

# North Brookfield Elementary School

## STUDENT HANDBOOK

### *PRINCIPAL'S MESSAGE*

*Dear Parents and Students,*

*August 30, 2007*

*Welcome to the 2007-2008 school year at North Brookfield Elementary School. We are all excited about beginning a new school year with new math and reading books. We are committed to raising the curricular expectations and inspiring your children to excel at their own learning level.*

*This book is a place for parents and teachers to communicate, and for students to write their daily and long term assignments. We recognize the importance of family/school communications. We strongly urge you to check and sign their agenda book daily and also read and respond to the communication envelopes that are sent home on Tuesdays with the youngest child.*

*Please read and discuss the "Student Handbook" and our "Behavioral Code" with your child. Both student and parent should sign the "Acknowledgement Page" (page 16), remove it from the book in class and pass it to the homeroom teacher.*

*We all wish you and your children a happy and successful year of learning and growing. If there is anything we can do to help ensure that this happens, please let us know.*

*Sincerely,*

*Janice Baronoski*

### **MISSION STATEMENT**

*The mission of the North Brookfield Elementary School is to provide an environment which creates life-long learners who construct and communicate knowledge. The elementary school system will advocate social and academic excellence by encouraging cooperation, communication and collaboration, in partnership with parents, teachers, students, and community members.*

**ELEMENTARY STAFF DIRECTORY** (Sept 2007)

Janice Baronoski, Principal  
 Joan Small, School Secretary  
 Elizabeth Woodard, Director Pupil Services  
 Corrine Delaney, Secretary Special Education  
 Lori Ryel, M.I.S. Secretary, Pupil Services  
 Nicole Mooney, School Psychologist  
 Cindy Capite, Guidance/504  
 JoAnn LoRicco, School Nurse

Linda Ahearn, Kindergarten  
 Renee Buzzell, Kindergarten  
 Christine Hicks, Kindergarten  
 Diane LeBlanc, Grade One  
 Jane Sokol, Grade One  
 Mary Edwards, Grade Two  
 LouAnna Hinckley, Grade Two  
 Cindy Sullivan, Grade Two  
 Gail Lee, Grade Three  
 Cathy Farr, Grade Three  
 Deborah Lyons, Grade Three  
 Cheryl Shipman, Grade Four  
 Lori Davis, Grade Four  
 Lex Varney, Grade Four  
 Nancy Dedeian, Grade Five  
 Susan LaFlamme, Grade Five  
 Richard D=Amato, Grade Six  
 Laura Eliason, Grade Six  
 Leslie Murray, Grade Six  
 Lee McNeaney, Health/P.E.  
 Jay Mooney, P.E./ Health  
 Theresa Cavanaugh, Library Aide  
 Susan Dowgielewicz, Art  
 Anthony Swiercz, Band Director  
 Christine Servant, Special Education  
 Melanie McGarry, Special Education  
 Diana Mills, Special Education

Note calendar correction \*

**School Calendar 2007:** -----

August 2007	28 <sup>th</sup>	Orientation for Teachers
	29 <sup>th</sup>	Professional Development (No School for students)
	30 <sup>th</sup>	<u>Students' First Day of School</u>
September	3 <sup>rd</sup>	Labor Day - No school
October	5 <sup>th</sup>	Professional Development
	8 <sup>th</sup>	Columbus Day – No school
November	12 <sup>th</sup>	Veteran's Day – No School
	21 <sup>st</sup>	Half Day –dismissal @11:45
	22 & 23	Thanksgiving Holiday
November *	26 <sup>th</sup>	Students return (MONDAY)
December	24 <sup>th</sup> to 28	Holiday Recess
January	1 <sup>st</sup>	New Year's Day (no school)

Kathleen Marty, Paraprofessional  
 Ann Adams, Paraprofessional  
 Kay Givans, Paraprofessional  
 Robin Thomasian, Paraprofessional  
 Sherry Peterson, Paraprofessional  
 Mary Hulser, Paraprofessional  
 Ellen Kaslauskas, Title I Teacher  
 Donna Ferguson, Speech Therapist  
 Amanda Lambert, Speech Therapist  
 Michelle Mason, AM/PM Programs  
 Sandra Johnson, NB Academy  
 Susan Ford, Director of Food Services  
 Diana Ryan, Cafeteria Staff  
 Patricia Duggan, Cafeteria Staff  
 Robin Brown, Cafeteria Staff  
 Karen Berthiaume, Cafeteria Staff  
 Peter Shipman, Building and Grounds  
 Lisa Cutrumbes, Custodian  
 Francis Dowgielewicz, Custodian  
 Dave Cutrumbes, Custodian  
 Dana Downie, Café Custodian

Telephone & Extension #'s

508- 867-8326	(X 214)	School Secretary
	(X 215)	Principal's Office
	(X 264)	Office Aide
	(X 216)	Nurse/Health Office
	(X 260)	Inclusion Office
	(X 262)	Guidance/504 Office
	(X 268)	Title I Office
	(X 221)	Library Desk
	(X 223)	Building & Grounds
	(X 224)	Teacher's Lounge
508-867-6348	(X 220)	Food Services Director
508-867-3166	(X 219)	Special Education Office
	(X 205)	Director Special Education
	(X 249)	Data Management
508-867-9821	(X202)	Superintendent's Office

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January 2008	2 <sup>nd</sup>	<u>Students return</u>
January 21 <sup>st</sup>	21 <sup>st</sup>	Martin Luther King Day
February	18th	Winter Recess
	25th	<u>Students return</u>
March	14 <sup>th</sup>	Professional Development (No School for Students)
March	21 <sup>st</sup>	Good Friday (No school)
April	21 <sup>st</sup>	Patriot's Day
	21-25	Spring Recess
	28 <sup>th</sup>	<u>Students return</u>
May	26 <sup>th</sup>	Memorial Day observed
June	24th	(projected last day) ½ day

## THE SCHOOL DAY

The school day **begins @8:20AM ends @2:30PM.** **Students should arrive no earlier than 8:05 AM** when staff is on duty at designated play areas. During inclement weather students go to the auditorium or bell area until 8:15AM. They should remain within the supervised areas until then.

Students will line up @8:15 AM and proceed quietly to their classrooms. Upon arrival in their classrooms, students are seated as the teacher takes attendance and the daily lunch count to submit this information to the office.

Morning exercises, which include the Pledge of Allegiance and a moment of silence, takes place before classroom instruction begins. At the end of the school day students are dismissed at 2:30 PM, beginning with walkers and parent pick-up, then buses and vans in the order in which they arrive.

### ABSENCES

When a student is unable to attend school, the parent is expected to call the principal's office between 7:30 and 8:30AM. at 508-867-8326, X214. Please give your child's name, grade level, teacher, and reason for being absent or tardy. A call will be made to home (or work) in order to verify that the child is at home, if we do not receive a call from the parent. A note should be sent to the teacher upon their return.

### ATTENDANCE

Regular attendance is critical to a student's success in school. Many subjects are taught in sequence, requiring the understanding of each concept in the order it's presented. Continued absenteeism impedes academic performance and is considered a very serious problem. Recognized excuses for absences are: family or personal illness, death in the family, and religious holiday. Advance written notice should be given when possible. Chronic absenteeism may result in a parent conference, detention or court referral.

### BICYCLES

Bicycles, skate boards and in-line roller skates are NOT allowed on school grounds during regular school hours. The number of motor vehicles create conditions where they would not be considered safe.

### BREAKFAST PROGRAM

Breakfast is available in the cafeteria before school from 7:45 to 8:15AM. The cost is \$1.00 unless your child qualifies for free or reduced lunch prices. There will be staff on duty during that time.

### BUS CONDUCT

Rules of conduct, as stated in the student "Behavioral Code", apply on the buses and at bus stops. Students may not ride the bus unless they are assigned to do so. Cameras have been installed to monitor behavior of students. See the following safety rules:

### **IT IS CRITICAL THAT THESE RULES BE FOLLOWED FOR THE SAFETY OF ALL CHILDREN RIDING THE BUSES:**

- (1) Use only the bus & stop to which you were assigned.
- (2) Behave appropriately while waiting for the bus.
- (3) Remain seated, facing front, when bus is in motion and do not change seats.
- (4) Do not talk to or distract the driver unless absolutely necessary.
- (5) Keep head and arms inside the bus.
- (6) Do not leave or throw litter inside or out of the bus.
- (7) Talk quietly, respectfully, and obey the bus driver.
- (8) Switching buses or taking a bus to or from school for convenience of transportation is not allowed.
- (9) Open containers of food and drink are not allowed on the bus.

If these bus rules are NOT followed and the bus driver sends a Bus Conduct Report to the principal, the student's parents will be notified.

First offense = Verbal Warning

Second offense = Office detention

Third offense = Three day bus suspension

Fourth offense = Bus suspension at the discretion of the principal.

All bus suspensions are issued by the principal.

So that we will not overcrowd our buses, creating a safety hazard for passengers, students are only allowed to ride a bus to which they have been assigned. Exceptions can be made in cases of family emergencies by contacting the principal, preferably in writing, stating the name and grade of the student, the bus he/she needs to take, the specific destination, and the nature of the emergency. We will accept phone calls ONLY in dire emergencies.

## CHILD CARE

Our Before School Program starts at 7:15AM and is available at a cost of \$2.00 per day. The After School Program starts at dismissal until 4:30PM at a cost of \$4.00 per day. Please send a letter or call the principal's office requesting an application as there are a limited number of spaces available. Both programs are payable on the first of the month. There is a sliding scale fee available for those who qualify.

## COMMUNICATION PACKETS

At the beginning of the year each family will be asked to fill out a Family Communication Packet information sheet. These packets will be sent home every Tuesday with your youngest child. It will contain flyers and school information. Some examples are: monthly newsletter; menus, and special event flyers. Please remove the contents and return the envelope with your child the following day. These packets are used to cut down on the quantity and duplication of papers sent home.

You may also elect to receive the newsletter and other information by email. Fill out the form sent home at the beginning of the school year.

Classroom teacher communication will be in your child's agenda book. By checking the agenda book daily and the packets on Tuesday, you will be sure to stay informed of our school's activities and your child's progress. We are grateful to have faithful volunteers to fill the envelopes and distribute them to the classrooms. If you are interested in helping out, please call the school office for details.

## DOCTOR / DENTAL APPOINTMENTS

Written notice should be given in advance to the teacher/office if it becomes necessary to dismiss your child for a doctor's appointment during school hours.

## FUND RAISING

The school and the PTA conducts a number of fund raising activities during the school year. These activities are directed at supporting school wide activities and must be approved by the building principal. Students are not allowed to sell any items for unrelated fundraisers at school.

## HOMEWORK

Homework is important. It is an extension of the learning that takes place in the classroom. It is designed to reinforce classroom learning through practice and drill and provide the student with opportunities for independent study, research and creative thinking. To promote school/home communication and your child's school performance, please check your child's agenda book daily. Parent signatures are strongly suggested to provide the best possible home/school communication.

## HONOR ROLL (grades 4, 5 & 6)

High Honors, a grade of AA@ in all major subjects. (Major subjects are those that meet five or more times per week.) One AB@ is allowed in a minor subject. When Pass/Fail system is used, "Pass@ must be received in all subjects.

Honors, a grade AB@ or better in all major subjects. One AC@ is allowed in a minor subject. When Pass/Fail system is used, APass@ must be received in all subjects.

## HEALTH OFFICE / SCHOOL NURSE

The Nurse's office is open from 9AM to 2:30PM in the elementary school and is located next to the principal's office. The school nurse is responsible for maintaining all health records, routine health checks, parental contact concerning health related issues, care of minor injuries, checking daily attendance, assisting health education and screening for vision, hearing and scoliosis. Contact the nurse if your child has any unusual health problems. If your child is absent due to a communicable disease, please notify the school nurse in order that precautions can be taken to protect the other children.

## ILLNESS or INJURY

In case of serious illness or injury, a student will be cared for temporarily by the school nurse. School personnel will render first-aid treatment only if emergency medical treatment is necessary. Parents will be contacted. If a parent is not available, the student will be taken to the emergency room at the hospital. It is very important that the EMERGENCY CARD information is completed as to where the parent(s) can be reached and the name and telephone of the family physician is given. When the parent is

contacted and advised that their child is ill, it is their responsibility to respond as soon as possible and to arrange for transportation home for their child.

#### HEAD LICE (Pediculosis)

Head lice can be a serious problem if allowed to go uncontrolled. Students are not allowed to attend school with an active case of head lice as it is communicable to others. When there is an active case, as determined by the nurse, the student will be sent home. Students may not return until treatment is complete and the student has been checked by the school nurse or physician to determine there is no communicability.

#### IMMUNIZATION / MEDICATION POLICY

Massachusetts State Law requires that every student who is admitted to public school must have evidence of a successful vaccination for Hepatitis B, Diphtheria-Tetanus-Whooping Cough, Polio and Measles, Mumps Rubella, and notification of Chicken Pox or vaccine. A lead level test is required.

As a general school policy, **NO** medications will be dispensed at the school except by the school nurse and only those designated as emergency medications. Examples of such emergency medications are those required for diabetic reactions, asthmatic attacks, and bee sting allergies. Prescribed medications are to have their time scheduled by the physician to avoid school hours. (Medications required three or four times daily.) Psychotropic medications covered under MGL, Chapter 71, Section 54B regulations, to be dispensed at school must be accompanied by a Medication Permission Form which has been signed by the physician and parent/guardian. (These forms are available through the school nurse.)

Medication(s) for students must be given to the school nurse by the parent/or guardian and will be dispensed only when absolutely necessary, in accordance with school policy. No Tylenol will be dispensed without a doctor's order. Bee Sting Kits or Epi-Pens must be updated each year by a doctor's order and kept in the Health Office. If your child is to keep an Epi-Pen on his/her person, there **must** be one kept in the Health Office as well.

Physicals are required to enter Kindergarten and all students in grades 4 & 7, and annually in order to participate in any school sports. Transfer students

will provide a physical within the year.

#### INSURANCE

School Insurance (I.S.I. New England) envelopes will be sent home at the beginning of the school year. The cost is minimal compared to the potential cost of needed care. Please mail forms directly to the insurance company in the envelope provided.

#### INVITATIONS

Distributing personal invitations of any kind, to or by students during school is strongly discouraged. In order to be sensitive to all students, please distribute individual invitations in other ways. Only invitations that include all students in a class will be allowed.

#### INTERNET

All students must follow these rules while using the Internet at school. Failure to do so may result in the loss of privileges.

- Students must never give out personal information such as their home address, telephone or name and location of their school without the teacher's permission.
- Must inform teacher right away if they see any information that makes them feel uneasy or uncomfortable.
- Must never send their picture or personal profile without checking with the teacher.
- Must always be respectful online.
- Must not reply to any messages that are mean or in any way make them feel uncomfortable, tell the teacher immediately.

#### LUNCH / CAFETERIA

Hot lunch is available for all students in grades K-6. Cost for the lunch is \$2.00, and is paid daily or parents may pre-pay to the student's account. Checks should be made out to North Brookfield Cafeteria.

#### **CHARGING WILL NOT BE ALLOWED.**

If a student forgets or has lost their money, a peanut butter or cheese sandwich will be offered. (This courtesy will not be extended on a regular basis.) Reduced or free lunch is available to those students who qualify. If you have any questions regarding the school lunch program you may call the Cafeteria office at 508-867-6348.

## MAKE-UP WORK

The school is obligated to provide make-up work for excused absences. Students and/or their parents are responsible for requesting make-up work immediately upon the student's return to school. If absences are known in advance, the teacher should be notified in writing and planned assignments may be given.

## PARENT CONFERENCES

In the weeks after the first mid-term progress reports are issued, parents will be invited to a parent/teacher conference, or to make an appointment, to discuss their child's school performance.

### PARENT DROP OFF @8:05 to 8:20 AM

Cars will pull up parallel to sidewalk in front of the main office. Students should exit the car on the passenger side for the sake of safety. Students will walk down the access driveway to the appropriate play area. Grades K-3 go to the playground or upper driveway, grades 4-6 go to the grassy area near the lower level of the driveway. In inclement weather, all students will enter through the double doors that lead to the main hallway. Students in grades K-3 go to the "bell area". Students in grades 4-6 go to the auditorium. **Students should not arrive at school before 8:05AM as there is no staff on duty until then.** The only exceptions are students enrolled in the Early Morning Child Care Program or the Breakfast Program which begins @7:45AM.

### PARENT PICK UP @2:30 PM

Cars should arrive no earlier than 2:15 PM for parent pick up. Cars should pull up along the sidewalk to form a line extending toward the Jr./Sr High School entrance. Do not leave your vehicle while waiting for your child. **THESE ARE FIRE LANES & SHOULD NOT BE BLOCKED.** Students will exit through the double doors and walk on the sidewalk to their car, always entering on the passenger side. Staff are on duty to ensure the safety of all students. Please do not park in the parking lot to pick up your child from the dismissal line. Our intent is to keep the children safe by not allowing them to walk in between or in front of cars to get to the parking lot.

### PARENT PICK UP/ PARKING

### Elementary school hours 8:20AM & 2:30PM

If you are dismissing a child for an appointment or him/her in late, please do not park in front of the building. (It is a FIRE LANE.) If you are picking up a child who is sick, you may park near the main office behind the Handicap Spaces (along the railing) Please DO NOT drive out through the service entrance/emergency driveway.

## PHOTOGRAPHS / VIDEOS

North Brookfield Elementary School may allow school personnel and/or representatives of local news media to photograph or video tape students at school. These photographs may be displayed in classrooms, halls, or elsewhere in the school. They may also be published in the newspaper, shown on television, or be displayed on our web page.

**If you do NOT wish us to photograph, publish, or publicly display your child's likeness, please inform the office of the Elementary Principal in writing at the beginning of each school year.**

(A form for this purpose is located on the last pages of the student Agenda Book.)

## PROMOTIONS / RETENTIONS

Promotions and retentions are based on evaluations of academic, physical, social and emotional growth. The primary reasons for considering retention are: unsuccessful academic performance, indifference or lack of effort on the part of a capable student, physical or social immaturity, frequent or extended absences.

Retention is usually considered a more positive alternative during the primary grades. Parents can assume their child will be promoted unless the alternative has been discussed during the school year. Parents will be involved in any retention decisions.

## RECESS

Students are given daily recess after lunch, weather permitting. Outside recess is dependent upon temperature, precipitation, and the wind chill factor. Students should always prepare for outside recess. Most of our students go to the playground during recess, therefore, in cold weather, hats, warm coats, boots and mittens should be worn.

## REPORT CARDS

Progress Reports are issued quarterly, following the completion of each ten week marking period. Mid-term progress reports are issued after five weeks. Carefully review your child=s progress and contact the teacher if you have questions. An envelope is provided for parents to sign and return. Although Parent Conferences are scheduled in the Fall, please do not hesitate to request a conference with your child=s teacher(s) at any time during the school year.

You may call the office to set up an appointment or write a note to the teacher in the agenda book. Likewise, a teacher may find it necessary to request a special conference with a parent. Please make every effort to meet if you receive such a request.

## S.A.T. (Student Assistance Team)

This service is available for all students who are experiencing academic or behavioral problems and are in need of accommodations in the classroom. Contact your child's teacher(s) and or principal for information and referral.

## SCHOOL CANCELLATIONS and EMERGENCY RELEASE DAYS

Cancellations will be announced on radio stations WBZ, WTAG, and WSRS, and television stations Channels 4, 5 and 40. Parents are asked to fill out the "Early Dismissal Form" at the beginning of the school year. We ask that alternate arrangements be in place in case of a storm warning or emergency release from school.

## SCHOOL ACTIVITIES

Only students who are presently enrolled at our school will be allowed to attend school sponsored activities. Dress Codes and Student Behavior Rules apply at all school sponsored events.

Students who are absent or suspended may not attend school sponsored extra curricular activities on the day or evening that the absence or suspension occurred.

## STUDENT WORK

The following are some of the ways in which we display students' work and/or projects:

- Classroom bulletin boards

- Hallway bulletin boards
- Newspaper photographs
- Videotapes
- Local cable access television
- Web page displays

In most cases, but not all, it is possible to display pieces of students' work with the names on the back. If you do NOT wish your child's work to be displayed with their name showing, **please notify the office at the beginning of each school year.**

## TARDINESS

Your child=s prompt arrival to school is expected. Late arrivals disrupt the class and cause loss of instructional time. Students arriving after 8:20AM must report to the office for a Late Pass. Please make every effort to have your child arrive on time. Repetitive tardiness may result in a parental conference, office detention, or court referral.

## TELEPHONE USE

Telephones are for school business only. Students will be allowed to use the office phone to call home in case of emergencies or school related requests. Students will not be allowed to make personal calls or to make after school arrangements with friends.

## VACATION POLICY

Taking children out of school is a practice that results in lost instructional time. We therefore do not condone annual or consistent situations in which children are absent from school. However, except for emergency situations, parents/guardians planning on taking their children out of school for the purpose of travel should observe the following:

- The parent shall supply the school with written notification one week prior to the absence, listing specific dates the child will be absent.
- If the one week notification is given, school work for that period may be requested. This work may be completed during the period of absence and returned to the teacher upon the second day of returning to school.
- It is the responsibility of the student and parent/guardian to insure that all make-up assignments are completed within two weeks if credit is to be given.

## VISITORS

All visitors must first sign in at the main office upon entering the building. "Visitor" badges should be worn while in the school building or classroom. Parents are encouraged to make an appointment to visit the classrooms or the teacher. Please use the door near the Principal's office when entering and exiting the building. All other doors will be locked for the security of our students during school hours.

## VOLUNTEERS

North Brookfield Elementary School welcomes new members into its Volunteer Program. Many teachers welcome help in the classroom or with special projects and activities throughout the school year. If you wish to participate, please call the school for information on volunteering. A CORI check is required for all volunteers and chaperones. Please contact the Superintendent's office.

## WALKERS

Students who walk should come straight to school and remain on the sidewalk at all times and cross only on designated crosswalks. At dismissal time, students will exit the building through the designated (Bell Area) doors and line up on the sidewalk. They should continue along the sidewalk toward the Oakham Road where staff and crossing guard personnel are stationed. Students who walk are not allowed to leave school grounds by any other means and are expected to follow only this procedure for safety purposes.

***The APath® is not on school property and is not staff supervised. Therefore, our students are not allowed to walk home using this path and are dismissed to walk along the Oakham Road sidewalk.***

## WITHDRAWALS / TRANSFERS

If a student is withdrawing, a Release of Records form must be signed by the parent/guardian and submitted to the office. It is helpful to notify the teacher and the office in advance in order to prepare the student transfer. The student's file will be forwarded by mail to the new school. Parents will be given a copy of the health record and transfer for registering in the new school district.

## STUDENT BEHAVIORAL CODE

### General Regulations:

North Brookfield Elementary School rules have been established addressing the general behavior which is expected of all students attending. They are based on our school philosophy and expectations with an emphasis on respect for one's self and others. These rules have been established for the safety and well-being of all students and staff. Each case of misconduct is unique and treated individually. The severity and frequency of referrals will indicate what measures need to be taken. After weighing information regarding each case, teachers and/or administrators will make decisions deemed appropriate for addressing and remediating student behavior.

The school discipline code applies at all school sponsored events during or after school hours and on or off school property. These events may include, but are not limited to, school sponsored field trips, dances, science and math fairs, sports events, plays, concerts, and any other school related activities.

## STUDENT DRESS

Student dress must be acceptable and not be a distraction or interruption to the learning process. Wearing inappropriate clothing is subject to disciplinary action. Here are some guidelines:

- Spandex, tank tops, half shirts, and bare midriffs are inappropriate for school and school functions.
- Shorts and skirts should reach mid-thigh.
- Underwear should never show.
- Clothing that promotes drugs, tobacco, and/or alcohol is not allowed.

If a student has exhibited chronic misbehavior, he/she may not be allowed to attend certain school sponsored events including, but not limited to, field trips, dances, or special classroom activities.

## GENERAL MISCONDUCT

1. Disorderly, disruptive, loud behavior.
2. Misconduct in classroom, hallway, library, cafeteria, auditorium, bathrooms, and playground.
3. Abuse/misuse of school property
4. Abuse/misuse of others' property

5. Inappropriate behavior toward crossing guards.
6. Leaving classroom without permission.
7. Overdue library materials and books.
8. Possession of inappropriate or obscene material.
9. Bringing valuable items or excessive amounts of money to school.
10. Lying
11. Forgery
12. Note writing, passing, possession of notes.
13. Overdue office notices / detention forms.
14. Tardiness.
15. Chewing gum or eating candy.
16. Class disturbances.
17. Failure to do assigned work.
18. Textbooks not covered or cared for.
19. Wearing hats in the building
20. Wearing wallet chains.
21. Throwing objects (snowballs).
22. Congregating in restrooms (when passing from classroom to classroom or at recess times.)
23. Failure to bring work materials to class.
24. Failure to turn in assignments, reports, notices, or make up work missed.
25. Disrespect or rudeness to teacher, staff, students.
26. Not reporting to teacher or office for detention.
27. Public display of affection.
28. Loitering or wandering in hallways or lavatories without a pass.
29. Misbehavior at assemblies or extracurricular activities.
30. Failure to comply with any stated rules, not following directions when given.
31. Gambling of any nature on school grounds.
32. Radios, CDs, tape players, cell phones, pagers, laser pointers, Ipods, and electronic games are prohibited and will be confiscated. (They may be recovered by a parent or guardian at the office.)

## MAJOR MISCONDUCT

Serious violations against the school community shall result in either in-school or out-of-school suspension and may result in suspension of extra-curricular privileges.

The following are examples of major misconduct:

1. Vulgarity, profanity, or abusive language.
2. Defiance of or gross disrespect of authority.
3. Consuming, possessing, or being under the influence of alcoholic beverages in school or at school sponsored activity.
4. Destruction of property or vandalism.

5. Use, possession, or under the influence of a controlled substance at school or school activity.
6. Stealing
7. Truancy and chronic tardiness.
8. Possession of a dangerous weapon.
9. Harassing or intimidating other students.
10. Fighting, cheating or insolence.
11. Habitual failure to obey rules.
12. Misbehavior at games, fighting, vandalism, abusive language, etc. shall result in, as a minimum, the loss of the privilege of attending school sponsored games or social events.
13. Threatening or attacking another student or school personnel, physically or verbally.
14. Leaving school/school property without permission.
15. Missing class without permission.
16. Possession/use of tobacco products.
17. Sexual harassment.

## TEACHERS' DISCIPLINE

Teachers have the authority and responsibility to maintain discipline. School discipline policies are established and need to be consistently enforced. Teachers also have classroom rules and procedures that students are expected to follow. Teachers may issue verbal warnings, use loss of recess, have the student write an explanation to the parent concerning the misbehavior, or whatever reasonable measures they may wish to use when addressing a student's behavior. Teachers may keep students after school for misconduct under the General Misconduct Policy.

If there is a discipline issue, the teacher will meet with the student, make contact with the parent, or use classroom disciplinary procedures. After utilizing such intervention strategies, teachers may send or refer the student to the principal if deemed necessary. The parent or guardian will be notified (24) hours in advance by the teacher or principal if the student is to stay after the regular dismissal time.

Students are responsible for their own actions and consequently need to show respect for themselves, their peers, and teachers/administrators. Students are obligated to show self control, respect for the school's rules and exemplify courteous, constructive behavior toward the school and community.

## DETENTION POLICY

When general student misconduct occurs, teachers

are expected to use classroom consequences and/or personal teacher detentions as first intervention strategies in addressing student behavior. The period of time for this type of detention is at the discretion of the teacher. Parents are notified by the teacher (24) hours in advance so that transportation arrangements can be made.

In cases of more serious misbehavior, the teacher will notify the principal who will then assess the infraction, determine the consequence(s) and assign the student an office detention. All students must bring assigned schoolwork during the detention.

Detention is until 3:15PM, right after dismissal. Parents are notified (24) hours in advance by means of a phone call and/or by written notification which requires parental signature to be returned the next day. Students may only be excused from an office detention by the principal and only for important pre-scheduled obligations. A student must bring a note from the parent stating the reason. Otherwise, it will be considered an unexcused absence. If verified with an accepted excuse, the detention will be reassigned for the next scheduled detention day.

If a student receives a total of ten (10) office detentions, a one (1) day in-school or out-of-school suspension may be assigned. Accumulations of this nature will result in more than one day.

If a student fails to serve a detention:

- 1<sup>st</sup> offense (per term) = (2) detentions
- 2<sup>nd</sup> offense (per term) = (3) detentions
- 3<sup>rd</sup> offense (per term) = (1) suspension

## HAZING

Chapter 665 Massachusetts General Laws prohibits the practice of hazing. Hazing is the method of initiation into any student organization which willfully or recklessly endangers the physical/mental health of any student or other person. Any student determined to be involved in hazing will be subject to disciplinary action under our Misconduct Policy.

## HARASSMENT

Sexual, physical, verbal, racial, ethnic, religious, age, or disability harassment will not be tolerated. Such harassment includes but is not limited to the following:

- Comments, gestures, remarks, physical touching, unwelcome sexual advances, or requests for sexual favors.
- Circulation/display of offensive materials.

Any student who feels he/she is being harassed must report the incident immediately to the principal. Any student determined to be involved in the harassment of another student will be subject to disciplinary action under the Major Misconduct policy.

## DRUGS and ALCOHOL

Drugs (both controlled substances and prescription drugs) and alcohol are strictly forbidden to be in the possession of, or consumed by a student in or around the school buildings and grounds and at any school function at any time. Students who possess, consume, or are under the influence of alcohol or drugs, will be punished according to the guidelines outlined below.

### *Any students who are:*

- (1) Knowingly in the presence of illegal drugs/alcohol will be suspended out-of-school for five (5) days. Example: being present in the lavatory, observing another student using alcohol and remaining there.
- (2) Possessing illegal drugs/alcohol will be suspended out-of-school for ten (10) days.
- (3) Possessing illegal drugs/alcohol with the intent to sell or distribute will be suspended out-of-school for fifteen (15) days and could face criminal charges.
- (4) Using illegal drugs or consuming alcohol or under the influence of will be suspended out-of-school fifteen (15) days.
- (5) Distributing or selling illegal drugs/alcohol will be suspended out-of-school for twenty (20) days.

Any student involved in a repeated offense #1, will receive a double penalty upon each subsequent infraction. Any student involved in a repeated offense of numbers (#2), (#3), (#4), and (#5), will be considered for expulsion from school at a hearing conducted by school officials.

Students and parents are advised of the following:

A search may be conducted of a student=s person and possessions in compliance with court established procedures.

**TOBACCO USE or POSSESSION**

(1) Tobacco use has been proven to be seriously detrimental to one=s health. Thus, the North Brookfield Public School System does not condone or encourage its use. Smoking, possession of tobacco products or use is prohibited in school, on school grounds, on school buses, and at school sponsored trips or events.

(2) Penalties for students found using or in possession of tobacco products violations:

- #2 Parental notification + 3 day in-school suspension, followed by parent conference with principal.
- #3 Parental conferences with principal after a five day in-school suspension.
- #4 Subsequent offenses will be referred to the superintendent as chronic offender.

**SUSPENSION PROCEDURE**

Every student will be given an oral or written notice and explanation of the charges against him/her. The student will be given the opportunity to present his/her side of the story. Notice of the suspension and hearing shall occur before the student leaves school, except when a student presents an immediate threat to him/her or others, or clearly endangers the school environment. In this case the hearing may be delayed and will be held within a reasonable period of time. An appeal of a suspension may be made to the Superintendent of Schools.

**IN-SCHOOL SUSPENSION**

This type of disciplinary action is indicated for more serious infractions or habitual offenses. Procedures of the type are as follows:

- (1) The student shall be given an informal hearing.
- (2) The parent will be notified by phone, at home or at work, as to what took place.
- (3) The number of days shall be left up to the discretion of the administration.

(4) A confirming letter will be sent to the parent(s).

(5) Elementary students shall report to the office at the beginning of the day to work on academic assignments in a supervised area. He/she shall not be permitted to attend classes or any school activities, day or evening, during the suspension period.

(6) All assignments are due at the end of each day to be handed in to the office and given to the appropriate teacher.

(7) A parental conference at school with the principal is required as a condition for the student=s return to his/her classroom.

(8) During the days of suspension, the student shall receive credit for homework and shall be given the opportunity to take any quizzes and tests assigned that day.

(9) The student will be allowed to return to school when the period of suspension has been served, all assigned work has been satisfactorily completed, and the parent(s) have met with the principal to discuss the incident(s) that resulted in the suspension.

**OUT-OF SCHOOL SUSPENSION**

The type of suspension shall be used for extremely serious infractions and/or where all other options have not worked with a particular student.

The student will be immediately isolated from the student body and a telephone call will be made to the parent at home or at work requesting the student be taken home for the remainder of the school day. The student will be assigned work by each classroom teacher to complete while on suspension at home.

The student will be allowed to return to school when the suspension period is completed, the assigned work as been determined to be satisfactory, and the parent(s) have met with the principal to discuss the incident(s) that resulted in the suspension.

He/she shall not be permitted to attend classes or any school activities, day or evening, during the suspension period.

**EXPULSION**

Expulsion from school is the final course of action that the administration can recommend to the school committee in chronic and extreme disciplinary cases. Consequently, if a student=s conduct is endangering the well-being of other students, damaging school

property, or is seriously disrupting the educational process, expulsion may be the only recommendation.

### SPECIAL EDUCATION DISCIPLINE / NEEDS

All students are expected to meet the requirements for behavior set forth in this handbook. Chapter 71B of the Mass General Law, requires that additional provisions be made for students via the team process whose program is described in an Individualized Educational Plan (I.E.P.). The following additional requirements apply to the discipline of special needs students:

1. The IEP for every special needs student will indicate whether the student(s) can be expected to meet the regular discipline code or if the student's condition requires a modification. Modification will be described in the IEP.
2. The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notice.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten (10) days in a school year, a review of the IEP, as provided in MGL Ch.71 b. Regulations, will be held to determine if there are required changes needed such as:
  - a. Designing a modified program for the student or:
  - b. Writing an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.

In addition, the Department of Education will be notified, as required by law, and the procedures promulgated by the D.O.E. for requesting approval of the alternative plan will be followed.

### PHYSICAL RESTRAINT

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members. Further, students of the district are protected by law from the unreasonable use of physical restraint. It shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (1) To administer a physical restraint only when needed to protect a student and or member of the school community from immediate, serious, physical harm; and
- (2) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Only school personnel who have received training pursuant

to 603 CMR46.00 shall administer physical restraint to students. Whenever possible, physical restraint shall be administered in the presence of at least one adult who does not participate. A person administering the restraint shall only use the amount of force necessary to protect the student from injury or harm. A school committee member or any teacher, employee or agent of the school shall not be precluded from using such reasonable force as is necessary to protect pupils from other persons or themselves from an assault by a pupil.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

In special circumstances, waivers may be sought from parents or students through the Individual Education Plan (IEP) process or from parents or students who present a high risk of frequent, dangerous behavior that may require frequent use of restraint.

### APPENDIX *Parents and Students:*

*The following topics are the result of federal and state legislation and are included in the student handbook for your information.*

*Chapter 622 of the General Laws Act to Prohibit Discrimination in the Public Schools. "No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of color, sex, religion, national origin or sexual orientation."*

**EQUAL OPPORTUNITY (NONDISCRIMINATION)**  
**Equal Opportunity/Affirmative Action/Title IX**  
**ADA Title I Section 504 / Chapter622**  
**Grievance Procedure:**

*Your attention is called to the fact that the North Brookfield Public Schools, in accordance with federal and state laws, prohibits discrimination in its operations. This policy, providing equal employment and educational opportunities to all persons regardless of their race, color, gender, religion, marital status, age, sexual orientation, national origin or disability, will apply to all persons affiliated with the North Brookfield*

*Public Schools including students, prospective and existing personnel, contractors and suppliers of goods and services.*

*The Building Principal and/or designee of the North Brookfield Public Schools will be responsible for coordinating the following grievance procedures:*

*A grievance shall be a complaint by a student, parent, prospective employee or staff member alleging discrimination on account of race, color, gender, religion, marital status, age, sexual orientation, national origin or disability, which is filed no more than 30 business days after the alleged act and/or statement*

*An aggrieved party must institute proceedings hereunder within 30 business days of the event or events giving rise to the grievance or within 30 business days from the date the aggrieved party had knowledge or reasonably should have had knowledge of the event or events giving rise to the grievance. The four levels of the grievance process for complaints include:*

#### *Level I*

- a. A staff Member, student or prospective employee with a grievance shall present his/her complaint to his/her immediate superior or principal, whoever is appropriate.*
- b. The immediate superior shall make a determination, which shall be final unless the aggrieved party elects to appeal to the next level. The determination, which shall be within five business days after the receipt of the formal complaint by the immediate superior.*
- c. This level is an alternate level and a grievant is permitted at his/her discretion to initiate his/her action at Level II.*

#### *Level II*

- a. If the grievance is not resolved at Level I after five business days, or if a grievant exercises his/her discretion to*

*initiate the complaint at Level II, it shall be reduced to writing by the grievant and forwarded to the building principal and/or designee.*

- b. The building principal and /or designee shall meet with appropriate parties to attempt to settle the complaint. The determination shall be within five business days after the receipt of the formal complaint by the Building Principal and/or designee.*
- c. In the event that no decision has been reached within five business days after presentation of the grievance, the aggrieved party may reduce the grievance to writing and submit it within ten business days to the Superintendent of Schools.*

#### *Level III*

- a. The Superintendent, or his/her designee, shall meet within five business days thereafter with the aggrieved person and attempt to settle the grievance.*
- b. The grievance shall be answered in writing. In the event that the grievance shall not have been disposed of to the satisfaction of the aggrieved party at Level III, or in the event that no written answer has been received within ten business days after the meeting on the grievance, the aggrieved person may forward the grievance with a copy of the answer, if any, to the Secretary to the School Committee with in ten business days.*

#### *Level IV*

- a. The School Committee will hold a hearing on said grievance within fifteen days. Said hearing is to be open only at the mutual consent of both parties.*
- b. The School Committee will render to the grievant a written decision and the reasons, therefore, within fifteen business days of said hearing.*

NOTE: Individuals with grievances are not required to use and/or exhaust the North Brookfield Public Schools grievance procedures. Written complaints, signed by the complainant or an authorized representative, may be filed as follows:

*Equal Employment Opportunity Commission (E.E.O.C.) Boston Area Office  
John F. Kennedy Federal Office Building  
Government Center – Room 475  
Boston, MA 02203  
Tel 1-800-669-4000*

*Massachusetts Commission Against Discrimination ( M.C.A.D.)  
One Ashburton Place – Room 601  
Boston MA 02108  
Tel. 1-617-727-3990*

*Additional Agencies Include:  
Massachusetts Dept of Education  
350 Main Street, Room 222  
Malden, MA 02148-5023  
Tel 781-388-3300*

*U.S. Dept of Education  
Region 1 – Office of Civil Rights  
John W. McCormack P.O. & Courthouse  
Post Office Square  
Boston, MA 02109-4557  
Tel 617-223-9662*

*U.S. Dept of Education requires that parents be informed of the “The Family Education Rights and privacy Act” (FERPA) which provides that the local education agency (LEA) may not deny parents the right to inspect and review education records, seek to amend records, or consent to the disclosure of personally identifiable information from education records except as specified by law. (34 CFR 99.10 - 99.31) Statute:20 U.S.C. & 123g Reg:34 CFR pt 99.*

**MASSACHUSETTS. GENERAL LAWS  
CHAPTER 71, SECTION 37H**

*The superintendent of every school district shall publish the district=s policies pertaining to the*

*conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.*

*Each school district=s policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student=s civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for informational purposes only.*

*Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:*

*(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C, including, the not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school of school district by the principal.*

*(b) Any student who assaults a principal, assistant principal, teacher, teacher=s aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.*

*(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in*

*writing of an opportunity for a hearing; provided, however, that the students may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.*

*After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b), provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy.*

*In this statement, the principal shall represent that, in his/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.*

*(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of the appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.*

*(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.*

**MASS GENERAL LAWS CHAPTER 71,**

**SECTION 37h, AS AMENDED BY SECTION 36 OF CHAPTER 71 OF THE ACTS OF 1993 (THE EDUCATION REFORM ACT), AND FURTHER AMENDED BY SECTION 1 OF CHAPTER 380 OF THE ACTS OF 1993.**

#### **FIREARMS**

*Whoever not being a law enforcement officer, and withstanding any license obtained by him/her under the provisions of Chapter 140, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college, or university without the written authorization of the board or officer in charge of such secondary school, college, or university, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph a firearm shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet/pellet can be discharged by whatever means.*

*Chapter 648 expands the kind of weapons prohibited under the law from firearms to include ".....other dangerous weapons". Finally, the new law makes it a criminal misdemeanor for any officer in charge of a school, college or university, or any faculty member or administrative officer to fail to report a violation of the law and subjects the individual to a fine of not more than \$500 for such failure. (Effective date: 4/30/90)*

#### **PARENTAL NOTIFICATION (MGL, Chapter 71 Section 32A)**

*Every parent has the right to exempt their children from any portion of the curriculum that primarily deals with human sexual education of human sexuality issues. The parent also has the right to inspect and review program materials for these curricula. These materials may be obtained through the Principal's Office or through the Health Curriculum Coordinator. Parents may exempt their children from*

*curriculum covered by Section 32A by written notification to the school principal. The parent should specify the course, class or school assembly from which the child is to be exempted.*

*In order to ensure that all students receive the structured learning time due to them, the teacher will make every effort to accommodate the exempted student in another class, assign an alternative educational project, or provide the student with a directed study period for the duration of the exemption.*

#### **NON-CUSTODIAL PARENT'S RIGHTS**

*As of 1998, Massachusetts General Law, Chapter 71, Section 34H, specified detailed procedures governing access to student records by parents who do not have physical custody of their children. In response, the Department of Education adopted regulations as follows: 603CMR23.07(5) to implement the state law.*

*Please contact the principal's office if you have any questions at 508-867-8326, X215.*

*Full text is available at:*  
[www.doe.mass.edu/lawsregs/603cmr23.html](http://www.doe.mass.edu/lawsregs/603cmr23.html)

HB-2007 – 2008  
(revised Nov 2007)

(Please sign and return this page to your child's teacher.)

**North Brookfield Elementary School  
Student Handbook  
Acknowledgement Form 2007 - 2008**

*Please complete this form and return to teacher.*

---

(Student Name - please print)

---

(Grade - Teacher)

*Our signatures below indicate that we have received, read and understand  
the Student Handbook 2007 – 2008 included in this Agenda Book.*

---

(Signature of Student)

---

(Date)

---

(Parent/Guardian Signature)

---

(Date)

# North Brookfield Elementary School

## **Media Policy – Photo Objection Form**

### Attention Parents / Guardians:

During the course of the school year, occasions may arise when student photographs will be taken for publication in the Spencer New Leader, other local newspapers, school publications, or other media. Usually the student is identified in these pictures.

If you have any objections to your child's picture being published in this fashion, please complete and sign the form below and return it to the school office.

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North Brookfield Elementary School Year 2007 –  
2008

Photo Objection Form (to be kept on file in the Principal's Office).

I OBJECT to my child's picture being used in any publication or media.

---

(Child's Name)

---

(Grade / Teacher)

---

(Signature of parent/guardian)

---

(Date)

(NBES HandBook)