

Brimfield
Elementary
School
*Parent
Handbook*
2019-2020

**Brimfield Elementary School
2019-2020 Parent Handbook
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Brimfield Elementary School exists to provide learning opportunities that guide all students toward proficiency in core subject areas emphasizing English Language Arts and Mathematics.

To support this mission, faculty will:

- ☐ Serve as role models
- ☐ Maintain a safe environment
- ☐ Provide instruction to serve all students in English Language Arts, Math, Social Sciences and Science
- ☐ Assess student learning to determine what students know, understand and can do
- ☐ Provide programs that promote well-rounded students in Art, Computers, General and Instrumental Music, Library, and Physical Education
- ☐ Collaborate with parents, students, other faculty and members of the community
- ☐ Take part in Professional Development and continued learning
- ☐ Promote health and wellness to enhance student achievement

☐ **To support this mission, students will:**

- ☐ Serve as role models
- ☐ Attend school
- ☐ Do their best work
- ☐ Behave respectfully and cooperatively
- ☐ Take responsibility to become active learners and contributing members of the community
- ☐ Promote health and wellness to enhance student achievement

To support this mission, parents will:

- ☐ Serve as role models
- ☐ Communicate with school personnel about concerns and student needs
- ☐ Maintain a home environment that is conducive to developing responsible learning habits
- ☐ Participate in parent/teacher conferences
- ☐ Volunteer when possible
- ☐ Attend school and community events
- ☐ Promote health and wellness to enhance student achievement

Civil Rights Statement

All students, regardless of race, color, sex, gender identity, religion, limited English proficiency, national origin, sexual orientation, disability, or housing status, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

School Roster

Principal:	Mr. Ledbetter
Secretaries:	Mrs. Richter, Mrs. Snyder
Pre-Kindergarten:	Mrs. Winiarski
Kindergarten:	Mrs. Timmins, Mrs. Paulhus, Mrs. Margwarth
Grade 1:	Mrs. Sheldon, Mrs. Field

Grade 2: Ms. Reilly, Miss Patterson
Grade 3: Mr. Thompson, Miss. Hood
Grade 4: Mrs. Genatossio, Mr. Trudeau
Grade 5: Mrs. Gilbert, Mrs. Mahota
Grade 6: Mrs. Lataille, Mrs. Culverwell
Special Education: Mrs. Matczak, Miss Beaudry, Mrs. Giuggio, Ms. Johnson, **Mr. Daponte**
Reading: Miss Holland, Mrs. Lach
Math: Mrs. Palmer
Guidance: Mrs. Metz, **Mrs. Blake**
Art: Mrs. Monette
Computers: Mrs. Doreika
Library/Media: Mrs. Doreika
Music: Mrs. Sarkisian (Choral), Mr. Weissman (Instrumental)
Physical Education: Mr. Casine
Nurse: Mrs. Sherman
OT/PT: Mrs. Rodier, **Mrs. May**
Speech/Language: Mrs. Cordaro
Kitchen: Mrs. Harrington, Ms. Molloy, Ms. Weston
Custodians: Mr. Early, Mr. Findlay
Permanent Sub: Mrs. Kane
Assistants: Mrs. Allen, Ms. Banks, **Miss Bleau**, Ms. Lyons, Mrs. Marzialo, **Mrs. Ryan**, Mrs. Chang, Mrs. Bernstein, Mrs. Plumley

August 29, 2019

Dear Parents and Students,

Welcome back. Hopefully you had a chance over the summer to rest up and have some fun. I can tell you that our teachers are energized and already working in their classrooms to get ready for the school year.

Most of our faculty and staff are returning for this year. We are very excited about the new staff members that were hired over the summer. Elyssa Margwarth has been hired as our new kindergarten teacher. Caroline Blake has been hired as our new school psychologist. Sarah Ryan is our new aide in PK and

Veda Bleau is our new aide in 5th & 6th grade.

As a school, we will continue to utilize Connect Ed. as a communication tool between school and home. Connect Ed. is a great resource to have when sending out school cancellation notifications, event reminders, and early dismissals. A message can be repeated by simply dialing 1-877-replay1.

Please, if you have any questions or concerns, address them first to the homeroom teacher. Please read through this handbook and use it as a guide throughout the year. My door is always open and I will look forward to seeing you all. **Make sure you and your child sign the form saying that you have read this document on the last page.**

As a communication tool, I have signed up for a Twitter account. I plan on posting pictures and updates regarding school related activities. Please follow me @Brimfield_Prin Also, please help spread the word in the community that I am encouraging parents to follow me. I am hoping this will allow all parents to see day to day activities within the school.

Sincerely,

Brian Ledbetter

Academic Program

Civil Rights – All students, regardless of race, color, sex, gender identity, religion, limited English proficiency, national origin, sexual orientation, disability, or housing status, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district. Any student or parent having a question, concern, or complaint is invited to contact the school principal or equal opportunity coordinator.

Assignment Books – Students in grades 3-6 will use an assignment notebook to help them organize the work that is sent home. It is the student's responsibility to write assignments in his or her book. This book can be a very effective communication tool between home and school. Parents are expected to sign the assignment book each night.

Progress Reports – Parents will be formally notified during each term if satisfactory progress is not being made in any particular area. This report is designed to keep you informed and enlist your help in addressing the concern.

Testing Programs –

MCAS - Department of Education	April and May
Integrated Writing and Reading Assessments	fall and spring
STAR Math and STAR Reading	fall and spring or periodically
DRA-Grades K-3	October and May
Math Assessments	fall and spring

Report Cards – Report cards are issued three times a year for grades K-6. Questions regarding your child's progress should be directed to the teacher responsible for the grading. The final report card will be issued on the last day of school and will include the classroom assignment for the upcoming year. Please notify the office immediately if you do not receive your child's final report card.

Homework – It is important that completed homework is the child's work. It helps the teacher to know what the child can do and understand. Home assignments will be given to an individual or to a group for specific purposes:

- To reinforce facts, concepts, and skills presented in the classroom
- To provide extra work to an individual who needs it
- To develop independent study habits and skills
- To provide parents an opportunity to help and advise their children
- To demonstrate accumulated knowledge as a project or long-term written paper

Ample time is given in school to complete class work. However, some students may need additional time to complete unfinished class work. Some assignments are intentionally begun in class to be completed at home.

After a reasonable amount of time and effort, if homework is still not completed parents may ask their child to put it away for the night. Parents should then send in a note to the teacher stating that they made this decision.

Make-up Work – If a student is ill, homework may be sent home upon request.

Parents should call the office between 8:00-9:00 am to notify of an absence or to request make-up work. Homework can be sent home via another student or picked up between 2:30-3:00 pm at the main office.

Special Classes – Students at Brimfield Elementary School are exposed to music, art, computer, library and physical education on a weekly basis. Choral music, instrumental music, and band are available to students in grades 4-6. Concerts are held twice yearly (winter/spring) for students in grades 4-6, and in the spring for students in grades K-3.

For your child's comfort and safety in physical education, dress shoes, boots, sandals, jewelry, and dresses or skirts should not be worn. When classes are in the gymnasium, only non-marking sneakers are permitted.

Library/Media Center – The school library is open from 8:25 am to 2:45 pm daily.

There is also a Parent Resource section available during these hours. Students have a scheduled time each week to visit, borrow books, and learn how to use the resources of the library. Teachers may schedule additional time for research projects. All students are allowed to check out books for up to two weeks. The number of books they can check out corresponds with the grade level: First Grade, 1; Second Grade, 2, etc. The maximum number of books any student can have checked out at a time is four. If a student has a lost or overdue book, his or her borrowing privileges are suspended until the materials are either returned or replaced.

Conferences – Parent-teacher conferences are scheduled during the school year.

Parents are asked to use Sign Up Genius as the online signup method. Teachers will provide detailed information during the school year as to how to use this site. These conferences provide an excellent opportunity for parents and staff to review each child's progress.

Guidance – The Guidance Office at Brimfield Elementary School is located on the second floor. It serves as the Special Education Office as well as an area that is utilized for individual counseling and parent and teacher consultation. A school psychologist and a school counselor are both on staff. Either person is available to the parents and children of Brimfield Elementary School as a resource to assist with questions concerning social-emotional health and development. Each child is viewed as an individual with personal strengths and needs who is developing values and standards through interacting with his/her environment. It is our goal to help these interactions be of a positive nature in order to promote self-worth and the respect of others.

Field Trips – Throughout the course of the year, many field trips and extra-curricular activities are scheduled. A student must have a signed permission slip in order to participate.

Discipline

Philosophy of Discipline Code – At the start of the school year, teachers will review classroom and school rules with their students. These rules include expectations

regarding class work, homework, and behavior. A student's purpose at school is to learn academic skills, gain knowledge, and deal appropriately with social situations within the school community.

Student Conduct – The entire staff of Brimfield Elementary School has the goal of establishing an atmosphere in which children feel safe, secure, happy, and have the maximum opportunity to learn. In an effort to accomplish this goal, we have adopted the school-wide theme of Responsibility, Kindness and Respect. Students who display these traits during the day may be recognized and rewarded with a Brimfield Buck. Monthly assemblies are held for the whole school to reinforce expected behavior and celebrate model behavior seen during the month.

Bullying Prevention

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

BULLYING PREVENTION AND INTERVENTION: DEFINITIONS

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

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

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

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

Cyberbullying also includes:

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

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

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

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

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

PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school sponsored or school related activity, function, or program whether on or off school grounds, at

a school bus stop, on a school bus or other vehicle owned, leased, or used by a school District or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and

(ii) at a location, activity, function, or program that is not school related through the use of technology or an electronic device that is not owned, leased, or used by a school District or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

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

Reporting Bullying:

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

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

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall: (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Curriculum Information:

Bullying Prevention Curriculum will be taught to our students. At the start of the school year, parents will be notified of the specific curriculum being used.

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

Personal Items – Personal items and toys with the potential to cause harm to others and/or distract from learning are not permitted on school property. These items include, but may not be limited to toys, electronic devices, fidget spinners, slime, and trading cards. Cell phones should remain in student backpacks during the school day. Any of these items that become a distraction in school will be confiscated and parents will be asked to come to school to retrieve them.

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

Rule 1: Students may not damage school or student property.

Rule 2: Students may not take or have something that doesn't belong to them

without permission.

Rule 3: Aggressive physical contact is not allowed.

Rule 4: There will be no knives, guns, or any other dangerous objects on school property, school buses, or at school related events.

Rule 5: Foul and inappropriate language (including threats, harassment, and racial, sexual, or ethnic slurs) will not be tolerated.

Rule 6: Drugs, alcohol, and tobacco are prohibited on school property.

Rule 8: Students may not sell **or share** gum, candy, food, or other products to students in school.

Rule 9: Cheating on quizzes, tests, projects, class work, or homework is not allowed.

Rule 10: Other issues as they come up will be dealt with by staff.

Consequences for behavior may include:

- time-out
- a written or spoken apology and reassurance that the behavior will not happen again
- mediation with student or staff
- written note from student, signed by parent, describing the incident and consequences
- eating lunch away from classmates, either in or out of the cafeteria
- spending recess with the teacher or at the office
- phone call to parent
- exclusion from part or all of other non-academic activities
- parent conference
- student placed on a behavior contract or chart
- in-school suspension
- out of school suspension
- expulsion or legal involvement

Consequences will be assigned in a timely manner with the intention of helping the student learn a better way to react to situations.

Dress Code – Student clothing should not be a distraction to others. Appropriate clothing should not be revealing, have provocative sayings or endorse drugs, tobacco products, or alcohol. Appropriate footwear should be worn for safe travel within the building and for participation in class and recess activities.

Bus Safety and Behavior Rules – School rules are enforced on the buses. Riding the bus is both a privilege and a necessary mode of transportation. All bus riders are required to sit in a seat until given permission by the driver to move. Students must keep themselves and all objects inside the bus. Each bus rider will respect the personal space of other riders. Noise will be kept at a reasonable level and all directions given by the driver will be followed. Misbehavior on the bus may incur the same consequences as misbehavior in school. Other consequences may include having an assigned seat or the possibility of suspension of bus privileges. In the case of misbehavior, a bus ticket will be filled out by the driver and forwarded to the principal. **Upon receiving the ticket, the principal or designee will investigate the action and appropriate action will be taken.** Parents will receive a copy of the bus ticket to be

signed and returned to the principal. After investigation of the third bus ticket, the child may be suspended from use of the bus. **Cameras located on the bus may be used if necessary.**

Student Records

Student Records – State regulations governing student records are briefly summarized below. These regulations are available at the school for review.

A student's record consists of his or her school transcript and temporary record. The temporary record includes all information which is relevant to the educational needs of the student. A student's parent or guardian, or a student who is at least 14 years old or has entered the ninth grade, has the right to inspect all portions of the student's record upon request to the school principal. The record must be made available to the parent, guardian, or eligible student no later than two consecutive workdays after the request is made, unless the parent, guardian, or eligible student consents to a delay.

The parent, guardian, or eligible student may request copies of any part of the record. A fee may be charged for the cost of copying.

After the completion of sixth grade, student records are sent to the junior high school.

Confidentiality of Records – No individual or organization other than the parent, guardian, eligible student or school personnel working directly with the student is allowed access to a student's record without specific written consent of the parent, guardian or eligible student except in limited instances as specified by the state regulations governing student records.

Amendment or Deletion of Records – The parent, guardian or eligible student has the right to add relevant comments, information or other written material to the student's record. In addition, the parent, guardian or eligible student has the right to request that information contained in the record be amended or deleted except for information inserted in the record by a Team Evaluation. The parent, guardian or eligible student has a right to a conference with the school principal for the purpose of objecting to information contained in the record. Within a week after such conference, the principal must render a decision in writing on the objection. If the parent, guardian or eligible student is not satisfied with the principal's decision, he or she may appeal such decision to the School Superintendent and, ultimately, to the School Committee.

Destruction of Records – A student's temporary record shall be destroyed no later than 5 years after the student leaves the school system. A student's transcript may be destroyed no sooner than 60 years after the student leaves the school system. A school principal or his or her designee may destroy misleading, outdated or irrelevant information contained in the temporary record during the time the student is enrolled in the school system, provided the parent, guardian or eligible student has been notified in writing and given the opportunity to inspect and copy any of the information prior to its destruction.

Student Health

Only when students are healthy will students fully be able to meet their goals. Health is not just the absence of disease - it is complete physical, mental and social well-being. For a child to efficiently learn, he must be in good health. The goal of the Brimfield Elementary School Health Office is to promote the well being, academic success, and life-long achievement of students and to facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management and referral services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy, and learning.

Healthy Celebration Protocol

In support of state initiatives and the district – wide Wellness Policy addressing overweight and obesity concerns in Massachusetts, Brimfield Elementary School has adopted a Healthy Celebration Protocol. Student birthdays will continue to be recognized by the classroom teacher, but will not be celebrated with food items. Parents should not send any items in to share with classmates. Holidays will continue to be celebrated with healthy food items as designated by the classroom teacher. Classroom activities involving food items will continue as they relate to the curriculum.

Immunizations - Under Massachusetts state law, no child will be admitted to school without the required immunizations. State mandated immunizations are offered FREE at Harrington Hospital Preventative Care but you need to call for an appointment at (508) 765 – 9771. Also, if needed, your child can receive a FREE Physical Examination at Christian Medical Services in Southbridge. Hours are from 6:30pm to 8:00pm every Wednesday evening. You can make an appointment by calling (508) 765-9687.

School Health Requirements - All children must have a “certified copy” of their Birth Certificate that must be kept in the Health Office. Children entering pre-school and kindergarten are required to have a full physical exam with a lead test prior to the start of school. Fourth grade students are also required to have a physical exam.

Screenings - State health regulations require that hearing, vision, height and weight screening be conducted for all children in grades K through 6. In the case of concerns, parents will be notified to consult their physician for further evaluation. Postural screening is required for all the fifth and sixth grade students.

Injury/Illness/Exclusion - In case of illness or injury, emergency care and first aid will be provided until a parent or other assigned adult responsible for the child is contacted. Parents must provide transportation home for any sick or injured child, except in an emergency. Parents are asked to contact the nurse if their son/daughter will be absent for an extended period of time. Students who have sustained an injury at home **MUST** bring in a doctors note to the school nurse stating the nature of the injury and any school restrictions.

As you know, colds, virus infections, sore throats, gastrointestinal problems, and all common communicable childhood diseases may be highly infectious. Please protect

your child and the rest of the student body by keeping sick children at home during the infectious stages of these common ailments. Children with elevated temperatures (of 100 degrees or greater), vomiting, or diarrhea need to stay home for 24 hours after the symptoms abate. Please encourage your children to have a nutritional breakfast. Adequate sleep will help prevent lowered resistance and susceptibility to common diseases. We ask that a parent/guardian please notify the school nurse by 8:30 am if their child is going to be absent. Your phone call assures us that your child is safe. Absences of five days or longer will require a doctor's note to re-enter school.

Student Emergency Card - It is required that all students have an updated Student Emergency Card. Also, it is important that you keep the health office and school posted on any address or telephone number changes as, in the event of an emergency, we could reach you in a timely manner. Other special issues, such as legal custody and allergies should be noted on the card.

Medications - Children may NOT bring any medicine, prescription or non-prescription (Tylenol, Advil, Caladryl, Lactaid medication & cough drops etc.), to school without a doctor's order. If medicine is necessary, an adult must bring it in. We can only allow medication in the original prescription container and a Tantasqua Regional Medication Form signed by the doctor and the parent/guardian must accompany it. Antibiotics will only be given if ordered by the child's physician for four times a day. A child on an antibiotic for a communicable disease must remain out of school for 24 and preferably 48 hours after the initial dose. Please have your child carry a "chap stick" in their school bag at all times with their name on it. This intervention will help to decrease your child's time away from the classroom for learning.

School/Home Communication

School/Home Communication – Communication between home and school is vital to the success of our educational system. Parents should check their child's backpack daily for schoolwork, notices, and important information. In addition to the formal formats below, we encourage parents to contact your child's teacher, first, whenever there is a question or concern. Please give us your email address.

Newsletter – Brimfield Elementary School publishes a monthly newsletter, *BES Connections*, including topics being studied, important dates to remember, lunch menus, and other school and class activities.

Web Page – Brimfield Elementary School has a very informative web page located at <http://www.tantasqua.org>. Click on "Brimfield" to reach the elementary school page.

General Information

School Telephone – The school telephone number is 245-7337. The answering machine is available for messages beyond school hours at 245-7337.

First Student Bus Company – The bus company telephone number is 245-1470

School Hours – School hours are 8:25 am to 3:10 pm. In the interest of safety of our

students, children should not arrive before 8:15 am. Pre-kindergarten sessions are from: 8:45 am to 11:15 am, and 12:10 pm to 2:45 pm.

Absences and Tardiness – Please call 245-7337 before 9:00 a.m. if your child will be absent. The school nurse will call you at home or work to confirm your child's absence if we have not received a call. Chronic tardiness or absences will be reported to the principal for appropriate action. **Family vacations during regularly scheduled school times are strongly discouraged.**

Early Dismissal – If your child will be dismissed during school hours, please send a note to school stating the date and time he/she is to be released and with whom. Come to the main office to sign your child out of school. Please wait in the lobby for your child to be called from class. **Please make every effort to inform us in writing of changes in your child's dismissal.** In emergencies we can accommodate short notice. Remember that your child is one of over 300 in the school on any given day.

Note: If you notify the school by phone that your child will be dismissed with an adult not listed on the Emergency Card, the principal must be informed. Proper identification will be requested.

End of the Day Pickups – Send in a note indicating the day(s) and the person responsible for transporting your child. Children will be dismissed from the gym door at the rear of the building. **Please use the driveway at the north end of the building and stay to the left.**

Bicycles/Walkers – Written permission is required if your child will walk or ride a bicycle to and from school. Massachusetts State Law requires the use of a helmet for all riders twelve and under. Parents will be contacted if a student is not wearing a helmet and will be requested to pick up their child. Rollerblading to or from school is not permitted.

Blanket Permission Notes – Blanket permission notes may be written for the school year or a designated time frame to cover any of these regular dismissal needs. If there is a change, please send a note to the school office through your child's homeroom teacher.

Change of Destination After School –

Any change to daily transportation must be in writing. We must have official notification from a parent to change the way a student is sent home. Phone calls and e-mails will no longer be accepted to make changes to a child's transportation. If an emergency occurs, you will need to fax the office with the change before 12:00 noon. Any emergency changes that occur after 12:00 must be approved by Mr. Ledbetter.

Please send a note in the morning if: (a) you have made changes to emergency information already on file; (b) your child will not be using the standing transportation instructions we have on file; (c) you plan to have

someone other than yourself pick your child up from school. If an emergency arises, please contact the school. Daily transportation changes will not be accepted by phone.

School Closing and Delays –Any delayed openings or cancellations will be announced through a Connect Ed phone call. **Make sure your phone number is up-to-date so ConnectEd will let us call you.**

Radio Stations: **WESO 970 AM WTAG 580 AM WBZ 1030 AM WSRS 96.1 FM**

ConnectEd: **An Internet based calling and emailing system, if we have your email address.**

Television Channels: **22, 40, 4, 5 and 7**

Brimfield Elementary School does not make a practice of dismissing early, but arrangements must be made for childcare during the rare occasion when early dismissal is necessary. These arrangements should be discussed with your child. A special notice will be sent home to obtain this information for our records.

Residency Requirements – In order for your child to attend the school, the parent must furnish proof of residency. Examples of accepted proof are:

- Occupancy permit
- Purchase and Sales agreement
- Lease/Rental agreement

Former Residence – A family relocating from the Town of Brimfield may have their children continue to attend Brimfield Elementary School for the remainder of that school year by petitioning the Superintendent of Schools. If the Superintendent denies the request, the family will be notified in writing of their right to appeal to the School Committee.

If parents are separated or divorced, the children will be permitted to attend Brimfield Elementary School as long as one parent continues to have permanent residence in the Town of Brimfield and that parent has either sole or joint custody of the child.

In the event of extenuating circumstances that force a family to temporarily relocate from the Town of Brimfield, the School Committee may permit the children to continue attending Brimfield Elementary School provided that the family intends to move back to town as soon as circumstances permit.

Transportation of pupils from outside the Town of Brimfield during the period of non-residence shall be the responsibility of the parents/legal guardian.

School Choice – Brimfield Elementary School does not offer school choice.

Lost or Damaged Materials – In the event that any of your child's textbooks or school supplied materials are lost or damaged, you may be asked to pay replacement costs.

Lost and Found – Lost and found articles are kept outside of the School Health Office.

These articles should be retrieved in a timely manner as they are disposed of periodically.

Visitors – Visitors are always welcome. Parents who wish to visit their child's classroom need to set up an appointment with their child's teacher in advance. If you wish to meet with a specific staff member, please call the school to make an appointment. **All visitors will enter the building through the Main Office door, sign in at the office, and wear a badge for the duration of the visit.** The badge policy is only effective if it is consistently followed. Upon leaving, please return the badge to the office and sign out.

School Lunch/Snack – Students may purchase lunch in the cafeteria for \$2.75 or they may bring their lunch from home. Snack and/or milk can be purchased separately for .50¢ each. Reduced-price or free lunch is offered to those who meet the requirements. The appropriate forms are sent home at the beginning of the school year. Students may purchase lunch tickets for ten lunches. A snack (i.e. cereal, muffin, fruit, donut) and snack milk program is offered daily. One small snack may be brought from home to be eaten within an approximate 10-minute period. **Lunches are paid through the online MY School Bucks system and can be accessed through the following link: <https://www.myschoolbucks.com>.** All students are assigned a pin number and enter this pin number before being served their lunch each day. **If funds in a student account become low, a notification will be sent to families to remind them to replenish the account.**

Asbestos - The Asbestos Hazard Emergency Response Act (AHERA), a provision of the Toxic Substances Control Act, requires local educational agencies to inspect their schools for asbestos-containing building material and prepare management plans that make recommendations for the reduction of asbestos hazards. Public school districts and non-profit private schools are subject to AHERA's requirements. The rules implementing AHERA are published in the Code of Federal Regulations, Chapter 40, Part 763, Subpart E. The AHERA rules require schools to take actions, including: Performing an original inspection and re-inspection every three years of asbestos-containing material; developing, maintaining, and updating an Asbestos Management Plan and keeping a copy at the school; providing yearly notification to parent, teacher, and employee organizations regarding the availability of the school's asbestos management plan and any asbestos abatement actions taken or planned in the school; designating a contact person to ensure the responsibilities of the local education agency are properly implemented; performing periodic surveillance of known or suspected asbestos-containing building material; ensuring that properly-accredited professionals perform inspections and response actions and prepare management plans; and providing custodial staff with asbestos-awareness training. This shall serve as annual notification to you that Brimfield Elementary School, in fact, maintains an Asbestos Management Plan in the main office and the Plan is available for review upon request.

Special Events and Programs

Open House – Brimfield Elementary School sponsors an Open House in the early fall, **Sept. 5,** 6:00-7:00, so that you and your child's teacher can meet. At that time, parents will have an opportunity to view the learning setting, hear about the grade level

programs, and look at the books and materials children will be using. We encourage the children to serve as guides for the evening. Unlike a parent conference, Open House lacks the privacy to discuss individual progress. This type of information can be obtained by contacting the teacher to arrange a specific meeting.

Saving Makes Sense – Children are encouraged twice per month to participate in the Country Bank savings program. This occurs the 2nd and 4th Wednesdays of the month. Parents may open a Saving Makes Sense account to save for the trip in sixth grade.

Spirit Days – Each month a theme will be selected and students will have the opportunity to participate in Spirit Day. For example, if the theme were, “hat day”, students would be able to wear a hat during the school day. In addition, students may bring a (suggested) one-dollar donation to be given to The Brimfield Families in Need Fund.

Community Participation

PTO – The Parent Teacher Organization at Brimfield Elementary School meets one time per month. These meetings include guest speakers, discussions of upcoming events, general business, planning school assemblies, fundraising, and other school-related issues. All parents and guardians of a Brimfield child are automatically members and are encouraged to attend meetings.

School Committee – The School Committee has regularly scheduled meetings on the fourth Tuesday of every month in the library of the school. There are five elected members; each elected to serve for three years. The committee's three main responsibilities are:

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

One member represents the Brimfield Elementary School Committee to the Tantasqua Regional Committee. All five committee members sit on the Union 61 Committee, a collection of all five school committees in Union 61. The Tantasqua Regional Committee and the Union 61 Committee deal with regional issues and meet at the Tantasqua Junior High School.

Volunteers – Parental support is vital to the effectiveness of the overall school program. The primary requirement is an interest in the education of children. It is important to be dependable. Time spent in the classroom or school can make a difference in the quality of school programs. Rules and policies of the school and individual teachers must be followed. **Privacy and confidentiality must be respected.** If a volunteer has a concern, it should be directed to the teacher.

Volunteers can serve the school in many capacities. If you are interested in volunteering, contact the principal or the president of the PTO. Orientation and training will be provided at the beginning of the school year. General guidelines will be

presented with the understanding that the classroom teacher will model and lead in specific techniques within each classroom. All volunteers must be approved through the school principal and must consent to a CORI check and TB test to protect the safety of all our students.

Recreation Committee – The Brimfield Recreation Department sponsors many activities during the school year, including soccer, basketball, skating party, baseball, softball, and Christmas tree lighting. Notices are sent home for each event as they occur.

Antique Fair – The Brimfield Antique Fair takes place for one week in September, May and July. Parents should note that buses might be late in picking up and/or dropping off their child due to excessive flea market traffic. The PTO has sponsored a bottle and can recycling program during each of the three weeks of the fair. Please volunteer to help out the environment and the fundraising opportunity for the school.

Bottle and Can Recycling – Bottles and cans can be dropped off at the school at designated times. All proceeds go towards funding the sixth grade trip.

Title IX Compliance Officers

Principal School Counselor
Brian Ledbetter & Megan Metz

Discipline of Students with Disabilities

In general, if a student with a disability—whether under a 504 plan or an IEP—has violated the school’s disciplinary code, the school may suspend or remove that student from his or her current educational placement for no more than 10 consecutive school days in any school year. If he/she possesses, uses, sells or solicits illegal drugs on school grounds or at a school sponsored event; carries a weapon to school or to a school function; or inflicts serious bodily injury upon another person at school or at a school sponsored event, the school district may place that student in an interim alternative educational setting for up to 45 school days. If he/she has been placed in an interim alternative education setting as a result of disciplinary action, he/she may remain in the interim setting for a period not to exceed 45 school days. Thereafter, he/she will return to the previously agreed-upon educational placement unless the parent or the district has initiated a hearing on the disciplinary action that the district took and a hearing officer orders another placement, or the parent/guardian and the school agree to another placement.

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

(a) Prior to any removal that constitutes a change in placement, the school district must convene a 504 or IEP Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the student's problematic behavior. If a behavioral intervention plan has been previously developed, the 504 or IEP Team will review it to make sure it is being implemented appropriately, and will modify it if necessary.

(b) Prior to any disciplinary removal that constitutes a change in placement; the school district must inform the parent/guardian that the law requires that the school district consider whether or not the behavior that forms the basis for the student's disciplinary removal is related to his or her disability. This is called a "manifestation determination." Remember that the parent/guardian always has the right to participate as a member of the group of people making the determination.

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

The law provides that the school district, parent, along with relevant Team members, must consider all evaluation information, observational information, the student's IEP and placement; and must determine whether the student's behavior that prompted disciplinary removal was a manifestation of his or her disability. The behavior is considered a manifestation of the student's disability, if the conduct in question was caused by, or was a direct result of the school district's failure to implement his or her 504 plan or IEP.

If the manifestation determination decision is that the disciplinary behavior was related to the student's disability, then he/she may not be removed from the current educational placement (except in the case of a weapon, drug possession, or serious bodily injury to another) until the Team develops a new 504 plan or IEP and decides upon a new placement and the parent/guardian consents to the new plan and placement, or a Hearing Officer orders a removal from the current educational placement to another placement.

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

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

If you disagree with the Team's decision on the "manifestation determination" or with the decision relating to placement of the student in an interim alternative education setting or any other disciplinary action, the parent/guardian has the right to appeal the Team's decision by requesting an expedited due process hearing from the Bureau of Special Education Appeals (BSEA). Revised 3/8/06

Discipline of Students Not Yet Determined Eligible for Special Education- If, prior to a disciplinary action, the district has knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is determined not to be eligible. According the Section 300.543 of the Federal Regulations, the following are stated to be evidence that the school district had knowledge that a student may be a student with a disability:

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

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

(c) Exception. A public agency would not be deemed to have knowledge under paragraph (b) of this section if--

- (1) The parent of the child--
 - (i) Has not allowed an evaluation of the child
 - (ii) Has refused services under this part;
- (2) The child has been evaluated in accordance with Sec. Sec. 300.300 through 300.311 and determined to not be a child with a disability under this part.
- (d) Conditions that apply if no basis of knowledge.
 - (1) If a public agency does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors consistent with paragraph (d)(2) of this section.
 - (2)
 - (i) If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under Sec. 300.530, the evaluation must be conducted in an expedited manner.
 - (ii) Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
 - (iii) If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of Sec. Sec. 300.530 through 300.536 and section 612(a)(1)(A) of the Act.

Tantasqua & Union #61 Anti-Harassment Policy

STATEMENT OF POLICY:

It is the policy of the Tantasqua Regional School and Union 61 School Districts (M.G.L. c 76, s. 5) to provide an environment free from unlawful harassment because of an individual's race, color, religion (creed), national origin, ethnicity, marital status, sexual orientation, disability or homelessness.

Tantasqua Regional and Union 61 School Districts are committed to courteous and considerate treatment of their employees and students at all times as an accepted standard of behavior. Consequently, Tantasqua Regional and School Union 61 School Districts are committed to an atmosphere that is free of tension caused by demeaning or harassing conduct, including animosity engendered by inappropriate religious, racial, or sexual conduct or comments.

Tantasqua Regional and Union 61 School Districts prohibit harassment by any of its employees, officers, agents or students and has set forth a process by which allegations of harassment may be filed, investigated and resolved.

PURPOSE:

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

DEFINITIONS:

Unlawful Harassment

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

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

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

Sexual Harassment

A. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitutes sexual harassment when: 1.) submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational status; 2.) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; 3.) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning environment.

B. Sexual harassment may take many forms, including, but not limited to: 1.) Verbal harassment or abuse; 2.) Subtle pressure or requests for sexual activity; 3.) Assault,

inappropriate touching; intentionally impeding movement, continuing comments, gestures, or written communications of a suggestive nature or derogatory nature; 4.) continuing to express sexual interests after being informed that the interest is unwelcome; 5.) leering or voyeurism; 6.) displaying lewd or sexually explicit photographs or materials.

Racial and Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Marital Status Harassment

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

Sexual Orientation Harassment

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

Disability Harassment

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

REPORTING RESPONSIBILITY:

Harassment of any kind is specifically prohibited by Tantasqua Regional School District and Union 61's policies. It is the obligation of each person to report any conduct which violates the standards of Tantasqua Regional and Union 61 School Districts—whether or not the person is a victim, whether the perpetrator is a supervisor, staff member, business invitee, volunteer or student and regardless of the sex of the perpetrator.

This policy applies equally to all individuals working at the Tantasqua Regional or Union 61 School Districts and enrolled in programs offered by the Tantasqua Regional or Union 61 School Districts, male or female. This policy applies to all relationships

including but not limited to superior/subordinate relationships, peer relationships, relationships between non-staff members and staff members, and student/teacher relationships.

All staff members, managers, supervisors and students are responsible for ensuring that their behavior is free of any form of harassment. No individual working at Tantasqua Regional or Union 61 School Districts or enrolled in a program offered by the Tantasqua Regional or Union 61 School Districts should engage in or encourage harassing behavior

PROCEDURE:

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

A. If the employee or student does not wish to communicate directly with the person or if communication has not brought results, the employee or student may report the offense verbally or in writing to the principal, assistant principal, Chapter 622 Coordinator or superintendent as listed below. Students who wish to submit a report in writing may use the Formal Harassment Complaint Form outlined below. The supervisor to whom the incident of harassment has been reported must immediately contact the principal, superintendent or his/her designee. The principal, superintendent or his/her designee will arrange for prompt and thorough investigation of all reports and take appropriate steps if an investigation indicates that an employee, officer, agent or student has engaged in a violation of this policy. Each investigation will be properly documented. The investigation will be completed as soon as practicable, but no later than ten (10) school days from the complaint. Retaliation or threats of retaliation upon the alleged victim are unlawful and will not be tolerated.

B. Employees not satisfied with the action taken may follow the school's grievance procedure as outlined in their respective contract or contact the state or federal agencies listed below.

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

D. If the employer or student can comfortably do so, the employee or student may inform the person engaging in the harassment that the conduct is offensive and that it must be stopped.

PROTECTION FOR THE VICTIM:

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

CONFIDENTIALITY:

Any investigation into allegations of harassment must be conducted in as confidential a manner as possible. Only those individuals with a need to know should be informed of a complaint. Witnesses identified by the employee or student should be interviewed individually in circumstances that will encourage candid comments. The employee or

student should be aware that Tantasqua Regional and Union 61 School Districts are obligated to investigate each and every report of harassment and will do their best to maintain total confidentiality as long as possible.

RETALIATION:

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

In addition, a person who knowingly makes a false report may be subject to the same action that Tantasqua Regional or Union 61 School District may take against any other individual who violates the policy.

DISCIPLINARY PROCESS:

An employee or student who has been found in violation of the Anti-Harassment Policy will be subject to Tantasqua Regional or Union 61 School Districts' disciplinary process, which may range from counseling to suspension/exclusion or termination of employment.

State and Federal Remedies:

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

1. The United States Equal Employment Opportunity Commission ("EEOC")

One Congress Street – 10th Floor
Boston, MA 02114
(617)-565-3200

2. Massachusetts Commission Against Discrimination ("MCAD")

Boston Office: One Ashburton Place, Room 601
Boston, MA 02108
(617)-727-3990

Springfield Office: 424 Dwight Street, Room 220
Springfield, MA 01103
(413-739-2145)

Tantasqua and Brimfield Elementary School Harassment Officials

Name	Phone	Position	Address
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Erin Nosek
508-347-3077

Superintendent
Fiskdale, MA 01518

320 Brookfield Rd.

Brian Ledbetter

Principal
413-245-7337

22 Wales Rd.
Brimfield, MA 01010

Jen Lach

Literacy Leader
413-245-7337

22 Wales Rd.
Brimfield, MA 01010

FORMAL COMPLAINT PROCEDURE FOR STUDENTS

STEP 1

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

STEP 2

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

STEP 3

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

STEP 4

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

STEP 5

If, at the end of this five (5) school day period no satisfactory settlement is agreed upon as provided for in Step 4, the matter shall be referred by the student in writing within five (5) school days to the superintendent of the Tantasqua Regional School District who

shall review and give a written decision within ten (10) school days after receipt of the complaint.

STEP 6

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

HAZING LAW – CHAPTER 536

Any person involved in the organization or participation of a hazing incident will be subject to criminal prosecution and immediate suspension from the school community for a period not to exceed ten days.

The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

POLICY FOR STUDENT AND FACULTY USE OF THE INTERNET

The Tantasqua Regional and Union 61 School Districts offer Internet access to their students, faculty and staff. The intent of this policy is to ensure that **student users** of the districts' network utilize this access in a manner consistent with the purpose of providing Internet service.

1. PURPOSE

The Internet is a vast, global network linking computers across the world. Internet use provides valuable opportunities for research, curriculum support and career development. The primary purpose of the Tantasqua Regional and Union 61 School Districts' Internet service is to support the educational objectives of the Tantasqua Regional, Brimfield, Brookfield, Holland, Sturbridge and Wales school districts and the districts' educational community in general.

2. TECHNOLOGY PROTECTION MEASURES:

The following technology protection measures are in place for all

Tantasqua/Union 61 Schools:

- Firewall:** Watchguard Firebox II
- Content Filtering:** Webblocker. Blocks visual depictions of material that is obscene, child pornography or harmful to minors.
- Monitoring capability:** Graphical interface to the Firebox Firewall and Webblocker system.

This system has been located at the office of the superintendent since September 1998 and is maintained by the district technology director.

3. NETWORK USAGE GUIDELINES:

All use of the Tantasqua Regional and Union 61 School Districts' Internet service must be consistent with its purpose as stated above. This policy does not attempt to articulate all required or proscribed behaviors by users of the network. General guidelines to appropriate behavior follow:

- The districts' Internet connection is for educational purposes, and may be used by students only with the permission of a faculty or staff member.
- Individual schools and districts are not responsible for information acquired over the Internet.
- Users of the Internet must conduct themselves in a respectful, ethical and legal manner.
- Users may not attempt to examine or acquire violent, obscene, abusive, or offensive language or graphics. If users find materials, which are inappropriate for a setting, they should leave the site immediately, and should not download, copy, or share the material with others.
- **Users may not use direct Internet communication such as chat rooms, e-mail and instant messaging unless under direct supervision of supervising staff.**
- Users must refrain from any financial transactions while using the Internet.
- Users are expected to protect themselves and others by not issuing any names, addresses, or telephone numbers.
- Users must not alter or damage any system, software, or hardware, nor disrupt the operation of the network.
- Users shall neither download nor install any commercial software, shareware, or freeware onto network drives or disks without prior permission of the building principal. Users shall not change settings on the browser or any other application.

- Users must not attempt to gain unauthorized access to any file servers in the Tantasqua Regional and Union 61 Districts' systems, outside file servers, or to go beyond the users' authorized access.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- **Users must not engage in "hacking" or other unlawful activities.**
- Users are expected to honor all copyright laws and licensing agreements.
- Users should report any problems or breaches of these responsibilities to the supervising staff member.

Users of the Tantasqua Regional and Union 61 School Districts' Internet connections should be aware of the public nature of information transmitted over the network and should understand that privacy and confidentiality cannot be assumed.

All consequences for improper use of the Internet shall be administered by the building principal or his or her designee. The Tantasqua Regional and Union 61 School Districts will not be liable for the actions of anyone connecting to the Internet through the schools' links. All users shall assume full liability legal, financial or otherwise for their actions.

Students and their parents/guardians are expected to sign the Students' Acceptable Use Agreement prior to the students using the Internet. Faculty members have the right to conduct whole-group educational sessions without having to determine who has/has not signed the Internet agreement. The faculty member will control Internet use in this instance.

This policy supercedes all previously signed agreements, and may be revised as needed.

Violation of the Internet policy will result in loss of privilege for up to one year. Also, other disciplinary action will be taken.

STUDENTS' ACCEPTABLE USE AGREEMENT

(*A separate copy of this agreement will be sent home with each student at the beginning of each school year and must be signed and returned prior to them using the Internet at school.)

The Internet is a vast, global network linking computers across the world. As such, it also places a responsibility on all users of the network. The Brimfield Elementary School users will abide by the following policy. All users should be aware of the public nature of information, privacy cannot be assumed.

The building principal or his or her designee shall administer all consequences for improper use of the Internet. The school district will not be liable for the actions of anyone connecting to the Internet through this link. All users shall assume full liability, legal, financial or otherwise, for their actions.

As a condition of a user's right to access the Internet at school, students must agree to use the Internet as described below, signing the last page of the handbook.

1. I will use the Internet connection for educational purposes with the permission of a staff member.
2. I understand that the school is not responsible for information acquired over the Internet.
3. I will conduct myself in a respectful, ethical and legal manner while using the Internet.
4. I will not attempt to examine or acquire inappropriate language or graphics. If I should find materials inappropriate for a school setting, I will leave the site immediately and will not download, copy or share this material with others. I will refrain from any financial transactions while using the Internet.
5. I will protect others and myself by not issuing any names, addresses or telephone numbers.
6. I will not alter or damage any system, software, or hardware, nor will I disrupt the operation of the network.
7. I will honor the copyright laws and licensing agreements.
8. I will report any problems or breaches of these responsibilities to the supervising staff member.

**Brimfield Elementary School
2019-2020 Parent Handbook
Signature Page**

Sign and return this page to your child's teacher as soon as is possible.

Signing this page acknowledges that you have read through and reviewed the expected practices and procedures of Brimfield Elementary School. **District Anti-Harassment and Internet Acceptable Use Policies particularly need your particular attention and understanding.** Please use this handbook as a guide throughout the year. Your feedback can help ensure that this document will be useful each year.

We have read through the Brimfield Elementary School Parent Handbook. **We have given particular attention to the Anti-Harassment and Internet Acceptable Use Policies.** We will do our best to follow the rules and expectations as stated. We understand that if we have questions or need clarification, we will contact a teacher, the office staff or the principal.

Child's Teacher _____

Child's Name (printed) _____

Child's Signature _____

Please check all that apply.

___ I give permission to release a project for use on the school website provided that only my child's first name and last initial is used.

___ I give permission to release a photograph/video of my child for use on the school website provided that my child's name is not used.

Parent's Name (printed) _____

Parent's Signature _____

Date _____

STUDENT DISCIPLINE

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

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation. The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed^[1], a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

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

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the

student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

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

In School Suspension – not more than 10 days consecutively or cumulatively
The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

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

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

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

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

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

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

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

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

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the

charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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

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

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

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

Superintendent's Hearing

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

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

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

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing. The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

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

Expulsion

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

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

Academic Progress

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

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

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for

more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

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

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

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC

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

First Reading:	May 18, 2015
Second Reading:	June 23, 2015
Adoption:	June 23, 2015

Student Discipline Process

1. Receipt of conduct referral
2. Meet and speak with stakeholders:

Students

Witnesses

Staff

Parents/guardians as supported by laws governing suspension.

3. Notification of incident and/or consequence, law, and appeal process to parents:

A. In school suspension (M.G.L. c.71, section 37H 3/4) Principal Hearing

- a. Principal, verbally by phone/in person, informs the parent and/or guardian of the disciplinary offense, reasons for concluding that the student committed the infraction and length of the in school suspension.
- b. The Principal informs the student of the disciplinary charge and provides the student the opportunity to dispute the charges and explain the circumstances (Due Process).
- c. Principal determines student committed offences- the Principal must inform the student of the length of the suspension; which may not exceed ten days cumulatively or consecutively.
- d. Principal invites parent and/or guardians to a meeting to discuss the student academic performance and behavior, strategies for student engagement, and possible responses to the behavior.
- e. The parent/guardian meeting must be scheduled the day of the suspension, or as soon as possible, and the Principal must document at least two attempts to reach the parent and/or guardian for the purpose of verbally informing them.
- f. The Principal will send written notice to the student and parent/guardian about the in school suspension, inviting the parent /guardian to a meeting, if one has not already occurred, which must be delivered on the day of the suspension.
- g.. Principal must send a copy of the written determination to the superintendent , explaining reasons for imposing an out-of-school suspension for a student in grades preschool through grades K-3, before a short term suspension takes effect.

4. Educational Outreach and Support Options/Plans:

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

Collection and distribution of work at start of suspension

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

1. Extra help sessions after school / before school
- ii. Tutoring outside school
- iii. External placement as warranted or recommended through exclusion hearing only

2. Follow-Up:

Check-in with teachers on academic completion of assignments and grades

Provide educational support opportunities through mandatory help sessions

Communicate with families, students, counselors, teachers, and other stakeholders

53.10: In-School Suspension under M.G.L. c. 71, § 37H¾

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

(2) The principal may impose an in-school suspension for a disciplinary offense under 603 CMR 53.10, provided that the principal follows the process set forth in 603 CMR 53.10(3) through (5) and the student has the opportunity to make academic progress as set forth in 603 CMR 53.13(1).

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

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

(5) The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal and the parent.