greenhouse)	Be on task. Give your best effort. Ask for help when you need it.	Respect adults and classmates. Be kind. Be polite. Keep hands and feet to yourself. Help others. Share. Use appropriate voice levels.	Recycle. Clean up after yourself. Use only what you need to use. Take care of your own belongings and school property.
Hallways	Always walk.	Use whisper voices and quiet feet. Keep hands and feet to yourself.	Keep hallways clean.
Playground	Have a plan. Ask an adult for permission to go inside. Play safely. Ask for help when you need it. Play where an adult can see you.	Play safely. Include others. Share equipment. Take turns. No put-downs. Follow directions of adults.	Pick up litter. Use equipment properly and put it away when you are done. Use garbage cans for litter. Create, don't destroy.
Bathrooms	Wash your hands	Respect privacy. Use soft voices. Please flush.	Keep the bathrooms clean. Put paper towels in the trash. Report problems to an adult.
Lunchroom	Eat your own food.	Practice good table manners. Use quiet voices.	Stay seated. Get up only with permission. Pick up and clean around your table. Push in your chair when you leave the table.
Computer Lab		Use whisper voices. Listen quietly.	No food, drink, or gum. Recycle paper. Log off. Tidy up the lab before you leave. Push in chairs.
Assembly	Sit still in one spot	Applaud appropriately. Keep your hands to yourself. Be polite.	
Buses	Remain seated in one place. Face forward. Ask for help when you need it.	Obey the bus driver.	No eating. No electronics.

Discouraging Inappropriate Behaviors

Behaviors are addressed in a developmentally appropriate manner, with the ultimate goal of helping the child to learn from the situation, and to have strategies to make positive and productive choices.

Level One Behaviors. Level One behaviors are minor rule violations that will result in an immediate verbal redirection with a possible consequence.

Level One Consequences. Students who engage in Level One behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. Students may receive a mild consequence designed to discourage the inappropriate behavior from occurring in the future. Consequences for Level One behavior may include but are not limited to:

Level One Behaviors

- Running in building/walkways
- Disruptive transitions
- Unsafe/rough play
- Play fighting
- Littering
- Non-directed profanity
- Non-directed spitting
- Out of assigned area
- Unauthorized electronic equipment at school
- Put-downs
- Classroom disruption
- Cheating
- Uncooperative behaviors
- Inappropriate displays of affection
- Failure to follow classroom/playground rules
- Spreading rumors
- Excluding others

Level One Consequences

- Verbal redirection
- Time out
- Loss of privileges
- Clean up duty
- Apology/make amends

Level Two Behaviors. Level Two behaviors are more serious in nature. Level Two behaviors will result in an immediate verbal redirection, a logical consequence and a written behavior report that is signed by and discussed with the student's teacher and parent.

Level Two Consequences. Students who engage in Level Two behavior will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. The incident will be documented using a behavior report form, which will be signed and discussed by the teacher/principal and parent. The student is responsible for returning the form signed within 24 hours. Consequences for Level Two behaviors may include but are not limited to:

Level Two Behaviors

- Chronic Level One behavior
- Intimidation/verbal threats
- Verbal abuse/directed profanity
- Harassment
- Spitting/directed
- Intentional destruction of school property
- Physical assault of students

Level Two Consequences

- Verbal correction
- Time out
- Loss of privileges
- Clean up duty
- Apology
- Behavior contract

Level Three Behaviors. Serious fighting, harassment, and verbal abuse violate the dignity, well-being, and safety of another person. These behaviors will not be tolerated and will result in suspension from school. Other Level Three behaviors may result in suspension or may also be addressed with different logical consequences.

Level Three Consequences. Students who engage in Level Three behaviors will be referred to the Principal, and the caregiver will be contacted. After consulting with the caregiver and appropriate school personnel, the Principal will issue appropriate consequences and facilitate a plan designed to help the student improve their school behavior. Level Three consequences will include the completion of a behavior report, to be signed by a teacher and caregiver.

Level Three Behaviors

- Causing serious emotional or physical harm to others
- Serious fighting
- Physical assault of classmates or adults
- Bullying
- Cyber-bullying cases
- Leaving school property without permission
- Chronic Level One and Level Two behaviors

Level Three Consequences

- Suspension from school
- Restitution
- Behavior contract
- Notification of local law enforcement agency (in of bullying and cyber-bullying)

Due Process for Suspensions

Notice of Proposed Suspension

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and caregiver with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

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

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

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

Short-term Suspensions: Hearing and Principal Determination

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

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

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

If the student is in grades K through 3, the Principal shall send their determination to the Superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

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

Long-term Suspensions: Hearing and Principal Determination

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

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon
which the Principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and
or parent's/guardian's expense;
- iii. the right to produce witnesses on his or her behalf and to present the student's explanation of the
alleged incident, but the student may not be compelled to do so; and
- iv. the right to cross-examine witnesses presented by the school district;
- v. the right to request that the hearing be recorded by the Principal. All participants shall be
informed that the hearing is being recorded by audio. A copy of the audio recording will
be
provided to the student or caregiver upon request.

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

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

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

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

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

Appeal of Long-term Suspension

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

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

Emergency Removal

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

During the emergency, removal the Principal shall make immediate and reasonable efforts to orally notify the student and student's caregiver of the emergency removal and the reason for the emergency removal. The Principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a

long-term suspension or short-term suspension, as applicable, within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the Principal, student, and caregiver.

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

In-school Suspension Under 603 CMR 53:02(6) & 603 CMR 53.10

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

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

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

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

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the Principal for the purpose set forth above, if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Principal and the parent.

Suspension or Expulsion for Disciplinary Offenses: M.G.L. 71 §§37H and 37H½

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

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

The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a Principal may, in his/her discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) days from the

date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

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

The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parents/ in writing within five (5) calendar days. The hearing shall be held within three (3) days of the guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days.

The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

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

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

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

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

Disciplining of Students with IEP or 504 (from MGL 71, 37H & 37H1/2)

Authority of school personnel. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement is appropriate for a child with a disability who violates a code of student conduct. School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to children without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct.

After a child with a disability has been removed from his or her current placement for 10 school days in the same school year, during any subsequent days of removal the public agency must provide services so as to enable the child to continue to participate in the general education

curriculum to progress toward meeting the goals set out in the child's IEP and receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities. The school is only required to provide services during periods of removal to a child with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if it provides services to a child without disabilities who is similarly removed.

Manifestation determination. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the LEA, the parent, and relevant members of the child's IEP Team (as determined by the parent and the LEA) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability. If the LEA, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, LES must conduct a functional behavioral assessment, unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or if a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; and return the child to the placement from which the child was removed, unless the parent and the LEA agree to a change of placement as part of the modification of the behavioral intervention plan.

Special circumstances. School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child carries a weapon to or possesses a weapon at school, on school premises, or to or at a school, knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or has inflicted serious bodily injury upon another person while at school, on school premises.

Bullying Intervention and Prevention Plan

Priority Statement

- Leverett Elementary School (LES) expects that all members of the school community will treat each other in a civil manner and with respect for differences.
- LES is committed to providing all students with a safe, supportive environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.
- We understand that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school or district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing. We repeat that this plan is not focused on any one group of students but strives to create a safe environment for that promotes positive peer relationships for everyone.

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

- The LES Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to addressing bullying and cyberbullying, and LES is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation.

A complete copy of the LES Bullying Intervention and Prevention Plan can be found online at www.leverettschool.org. If you wish to have a printed copy of the plan, you can request one from the school secretary.

SCHOOL PROGRAMS

Early Childhood

Kindergarten

A child must be five years old on September 1 of the year they enter Kindergarten. Kindergarten is a full-day program with a half-day option available (8:30 - 11:30 AM) for students who are not ready for a full day. The decision regarding length of school day for Kindergarten students is a shared decision by caregivers, the classroom teacher, and the Principal. Decisions will be reviewed on a quarterly basis, in September, November, January and April.

Preschool

Leverett Elementary does not have a preschool program for the 2020-2021 school year. If families are interested they may participate in a program being offered by the Union #28 Community Network for children Program called Ready Rosie.

During the 2020-2021 school year CNC is offering a program called Ready Rosie for families who have 3 or 4 year olds in their households within the School Union #28 School Community. A Ready Rosie playlist arrives in your email box or by text with an opportunity for the adult(s) to view a very brief (about 2 minutes) video with model moments of how to provide additional opportunities at home for your child's learning. This is NOT a screened based activity for your child but more about how you create simple learning experiences at home. Learning moments videos will be sent about once a week.

Each family participating will start with completing the ASQ (Ages & Stages Questionnaire) to learn more about where your child is at in their development and if there are certain areas to focus on.

Families participating will be eligible for FREE books and more!

Contact CNC for more information 413-422-0170 call/text.

The Union #28 Community Network for Children (CNC) Program

The Community Network for Children, founded in 2009, is funded by Coordinated Family and Community Engagement grant funds through the Massachusetts Department of Early Education and Care. We support initiatives to create programs that address the needs of families and early education and care professionals with young children living in Erving, Wendell, New Salem, Shutesbury and Leverett. We strive to collaborate with existing human service agencies to further fulfill these needs. If you live in one of the five towns and have a young child 0-8 years of age, then your family can benefit the Community Network for Children. If you are expecting a baby or have a newborn and live in one of the 5 towns, please contact us to be put on our mailing list and receive a Welcome baby gift bag!

CNC Tales & Tunes and Playgroups are held in Shutesbury, Leverett, Erving, Wendell, and New Salem. StoryWalks, Parent Support Groups and other parenting information sessions are held throughout the year.

During the 2020-2021 school year CNC is offering a program called Ready Rosie for families who have 3 year olds in their households within the School Union #28 School Community. A Ready Rosie playlist arrives in your email box or by text with an opportunity for the adult(s) to view a very brief (about 2 minutes) video with model moments of how to provide additional opportunities at home for your child's learning. This is NOT a screened based activity for your

child but more about how you create simple learning experiences at home. Learning moments videos will be sent about once a week.

Each family participating will start with completing the ASQ (Ages & Stages Questionnaire) to learn more about where your child is at in their development and if there are certain areas to focus on.

Families participating will be eligible for FREE books and more!

The Community Network for Children Office is located at: Swift River School 201 Wendell Road, New Salem, MA 01355 Voice: (413) 422-0170

More information can also be found at:

<https://sites.google.com/erving.com/cncprogram/home>

Or search Facebook for **Community Network for Children**

Contact CNC for current schedule and programs 413-422-0170 call/text.

Specialist Programs

Art

Students in Kindergarten through Grade 6 have art lessons with Karie Neal. The program is a hands-on studio art approach to visual art instruction. The children are exposed to a wide variety of materials. They are presented with opportunities that encourage exploration and experimentation. They draw and paint, make prints, sculpture, ceramics and crafts. Students are introduced to the major elements of visual art: line, color, texture, form, shape, contrast and value. They use these elements to make unique and self-satisfying works of art.

Technology

Alex Mwangi is our Director of Technology. Student technology projects focus on learning and using applications and include research and multimedia presentations, website development and a sixth grade yearbook. Teachers receive professional development on the applications available throughout the year. Teachers and staff are also made aware of recent developments in educational software, websites, and educational technology trends. The school maintains a website at <http://www.leverettschool.org>.

Library

Donna Rivers is our Librarian. The Leverett Elementary School Library and its programs provide access to collection books, reference materials, online resources, and technology to support the school curriculum and promote recreational reading. The goal of the library is to foster a culture of reading, information-seeking, and visual literacy that permeates the school community. The Leverett Elementary School Library is a valuable resource available to all students, staff, and parents. Students meet with the Librarian weekly to learn information literacy and check out books. Classes focus on information literacy skills via story time, library activities, and lessons that enhance information access and evaluation. Books may be checked out for a two-week period and may be renewed as needed. Reminders for overdue books are sent out monthly and families will be asked to reimburse the library for any lost books. A wonderful way to celebrate your child's birthday or a special day for your family is to donate a hardcover book to the library. A birthday bookplate will be placed in the book acknowledging your gift. A list of suggestions is always available in the library.

Music

Students in Kindergarten through Grade 6 have music classes with Heidi Renauld. Students experience many forms of music including singing, dance, reading music, and composing.

Physical Education

Students in Preschool through Grade 6 have Physical Education classes with Sadie Graham. Students play active games where every student in the class has a chance to fit in and feel successful. Games taught require cooperation and teamwork. Skills such as attending, following directions and respecting one another are reinforced. The intended outcome is an appreciation for physical activity that will benefit children throughout their lives.

How to Handle a Concern

The policies, procedures and programs of Leverett Elementary School are consistent with its philosophy. This handbook reflects our commitment to excellence and good relations with all members of the school community. Occasionally concerns grow, and a need develops to share those concerns. The School Committee's policy for dealing with concerns and complaints makes it clear that every effort should be made by the caregiver and teacher to solve a problem together. More information is generally available from the teacher regarding a particular incident or situation than from anyone else. School problems should be handled at the lowest possible administrative level:

FIRST with the staff member

SECOND with the Principal

THIRD with the Superintendent of Schools

FOURTH with the School Committee

Formal complaints should be addressed to the appropriate persons at the lowest level. When complaints are not resolved satisfactorily, or when there is a pattern of complaints, the person or persons at the next level should be informed. Any complaints requiring School Committee action must be in writing.

Communication with Teachers and the School

Caregivers often ask, "If I have a question or concern about my child, or if I have something important to share about my child, what is the best way to communicate with my child's teacher?" Contacting the teacher directly to request a conference is the best way to address important concerns. Conferences can be arranged at any time during the school year. **Don't wait until the biannual conferences to discuss an issue of importance.** If you have a quick communication to share with your child's teacher, you may contact them by phone, email, or note. Teachers have both voicemail and email accounts at school. Teachers will check their email and voice mail daily and you should receive a reply within 24 hours. If the issue is especially time-sensitive, such as a change in your child's end-of-the-day plans, always leave a message with the office. **If there is an emergency that affects your child, please email or call Principal Annie Foley Ruiz at foleyruiz@leverettschool.org at any time.**

Discussion of Sensitive Topics

The Leverett School is strengthened by its diversity, which encompasses a wide range of beliefs and experiences. Our job is to provide a safe learning environment for every student. Occasionally, teasing or inappropriate language is brought into the school. The staff will address such behavior promptly and make a decision as to whether it is an individual matter, or one which students would benefit from discussing together. Sometimes discussion of sensitive topics (divorce, death, violent news, substance abuse, sexism, lifestyle differences, etc.) helps all children to be able to ask questions, express fears and discomfort, and to get to a place of understanding and respect for a different point of view or experience. These discussions may arise without prior warning and the staff will make a professional decision (in consultation with the Principal and school psychologist) to allow the children to "clear the air" while grappling with an issue. If this occurs, parents/guardians will be notified that the issue was discussed. When there is advance notice that a sensitive issue has come up and needs to be addressed with the whole class or school, parents/guardians will be notified in advance.

Transfer of School Records

Transfers may be made most easily if adequate notice has been given. The school, and particularly the teacher, can help prepare a child for a transition to another school. Health and academic records will be sent to the new school when the parents/guardians have signed a release form at the new school and the new school requests the records.

Rights of Divorced or Separated Parents

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

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school Principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the Principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Regulatory Authority:

603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

School Nurse

Anne Martin is the Leverett Elementary School Nurse. The school nurse provides health services to children and families at the Leverett School. The school nurse, along with other school personnel, responds to medical emergencies at the school. The school nurse is responsible for carrying out state-mandated health regulations, referring students in need of medical and dental care, consulting with staff in assessing an individual student's needs, and participating with staff in developing and implementing the health curriculum.

The school nurse serves as a liaison among caregivers, physicians, social service agencies and school, and is available to families to assist them in making social service agency contacts. The school nurse may also serve as a Special Education Team member in assisting families of children who have medical disabilities.

State Immunization Law

All entering Massachusetts students must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, chicken pox, and Hepatitis B. In addition, for the 2020-2021 school year, children in MA are required to have a flu vaccination before December 31, 2020. Please note that as of the 2011-2012 school year, 2 MMRs and 2 Varicella (chickenpox) vaccines are required for Kindergarten entry. A physician's certificate that includes immunization dates (month and year) is the required evidence of immunization and must be received before your child starts school.

The school nurse will review your child's immunization record. **If the minimum requirements are not met, your child may be excluded from school until a physician's certificate is given to the school.** State law allows immunization requirements to be waived for religious or medical reasons only. Please contact the school nurse if you have questions. Learn more about MA law on immunization of students here:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter76/Section15>

Physical Evaluations

During elementary school years, Massachusetts state law requires initial and periodic physical examinations to be on file in your child's health record. All entering preschool and kindergarten children must have a physical examination on file within one month of beginning the program. These physicals must be done within six months before your child begins school or during the first year after they enter kindergarten, and fourth grade, or transfer from another school.

The school will provide the Health Care Provider's Exam form for the child's primary care provider to complete. Please have this Massachusetts School Health Record form completed by your child's physician or nurse practitioner as he/she has a comprehensive knowledge of the health status of your child. Please call our school nurse if you are new to the area and need information about area pediatricians.

State health regulations state that all children entering kindergarten show evidence of a lead test.

Medication Policy

If your child needs to take medication at school, please request a medication packet from the nurse. State law says that **children may not take any medication, including over-the-counter medication at school unless we have a signed doctor's order form and a signed parental consent form for each medication your child takes.** For your child's safety and the safety of all school children, all medications must stay in the nurse's office unless the nurse determines otherwise.

All medications need to be transported to and from the nurse's office by an adult, not by a child. We will not give your child their first dose of a new medication at school in case of a possible adverse reaction. Please give your child the first dose of any new medication while they are at home. If a child is taking new medication, it is very helpful if the School Nurse is informed, in case of any side-effects that could change a child's behavior or sense of well-being.

Emergency Information Form

Each year, families should complete a new Emergency Information Form. This is the form to which we refer if your child becomes sick or has an accident at school. **It is the most important piece of information we keep about your child. For your child's safety, please complete and return this form on the first day of school. Please notify the school immediately if a change occurs during the year.**

Emergency Transportation Policy

In case of illness or an injury that is not urgent, the caregiver or caregiver's designee will be responsible for transportation of the child.

In medical emergencies, the child will be transported via ambulance. The child's caregiver will be notified as soon as possible. **It is important that we have current information as to where caregivers or a designated alternate can be reached.**

Accident Insurance

Students are automatically covered by accident insurance during school hours for the school year. There is a maximum \$2000 limit, and this insurance pays for the bills that your insurance policy will not cover. This insurance applies only to school-related accidents. However, additional insurance can be purchased. The application form can be found on our school website. www.leverettschool.org

Communicable Diseases

Communicable diseases must be reported to the school. Please contact the school if your child is home sick and/or your child has been diagnosed with Hib disease, chicken pox, measles, whooping cough (pertussis), meningitis, hepatitis, or any other contagious illness. Some contagious illnesses require your child to be excluded from school for a period of time to prevent transmission to other people. **If there is an outbreak of an illness that has an available immunization any child who has not received said immunization, due to medical or religious exemption, may be excluded from school for a period of time after consultation with the MA Department of Public Health and/or the local board of health.** Caregivers of susceptible children will be notified if there is an outbreak of a contagious disease in the school.

Hand washing is the best way to protect against germs. **Studies have shown that the single, most important thing we can do to prevent getting sick is to wash our hands frequently.**

General Illness Guidelines

Fevers: Fevers are generally signs of infection. Temperatures (normal and with a fever) are lower in the morning and higher in the evening. Your child may attend school if their temperature is less than 100 degrees Fahrenheit and they feel well. Please keep your child at home for 12 hours after their fever is down.

Stomachaches, Vomiting, Diarrhea: A child with vomiting and/or diarrhea should be kept at home until symptoms have resolved for approximately 12 hours and the child is able to keep down food and liquid. Consult your healthcare provider if fever or pain is also present or your child is eating poorly and appears dehydrated.

Colds & Coughs: If cold and cough symptoms are associated with a fever or do not readily improve, call your healthcare provider. Your child may attend school if their temperature is less than 100 degrees F. and they feel well, but should stay home if they have a severe cough or excessive nasal drainage.

Flu: The flu is very contagious; keep your child home for 3-5 days if they are diagnosed with the flu.

Strep throat: Symptoms include a sore throat with or without headache or stomach ache. Strep throat needs to be treated for a full 24 hours with antibiotics to prevent rheumatic fever before returning to school. Giving your child a new toothbrush and new (or washed) water bottle after they have been on an antibiotic for 24 hours may decrease their chance of re-infection.

Pink Eye or Conjunctivitis: Your child may have conjunctivitis if the white part of the eye appears red and produces a yellow or green crusty discharge. This is a common, but contagious, eye infection that can be viral or bacterial. Your child may need an antibiotic eye ointment and may return to school after 24 hours of treatment. Call your health care provider for recommendations. Remind your child to wash their hands frequently and not rub their eyes. Give them a separate towel and washcloth.

Rashes: A rash may be a sign of a viral or bacterial illness, a reaction to something in the environment. If your child has an unusual rash or it is associated with a fever, contact your healthcare provider.

Impetigo: A child may return to school after treatment has started, with a bandage covering open sores. Headaches: A child should be kept home if headaches are severe and do not respond to acetaminophen or ibuprofen. Consult your health care provider if the headache persists.

Earaches: The child should be seen by your healthcare provider to determine the need for treatment. Apply a warm compress to the affected ear to relieve pain and give acetaminophen or ibuprofen as recommended.

Head Lice Protocols

Outbreaks of head lice are very common in elementary schools. If you find nits or lice on your child, please notify the School Nurse. When a child is found to have live lice and nits, he or she is sent home with instructions to parents about providing an anti-lice shampoo. Whenever possible, these communications with parents are handled in person. Children sent home should not ride the school bus. Caregivers are asked to keep their children home the day following removal from school only if that requirement facilitates parents completing the procedures described in the home instructions. Any treated child should return to school as soon as possible, but not on the school bus, and should be examined at school by a nurse (or someone trained by the school to identify live nits) before entering class. When a head lice problem comes to the school's attention, the following steps are taken: Examine all children in the child's classroom, all siblings, and all very close friends. Caregivers are informed in writing of any confirmed case in their child's classroom and encouraged to examine their own children.

Vision, Hearing, BMI, & Postural Screenings

State mandated screenings take place throughout the year. Children's vision and hearing can change quickly. If you have specific concerns regarding your child, please contact the school nurse.

Postural screening is mandated for all 5th and 6th graders, it is generally done in the spring. Information will be sent home to those parents at that time.

The state's Body Mass Index (BMI) Screening mandate requires that elementary schools collect height & weight measurements of all students in grades 1 and 4. These measurements are used to calculate BMI, which is a "weight for height for age" index that can be a useful tool in early identification of possible health risk factors among children. The results of the BMI screening will be kept confidential in each student's health record and will be mailed directly to parents or guardians, rather than sent home with the student.

Caregivers will be notified if their child fails any of these screenings and will be referred for follow up with an appropriate health care provider. For children to be excluded from mandated screenings, a request must be made in writing at the beginning of the school year, and proof that your child's primary care provider has conducted the screenings must be provided before the end of the school year.

Children in grades 1 through 6 are able to participate in the weekly fluoride mouth rinse program with the permission of their parents/guardians.

Medical Excuses

It is the school policy that if a child is well enough to attend school, they will be expected to participate in all classes, including physical education and recess. However, if your child has sustained a physical injury that may be exacerbated by physical activity, please write a note and your child will be excused for that day only. If your child is expected to be out of Physical Education or recess for more than a day, their doctor should write a note.

Biting

Due to the health risks associated with biting, these incidents need to be taken seriously by supervising adults. A child or adult who is bitten by another child must be taken to the nurse.

The nurse will:

- Treat the wound appropriately
- Contact parents/guardians to advise them of the health risks associated with biting wounds
- Complete an accident report

Head Injuries

Because of the risks associated with head injuries, any child who sustains a head injury must be seen by the school nurse. If a concussion is suspected, the nurse will notify the caregiver and recommend that they follow up with the child's primary care provider. Depending on the severity of the injury, the child may be sent home to be monitored by the caregiver for symptoms of a concussion.

Any child, PK through Grade 6 may need additional help in the classroom. When a teacher finds that a student is demonstrating difficulties academically, socially, emotionally, behaviorally, or physically, that teacher employs a variety of strategies in the class. Observation is usually the first step, to see if changes might be made that will help the student to do better. Other strategies may include finding new ways to teach or finding different ways a child can express what has been learned. The teacher may change the way the classroom is set up or may arrange for extra help from other school professionals. These supports or changes in the classroom are known as instructional supports or accommodations.

Response to Intervention (RTI)

Response to Intervention was introduced in the reauthorization of the Individuals with Disabilities Act in 2004. RTI is a three-tiered model to identify children who may benefit from additional support or further differentiation of instruction. That information is used to formulate RTI interventions, which may include short-term intensive instruction to help a student master a particular skill, or longer-term support from Essential Skills teachers.

Individual Student Success Plan (ISSP)

If these interventions are not successful, the classroom teacher documents the concern and the instructional and/or behavioral strategies that have been utilized in the classroom in the Individual Student Success Plan (ISSP). The teacher meets with the Principal and conferences with the parents/guardians to make them aware of the concerns. Further short term interventions may be initiated that might include working with the essential skills teachers and/or other school staff. If these new interventions are not successful in a reasonable amount of time, the grade level team will request a Child Study Team meeting to consider the next steps.

Section 504 Accommodations

Section 504 of the Rehabilitation Act of 1973, prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, Leverett Elementary School has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any of the programs and practices of the school system. UNDER SECTION 504, Leverett Elementary School has the responsibility to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the caregiver disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

Special Education Law

In Massachusetts, the special education system is based on the federal special education law, the Individuals with Disabilities Education Act (IDEA), in combination with the state's special education law (MGL c. 71B). Before a determination can be made as to whether or not a student is eligible for special education, an evaluation of the student's educational strengths and needs must occur.

Eligibility for Special Education Services

In cases where instructional supports and/or accommodations have not been successful for a student, a comprehensive education evaluation may be necessary. In order for an evaluation of a child to proceed, parents/guardians must give written consent for specific assessments to be conducted. Parents/guardians have the right to request an evaluation. A Special Education Team is formed to consider the results of the core evaluation. Parents/Guardians, the Principal, and the child's current teacher are always members of the team. The other members are determined by the specific assessments required.

The following assessments are done as part of the initial evaluation process:

- assessment of educational status, history and school progress,
- assessment by a teacher who recently had or currently has the child in a classroom,
- assessment by specialists in areas related to a child's suspected need for special education.

Other assessments which may be conducted based on need or caregiver request, are:

- health assessment
- psychological assessment
- assessment by a nurse, social worker, guidance or adjustment counselor
- assessment by an occupational therapist
- assessment by an audiologist
- assessment by a neurologist or other specialists.

In order for the student to receive specially designed instruction described in an Individual Educational Plan (IEP), the team must identify a disability and determine that the student needs specially designed instruction and/or related services in order to make effective progress in school.

Following the completion of assessments, the results are shared with the Team members (including parents). If a disability is identified by the Team and specially designed instruction is required, an Individualized Educational Plan (IEP) will be developed to include specific educational objectives the Team would like the child to attain in the coming year. The plan is written by the Team, including the parents/guardians, who may accept or reject the plan as written, request an independent evaluation, or meet again with some of the Team members for more discussion. The goal of special education is to provide learning strategies and methods in ways that will help children attain appropriate progress in curricula areas.

Director of Student Support

The Director of Student Support Services for Union 28, Prudence Marsh, oversees the Special Education programs in each Union 28 school. She may be contacted at 413-423-3331. The Principal of the Leverett Elementary School receives requests for special education screenings and schedules assessments and evaluation meetings. The Principal works with the Director of Student Support Services to develop and supervise special education services.

FAMILY INVOLVEMENT IN THE SCHOOL

Many elements go into making a strong and joyful school. Crucial elements include the support, advice and hard work that caregivers contribute to their school. Please continue this tradition at the Leverett Elementary School by joining one of these organizations. There are many other ways parents/guardians can be involved in the life and work of the school. The Friday Post will often contain requests for volunteers. Classroom teachers also will ask for caregiver assistance with different projects throughout the year.

Parent/Teacher Organization (PTO)

The PTO exists to support and enhance the educational, social, and physical environment within the school and school community. This is accomplished through various activities, social events and fund raising efforts held throughout the school year. Some previous and ongoing PTO sponsored events and educational contributions include: All-school directory, Family Game and Skate nights, Staff Appreciation Luncheon, assembly performances, bus service for field trips, Grade 6 yearbooks, and various program and facility equipment.

All LES families and staff are part of the PTO; membership is automatic. As PTO Members, involvement with the production of and participation in any and all PTO events/programs is welcomed and encouraged. One important need is for a Class Representative to the PTO for every homeroom, Preschool through Grade 6. Event details, program updates and requests for volunteers are communicated through the LES Friday Afternoon Post.

Board Meetings are open to all and are typically held once a month. Meeting dates/times and locations will be listed in the Friday Afternoon Post and on the school calendar.

Board Members' names and contact information are located at the beginning of the All-School Directory.

Special Education Parent Advisory Council (SEPAC)

The Special Education Parent Advisory Council is focused on the goal of collaboration with the school community to influence special education programs and policies in real and valuable ways. Evening meetings are held 3 to 4 times a year, with a specific topic addressed at each meeting. Announcements of meeting times and topics are announced in the Friday Post. All interested caregivers and members of the community are invited to attend.

School Council

The Massachusetts Education Reform Act of 1993 mandated the formation of a School Council at each school in the Commonwealth. The School Council's responsibility is to consult with the Principal in the process of identifying educational needs of students attending the school, adopting educational goals for the school that are consistent with the goals and standards the Commonwealth established as a result of this law, and formulating a school improvement plan which is reviewed and approved annually by the Superintendent.

The Leverett School Council includes the following members: the Principal, two school staff members, two parents/guardians and one member from the Leverett community who is not a caregiver of children in the school. Terms are usually for three years. Meetings are held monthly throughout the school year and are open to the public.

Safety Committee

This committee meets four times a year to review equipment, programs and policies to make sure the school is a safe place for our children. There is a caregiver position on the Safety Committee.

LEVERETT SCHOOL COMMITTEE

Function of the School Committee

The basic function of the Leverett School Committee is to oversee the operation of the school in accordance with State and Federal laws and to achieve the strongest school possible for our community. The three primary duties of the School Committee are to:

1. Determine local school district policies.
2. Develop and approve budgetary support for school programs and operations.
3. Appoint a Superintendent of Schools in conjunction with other Union #28 School Committees.

The committee is the elected representative body of the Town and is the final authority for local decisions on school policy and budget. It reaches decisions by a majority vote. The current School Committee members are:

Craig Cohen, Chair

Gene Stamell

Bethany Seeger

Jess Rocheleau

Kip Fonsh

Meeting Procedures

A printed agenda is followed at each meeting. Agendas are prepared by the Superintendent of Schools and School Committee Chair a week to ten days prior to each meeting and are designed to provide a specified time for public comment about issues relevant for the School Committee. In addition, the agenda provides time for presentation of reports and recommendations by the school administration and for deliberation by the School Committee members about matters affecting the school and its program.

Agenda Items

Any person wishing to have an item placed on the Committee agenda should present that item to the Superintendent of Schools, the School Principal, or the Committee Chairperson at least ten days prior to the date of the next School Committee Meeting. Efforts will be made, when possible, to place such items on the School Committee's next regular meeting agenda, provided that the item has gone through the appropriate administrative levels. Submission of written statements of explanation or support of any agenda item is encouraged and for certain types of issues may be specifically requested. Such statements are helpful to the Committee as it ensures careful consideration of the issues involved.

Concerns

Concerns, problems and complaints about the school should normally be brought first to a teacher's attention (when appropriate) or if a satisfactory result is not achieved or if more appropriate to the Principal or Superintendent of Schools (see page 34). If the Superintendent of Schools is unable to resolve the matter, it may be brought to the School Committee for further consideration. After considering the information submitted by both the petitioners and the Superintendent of Schools, the School Committee may grant a hearing to the interested parties. Such a hearing may be held during a regular meeting of the Committee, either in open session or executive session in accordance with the State's Open Meeting Law.

Public Participation at School Committee Meetings (Policy)

The School Committee welcomes everyone to its meetings. All regular and special meetings of the School Committee shall be open to the public and shall conform to the Open Meeting Law. Executive sessions are closed to the public and will be held only as prescribed by the statutes of the Commonwealth of Massachusetts. We are your elected officials. The Leverett School Committee serves as a representative for the community that includes students, their families, residents of Leverett, and the staff at school. The School Committee believes that community participation is important and vital to its understanding of the programs and operations of our schools and for the health of the educational community. Therefore, we will take steps to inform and to listen.

During its meetings, we will strive to find a balance between hearing from members of the community and conducting the required business. In order to achieve this objective, the following rules and procedures are established for School Committee meetings:

1. At the start of each regularly scheduled School Committee meeting, individuals, or group representatives will be invited to address the Committee during the Public Comment period. Public Hearing is the time for the public to bring up something not already on the agenda. In general, it is a time for us to listen, to acknowledge, to clarify, and, possibly, to direct your concern/issue to the appropriate place. It is not a time for lengthy discussion. The Chairperson will determine the length of the Public Comment period given the urgency and relevancy of the items raised, the number of other speakers and the length of items on the agenda. The Chairperson, in conjunction with the Committee, will determine an appropriate time to revisit the concerns/issues raised by the public.
2. The Chairperson of the School Committee shall preside over the meeting. In this role, s/he will acknowledge speakers from the public. S/he will determine the length of time for public participation and ensure that comments are appropriate. During any part of the meeting, the public may be recognized by the Chairperson to speak on an item before the Committee. All remarks will be addressed through the Chairperson of the meeting rather than directly to other participants.
3. Comments made by anyone at the meeting should at all times be respectful. If a speaker persists in improper conduct or remarks, the Chairperson may rescind the individual's right to address the committee. Defamatory or abusive remarks are always out of order.
4. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel, students or any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
5. The School Committee will provide information to the public at the meeting to help them participate in an informed manner. This will include providing copies of the agenda and materials to be discussed. Since not all materials are easily reproduced and public attendance will vary, the number of documents provided for the public should be reasonable. Minutes of the meetings shall be maintained as required and available to the public.
6. Notices of the agenda and summaries of the meetings are printed in The Friday Post. The full minutes are available in the school office.

The Committee encourages caregivers and other interested citizens to attend and participate in its public meetings, which are generally held the first Monday of the month at 6:00 PM in the school library (or Google Meet).

POLICIES, REGULATIONS AND LAWS

A manual containing all school policies is available for inspection in the school office.

They are also available on our website:

http://leverettschool.org/school_information/school_committee/policy_manual

School and District Policies Prohibiting Discrimination and Harassment

In accordance with Title IX of the Education Acts of 1972, Title VI of the Civil Rights Act of 1964 and Chapter 151B of the General Laws of the Commonwealth of Massachusetts, the Leverett Elementary School affirms that no person shall, on the basis of race, color, sex, gender identity, age, religion, national origin, disability, homelessness, sexual orientation, pregnancy or pregnancy related condition, be excluded from participation in, denied the benefits of, or subjected to discrimination in any educational program or activity it operates, including employment therein, and admission thereto. Leverett Elementary School will not tolerate verbal or physical harassment of any student or school personnel under any circumstances.

Any complaints or inquiries concerning this policy should be directed as follows:

Annie Foley Ruiz

Interim Principal

Leverett Elementary School

85 Montague Road

Leverett, MA 01054

Jennifer Culkeen

Superintendent of Schools

Erving School Union # 28

201 Wendell Road

New Salem, MA 01355

Grievance Procedures

Leverett Elementary School has established an internal procedure in order to provide for prompt and equitable resolutions of complaints.

Definitions

A “Grievance” is a complaint made pursuant to, and arising out of, the Leverett Elementary School's obligation to comply with state regulations regarding civil rights, discrimination and harassment.

An “Aggrieved Party” is a person or persons making the complaint.

Purpose. The purpose of this grievance procedure is to secure prompt and equitable solutions to grievances.

General. No aggrieved party will be subject to coercion, intimidation, interference, or discrimination for registering a complaint or for assisting in the investigation of any alleged complaints within the context of this grievance procedure.

All documents, communications and records dealing with the filing of a grievance will be kept confidential to the full extent provided by law.

The Grievance Officer. The principal shall serve as the primary harassment grievance officer. They will be vested with the authority and responsibility of processing all harassment complaints in accordance with the established procedures. In the case that the harassment involves the principal, or the aggrieved party feels uncomfortable disclosing the information to the principal, the Superintendent shall serve as the temporary grievance officer. If the harassment involves the superintendent, the Chair of the Leverett School Committee shall serve as the grievance officer.

Procedure

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident(s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
3. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts and may interview any witness.
4. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
5. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
6. On the basis of the grievance officer's perception of the situation he/she may:
 - a. Attempt to resolve the matter informally through reconciliation.
 - b. Report the incident and transfer the record to the superintendent or his/her designee, and so notify the parties by certified mail.
7. After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
8. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

Life Threatening Allergy Policy

The Union #28 School Union is dedicated to providing a safe and healthy environment for its students during the school day and at school-sponsored events. Students identified with life-threatening allergies (i.e., food, bees) will be provided for, as medically necessary, in the school environment. The Union #28 Schools policy will support protocols to (a) reduce exposure to allergens to the best of our ability, knowing that we can only be allergen-safe, not allergen-free, and (b) follow established procedures to treat allergic reactions. A student identified as having a life-threatening allergy must have a written statement clearly documenting the allergy from his/her health care provider along with a prescription for an EpiPen from the doctor and caregiver consent authorizing use if/when needed. The Union #28 Schools will provide adequate training to educate staff in the management of life-threatening allergies. As mandated by federal laws, including ADA, IDEA, and Section 504, no student shall be discriminated against or excluded from school activities based on his or her life-threatening allergy. The student who has an allergy and who is making effective educational progress in the regular educational program does not need a special education evaluation, an IEP, or special education services. However, he/she has the right to have reasonable accommodations for his/her disability under section 504. The school will implement protocols to provide a safe environment for the student. These protocols pertain to school-sponsored events only and not to fundraisers, non-school sponsored extracurricular activities, or afterschool events. The full policy is available in the School Office.

Names, Addresses, and Phone Numbers on School Lists

The school publishes a School Directory, which includes student and caregiver names, addresses, and telephone numbers. Caregivers are asked to give their consent to be included in this Directory as a part of the back-to-school process. This Directory is distributed to every family at school.

Consistent with federal and state regulations about privacy, the Leverett School will provide information about children who are in afterschool activities, specific teacher's classes (not including Special Education or Chapter 1 services) or other activities such as chorus to caregivers of children in those activities. If you prefer that your child's name not be included on these lists or if you prefer that your telephone number and/or address not be included, please indicate that in writing to the school.

The names and addresses of all students are also provided to the Leverett Police & Fire Departments when approved by the School Committee. This information is used only in the event of an emergency.

Kindergarten Bus Route Policy (EEAJ)

1. All Kindergarten students are entitled to ride the school bus. Kindergarten students will be picked up at the door of their home and returned directly to the door of their home except when any one of the following conditions exist:

- a) When a kindergarten student lives on a private road. (See Policy EEA)
- b) When the road the kindergarten student lives on is inadequate for a Class 1 school bus. The suitability of a road for a Class 1 school bus will be determined by the bus company in consultation with the principal and/or town highway officials.

2. Bus drivers are not allowed to leave Kindergarten children at their home/bus stop unless a caregiver or older sibling is there. If no one is at the bus stop to meet a Kindergartener, the bus driver will return the child to school unless prior arrangements have been made in writing and submitted to the Principal.

Acceptable Use Policy (IJNDB)

Leverett Elementary School provides caregivers, students, community members, and guest users, with a statement of purpose and explanation of the use of technology within the learning community. This procedure is reinforced by instruction, practice, responsible use guidelines and is required to be read before accessing the technology devices, digital resources, and network infrastructure. Students, parents/guardians, staff and community members must also read and sign the accompanying Statement of Responsibilities. We respect each family's decision whether their child should or should not have access to the Internet. Students will be given an account on the network and access to the Internet only if a parent or legal guardian submits a signed Acceptable Use Form. Once agreed to, access to electronic resources will remain in force for the duration of the student's enrollment, staff employment or community member's active residential status unless expired, or revoked due to violations of this policy.

These guidelines are based on the Children's Internet Protection Act (CIPA) and its four guiding principles of respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users. Every user has the responsibility to respect and protect the rights of every other user in our school communities and on the Internet. Account holders are expected to conduct themselves in a responsible, ethical, and legal manner, consistent with the school and district policies, rules, regulations and guidelines and the laws of the Commonwealth of Massachusetts and the United States.

Leverett Elementary School provides access to electronic resources that promote educational

excellence, information sharing, innovative instruction and online communication. All users are encouraged to use electronic devices, the computer network and the Internet to pursue intellectual activities, seek resources, access libraries, collaborate and engage in learning activities.

Online communication constitutes but is not limited to email, Internet, blogging and any use of network resources. LES electronic resources include, but are not limited to, all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for today's learners to apply 21st Century Skills and employs tools such as interactive websites, blogs, video conferencing, and podcasts which offer authentic opportunities for students to express and share information.

This Leverett Elementary School AUP outlines the rules and guidelines under which all members of the LES community (students, staff, community and guest users) will be held accountable. In all cases it is the responsibility of parents/guardians, students, staff, community members and guest users to immediately report any findings of improprieties to school administration.

Responsible Use Guidelines. Leverett Elementary School has established protocols to ensure the safety of our school community, the security of computer networks, and compliance with applicable law. All users should be aware of the following standard practices:

Content Filtering. Leverett Elementary School uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Leverett Elementary School is aware that not all inappropriate information can be filtered, and the district will make a concerted and ongoing effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Leverett Elementary School will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyberbullying awareness and response.

Student Safety. To insure personal safety and the safety of others, users shall not publish or send any message that includes personal information such as home address, personal phone numbers and/or last name for any individual student. The staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may only be included on district/ school/ classroom websites with caregiver permission and without identifying captions unless the site is password protected.

All users are expected to exercise care when using technology equipment/resources and to follow the directions for proper use. Any user whose action alters the proper functioning of equipment may face disciplinary action and may be charged for the repair or replacement of the equipment.

Student use of electronic resources is restricted to teacher-approved projects and research. Student use of the Internet will be under the supervision of school staff, but due to the nature of the Internet and evolving technology, students might get to an inappropriate site inadvertently. It is the student's responsibility to immediately report any inappropriate site to a staff member.

Teachers of K-2 students will establish access to appropriate student websites via the use of personalized learning environments (i.e. pathfinders, classroom webpages). Students in grades 3-6 may not attempt to access any Internet resources without the prior consent and only with direct supervision of staff.

Password Protection. Passwords are provided for each user's personal use only and are, therefore,

confidential. Passwords should never be shared, stolen or used by another person without permission. If a student or staff member suspects that a password has been compromised, they should notify a teacher or network administrator. Student usernames and passwords will be established and assigned by the network administrator. Staff usernames will adhere to established naming conventions.

Privacy. Students and staff need to be aware that files stored on school computers are not private. Network and internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store any and all usage of the computer network and Internet access, including transmitted and received information, without prior notice. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email, sent and received, be stored for a period of seven years. The District may choose to archive longer.

Online Etiquette. All school users are expected to use appropriate language and graphics, and shall not engage in swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind. School online access may not be used to make, distribute, or redistribute cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, gender identity or sexual orientation.

Messaging. Teachers may incorporate restricted email, protected blogs, podcasts, video conferencing, online collaborations, electronic devices, instant messaging, texting, tweeting, walled garden social media, Virtual Learning Environments and other forms of direct electronic communications or internet applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with the Leverett Elementary School AUP.

Internet Tools. Use of blogs, podcasts, or other internet tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other internet tools. Students using blogs, podcasts or other internet tools are expected to act safely and responsibly by keeping all personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Users must not link to websites from a blog without reading the entire article to make sure it is appropriate for a school setting.

General Communications Guidelines. Below is a general summary of guidelines related to email and any form of online chat or instant messages. Email and online chat is to be used for school related communication. The following practices are not allowed when using LES resources:

- Sending harassing emails or instant messages or content.
- Sending offensive email or instant messages or content.
- Sending spam email or instant messages or content.
- Sending email or instant messages containing a virus or other malicious content.
- Sending or reading email or instant messages at inappropriate times, such as during class instruction.
- Sending email or instant messages to share test answers or promote cheating in any way.
- Using the account of another person.

Plagiarism/Copyright/Licensing. Plagiarism is the act of using someone else's words or ideas as your own. Students and staff are required to give proper credit to all Internet and non-electronic sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet and non-electronic resources will be addressed in a developmentally appropriate manner. In addition,

all students and staff must adhere to the copyright laws of the United States (P.L.94553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and staff must adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Proxies. The use of anonymous proxies to avoid content filtering is strictly prohibited and is a direct violation of this agreement.

Illegal Activity. Use of any U28 electronic devices/resources for any illegal activity is prohibited. Illegal activities include but are not limited to:

- (a) tampering with computer hardware or software,
- (b) software piracy,
- (c) unauthorized entry into computers and files (hacking),
- (d) knowledgeable vandalism or destruction of equipment,
- (e) deletion of computer files belonging to someone other than oneself,
- (f) uploading or creating computer viruses,
- (g) distribution of obscene or pornographic materials,
- (h) sexting,
- (i) cyberbullying.

Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, guests, and student) and student's parent or guardian.

Cyberbullying. The use of electronic devices, digital resources and the network for the purpose of cyberbullying is strictly prohibited both on and off school grounds.

Cyberbullying as defined by Chapter 92 of the Acts of 2010 (An Act Relative to Bullying in Schools) 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, photoelectronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications. cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (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 enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include 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 enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Terms of Agreement. Leverett Elementary School reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The District will advise appropriate law enforcement agencies of illegal activities conducted through the LES Internet connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the network. The District and its representatives are not responsible for the actions of the users or the information they access. Leverett School Committee Final Vote: 01/09/17

Student Record Regulations

Each school within Union #28 maintains children's records in a way that ensures confidentiality. General information including records of attendance, academic achievement, school behavior, and the like are kept in the school secretary's office. Special Education records are kept in the SPED secretary's office.

A log indicating the name and date of anyone accessing education records is included at the front of each student record folder and must be completed by anyone accessing those records, except a person exempt from that requirement by regulation which means, primarily, staff who work directly with the child. In cases where records include more than one student, such as the special education register, these same rules apply, except that care is taken to ensure that parents/guardians may see only the information for their child.

A caregiver or a caregiver's designee who requests an opportunity to review his or her child's records may do so in writing. That request will be granted as soon as is practicable and within 10 days of the request. The school will assist in the interpretation of the records while they are being reviewed. If a caregiver wishes copies of his or her child's records, the school district will provide those copies.

If a caregiver wishes a change in his or her child's record, he or she may confer with the Principal or request a change in writing. The Principal must respond to that request within one week. If the Principal's decision is adverse, the caregiver may appeal in writing to the Superintendent of Schools who must respond within two weeks. If the Superintendent's decision is adverse, the caregiver may appeal in writing to the School Committee, which must hold a hearing within four weeks, governed by formal procedures at which the caregiver may be represented by an advocate and school officials may be represented by an advocate.

The school district only releases student names or permits access to student records under the extremely limited circumstances permitted by the Student Record Regulations. The regulations do permit and the school district may release for publication student's name, class, participation in certain activities, or receipt of certain award, but only after informing parents/guardians of this practice and allowing them to exclude their child from such lists. The most common instance of this is informing parents/guardians of the children in individual classes.

All records, except transcripts from previous years, are under the direct supervision of the school Principal who is responsible for maintaining confidentiality. All staff with access to these records are trained at the beginning of the school year in the responsibilities associated with confidentiality. The school district rarely has occasion to destroy records because such records accompany students to the secondary schools associated with the district. Registers/transcripts are kept at the office of Superintendent of Schools for sixty years and then are destroyed only after proper notice is given. Any temporary records kept for seven years because forwarding them to the secondary school was inappropriate, are destroyed only after proper notice is given.

Under the student records regulations, we are to inform you of any standardized testing done (see page 18).

Library Material Selection and Adoption Policy

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent

judgments in their daily lives.

4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.

5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.

6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students and families will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal subject to the approval of the Superintendent.

Gifts of library books and materials will be accepted in keeping with the above policy.

Complaints about library materials will be handled in line with Committee policy on complaints about instructional materials.

Parental Notification Relative to Sex Education

In Accordance with General Laws Chapter 71, Section 32A, this policy addresses the rights of parents and guardians of students in our schools in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, parents and guardians of students in our schools will be notified in writing of the district obligation to inform them in writing about any courses, classes, or events we offer that primarily involve human sexual education or human sexuality issues. School Principals will notify parents, in writing, about specific classes or events covered by this policy no less than two weeks before their occurrence. Each notice to parents and guardians that informs parents about a course, class, or event covered by this policy will include a brief description of the curriculum covered by this policy and will inform parents and guardians that they may:

(1) exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent or guardian under this policy may be given an alternative assignment.

(2) inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents or guardians and to others to the extent practicable. Parents or guardians may arrange with the Principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

A caregiver who is dissatisfied with

- a) a decision of the Principal concerning notice,
- b) access to instructional materials, or
- c) exemption for the student under this policy

may send a written request to the Superintendent of Schools for review. The Superintendent of Schools or his or her designee will review the issue and give the parent or guardian a timely written decision within fifteen days of the request unless extenuating circumstances require a delay.

A caregiver who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and

give the caregiver a timely written decision, within thirty days of the request unless extenuating circumstances require a delay. A parent or guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

School Choice Policy

It is the policy of Leverett Elementary School to admit nonresident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12) and under the following conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to Choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the District.
4. With respect to the selection of nonresident students:
 - a. That preference will be given to siblings of admitted students if an opening exists in that grade level. If there are more eligible siblings than open slots, a lottery for the siblings will be held.
 - b. The selection of nonresident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces.
 - c. There will be two drawings for this purpose. The first will take place during the month of June of the current school year. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of an unexpected additional opening.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, gender, gender identity, creed, ethnic background, national origin, economic status, homelessness, sexual orientation and physical or mental disability.

Student Absences and Excuses (School Committee Policy: JH)

Regular and punctual school attendance is essential for success in school. The Leverett School Committee is required to provide for and enforce the school attendance of all children attending Leverett Elementary School. Children must attend school regularly, in accordance with state law. When children do not attend school, the absence will be recorded as excused if it meets the legal criteria; all other absences will be considered unexcused. The Superintendent or his/her designee may only excuse absences for illness or religious observances. According to state law, school districts should report to the District Attorney's Office and to the Department of Social Services students who are absent for more than seven full days or fourteen half days within a six-month period if the student's absence is for reasons other than illness or religious purposes.

The Leverett School Committee and School Administration understand that students may sometimes need to be absent for reasons other than illness or religious observation. These reasons may include the bereavement of a family member, inclement weather or, on rare occasion, a family vacation; however, these or similar absences are deemed unexcused absences and counted in the seven-day limit under state law.

In accordance with state law, attendance is not required for children who have a physical or mental condition that renders attendance inexpedient or impractical.

The school administration may request a physician's statement certifying a child's illness for

absences in excess of seven full days or fourteen half days within a four-week time period.

The Principal or his/her designee shall serve as the officer to oversee school attendance. At the start of each school year, the Principal shall ensure that a notice is sent to all parents and guardians instructing them of a phone number to call to report a student absence and the appropriate process to follow for reporting said absence. These instructions shall include the time of day by which to contact the school regarding an absence/late arrival. If requested by the attendance administrator, caregivers are expected to provide a written explanation for the absence and/or tardiness of a child. Where advance notice is possible, written notice is required.

Caregivers of children whose absences risk exceeding the allowable number of absences will be given written notice by the attendance officer that truancy charges may be filed and will be given one (1) week to respond to that notice. This notice will be initiated by the designated officer within one week of the allowable limit being surpassed. Caregivers may appeal a decision to file truancy complaint to the Principal, the Superintendent, and the School Committee in that order.

Caregivers are responsible for ensuring that their children do not fall behind in their schoolwork when they are absent from school. Teachers may make a reasonable effort to provide missed assignments/instruction provided that this effort does not place an undue burden on the teacher. In instances where arrangements are not easily established, the teacher and the student's family shall seek guidance from the Principal.

Tobacco-Free School Policy

According to M.G.L. Chapter 71, 37H, smoking and the use of tobacco products by students, staff, and visitors are prohibited on all school property at all times. Conclusive evidence exists that tobacco use is a leading public health problem in the United States. The U28 School District is committed to ensuring a completely tobacco-free environment for the entire school community through a comprehensive school health education program, in conjunction with enforcement of a tobacco-free schools policy. This policy must be consistently enforced and well publicized. Use or possession of tobacco products or paraphernalia by minors, school employees, or other adults on school property is strictly prohibited. School property includes school buildings, school facilities, school grounds, school parking lots and school buses and any property or event controlled by the School Committee. Violations of this policy will result in the following consequences:

Students: The Principal or designee, consistent with building codes of conduct, will arrange for a caregiver conference to discuss strategies to prevent recurrence. Other disciplinary measures, counseling and community service, may be required if the violations continue. Faculty & Staff: Faculty and staff members are expected to comply with state laws and local regulations pertaining to the tobacco-free school policy. 1st offense: verbal warning and tobacco education resources. 2nd offense: written warning/referral to cessation program. 3rd offense: possible progressive disciplinary action. All school groups using school property will be notified in writing that the use of tobacco products on school property is prohibited. First offense: verbal warning. Second offense: removal from school property. Third offense: may be banned from future use of school property. Note: There is not always irrefutable evidence of a tobacco violation, but a strong probability could result in consequences as listed above.

ANNUAL PUBLIC NOTIFICATION

FY 2018-2019

(As required by AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act)

Asbestos Management Plans have been developed for the:

LEVERETT ELEMENTARY SCHOOL

These plans are available and accessible to the public at this facility as well as from the LEA located at 28 Northfield Road, Erving, MA 01344

The LEA Designated Person is: Bruce Turner, Director of Finance and Operations
28 Northfield Road
Erving, MA 01344
(413) 423-3326 ext. 234

A three-year reinspection was conducted in August 2018 by ARC, Inc. The next reinspection is due in 2021. Periodic surveillance is done every six months by the head custodian.

The Maintenance Supervisors received training in the management of asbestos containing materials and Haz Com. When supervisors leave they train their replacements as well as their staff.

ANNUAL PUBLIC NOTIFICATION

FY 2019-2020

The water system at the:

LEVERETT ELEMENTARY SCHOOL

is subject to regulations established by the Department of Environmental protection. The licensed water operator is John Kuczek. License #: 4465 and IT 8000.

Routine regular testing is required and copies of the analytical reports are available from the water operator. The School is, and has been, in compliance and up to date with all DEP requirements.

ANNUAL PUBLIC NOTIFICATION

FY 2019-2020

Leverett Elementary School Integrated Pest Management Program

In October 2001 Leverett School compiled an Integrated Pest Management (IPM) program and submitted it to the Commonwealth of Massachusetts, Department of Food and Agriculture. The head custodian is the IPM Coordinator for the school.

We have been successful in keeping the building and grounds substantially pest-free without the use of commercial pesticides by keeping the facility sealed and clean. The only chemical which is used periodically outdoors and away from children and staff is wasp and hornet spray. If any questions concerning our program arise, please contact the custodial office at 548-9144.

Compliance

The Superintendent of Schools serves as compliance officer for all state and federal laws.

Superintendent of Schools

Erving School Union #28

201 Wendell Road

Erving, MA 01355

Telephone: (978) 544-3407

Complaints to the Massachusetts Department of Education may be addressed to:

Department of Education

350 Main Street

Malden, MA 02148

Telephone: (781) 388-3300

Complaints regarding the implementation of Title IX may be addressed to:

Office of Civil Rights

McCormack Building

One Ashburton Place

Boston, MA 02108

Telephone: (617) 727-2200