

# LEE ELEMENTARY SCHOOL



2011 - 2012

# HANDBOOK

# LEE ELEMENTARY SCHOOL HANDBOOK

August 27, 2011

In compliance with Chapter 71, Section 37H of the General Laws of the Commonwealth of Massachusetts, the Lee School Committee has published its rules and regulations governing student and teacher conduct and makes them available to any person upon request through the principal in every school.

Kathryn Retzel, Principal

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## SUPERINTENDENT OF SCHOOLS

Mr. Jason McCandless

## SCHOOL COMMITTEES

### LEE

Michael Bullock, Chairperson  
Thomas Consolati  
Kathy Hall  
Susan Harding  
Alex Hedding  
Kelly Koperek  
Robert Lohbauer

### TYRINGHAM

Pam Curtin, Chairperson  
Kyle DeSantis  
Ed Nardi

## SCHOOL COUNCIL

Kathryn Retzel *Chairperson*  
Diane Naventi  
Ruth LeCompte  
Fadi Nejaime

Jessica Maloney  
  
TBD

## LEE ELEMENTARY SCHOOL ORGANIZATION

Kathryn Retzel, Principal  
Theresa Callahan, School Psychologist  
Charles Flynn, District Technology Administrator

Alice Taverna, Special Education Director  
Erin O'Brien, Guidance  
Diane Naventi, School Nurse

August, 2011

Welcome Back LES Families!

I hope you had a relaxing and fun-filled summer vacation! I am thrilled to see everyone back and ready to begin another school year. Please use this handbook as a guide and reference for you and your children. It provides information regarding school policies, rules and guidelines, as well as general information about our school.

As parents, you are an integral part of the education process. It is important that you read through this manual with your children so that they are familiar with the rules both at school and on the bus.

**Some of our policies have been updated or changed. Please take extra time to review the following rules, guidelines, and policies:**

- **Maintenance of Student Records (pg. 7)**
- **MCAS, MELA-O, and MEPA Testing Schedule (pg. 11)**
- **Health Services (pg. 17 – 19)**
- **Bus Transportation Rules (pg. 23 – 24)**
- **Bullying Intervention & Prevention Plan (pg. 38 - 49)**
- **Bully Incident Report (pp. 51-52)**

You should also know that students in grades 3-6 are provided with a classroom agenda. In an effort to promote independence and responsibility, this agenda assists your child to organize his/her daily, weekly, and long-term assignments. You can use this book as a reference to provide homework and academic support at home.

Please sign and return the attached page to acknowledge receipt of the Lee Elementary School handbook and the district computer policy. If you have any questions, please don't hesitate to contact me.

Best regards,

KATHRYN RETZEL  
Principal

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# ***I. SCHOOL OPERATIONS/GENERAL INFORMATION***

## ***A. SCHOOL HOURS***

Start: 8:35 a.m.                      Dismissal: 3:09 p.m.                      Buses Depart: 3:15 p.m.

Students should not arrive earlier than 8:15 a.m. as there is no supervision. The breakfast program begins at 8:20 a.m.

## ***B. SCHOOL CLOSING/DELAY INFORMATION***

Our school district uses the **Alert Now Rapid Communication Service** to immediately spread school closing or delay information to families. The system automatically calls emergency numbers and sends e-mails to disperse important closing and delay information. Please be sure to update emergency contact information in the fall and regularly if information changes. This will enable the district to dispatch important information to the correct numbers and e-mail addresses.

In addition, the following TV and radio stations will announce if school is closed or delayed due to weather or other emergencies:

- **TV Stations:** WRGB– Channel 6; WSHM– Channel 3; WTEN– Channel 10; WNYT– Channel 13; WWLP Channel 22
- **Radio Stations:** Live 105.5; WUPE 100.1/94.1; WUHN-AM1110; WBRK– AM1340; WBEC– AM1420

**Two Hour Delay:** If school is to be delayed for two hours, school will begin at 10:35 a.m. Students should not be dropped off before 10:15 a.m. as there is no supervision. Additionally, breakfast and A.M. Preschool will not be in session on these days. Dismissal will still be 3:09 p.m.

## ***C. AFTER SCHOOL REGULATIONS***

All students are excused from the building at their dismissal time on each school day with the exception of those students who are assigned to a detention, or activity, or after session assistance with some faculty member.

The school is closed to all students outside regular school hours (8:15 a.m. – 3:15 p.m.). The only exceptions are students who are scheduled for an activity or who have the permission of an administrator. An adult advisor must supervise all student activities.

## ***D. FIELD TRIPS***

No student will be allowed to attend a field trip without a permission slip signed by a parent or guardian. This includes the liability and indemnity form. Students must abide by all school rules on field trips. A first-aid kit and, when necessary, student-prescribed Epi-pens will be brought on all field trips. An Epi-pen trained staff member will attend the field trip when needed.

## ***E. MAINTENANCE OF STUDENT RECORDS***

A copy of each child's birth certificate is required as proof of eligibility when registering for Kindergarten.

When applicable, we ask that formal documentation of current custody arrangements be provided to our office at registration and if arrangements change as the school year progresses.

Parents must notify the school office of any change of address, phone number, emergency numbers, or other information that will affect the student's permanent records. Each student must have at least two (2) valid emergency numbers on file in the office.

## **F. LOST AND FOUND**

All lost and found articles may be turned in or claimed from the lost and found cabinet. Unclaimed items will be donated to a local organization three times during the school year.

## **G. TELEPHONE**

The office telephone is not available to students except in emergency situations or to call home for permission to stay for after session.

## **H. PETS**

There are no pets or animals allowed on school grounds. This safety policy has been developed for the safety, health, and well-being of the students, staff, and families of Lee Elementary School.

## **I. CARE OF SCHOOL EQUIPMENT AND PROPERTY**

A student is financially responsible for the loss or destruction of any and all material, including textbooks that are received. All schoolbooks must be covered.

## **J. DRESS CODE**

Appropriate clothing must be worn at all times. Students may not wear clothing that is distracting to other students, disruptive to the educational process, or which may somehow threaten the health and safety of other students. Please follow these guidelines when dressing for school:

- During warm weather months, students may wear modest sleeveless tops and bottoms that do not reveal undergarments. No strapless tops are allowed.
- Short skirts or shorts (measured against the fingertips of a straightened arm) are prohibited.
- Visible boxers/undergarments and pants pulled down over the hips are not permitted.
- Children should wear shoes that allow them to play freely and safely at recess. For safety reasons, shoes with built up shoes or high heels, flip-flops, and open-backed shoes/sandals are not to be worn to school.
- During winter months, clothing appropriate for outside play should be worn. Coats must be worn to/from school and to recess.
- Hats are not to be worn in the building. Students may put winter hats on in preparation for leaving the building.
- Clothing, jewelry, or accessories advertising alcohol, tobacco, or illegal drugs/paraphernalia or that which contains profanity, vulgarity, nudity, or symbols related to gangs is not permitted.

If inappropriate clothing is worn, parents or guardians may be called to bring a change of clothes. If the problem persists, disciplinary consequences may be given.

## **K. SAFETY/SECURITY**

The safety of the individual student and teacher is the responsibility of the entire student body, faculty, administration, and the School Committee. The school is not responsible for loss or damage of any personal property a student may bring to school.

1. Once on school property, students are not permitted to leave school property until dismissal time.
2. Wandering the halls is strictly forbidden.

## **L. VISITORS**

Parents are always welcome to visit our school and their children's classrooms. In order to provide minimal disruption to important classroom functions and the normal school schedule, all requests to visit are at the discretion of the classroom teacher and/or principal.

1. All visitors must register in the main office upon entering the building during normal school hours. Visitors must wear a visitor's identification badge, provided by the office, at all times.
2. Anyone not registered or wearing a badge may be asked to leave the building. Individuals in the building without permission are subject to arrest.
3. To limit disruption to the learning process, items being dropped off at school should be left in the office for the student to pick up when it is convenient.

4. Guests of students are not permitted to visit the school unless prior arrangements have been made with the principal.

### **M. PARENTAL INVOLVEMENT (MEETINGS)**

There are many opportunities for parents to get involved in school activities. Teachers may request parent assistance for special projects, field trips, etc. **Any** parent/guardian working with students, volunteering at school, attending field trips, etc. **must** have a CORI background check done prior to volunteering. CORI forms must be completed in the District office in person, at which time a copy of the driver's license will be made and attached to the form.

Additionally, the following meetings take place monthly:

- The Lee School Committee meets on the second Tuesday of each month.
- The Tyringham School Committee meets on the second Tuesday of each month.
- The Lee School Council meets once a month.
- The Lee Elementary PTO meets once a month.

### **N. BICYCLE-RIDING POLICY**

Students in fifth and sixth grade may ride bicycles to school with parental permission. Permission slips can be obtained in the school office. Students must follow these guidelines or their bicycle riding privileges may be revoked:

1. Bicycles must be locked up on the bike racks provided by the school. The lock must be provided by the student.
2. Students riding to school must obey traffic rules including, but not limited to:
  - a. Students must walk their bicycles at the crosswalk after carefully looking both ways and proceed straight to the bike rack.
  - b. Students are not allowed to ride their bicycles on the school playground or near the school entrances.
  - c. Students may not access their bicycles during the school day (including recess).
3. State law requires anyone 12 and under wear a helmet. We encourage all students to wear helmets when riding to school.
4. Due to inclement weather, students will not be allowed to ride bicycles during the months of November 15<sup>th</sup> – April 15<sup>th</sup>.
5. Scooters, skateboards, roller blades, and other like items are not allowed.
6. The school district is not responsible for personal property including, but not limited to locks, helmets, and bikes, etc.

## **II. ATTENDANCE**

Student academic success is determined by several factors. Most important of those are student attendance and promptness to school, class performance and homework. Continuity of learning requires daily attendance in school as well as being prompt and punctual which prevents disruption of the classroom.

### **A. REGULAR ATTENDANCE**

**State Law requires regular school attendance.** This law charges the parents with the responsibility for the child's attendance until the child graduates or reaches the age of eighteen. Regular school attendance is vital to a good academic record. This attendance is recorded in the student's cumulative folder. In the event that a student must be absent, the following procedure should be followed:

1. Parents must report absences to the office personnel in addition to the student's teacher.
2. Office personnel will call parents, if notification from home is not received.

3. If no communication is possible, the absent student, on returning to school, must bring a written note from a parent/guardian stating the reason for such absence(s).
4. A student will not be permitted to attend any activities if he/she has not been in school the day of the event.
5. At the school's discretion, a doctor's note may be requested at any time.

### **B. TARDINESS AND TRUANCY**

The official start time of school is 8:35 a.m. Any student entering the building after this time is considered tardy and must be escorted into school by his/her parent (or adult with the child). Parents will then be required to sign the tardy log in the school office. Once signed in, the child will receive a tardy slip which will admit him/her into class.

If regular attendance becomes an issue, a notice will be sent to the parents requesting a conference. If unexcused absenteeism continues, the principal will refer the student to the Superintendent of Schools. The school may, if necessary, file a "Child in Need of Service" (CHINS) petition with the court.

### **C. PERMISSION TO LEAVE SCHOOL**

Lee Elementary School is a closed campus. Once a student arrives at school, he/she cannot leave school property without permission from school officials. Parent requests for students to be dismissed should be sent to the classroom teacher. If a student leaves without permission, the parents and the police will be notified.

Only the nurse can give permission for a student to leave school due to illness. Any deviation from the transportation plan on file at the office requires parental notification no later than one-half hour before the close of school.

## **III. ACADEMIC PERFORMANCE**

### **A. REPORT CARDS**

Report cards are issued four (4) times a year at intervals of approximately forty-five days.

### **B. GRADING SYSTEM**

Lee Elementary School uses the following numerical grading system:

|                  |                  |              |
|------------------|------------------|--------------|
| A = 93 and above | A- = 90 – 92     |              |
| B+ = 86 – 89     | B = 83 – 85      | B- = 80 – 82 |
| C+ = 76 – 79     | C = 73 – 75      | C- = 70 – 72 |
| D = 60 – 69      | F = Failing Work |              |

P = Progressing      S = Satisfactory      I = Needs Improvement      U = Unsatisfactory

### **C. MID-TERM REPORTS**

In grades 5 and 6, regularly scheduled mid-term reports are given at the mid-point of each marking period. If the need arises, teachers will give mid-term reports prior to or following the regularly scheduled report time. The status of the student may be shown in one or more categories as follows:

A = Failing                      B = In Danger of Failing                      C = Working Below Ability

All mid-terms must be signed and returned.

#### **D. PREPARATION FOR CLASSES**

Students are responsible to purchase, and have on hand at school, materials and tools required for effective participation in class. A grade appropriate list of these is enclosed in the welcome letter that goes home before school opens in the fall.

#### **E. MCAS, MELA-O, & MEPA TESTING SCHEDULE**

We ask that all families take notice of testing times and make every effort to schedule vacations, doctor's appointments, etc. at alternate times.

##### **MELA-0 & MEPA TESTING SCHEDULE (ELL Students Grade 1-6 as indicated)**

|                        |                                           |
|------------------------|-------------------------------------------|
| October 3-31           | MELA-0 New-to-District ELL Students       |
| October 24-31          | MEPA Reading/Writing for All ELL Students |
| February 13 – March 16 | MELA-0 New-to-District ELL Students       |
| March 5-16             | MEPA Reading/Writing for All ELL Students |

##### **MCAS Alternative Assessment (MCAS-ALT) (Identified Special Education Students Grade 3-6 ONLY)**

|         |                               |
|---------|-------------------------------|
| April 2 | Portfolio Assessment Deadline |
|---------|-------------------------------|

##### **MCAS Testing (Students in Grades 3-6 as indicated)**

|          |                                          |                                 |
|----------|------------------------------------------|---------------------------------|
| March 20 | MCAS ELA Composition                     | Grade 4 ONLY                    |
| March 22 | MCAS ELA Reading Comprehension Session 1 | Grades 3-6                      |
| March 27 | MCAS ELA Reading Comprehension Session 2 | Grades 3-6                      |
| March 29 | Make-Up MCAS ELA Composition             | Grade 4 Students Absent on 3/20 |
| May 8    | Science and Technology Session 1         | Grade 5 ONLY                    |
| May 10   | Science and Technology Session 2         | Grade 5 ONLY                    |
| May 15   | Mathematics Session 1                    | Grades 3-6                      |
| May 17   | Mathematics Session 2                    | Grades 3-6                      |

#### **IV. Homework Policy**

The purpose of homework is to provide students with opportunities to extend classroom lessons and to transfer specific skills and concepts to new situations. In addition, homework is designed to develop personal responsibility, self-discipline and effective study skills. As with all instructional activities, homework assignments should be meaningful, relevant, and grade appropriate. Homework is to be expected at every grade level beginning in the first grade. Homework assignments will increase in both length and scope as students progress from grade to grade.

In addition to regular homework, the ability to read is strengthened by reading each day at home. Students are strongly urged to spend time reading for pleasure or interest each day, in addition to regular homework time.

### **A. Types of Homework Assignments**

Generally, Lee Elementary School teachers assign any of four types of daily homework assignments. These are preparation, practice, extension, and creative/enrichment assignments. Examples of these types of assignments are:

- **Preparation**-This type of assignment is intended to help students get ready for the next day's classroom lesson. For instance, a reading assignment may be given prior to a social studies lesson. Students might be asked to write their own discussion questions based on the reading assignment or the student may be asked to complete answers to reading review questions from the text.
- **Practice**-By successfully completing practice assignments, students have the opportunity to review and reinforce skills, knowledge, and information presented in a previous lesson. An example might be, after a grammar lesson students would be asked to write their own sentence and label the specific grammatical elements presented in the most recent classroom lesson.
- **Extension**-Extension assignments ask students to expand on skills and/or concepts taught during a previous class. For example, after studying an historical period, a student might be asked to read an article or book pertaining to that period and report their findings to the class.
- **Creative/Enrichment**-This assignment includes analyzing, synthesizing and evaluating concept or skills already taught. Students have an opportunity to develop and apply their own ideas about a topic and prepare a presentation for the teachers or class. One example would be to assign students the task of creating an invention that would solve a problem. Another might be to write a play or short story.

### **B. Long Term Assignments**

Another category of homework is the long-term assignment. Frequently, teachers will assign long-term assignments that generally include special projects, research reports, or book reports. The number and frequency of these assignments vary according to specific course requirements. The amount of time required to complete the assignments may be one week or may last several weeks.

### **C. Daily Reading**

A student's ability to read is strengthened by reading each day at home. We strongly urge each student to spend time reading for pleasure or interest each day, in addition to homework time. In addition to books of interest- newspapers, magazines and journals can be included. A minimum of 15 to 20 minutes of daily reading will significantly enhance students' reading skills. Specific guidelines from teachers will be sent home on the teacher's homework contract.

### **D. Expectations of the Amount of Time Spent on Homework**

The specific amount of homework assigned varies according to subject and grade level. The amount of time individual students spend in homework studies will also vary according to the individual student's study skills and personal work habits. These variables are important considerations when teachers, parents and students work to identify the appropriate amount of time a student should spend in homework study. When applying recommended times to individual students, please keep in mind the variables of grade, subject, student's work habits and motivation. Teachers' homework assignments may also vary slightly in amount of time expected of students.

Students and parents should note that there is a gradual increase in homework time expected during the students' middle and high school-years. Please remember that your child's study time may vary from these expected ranges. **Parents are urged to contact their child's teachers or guidance counselor with specific concerns/questions about homework.**

**Grade and Approximate Time:**

|                          |                          |
|--------------------------|--------------------------|
| Grade 1: 0 - 15 minutes  | Grade 4: 30 - 60 minutes |
| Grade 2: 0 - 30 minutes  | Grade 5: 50 - 60 Minutes |
| Grade 3: 15 - 40 minutes | Grade 6: 60 - 70 Minutes |

***E. Summer Reading and Math***

Teachers may require summer reading and math assignments. Required summer reading and math activities vary according to grade. In addition, suggested summer reading lists may also be provided for students.

***F. Homework during Holidays and Vacations***

While there may be occasions when assignments are given during these periods, no homework will be assigned. Long-range assignments may necessarily need to be included over these time periods.

***G. Homework during Weekends***

Teachers will occasionally assign homework over weekends. The amount of time expected of students in homework study is approximately the same amount expected for one weekday school night. The purpose of weekend assignments is to maintain student focus on class work in preparation for Monday's classes.

***H. Homework for Absentees***

In the event a student is absent for three or more days due to illness or a family emergency and is able to do homework- parents are urged to call the Lee Elementary School office (413-243-0336) **before 9:00 AM** to request homework assignments. Homework requests cannot always be arranged in the event of a one-day absence. Students are urged to contact a classmate or arrange for a make-up session with his/her teachers. Make-up work should be turned in to their teacher in a timely manner.

***I. School Absences Because of Family Vacations***

The Lee Public Schools recognize the importance of quality family time for its students. The school also understands the difficulty and complexity of scheduling important family events. Though it is not encouraged, there are times when families plan vacations when school is in session.

Students who are absent from school because of vacations cannot be excused from their scholastic obligations. Classroom time is uniquely beneficial to students to the degree that it cannot be replicated at an earlier or later time. It is our position that students and parents are obligated to initiate making up specific assignments and projects missed because of vacation during regularly scheduled school sessions. Teachers are expected to provide the same, reasonable make-up opportunities extended to students who experience an excused absence.

***J. Make up and Extra Help Sessions***

Each of your child's teachers maintains after-school and/or before school extra help or make-up sessions. Your child's teachers announce the specific day(s) of these sessions. Parents are urged to contact their children's teachers with specific questions/concerns about make-up sessions.

### ***K. Chronic Homework Difficulties***

At times, students may struggle in meeting their homework obligations. When students routinely experience difficulties in completing homework assignments, teachers and parents need to confer about the nature of the student's difficulties. The successful development of students' study habits is an important goal for the school. We know that collaborative school-home efforts can be effective in helping students improve their study skills. Please contact the school with your questions/concerns when you believe your child is experiencing chronic homework problems. Students may also be signed up for the LYA-sponsored Homework Club. Homework Club takes place after school in the library. For more information, please contact the Lee Youth Association or your child's teacher.

### ***L. Parent, Teacher, and Student Responsibilities***

Student Responsibilities:

- Recording assignments in their Student Planner before leaving school or keeping track of the Homework Folder in the lower grades;
- Asking the teacher for clarification if the assignment is not understood;
- Taking home all necessary materials to complete the work;
- Scheduling time to complete the assignment(s);
- Completing homework on time and handing in neat, carefully completed work;
- Asking the teacher for help if the homework was not completed due to confusion;
- Correcting homework at the discretion of the teacher;
- Accepting consequences if homework is not completed (After-school Time or Lunch/Recess Time)

Teacher Responsibilities:

- Communicating the homework assignment to students verbally and in writing;
- Modeling directions for how the homework is to be completed;
- Ensuring that assignments are based on concepts previously taught and understood by the children (parents should not have to teach the concept);
- Providing modifications or adjustments for students with special learning needs;
- Reviewing the assignments and returning them to students with a grade or comments;
- Communicating homework concerns as they arise with parents;
- Referring students to Homework Club (sponsored after school by the LYA) if they fail to complete their homework

Parent Responsibilities:

- Speaking positively about the importance of homework and providing encouragement/praise for work that is well done;
- Providing a quiet, distraction-free (no electronics, toys, etc.) area to study;
- Ensuring that time has been set aside to do homework;
- Reviewing homework to make sure that it has been completed to the best of the child's ability while refraining from doing the homework;
- Informing the teacher immediately with a note in the Student Planner or by personal contact if the child does not understand the homework concept(s) or the child cannot complete the homework in the recommended time frame

## ***V. COMPUTER NETWORK - Acceptable Use Policy (AUP)***

The Lee Public Schools has established a CIPA (Children's Internet Protection Act) and COPPA (Children's Online Privacy Protection Act) compliant network and is pleased to offer Internet Access for all stakeholders. The following document is a legal and binding document and must be signed in order to use computers

and/or the network. The network will allow all stakeholders access to a variety of network and Internet resources. In order to use the Internet, students and their parents or guardians must first read, understand and sign the following acceptable use policies. **This is a legal and binding document.**

### ***A. Personal Safety***

1. Users will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information like social security numbers, etc.
2. The Lee Public Schools will not disclose personal information about students on websites - such as their full name, home or email address, telephone number, and social security number in compliance with COPPA rules.
3. Users will immediately report to the Lee Public School authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

### ***B. Safety Guidelines for Students***

1. Never give out your last name, address, or phone numbers.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Your parent(s) or guardian(s) should instruct you if there is additional material that they think it would be inappropriate for you to access and notify the school of any additional site access limitations.

### ***C. Illegal and/or Unacceptable Usage***

1. User agrees not to access, transmit or retransmit any material (s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy. The Lee Public Schools will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account
2. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
3. Users shall not access, transmit or retransmit: copyrighted material (including plagiarism), threatening, harassing, or obscene material, or material protected by trade secret, and/or any other material that is inappropriate to minors in compliance with COPPA:
  - a. any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
  - b. information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
  - c. information that harasses another person or causes distress to another
  - d. any material, that violates United States or local and state laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
4. The network may not be used:
  - a. To download, copy, or store any software, shareware, or freeware without prior permission from the District Technology Coordinator;
  - b. For commercial purposes. Users may not buy or sell products or services through the system without prior permission from the District Technology Coordinator;
  - c. For advertising or political lobbying
5. Network users may not:
  - a. use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.

- b. log on to someone else's account or attempt to access another user's files, Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/ or administrator. This will assist in protecting user against a claim of intentional violation of this policy.
- c. access e-mail or instant messaging and shall not post chain letters or engage in "spamming" (that is sending an annoying or unnecessary message to large numbers of people).

#### ***D. User Responsibility***

The computer network at the Lee Public Schools has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, message boards, and other means. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.

Material created and/or stored on the system is not guaranteed to be private. The District Technology Coordinator or assigned personnel may review the system from time to time to ensure that the system is being used properly. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal, state or federal law. For this reason, students should expect that work that is created on the network may be viewed by a third party.

**Use of the Internet is a privilege, not a right.** Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges as well as disciplinary action imposed by school officials.

1. Network users shall:

- Respect resource limits and must remain within an allotted disk space of (number of megabytes). Users are responsible for deleting old files that may take up excessive amounts of storage space.
- Keep their password private. Accounts and/or passwords may not be shared. Pre-K thru 3 students will not have individual accounts; rather they are assigned a .classes account by the classroom teacher. All students are expected to use the .classes account only when authorized by their classroom teacher.
- Adhere to the safety guidelines listed above.

#### ***E. System Resource Limits***

1. User shall only use the Lee Public Schools for educational and career development activities and limited, high quality self-discovery activities as approved by the Lee Public Schools faculty for a limited amount of time per week.
2. User shall have the responsibility to use computer resources for academic purpose only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet.

#### ***F. Consequences for Failure to Follow Terms and Conditions of AUP***

There will be consequences for any user who fails to follow the Lee Public Schools and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of the Lee Public Schools, law enforcement authorities may be involved and any violations of state and/ or federal law may result in criminal or civil prosecution.

## **VI. HEALTH SERVICES**

The nurses in the Lee Public Schools follow the guidelines of the Comprehensive School Health Manual provided by the Massachusetts' Department of Public Health. The School Health Manual can be found at [www.maclearinghouse.com/schoolhealthmanual.htm](http://www.maclearinghouse.com/schoolhealthmanual.htm). Additionally, Dr. Robert Wespiser, our school health physician, is available to consult with the nurses as needed.

### **A. NURSE**

Lee Elementary School has a full-time nurse in attendance during the school day. She attends only to illness or injury that occurs during school hours. Any student desiring medical services must have the permission of the adult in charge before going to the nurse's office. It is recommended that parents keep copies of their children's physicals and immunizations for their own files.

### **B. MEDICATION**

Under Massachusetts General Law (M.G.L.) Chapter 112, section 80B, a licensed nurse must have a medication order from a physician, dentist, nurse practitioner or physician's assistant in order to administer any medication, whether it is a prescription drug or over-the-counter medication.

A form is available from the school nurse that will authorize the dispensing of medication in school. A physician, dentist, nurse practitioner, or physician's assistant must complete this form and it must be returned to the school nurse.

- If it is necessary for your child to take a prescription medication (such as an antibiotic) temporarily during school hours, please adhere to the following procedure: Place the medication in a labeled pharmacy container. (The local drug stores will give you a second one.) Send in a note stating the time the drug should be given. It needs to be dropped off at the school health office.
- No psychotropic medication (e.g. Ritalin, Adderall, Clonidine, and Dexedrine) may be carried to school by a student. An adult must bring the medication in a labeled prescription container to the nurse. At the end of the school year, an adult must pick up all unused medication. If not, it will be discarded.
- Students will be allowed to keep their asthma medication with them if they have written parental and physician approval. If an inhaler is used, the student needs to report its use to the school nurse. If your child needs to take his/her asthma inhaler on a field trip, please notify the nurse several days in advance so arrangements can be made.
- Cough drops are not provided by the School Nurse, but may be brought from home. Parents need to send a note in with the student if they want to allow their child to take cough drops. Students are encouraged to bring a bottle of water as well.
- Students who take medication at lunchtime during the school day, **will not** receive the noontime dose on half days unless prior arrangements are made with the school nurse.

### **C. ACCIDENTS**

It is mandatory that any student who has been injured during school hours report this injury to the school nurse. This regulation pertains to all students who are and are not covered by school insurance.

### **D. INJURIES**

Any child wearing a cast, sling, splint, brace, on crutches, etc. will not be allowed to participate in physical activities on the playground at recess. Additionally, any student with a parent note who misses physical education due to an injury or illness will not be allowed to participate at recess on the same day. Students can take part in quiet activities outside, but activities will be limited. Any student with the above-mentioned limitations must have a doctor or parent note in order to again participate in physical education and/or recess fully.

## **E. IN CASE OF EMERGENCY**

If the school nurse determines that further treatment is necessary, the child's parent (or emergency contact) will be notified and advised. Although rare, emergencies do happen. In these instances, Lee Ambulance is called and the child is transported to Berkshire Medical Center. A copy of the child's emergency file card, including health information, will be given to the transporting EMT as well. If parents cannot be reached, the nurse or another school staff member will accompany the child.

## **F. CRITERIA FOR EXCLUDING AN ILL OR INFECTED CHILD FROM SCHOOL**

- Chicken pox for five days after the onset of the rash or when all lesions have dried and crusted, whichever is later.
- Diarrhea (more than the child's normal number of stools, with increased stool water or decreased form) that is not contained by diapers or controlled by toilet use, or stools that contain blood and/or mucus.
- Fever of 100.5 or greater
- Head lice until after treatment is done. Although a nuisance, having head lice is no cause for alarm. If it is discovered that a child has head lice, the school nurse will contact the parent of the child and advise them of what can be done. There is no need to send a child home from school with lice, as the chance of spread is small. These recommendations come from the American Academy of Pediatrics, the Massachusetts Department of Public Health, and the Centers for Disease Control.
- Hepatitis A virus infection, for 1 week after onset of illness and jaundice (if any) has disappeared or until immune serum globulin has been administered to appropriate children and staff in the program within 2 weeks of exposure, as directed by the health department.
- Impetigo, Staph, and MRSA for 24 hours after treatment has begun. If the wound is draining, it should be covered with a bandage or gauze.
- Intestinal Tract Diseases: Infectious Diarrheal Diseases (Giardia, Shigella, Salmonella, Campylobacter), children or staff who have uncontrolled diarrhea while attending child care must be removed from the program; children or staff who have uncontrolled diarrhea with fever or vomiting should be kept home until the fever and diarrhea are gone and there is documentation of three (3) negative stool samples.
- Measles for 4 days after the rash appears.
- Mouth sores in a child who cannot control his or her saliva, unless the child's physician or local health department states the child is noninfectious.
- Mumps for 9 days after onset of gland swelling.
- Pertussis, until 5 days of appropriate antibiotic therapy has been completed.
- Pinworm infection, for 24 hours after treatment has begun.
- Purulent conjunctivitis (pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and eye pain or redness of the eyelids or skin surrounding the eye), for 24 hours after treatment was begun.

## ***F. CRITERIA FOR EXCLUDING AN ILL OR INFECTED CHILD FROM SCHOOL (continued)***

- Rash with fever or behavior change, until a physician has determined that the illness is not a communicable disease.
- Ringworm infection until after treatment has begun.
- Rubella, for 7 days after the rash appears.
- Scabies until after treatment has been completed.
- Strep throat, for 24 hours after treatment has begun and the child has had a normal temperature for 24 hours.
- Tuberculosis until the child's physician or local health department authority states the child is noninfectious.
- Vomiting twice or more in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.

Children do not need to be excluded for other minor illnesses unless:

- They are too sick to participate comfortably in program activities.
- They need more care than the staffing level allows.
- They have unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness.

Source for exclusions:

Health & Safety in Childcare: A Guide for Childcare Providers in Massachusetts, 1995 Massachusetts' Dept. of Public Health

## ***VII. SPECIAL SERVICES***

### ***A. GUIDANCE SERVICE***

If students need help in solving personal or academic problems, our guidance counselor is available. Some services offered by our counselor at Lee Elementary School include: support groups, friendship groups, mediation, bullying prevention, and character education. For more information about programs and services, please contact the school.

If a student needs to see the counselor before, after, or during the regular school day, the following procedures should be followed:

1. A parent or guardian may call and leave a message for the counselor.
2. A student can request permission from his/her teacher. No student will be allowed to see the counselor during academic classes unless it is an emergency.

### ***B. STUDENT INTERVENTION TEAM (S.I.T.)***

Students demonstrating special academic or social/behavioral needs will be referred to our Student Intervention Team. The purpose of the team is to develop strategies or interventions to assist the child in the classroom setting and best meet their individual needs.

The team consists of several members including, but not limited to: the principal, guidance counselor, classroom teacher, specialists, and parents. Other staff members may be included when their area of expertise would benefit the student.

### **C. LIBRARY**

Students are responsible for the replacement cost of all lost or damaged library materials.

### **D. STUDENT COUNCIL**

The Lee Elementary School Student Council is an organization to enable students to be actively involved in their own education. The purpose of this Council is to improve school climate and generate ideas for improved school learning. The Student Council consists of leadership officers from the sixth grade and one representative from each homeroom in grades 5 & 6. All students are encouraged to run for election.

### **E. BREAKFAST AND LUNCH PROGRAM**

Lee Elementary School serves breakfast and lunch daily. Free and reduced applications are sent home at the beginning of the school year but are available throughout the year if needed. Only one application is necessary per family. Lee Public Schools has computerized their cash register system allowing parents to prepay for student lunches. You may send cash or a check to the cafeteria to be posted to your child's account. If you send money in for more than one child, please indicate the children's names and how the money should be disbursed.

## **VIII. SCHOOL DISCIPLINE POLICY**

The staff of Lee Elementary School has the goal of establishing an atmosphere throughout the school in which children feel safe and secure so as to have a maximum opportunity to learn.

This discipline policy has been developed to accomplish this goal. The policy specifies rules covering behaviors expected of our students. It also states that student misconduct will result in negative consequences, while appropriate behavior is positively reinforced.

### **A. STUDENT RESPONSIBILITIES**

Students will:

1. Be respectful to all staff members, playground supervisors, and students at all times. Inappropriate language or aggressive behavior to others will not be tolerated.
2. Follow the directions of all staff members and playground supervisors.
3. Take care of all school property and equipment at all times.
4. Arrive on time to begin school each day.
5. Leave school grounds and report home immediately after school each day.

### **B. PROHIBITED STUDENT CONDUCT**

Disciplinary action may be taken against any student who is guilty of misconduct during the entire school day **or on the bus** for the following actions, including, but not limited to:

1. Disobeying directives from staff members or school officials and/or school rules and policies;
2. Using any form or type of aggressive behavior that causes harm to another individual. Examples of these behaviors include, but are not limited to: hands-on incidents, noise, coercion, threats, bullying, cyber-bullying, intimidation, or other similar behaviors;
3. Theft or destruction of school property or another person's property;
4. Leaving the school or school grounds without permission;
5. Cellular phones and communications devices must be kept off and out of sight during the school day unless: the supervising teacher grants permission, the use of the device is provided in a student's IEP, or it is needed in an emergency that threatens the safety of students and staff;

6. Public displays of affection, including, but not limited to holding hands, hugging, kissing, etc. are not allowed. (There are times when, for safety reasons, holding hands may be appropriate under the direction of school staff or for the purpose of a school-related activity.);
7. Using, possessing, distributing, purchasing, or selling tobacco products, alcoholic beverages, illegal drugs, controlled substances, or drug paraphernalia (see Local Policy and School Regulations- Drug and Alcohol Procedures on page 31);
8. Using, possessing, controlling a weapon in violation of the school district's weapon policy (see Illegal Weapons and Firearms policy on page 32);
9. Engaging in any activity that interferes with or disrupts the educational process.

### **C. PLAYGROUND RULES**

All school rules apply to all areas of the school including the playground. In addition, the following rules apply to the playground:

1. No student may leave the playground without permission.
2. All wooded areas are off limits.
3. The softball field is for kickball and other ball games only. Only students playing these games are allowed on the field.
4. The fenced-in playground is reserved for preschool and kindergarten students.
5. Students swinging should always swing facing the school building.

The following specific actions are prohibited:

- Games of tag, football, and dodge ball
- All "hands-on" activities such as, but not limited to- grabbing, pushing, tackling, etc.
- Rolling down the hill
- Walking up the slides
- Going head-first down the slides
- Jumping off of the swings
- Throwing unauthorized objects such as, but not limited to- dirt, snow, rocks, wood chips, etc.
- Hanging on the basketball rim
- Climbing over any fences
- Playing on the big rocks

### **D. CAFETERIA RULES**

All school rules apply to all areas of the school including the cafeteria. In addition, the following rules apply to the cafeteria:

1. Once you are seated at a table, you must remain there for the entire period.
2. Speak quietly to the friends at your table.
3. Glass containers of any kind may not be brought to school.
4. Food and beverages must remain in the cafeteria.
5. Wait for permission to leave your table.
6. Clean up all trash at your table and push in your chairs before leaving.
7. Students will not be allowed to share/trade food and/or drinks.
8. Personal items such as sports equipment, toys, etc. are not to be used in the cafeteria. The school is not responsible for any personal property brought to school.

### **E. OTHER**

1. Bringing personal items to school is not encouraged or recommended. However, personal electronic equipment (cell phones, I-Pods, CD players, etc.) and personal items may be used outside the building- before or after school hours. During school hours, it must remain in a backpack, stored in the student's locker. The school is not responsible for any property brought to school.
2. For health reasons, aerosols and sprays of any kind (including, but not limited to- deodorant, hair spray, perfume, etc.) are not allowed in school. Nail polish is also prohibited.
3. Laser equipment of any sort is not permitted.

4. All non-school related fundraising activities must be preauthorized by the administration.
5. Backpacks, coats, and other personal items must be stored in assigned lockers or cubbies during the school day.

## **F. DISCIPLINARY CONSEQUENCES**

Disciplinary consequences may include, but are not limited to:

1. Notification of parents or guardians;
2. Disciplinary conference;
3. Withholding of privileges;
4. Removal from classroom;
5. Seizure of prohibited items;
6. Detention;
7. In-school suspension;
8. External suspension from school and all school activities;
9. Notification of law enforcement for illicit behaviors that involve drugs, alcohol, weapons, etc.

## **G. SUSPENSIONS**

The principal or designee, based upon the student's infraction will determine the suspension period. A student on an external suspension is not allowed on school property and cannot attend any school-related activities or functions during the term of his or her suspension. At the discretion of the principal or designee, an in-school suspension may be assigned.

Students given a suspension are entitled to a hearing where they will receive the following:

1. An oral or written notice of the charges against the student and the length of the suspension;
2. An explanation of the basis for the accusation;
3. An opportunity to present the student's side of the story

The hearing will take place before the suspension begins unless the student's presence at school endangers people or substantially disrupts the academic process. If immediate suspension is necessary, the hearing must follow as soon as possible.

If there is substantial disagreement about the facts, or if the suspension will result in more serious penalties, students may have the right to question witnesses against them, present witnesses, or other procedures needed to reach a fair decision.

## **I. EXPULSION**

In accordance with M.G.L. Ch. 71, The Educational Reform Act, and The Safe Schools Act, a student may be expelled by the principal for possession of a dangerous weapon, for possession of a controlled substance, or for assaulting any educational staff member. This action is described on pages **32-33** of this handbook.

In addition, a student may be expelled by referral to the superintendent and a hearing before the School Committee for the following reasons:

1. Excessive truancy that has not been corrected by court action;
2. Assaulting another student;
3. Repeatedly being suspended from school, or for conduct, which constantly disrupts the educational process;
4. Any act deemed by the principal as disrupting the educational process of the school and having a substantial detrimental effect on the general welfare of the school

It is noted that these regulations pertaining to suspension and expulsion do not eliminate the possibility of violators being turned over to court authorities for infractions of state laws. Civil authorities will take precedence for any violations of state law.

## **IX. BUS TRANSPORTATION RULES**

Bus transportation is furnished to K-4 students who live a mile or more from school. Any students in grades 5-12 that live a distance of at least one and one-half (1.5) miles from school are also transported.

In addition to all school rules and consequences, these safety guidelines and bus rules also apply:

### **A. SAFETY GUIDELINES**

1. Be on time for the bus.
2. Stay off the road while waiting for the bus. Do not play on snow banks while waiting.
3. If there is a need to cross the road, use extreme care to be sure that no traffic is approaching in either direction. Do not cross the road to reach the bus until the bus driver tells you to do so.
4. Board the bus in a single line and in an orderly manner, without pushing.
5. Be seated promptly without disturbing others.
6. Remain seated at all times.
7. Do not save seats for friends.
8. Large school projects, glass containers, sports equipment, and electronics such as radios and tape recorders are not to be transported on the bus.
9. For safety reasons, no student will be permitted to ride a school bus if that bus is not their regular way of transportation to and/or from school. This includes occasions where play dates, birthday parties, sleepovers, etc. have been arranged. In addition, no students from Lee Middle High School will be allowed to ride the elementary bus unless they have permission from both the LES and LMHS principals.
10. Kindergarten students for which an adult is not visible will not be dropped off at their PM bus stop. The bus driver will return that Kindergarten student to the school office and parents will be contacted to come pick up the child there.

### **B. BUS RULES**

1. Obey all directives given by the bus driver promptly.
2. Behave appropriately on the bus. Poor conduct distracts the driver and endangers the safety of all of its passengers.
3. Keep head, arms, hands, and feet inside the bus at all times.
4. Keep the aisles clear of lunch boxes, books, instruments, backpacks, etc.
5. Speak quietly to the people in your row. Making loud noises, using inappropriate language, and shouting are not allowed.
6. Do not throw any objects inside the bus or out of the bus.
7. Eating and drinking on the bus are not allowed.
8. Take all of your belongings with you when you exit the bus.
9. Weapons of any kind (look-alikes or otherwise) are not allowed on the bus.
10. Cellular phones and communications devices must be kept off and out of sight on the bus unless: the supervisor grants permission, the use of the device is provided in a student's IEP, or it is needed in an emergency that threatens the safety of students and staff.

### **C. DISCIPLINARY ACTION FOR BUS INFRACTIONS**

School bus drivers and/or parents will report any bus infractions to the school office. Those infractions will be investigated by the school principal or a designee. Assignment of consequences will be considered in conjunction with in-school student behavior according to the school's discipline policy shown above.

Consequences to negative behaviors that occur on the bus could include, but are not limited to:

1. First Infraction:
  - a. A warning is given to the student(s).
  - b. Student may be given assigned seating.
  - c. Parents or guardian may be contacted depending on severity of the infraction.

2. Second Infraction:
  - a. Parents or guardians will be called or notified in writing.
  - b. Student(s) may be denied bus transportation for one, two, or three school days.
3. Third Infraction:
  - a. Parents or guardians will be called or notified in writing.
  - b. Student(s) will be denied bus transportation for five school days.
4. Fourth Infraction:
  - a. Parents or guardians will be called or notified in writing.
  - b. Student(s) may be denied bus transportation for the remainder of the school year.

Please note that serious offenses may lead to immediate suspension of bus riding privileges or other consequences. The parent or guardian of any student responsible for damage resulting from any infraction will be required to pay for repairs.

## ***X. Lee Elementary School Wellness Policy***

### ***A. Goals:***

- This policy has been developed with input from: the LES School Council, School Committee, Food Services Director, Physical Education teachers, Guidance Counselor, and School Nurse
- Our goal is to develop guidelines rather than requirements for staff, parents, and students to promote healthy physical and emotional development.

### ***B. Nutrition Guidelines:***

- Teachers will encourage the children to bring water bottles to keep with them during the school day so that they have access to water to stay well-hydrated.
- The district will ensure that all students have a healthy breakfast and lunch available to them daily through our state-regulated school breakfast and lunch program.
- Refreshments served at parties, celebrations, and meetings during the school day will mainly be nutrient dense with low fat dairy, whole grains, and fresh fruits and vegetables encouraged.
- Baked goods at student parties will be limited to one per student.
- Students will not be allowed to trade or share food and drinks.
- Soda is not allowed. We also encourage that juice be made up of 100% fruit juice whenever possible.
- The schedule will provide adequate time- with a minimum of 20 minutes sit down time for students to eat lunch no earlier than 10:45 am and no later than 1:00 pm.
- Staff will refrain from using food as a reward/punishment. This does not exclude food for special celebrations and events.

### ***C. Nutrition Education:***

- ***Parent Education:*** Encourage parents/guardians to support healthy food choices and habits for their children. Share information with parents to educate them through the use of school newsletters, the school website, and parent workshops. (For example: informational articles, events in the community, recipes, etc.)
- ***Classroom Education:*** Follow the state standards on nutrition
- ***Outside Health Promotion Activities:*** Seek opportunities to form partnerships with other organizations in order to organize and promote events and activities outside of the school such as the PTO and community organizations, etc.

### ***D. Physical Education:***

- The school will provide opportunities for daily participation in physical activity—recess, PE classes, etc. Weather-permitting, students should have daily outdoor recess periods of at least 15 minutes.
- Follow the national and state standards to develop physical education curriculum.

- Refrain from using loss of physical education and recess as a form of discipline.
- Design the curriculum to promote the acquisition of lifelong physical activities (i.e. walking programs, yoga, dance, tennis, etc.)
- Encourage parent participation.
- Provide opportunities for physical education in before/after school programs.
- Throughout the school year, the Physical Education teachers will address the following topics: proper nutrition, the importance of exercise, good hygiene, getting enough rest, and living in a smoke-free environment.

#### **E. Social/Emotional Activities:**

- Character education will occur in the classrooms. Lessons will be taken from research-based programs.
- Students will be taught to recognize and manage their emotions and to be aware of and respond appropriately to the emotions of others. The school will implement activities, role-playing, and curriculum in the classroom to address: bullying, problem-solving, character education, peer mediation, etc.
- Anti-bullying will be addressed through a research-based program and the school-wide behavior rubric.
- Encourage students to get enough sleep each night. Some research has recommended that children under the age of five get 11 hours or more per day, children ages 5-10 years old get 10 or more hours per day, and children over the age of 10 get 9 or more hours per day.
- Teach children and families appropriate methods for relaxation.
- Educate families regarding services and organizations available to them in the county

#### **F. Overall Well-Being and Health:**

- Students should be encouraged to practice proper hygiene daily. (For example: showering or bathing daily, washing their face and hands, brushing their teeth, wearing deodorant, wearing clean clothes, etc.)
- Students are encouraged to wear sunscreen to school daily.
- A fluoride program is offered to all students with parental permission.
- Mobile dentists visit the school annually to offer cleanings, x-rays, fluoride treatments, and sealants.
- Proper hand-washing will be encouraged before eating, after using the bathroom, after recess, etc.

## **XI. EDUCATIONAL LEGISLATION AND LOCAL POLICIES**

### **A. CHAPTER 71 & CHAPTER 380: Educational Reform/Safe Schools Legislation**

1. Massachusetts General Laws, Chapter 71, Section 37H and Chapter 380 of the Acts 1993 - Educational Reform and Safe Schools Legislation

In accordance with G.L. c.71, sec. 37H the principal may expel a student for possession of a controlled substance, or for assaulting a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises. The principal may suspend the student for an indefinite period pending the expulsion hearing. A student considered for expulsion may:

- a. receive notification in writing of the opportunity for a hearing
- b. have representation at this hearing
- c. present evidence and witnesses
- d. receive the principal's decision in writing
- e. appeal the expulsion, but not the suspension to the Superintendent within 10 days of the date of expulsion

If the principal has determined that the student should be suspended and not expelled, the principal must give reasons for choosing suspension rather than expulsion and must certify to the School Committee that in the principal's opinion, the continued presence of the student does not pose a threat to the safety, security and welfare of the other students and staff in the school. The principal reserves the right to invite a counselor, therapist, psychologist, or other assessment experts to be involved in this process.

When a student applies to another school district, the superintendent shall notify the other superintendent of the reasons for expulsion. This legislation states it is the student's obligation to provide a complete school record to the receiving school district, including a discipline record describing any incidents involving suspension or violation of criminal acts. No school district is required to accept a student if the student has been expelled under this legislation.

A student charged or convicted of a felony may be suspended for a period of time deemed appropriate by the principal. The principal must determine that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and written notification of the student's right to appeal. The principal may expel a student convicted of a felony.

A student who is being considered for expulsion shall not be given the opportunity to voluntarily withdraw from school. This action would require that the school accept re-enrollment the following year.

A weapon shall be defined as any object that could cause bodily harm to another. This definition shall include but not be limited to guns, knives, firearms, clubs, chains, knuckle rings, propelling objects, sharpened sticks, or any common object used in a dangerous manner. Copies of all weapons reports will be filed with the local Chief of Police, DSS and the School Committee.

**B. MASSACHUSETTS GENERAL LAW, CHAPTER 71**

Prohibits the Use of Tobacco in Public Schools and on School Grounds

LOCAL POLICY: Lee School Policy Regarding Prohibited Use of Tobacco Products

Use of any tobacco products within the school facilities or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times. Students determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code. Staff determined to be in violation of this policy shall be subject to disciplinary action.

This policy shall be promulgated to all staff and students in appropriate handbooks and publications. Signs will be posted in all school buildings informing the general public of the district policy and requirements of state law.

**C. DISCLOSURE OF HIGHLY QUALIFIED STATUS**

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| Total Number of Teachers in Core Academic Areas:                     | 31        |
| Percentage of Core Academic Teachers Identified as Highly Qualified: | 100%      |
| Student/Teacher Ratio:                                               | 10.5 to 1 |

**D. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Access to Student Records:

**1. General Provisions**

The student record contains all information concerning a student that is kept by the school district and which personally identifies the student; it consists of the temporary record and the transcript. For purposes of these procedures, custodial parent refers to a divorced or separated parent who has physical custody of the child,

and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their child's student record, or may have to follow certain procedures in order to access the student record. See Section 3 below.

The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a student under the age of 14 years, or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18 years or older may, in writing, deny his custodial parent(s)/non-custodial parent(s) access to his/her student record, with the exception of transcripts, report cards and/or progress reports.

Each eligible student and custodial parent/guardian, except as limited herein for certain parents, has the right to see the student record for that student within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The District may charge for the cost of reproducing copies.

The student's record is available to authorized school personnel who work directly with the student, or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. The term "authorized school personnel" includes, but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, administrative office, staff and clerical personnel. Authorized school personnel included those employed by the District or under contract with the District as an independent contractor. Authorized school personnel do not need permission to see student records.

No information in the student's record is available to anyone outside the school system without written permission from the eligible student and/or parent and/or guardian, unless the requesting party is listed an exception as provided by the Student Records regulations. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records or upon transfer to another school district. However, eligible students and/or their parents/guardians will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers, other technical school, and colleges.

An eligible student and parent/guardian have the right to request to add relevant information to the student's record as well as the right to request removal of information believed to be untrue or incorrect.

## **2. Directory Information Notice**

The Lee Public School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information:

(1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information; such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 15th day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

### **3. Rights of Certain Divorced or Separated Parents**

It is necessary for divorced parents to submit a copy of the custody agreement or order, and any subsequent changes made thereto, to the District so that District personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access his/her child's record unless

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

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

*Non-Custodial Parent Access:* In the case of a non-custodial parent who is eligible to access the student record, i.e., does not fit any of the four (4) categories under 1-4 above, the non-custodial parent must submit a written request for the student record to the school principal. Upon receipt of the request, the principal and/or his/her designee shall immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth under 1-4 above.

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

### **4. Amending Your/Your Child's Record**

1. A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the principal with a written request that the information be added to the student record.
2. A parent has the right to request in writing deletion or correction of any information contained in the student's record, except for information which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:
  - a. If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.
  - b. The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

- c. If the principal's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
- d. If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

### **5. Notice on Transfer to Other Schools**

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the District forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

### **6. Destruction of Records**

- a. Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates or withdraws from the school system. When the student transfers, graduates or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.
- b. In addition, each year, the principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions/expulsions/exclusions), any notes from the Parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the documents be provided to them, rather than be destroyed. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

## **E. RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  - a. Political filiations or beliefs of the student or student's parent;
  - b. Mental or psychological problems of the student or student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parents; or
  - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of –
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

- c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use –
- a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Lee School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing sales, or other distribution purposes. The Lee School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Lee School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Lee School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or survey at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement.

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

***F. SPECIAL EDUCATION 603. CMR 28.00 - Special Needs Referral Policy***

Special Education services are provided to Special Education services are provided to students ages 3 through 21 who, as the result of a diagnosed disability, are unable to progress effectively in regular education programs even with accommodations. A disability means one or more of the following: Autism, Developmental Delay (ages 3-9), Specific Learning Disability, or Intellectual, Sensory (vision, hearing), Neurological, Emotional, Communication, Physical or Health-related Impairments A specialized screening program for all preschool and kindergarten students is conducted annually to detect any potential handicapping conditions early in the student’s educational career.

Students suspected of having a disability which impacts their ability to make effective progress in school may be referred for an evaluation by a parent or guardian, the student (18 years or older), a teacher, an administrator, support personnel, and other agencies involved with the student. If someone other than the parent or guardian refers the child for an evaluation, the parent or guardian will be notified of the referral and asked for consent to evaluate. Examples of evaluations include psycho-educational assessments, speech/language assessments, occupational or physical therapy assessments or any others that may help answer why the student is experiencing difficulties. Once the evaluations are completed, a meeting will be scheduled with the parent or guardian to review the assessment results. Other members of the team will include the student’s teacher, the individuals who have conducted the assessments, the student (if age 14 or older) and any other person, advocate or specialist the parent chooses to invite.

If a student is determined eligible for special education services, the team will write an Individual Education Plan (IEP) outlining the services the student will receive. If a parent or guardian disagrees with the special education program proposed for their child, they can access the appeals procedure which is outlined in the Parents' Rights Brochure.

For more information regarding special education services, please contact:

Lee Public Schools Special Education Office at 243-9715  
Lee Elementary School Administration at 243-0336

### **G. SECTION 504**

Section 504 of the Rehabilitation Act of 1973 states, "No otherwise qualified individual with a disability shall be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Students are eligible for accommodations and/or related services when the student meets the definition of qualified handicapped person: (1) has or (2) has had a physical or mental impairment that substantially limits a major life activity, (3) is regarded as handicapped by others. Major life activities include walking, learning, hearing, speaking, breathing, working, caring for oneself, and performing manual tasks. The handicapping condition need only substantially limit one major life activity in order for the student to be eligible.

Parents or guardians, teachers, administrators, and/or students (18 years of age or older) may refer a student for an evaluation to determine eligibility. Students found eligible will receive an accommodation plan, which will outline the accommodation teachers, and personnel will need to put in a place to allow the student to access the curriculum. Students may, as stated in their plan, be assigned a support study period which will allow extra time for class work and test taking. This class period will be without academic credit.

For further information regarding Section 504, please contact 504 Coordinator, Alice Taverna at 243-9715.

### **H. CHAPTER 71B: *Special Needs Discipline Policy***

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws requires that additional provisions be made for students who have Individual Education Plans (IEP). The following additional requirements apply to the discipline of students with special needs:

1. The principal (or designee) will routinely notify the Special Education Director of each offense for which a student with special needs is suspended and a record will be kept of such notices.
2. When it is known that the suspension(s) of the student with special needs will accumulate to 10 (ten) days in a school year, the IEP team will meet to review the student's education plan and determine:
  - if the misconduct was caused by, or had a direct and substantial relationship to, the child's disability or
  - if the misconduct was the direct result of the district's failure to implement the IEP.
3. If there is a determination that the behavior WAS related to the student's disability, the IEP must be amended to reflect a new program designed to meet the student's needs. The team will conduct a functional behavior assessment and the school will implement a behavior plan for the student or, if a behavior plan is currently in use, the team will review the existing behavior plan and modify it as necessary to address the behavior.
4. If the behavior WAS related to the student's disability, the student may not be removed from the current educational placement (except in the case of weapons or drug possession or infliction of serious bodily injury to another person) unless the parent and school agree upon a new placement.

If the team determines the behavior WAS NOT related to the student's disability, the student may be suspended or otherwise disciplined according to the school's code of student conduct. During the suspension, the student will continue to receive instruction and special programs.

The school district is permitted to remove a child with a disability to an alternative educational setting for not more than 45 days regardless of whether the behavior is determined to be a manifestation of the child's disability when a child:

- Possesses a weapon on school premises or at a school-sponsored function;
- Knowingly possesses, uses, sells or solicits illegal drugs while on school premises or at a school-sponsored function; or
- Has inflicted serious bodily injury upon another person while on school premises or at a school-sponsored function.

## ***I. PHYSICAL RESTRAINT OF STUDENTS***

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Lee Public Schools. Further, students of the district are protected by law from the unreasonable use of physical restraint.

Physical restraint 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 a 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.

The following definitions appear at 603 CMR 46.02:

1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical Escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical Restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

Mechanical restraint – The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

Seclusion restraint – Physically confining a student alone in a room or limited space without access to school staff. The use of "Time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

Chemical restraint – The administration of medication for the purpose of restraint.

The Superintendent will develop written procedures identifying:

- Appropriate responses to student behavior, that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide;
- Descriptions and explanations of the school's method of physical restraint;
- Descriptions of the school's training and reporting requirements;
- Procedures for receiving and investigating complaints.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the Department of Education recommends be at least 16 hours in length. Only school personnel who have received training pursuant to 603 CMR 46.00 shall administer physical restraint on students.

Whenever possible, the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student for injury or harm.

In addition, each staff member will be trained regarding the school's physical restraint policy. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

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.**

A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Education.

When a restraint has resulted in serious injury to a student or program staff member, or when an extended restraint has been administered, the program shall provide a copy of the required report to the Department of Education within five (5) school working days of the administration of the restraint.

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

#### ***J. TITLE IX/CHAPTER 622: Admission to Course of Study***

"Each and every course of study offered should be open and available to students regardless of their race, sex, national origin, color or religion."

"The 622 Coordinator ... should regularly examine the system of access to each course of study, advantage and privilege provided within the school and should take any necessary affirmative action and adopt any necessary changes to insure that all obstacles to access for all students regardless of race, color, sex, religion, or national origin no matter how subtle or unintended are removed. Special care should be taken when information or evidence indicates the absence of the markedly disproportionate participation of students of either sex or of any racial, national or religious group present in the school, in any course of student, advantage or privilege offered by or through the school."

"The 622 Coordinator.. should inform students in a manner certain to reach all students, of the existence of the law (Chapter 622) and its implications. The Coordinator should inform them of all courses of study, extra-curricular activities and services offered by the school that are available without regard to race, sex, color, national origin or religion."

#### ***Chapter 622: Grievance Procedures***

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified May, however, be extended by mutual agreement.

Level One - A student, employee, or the Association having a grievance will first discuss it with their immediate supervisor or principal with the objective of resolving the matter informally.

Level Two - If the grievance is not resolved to the satisfaction of the aggrieved person or Association within four (4) school days after submission at Level One, the aggrieved person or Association may present the grievance in writing to the Superintendent.

Level Three - If the grievance is not resolved to the satisfaction of the aggrieved person or Association within ten (10) school days after submission at Level Two, the aggrieved person or Association may present the grievance in writing to the School Committee.

Level Four - If the grievance is not resolved to the satisfaction of the aggrieved person or Association within ten (10) school days after submission to Level Three, the aggrieved person or Association may submit the grievance to the State Board of Conciliation or Arbitration or to a mutually agreed upon arbitrator for disposition. The decision of the arbitrator shall be final and binding on both parties. The grievant, however, reserves the right to a court determination of the arbitrator's jurisdiction.

## ***K. HARASSMENT***

Sexual harassment in public schools is sex discrimination, and therefore is prohibited by federal and state laws. Sexual harassment is any unwanted sexual attention from any person the victim may interact with in order to fulfill job or school duties. In instances of sexual harassment the victim's responses may be restrained by fear of revenge. The range of behaviors include: verbal comments, subtle pressure for sexual activity, leering, pinching, patting, or other forms of unwanted touching, as well as rape and attempted rape. Verbal sexual harassment includes sexual innuendoes, comments, sexual jokes, or ridicule. In accordance with the Massachusetts Safe Schools Act, and the Department of Education regulations, any comments, accusations, or ridicule toward people for their sexual choices, orientations, or preferences are violations of these laws. The victim's enjoyment of and pride in work and/ or school is often negatively affected because the victim is forced to spend time and energy fending off humiliating sexual advances or ridicule.

A student is being harassed or victimized when he or she is exposed repeatedly to negative actions on the part of one or more students (i.e. intentional infliction of injury or discomfort by physical means, verbal abuse, gestures, and intentional exclusion, commonly referred to as "bullying." Any retaliation against a student who files a complaint will be dealt with appropriately. Title VII of the Civil Rights Act of 1964, and the provisions of Title IX protect all those in school from harassment. All complaints will be thoroughly investigated and stringent disciplinary action taken. The local Chief of Police will determine resulting criminal action. Any student grievances regarding sexual harassment should be directed to the administration that will contact the Title IX and Chapter 622 Coordinator.

## ***L. MANAGEMENT PLAN AVAILABILITY/ NOTIFICATION FORM***

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act).

Asbestos management plans have been developed for the following list of educational facilities, grades K-12, which have asbestos containing materials present. These plans are available and accessible to the public at each individual facility as well as the LEA administrative office.

### Educational Facility Name and Address:

Lee High School, 300 Greylock St., Lee, MA 01238  
Lee Elementary School, 310 Greylock St., Lee, MA 01238  
Superintendent's Office, 480 Pleasant Street, Suite 102., Lee, MA 01238

## **M. MANDATED REPORTERS - M.G.L. CHAPTER 119.S51A**

School personnel are mandated reporters in accordance with the Massachusetts General Law, Chapter 119, section 51A, and must report cases of sexual abuse, including rape and indecent assault and battery involving students under the age of eighteen. The law mandates that school personnel who have reasonable cause to believe that a child under the age of eighteen is suffering serious physical or emotional abuse/neglect inflicted upon him/her including sexual abuse must immediately report such incidents to the Department of Social Services. A staff member, as a Mandated Reporter of a public or private school, must immediately notify the designated person in charge or responsible for receiving such information. Failure to comply with the statute may result in a fine of \$1000.00. Designated persons for Lee Elementary School are Diane Naventi, school nurse, Kathryn Retzel, Principal, and Alice Taverna, Special Education Director.

## **N. DRUG FREE SCHOOL ZONE – CHAPTER 94**

Effective July 11, 1989, anyone convicted of dealing drugs within one thousand feet of an elementary, vocational or secondary school will face a two-year mandatory prison sentence. It will not matter whether the dealer knew he was near a school, whether it is a public or private school, or in session. The law will pertain to drug distributors, manufactures or persons possessing a controlled substance with intent to distribute it. A fine of up to ten thousand dollars may also be imposed but not in lieu of the two-year term of imprisonment.

Any person who violates the provision of the law while in or on, within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school whether or not in session shall be punished by a term of imprisonment in the state prison for not less than two and one-half nor more than fifteen years or by imprisonment in a jail or house of correction for not less than two nor more than two and one-half years. No sentence imposed under the provision of this section shall be for less than a mandatory minimum term of imprisonment of two years. A fine of not less than one thousand nor more than ten thousand dollars may be imposed, but not in lieu of the mandatory minimum two-year term of imprisonment as established herein.

Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of this section.

## **O. ALCOHOL AND DRUGS (LOCAL POLICY)**

Students must register all medications with the school nurse. The following policies shall prevail for the possession, transfer, and/or use of any illegal drug or substance including alcohol.

1. If a student is found in possession of drugs or alcohol upon the school premises and the evidence is clear and convincing, the matter will be handled by the Principal. The police and the student's parent(s) will be notified, and a meeting of all these parties will be held if needed to discuss the incident prior to the student being suspended. The Principal will determine the period of suspension and the conditions of the suspension.
2. If there is clear and convincing evidence that a student has transferred drugs or alcohol to another student, either on or off the school premises, the matter will be handled by the Principal; the police will be notified, the parents will be notified and the student will be suspended. If there is clear and convincing evidence that this is a normal practice on the part of the student, expulsion proceedings may be instituted. Even if the student is certified by a competent physician or psychiatrist is able to return to school, re-admission should be considered very carefully.
3. If there is clear and convincing evidence that a person who is not a student has used drugs or alcohol on school premises or has given drugs or alcohol to a student, either on or off the school premises, the Principal should notify the police immediately and cooperate with them.

## **P. SCHOOL REGULATIONS - DRUG & ALCOHOL PROCEDURES**

The faculty and staff are asked to report to the Principal any student who they suspect of being under the influence of or in possession of a controlled substance or alcohol. The Principal or Designee will immediately summon appropriate personnel (i.e. nurse, guidance counselor, and psychologist). Together they will interview the student. If, in their judgment, there is reasonable suspicion of possession or influence of controlled substance or alcohol, the Principal will be summoned (if not present). They will then conduct a search of the student and student's possessions. (In accordance with the MA Department of Education guidelines.)

One of the following steps will be taken after this interview:

1. If no substance is found and it is determined that the student is not under the influence, the student will be sent back to class and the parents will be notified of the suspicion and the search.
2. If, in the judgment of the interviewer, the student is under the influence of alcohol or a controlled substance, the parents will be contacted and asked to pick up the student. The student will be suspended for up to ten (10) days or until such time as an investigation can be conducted and the principal or designee deems the student ready for enrollment. The Police Department will be summoned and asked to investigate matters dealing with controlled substances and alcohol.
3. If the student is found to be in possession of a controlled substance, or alcohol, both the police and parents will be summoned immediately. The substance will be turned over to the police and the student will be suspended for up to ten (10) days or until such time as an investigation can be conducted and the student is deemed ready for enrollment by the Principal or designee.

Students found to be under the influence of, or in possession of, a controlled substance or alcohol are referred to the school's principal. If, in the principal's judgment, the student is in need of outside counseling or rehabilitation, he/she and their parents are referred to appropriate agencies.

A medical examination may be suggested by the Administration for any student suspended for a controlled substance/alcohol violation for the first time. In accordance with the Educational Reform Act of 1993 and the Massachusetts General Laws, the principal shall determine whether the student will be expelled or readmitted after suspension. For any repeat offender, second offense, a medical examination will be required before readmittance to school. Refusal to have the testing done will result in student expulsion.

## **Q. ILLEGAL WEAPONS AND FIREARMS**

A student shall not handle or carry on school property any weapons. A weapon shall be defined as any object that could cause bodily harm to another. This definition shall include but not be limited to: guns, knives, firearms, clubs, chains, knuckle rings, propelling objects, sharpened sticks, or any common object used in a dangerous manner. A violation of this policy will result in police notification, student suspension, and possible expulsion.

## **R. VANDALISM**

All students will treat school property with care. Anyone responsible for deliberate damage to lockers or other school property will be required to repair or pay for the damages, and face disciplinary action which may include suspension, police notification and consideration for expulsion.

## **S. LOCKERS**

Lockers are school property and may be searched to insure compliance with safe school policies. Storage of contraband (i.e. weapons, narcotics, alcohol, stolen property, etc.) in school lockers is not permissible. Students are advised not to leave money or valuables in their lockers. Such articles can be turned into the main office for safekeeping. The school is not responsible for materials stored in student lockers.

## **T. SEARCH POLICY**

The school administration retains control over lockers and desk space loaned to students. The administration has the right and duty to inspect and search students' lockers and desks. Such searches will be conducted if the administration reasonably suspects, upon information received, that drugs, weapons, dangerous, illegal or prohibited matter, or goods stolen from the school or from members of the staff or student body, are likely to be found therein. The administration also has the right and duty to search a student's person if it has suspicion that drugs, weapons, dangerous, illegal or prohibited matter, or such stolen goods, are likely to be found on the student's person, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or student body. The items of such search may nevertheless be turned over to the police for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

## **U. MEMORANDUM OF UNDERSTANDING BETWEEN THE LEE POLICE DEPARTMENT AND LEE ELEMENTARY SCHOOL**

The Lee Police Department and Lee Elementary School with the mutual goal of reducing the potential for violence in the schools and enhancing the safety of all students, faculty and staff, hereby enter into this memorandum of understanding.

### Unlawful and Dangerous Behavior Defined

This M.O.U. addresses unlawful and dangerous behavior by a student which occurs on school property, at a school bus stop, within a school bus, or at a school sponsored activity, and which endangers the student or others. Behavior specifically prohibited includes but is not limited to being under the influence of or in possession of a controlled substance or alcohol; committing an assault or a disturbance; possessing weapons; or making threats to commit a crime of violence.

### Reporting

Any student or member of the faculty or staff who suspects a student of unlawful or dangerous behavior as described herein is asked to immediately report the same to the Principal or Assistant Principal. In cases of threats of a crime of violence, the threat should be reported whether it was made verbally, by the use of gestures, in writing or electronically.

### Initial Response to Reports

Upon receiving a report that student is or has been engaged in unlawful or dangerous behavior as described herein, the student shall be removed from class and the Principal or Assistant Principal will immediately summon appropriate crisis intervention personnel (i.e. nurse, guidance counselor, and psychologist) to interview the student.

### Searches

If, in the judgment of the school administration, there is reasonable suspicion that the student is under the influence of or in possession of controlled substance or alcohol, or possesses a weapon or other object that is either unlawful to possess or presents a danger to the student or others, they will conduct a search of the student and student's possessions (in accordance with the MA Department of Education guidelines).

### Special Response to Threats

For the purposes of this memorandum, a threat shall mean the expression of an intention to inflict evil, injury or damage to another and includes but is not limited to the threatened use of physical force or a deadly weapon against another, bomb threats, or any other threat intended to cause fear, anxiety or alarm in any

student, faculty or staff member. The school administration with the assistance of appropriate crisis intervention personnel shall make the initial determination as to whether a threat to commit a crime of violence as defined in this M.O.U. has occurred.

### Police Response

The police shall be immediately summoned to respond to the school in the following circumstances:

- In all cases where the school administration determines an eminent danger exists to any student, faculty or staff member;
- In all cases where a student is found in possession of a controlled substance, alcohol, a weapon or any other item that is either unlawful to possess or presents a danger to the student or others;
- In all cases where an assault has occurred and the school administration has determined that the age of the students involved or the seriousness of the assault may justify a criminal investigation by the police;
- In all cases where a threat to commit a crime of violence has occurred and the school administration has determined that the age of the students involved or the seriousness of the threat may justify a criminal investigation by the police; and
- In all cases of where the school administration has determined that a student is causing or has caused a disturbance in the school in violation of Massachusetts General Law Chapter 272, Section 40 and the age of the students involved or seriousness of the disturbance justify a criminal investigation by the police.

Upon responding at the school administration's request to any of the above circumstances, the police will conduct an investigation to determine if sufficient evidence of a crime exists to file criminal charges, and if so, whether to summons or arrest the suspect to appear in court to answer the criminal charges.

## ***U. BULLYING INTERVENTION AND PREVENTION PLAN***

### *Introduction*

The Lee Public School District is committed to providing a safe and respectful environment that supports individual academic success, personal growth and social responsibility for all learners free from bullying and cyber-bullying. This commitment is essential to the District's vision to create and support a community of student scholars who have the competence, capacity and confidence to pursue post-secondary education without remediation and realize their personal aspirations. The commitment is further strengthened by M.G.L. c. 71, § 37O, Act Relative to Bullying in Schools, prohibiting all forms of bullying and retaliation in all Massachusetts public and private schools. In accordance with this legislation, the District has developed the following Bullying Prevention and Intervention Plan.

Lee Public Schools has developed the Bullying Plan with the ideals that the community, families and school personnel have come to expect from their most cherished commodity. The plan serves as a community guide to the activities, curriculum and training the District is or will commit to the intervention and prevention of bullying. The School District realizes it must be partners with the community, parents and students to continue our mission of a safe and respectful environment so our young people can grow, aspire, and achieve.

### **I. LEADERSHIP**

On December 31, 2010, Lee Public Schools submitted the Lee Public Schools Bullying Prevention and Intervention Plan to the Massachusetts Department of Elementary and Secondary Education and post it on the Lee Public Schools website. The Plan will be reviewed and updated at least biennially, as mandated by M.G.L. c. 71, § 37O sec. 5(d).

## A. Public Involvement in Developing the Plan

As required by M.G.L. c. 71, § 37O, sec. 5 (d) the Plan will be developed in consultation with various constituencies. This involvement will include: Lee Public Schools administration, staff, professional support personnel, school students, parents and guardians, local law enforcement agencies, and community representatives. This process will be conducted biennially.

Consultation will include, at a minimum, notice and a public survey period prior to adoption.

## B. Assessing Needs and Resources

- The district's administrative team, with input from families and staff, will assess the adequacy of current programs. This may include the following:
  - Review of current policies and procedures
  - Review of available data on bullying and behavioral incidents
  - Assessment of available resources including curricula, training programs, and behavioral health services
  - Reading of current and relevant articles and research on best methodology to prevent and intervene to address bullying and cyber bullying
  - Research and review of 'field-tested' and research-based anti-bullying curricula and instructional guides
  - Development of a resource bank of relevant materials for both parents and students
  - Review of the MA comprehensive Health and Wellness Curriculum Frameworks to provide a working curriculum context for anti-bullying curriculum
  - Assessments of initial and periodic needs, by surveying students, staff, parents, and guardians on school climate and school safety

## C. Planning and Oversight

The building Principals or designee will be responsible for the following tasks under the Plan:

- Receiving reports on bullying
- Collecting and analyzing building and/or school-wide data on bullying to assess the present problem and to measure improved outcomes
- Creating a process for recording and tracking incident reports, and for accessing information related to targets and aggressors
- Implement the district plan for the ongoing professional development that is required by the law
- Identifying and recommending supports that will respond to the needs of targets and aggressors
- Implementing the curricula that each school will use
- Amending student and staff handbooks and codes of conduct
- Leading the parent or family engagement efforts and drafting parent information materials

The Director of Technology will be responsible for updating the Internet Safety Use Policy. The Superintendent will be responsible for reviewing and updating the Plan biennially, or more frequently.

## D. Priority Statements

### I. POLICY

A. It is the policy of the Lee Elementary School to provide a learning and working atmosphere for students, employees and visitors free from bullying, hazing, harassment, and intimidation. These terms are collectively referenced as “harassment”. Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation, genetics, disability, or for any other reason.

B. It is the responsibility of every employee, student, and parent to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

C. It is a violation of this policy for any administrator, teacher, or other employee, or for any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment. All employees are mandated to report all cases of harassment, as required by this policy and state law.

D. This policy is not designed or intended to limit the school’s authority to take disciplinary action or take remedial action when such harassment occurs out of school but has a nexus to school, or is disruptive to or materially and substantially interferes with an employee’s work, personal life, a student’s school work, or participation in school-related opportunities or activities. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Reports of cyber-bullying by electronic or other means, occurring in or out of school, will be reviewed and, when a nexus to work or school exists, will result in discipline. Parents of students alleged to have engaged in cyber-harassment will be invited to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. A student disciplined for cyber-bullying will not be re-admitted to the regular school program until his or her parent(s) attend such meeting.

E. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.

F. The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

### II. TRAINING AND PROFESSIONAL DEVELOPMENT

The Lee Public Schools will meet the requirements under M.G.L. c.71, S 370 to provide ongoing professional development for all staff, including but not limited to educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and Paraprofessionals.

#### A. Annual Staff Training on the Plan

Annual training for all LPS staff on the Plan will include staff duties under the Plan, an overview of the steps that the building Principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school.

#### B. Ongoing professional development

The Plan should state the content and frequency of staff training and ongoing professional development as determined by the school's or district's needs, and list other topics to be included in these staff programs. The locally identified additional areas of training should be based on needs and concerns identified by school and district staff. Plans should also identify which trainings will be provided district wide and which will be school-based. The law lists the following six topics that must be included in professional development:

- Developmentally (or age-) appropriate strategies to prevent bullying:
  - The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC and other providers (including local resources) in means of preventing and stopping bullying. This professional development will include, but not be limited to, sending staff to train-the-trainer events, and making use of in-district experts in this area. This professional development will be delivered to all district and school based staff.
  - The Lee Public Schools will provide professional development and information on the complex interaction and power differential among aggressors, targets and witnesses.
- Developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents:
  - The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC and other providers (including local resources) in interventions for stopping bullying. This professional development will include, but not be limited to, sending staff to train-the-trainer events, and making use of in-district experts in this area. This professional development will be delivered to all district and school based staff.
- Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment:
  - The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC and other providers (including local resources) to provide staff with information on students who are most at-risk for bullying. Activities will include in-class presentations from students and staff on the need to monitor and report on bullying involving special populations such as special education students, and the risk associated with GLBT students (including the use of the SPLC produced film "Bullied" with all district staff). This professional development will include, but not be limited to, sending staff to train-the-trainer events, and making use of in-district experts in this area, and will include training on the special care that must be taken when addressing bullying prevention issues through a student's IEP, 504, or other school based plan. This professional development will be delivered to all district and school based staff.
- Information on the incidence and nature of cyber bullying:
  - The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC (including printed materials) and other providers (including local resources) to provide staff with information on

cyber bullying. The district will likewise continue to make use of the Massachusetts State Police resources and training for online safety and cyber bullying prevention/avoidance. The district will continue to use its own technology and media center staff to reinforce areas of cyber bullying and internet safety for students, staff and parents.

- Internet safety issues as they relate to cyber bullying:
  - The Lee Public Schools will annually provide professional development via the Berkshire County District Attorney's Office, the MARC (including printed materials) and other providers (including local resources) to provide staff with information on cyber bullying. The district will likewise continue to make use of the Massachusetts State Police resources and training for online safety and cyber bullying prevention/avoidance. The district will continue to use its own technology and media center staff to reinforce areas of cyber bullying and internet safety for students, staff and parents.

### C. Written notice to staff

The Lee Public Schools will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties, in the school employee handbook and the code of conduct.

## **III. ACCESS TO RESOURCES AND SERVICES**

### A. Identifying Resources

Resources for targets, aggressors, and their families may include, but are not limited to adopting new curricula, reorganizing staff, establishing safety planning teams, and identifying other agencies that can provide services.

The Lee Public Schools Administrative team will be responsible for finalizing anti-bullying resources that may include, but are not limited to: the LPS Bullying Policy, curriculum and instructional guides and materials; LPS Bullying Prevention and Intervention Plan; adopted related curricula, relevant articles for professional, student, and parent use; data on the prevalence and characteristics of bullying and behavioral issues; parent and student brochures; curriculum and books that help foster a sense of positive and pro-active school community and culture; relevant and useful web-sites; and linkages with community based organizations,

### B. Counseling and other Services

A list of staff and service providers, who may assist schools in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors, is available to all students and their families. School Psychologists and School Adjustment Counselors are trained in more intensive interventions. School-based mental health staff are also trained to assist the building Principal in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors. These resources include behavioral intervention plans, social skills groups, and individually focused curricula. When appropriate, interventions include collaboration with other community agencies and service providers in support of students with more targeted needs

### C. Students with Disabilities

As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when an IEP Team determines a student has a disability that affects social skills development or the student may

participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

#### D. Referral to outside services

The Lee Public Schools have established a referral protocol for families to access appropriate and timely services. Referrals will comply with relevant laws and policies. Current local referral protocols will be evaluated to assess their relevance to the Plan, and revised as needed.

### **IV. ACADEMIC AND NON-ACADEMIC ACTIVITIES**

#### A. Specific Bullying Prevention Approaches

Bullying prevention curricula will be informed by current research that, among other things, emphasizes the following approaches:

- Using scripts and role plays to develop skills
- Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance
- Helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance
- Emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies
- Enhancing students' skills for engaging in healthy relationships and respectful communications
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference
- Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan.

#### B. General teaching approaches that support bullying prevention efforts

The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of the WPS bullying intervention and prevention initiatives:

- Setting clear expectations for students and establishing school and classroom routines
- Creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students
- Using appropriate and positive responses and reinforcement, even when students require discipline
- Using positive behavioral supports
- Encouraging adults to develop positive relationships with students
- Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors
- Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development
- Using the Internet safely
- Supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

## **V. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION**

To support efforts to respond promptly and effectively to bullying and retaliation, Lee Elementary School has implemented the following policies and procedures for reporting and responding to bullying and retaliation.

The following is based on the requirements of M.G.L. c. 71, § 37O.

### **A. Reporting Bullying or Retaliation.**

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form in the Student Handbook.

Use of an Incident Reporting Form is not required as a condition of making a report. The school will: 1) include a copy of the Incident Reporting Form in the beginning of the year in the Student Handbook for students and parents 2) make it available in the school's main office, the guidance office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website.

At the beginning of each school year, the school or district will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

#### **1. Reporting by Staff**

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

#### **2. Reporting by Students, Parents or Guardians, and Others**

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

## B. Responding to a Report of Bullying or Retaliation

### 1. Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary. The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

### 2. Obligations to Notify Others

a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency

## C. Investigation

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the

extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

#### D. Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

#### E. Responses to Bullying

##### 1. Teaching Appropriate Behavior through Skills-Building.

Upon the principal or designee determining that bullying or retaliation has occurred, the District will use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the principal or designee may consider include:

- Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula
- Providing relevant educational activities for individual students or groups of students in consultation with guidance counselors and other appropriate school personnel
- Implementing a range of academic and non-academic positive behavioral supports to help students understand pro-social ways to achieve their goals
- Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home
- Adopting behavioral plans to include a focus on developing specific social skills
- Making a referral for evaluation

##### 2. Taking Disciplinary Action

If the building Principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the building Principal or designee, including the nature of the conduct, the age of the student(s)

involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the code of conduct for the school. Discipline procedures for students with disabilities are governed by the Federal Individuals with Disabilities Education Improvement Act, which will be considered in conjunction with state laws regarding student discipline.

If the building Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

### 3. Promoting Safety for the Target and Others

The building Principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the building Principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the building Principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the building Principal or designee will work with appropriate school staff to implement them immediately.

## VI. COLLABORATION WITH FAMILIES

### A. Parent Education and Resources

The District will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and social competency curricula used by the district or school.

### B. Notification Requirements

Each year the District will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyber bullying and online safety. The District will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The District will post the Plan and related information on its website.

## VII. PROHIBITION OF BULLYING AND RETALIATION

Acts of bullying, which include cyber bullying, are prohibited:

- 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 the school district
- 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 the Lee Public

Schools, 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. As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the Lee Public Schools to staff any non-school related activities, functions, or programs.

## VIII. DEFINITIONS

*Several of the following definitions are copied directly from M.G.L. c. 71, § 37O*

**Aggressor** is a student who engages in bullying, cyber bullying or retaliation.

**Bullying**, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students 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
- Materially and substantially disrupts the education process or the orderly operation of a school

**Cyber bullying**, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyber bullying.

**Hazing** means any conduct or method of initiation, even if consented to, 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, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, rest, or extended isolation.

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

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

## **IX. RELATIONSHIP TO OTHER LAW**

Consistent with state and Federal laws, and the policies of the Lee Public Schools, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the Lee Public Schools from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or Federal law, or Lee Public Schools policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the schools to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H1/2, other applicable laws in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

# **TELEPHONE NUMBERS TO KNOW**

## **LEE PUBLIC SCHOOLS**

### **SUPERINTENDENT OF SCHOOLS**

MR. JASON MCCANDLESS  
243-0276/0277

### **SPECIAL EDUCATION DIRECTOR TITLE I COORDINATOR COORDINATOR OF SECTION 504 OF THE REHABILITATION ACT OF 1973**

MS. ALICE TAVERNA  
243-9715

### **DISTRICT SCHOOL PSYCHOLOGIST**

MS. THERESA CALLAHAN  
243-0336/0337, x1004

## **LEE ELEMENTARY SCHOOL**

PRINCIPAL - MRS. KATE RETZEL  
243-0336/0337, x1003

SCHOOL NURSE - MRS. DIANE NAVENTI  
243-8164

GUIDANCE - MS. ERIN O'BRIEN  
243-0336, x1224

## **LEE MIDDLE/HIGH SCHOOL**

PRINCIPAL - MRS. KERRY BURKE  
243-2781/2787, x2002

ASSISTANT PRINCIPAL - MR. JOE TURMEL  
243-2781, x2006



Note: This form is asking about bullying – repeated incidents between a victim and an instigator – NOT about one-time ‘mean’ incidents that often occur between children. Bullying is a REPEATED behavior. Many unkind or disrespectful one-time problems happen. These are important but they are not bullying.

Lee Public Schools

**BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM**

1. Name of Reporter/Person Filing the Report: \_\_\_\_\_

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior Reporter (not the target)

3. Check whether you are a: Student Staff member (specify role) \_\_\_\_\_

Parent Administrator Other (specify) \_\_\_\_\_

Your contact information/telephone number: \_\_\_\_\_

4. If a student, state your school: \_\_\_\_\_ Grade: \_\_\_\_\_

5. If staff member, state your school or work site: \_\_\_\_\_

6. Information about the Incident:

Name of Target (of behavior): \_\_\_\_\_

Name of Aggressor (Person who engaged in the behavior): \_\_\_\_\_

Date(s) of Incident(s): \_\_\_\_\_

Time When Incident(s) Occurred: \_\_\_\_\_

Location of Incident(s) (Be as specific as possible): \_\_\_\_\_

7. Witnesses (List people who saw the incident or have information about it):

Name: \_\_\_\_\_  Student  Staff  Other \_\_\_\_\_

Name: \_\_\_\_\_  Student  Staff  Other \_\_\_\_\_

Name: \_\_\_\_\_  Student  Staff  Other \_\_\_\_\_

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used).

(Please use additional paper and attach to this document as needed.)

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: Reports may be filed anonymously.)

10: Form Given to: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

**II. INVESTIGATION**

1. Investigator(s): \_\_\_\_\_ Position(s): \_\_\_\_\_

**2. Interviews:**

- Interviewed aggressor      Name: \_\_\_\_\_      Date: \_\_\_\_\_
- Interviewed target      Name: \_\_\_\_\_      Date: \_\_\_\_\_
- Interviewed witnesses      Name: \_\_\_\_\_      Date: \_\_\_\_\_

3. Any prior documented Incidents by the aggressor?  Yes  No

    If yes, have incidents involved target or target group previously?  Yes  No

    Any previous incidents with findings of BULLYING, RETALIATION  Yes  No

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

**III. CONCLUSIONS FROM THE INVESTIGATION**

1. Finding of bullying or retaliation:

- YES
- NO

- Bullying
- Retaliation
- Incident documented as \_\_\_\_\_
- Discipline referral only \_\_\_\_\_

2. Contacts:

- Target's parent/guardian      Date: \_\_\_\_\_
- Aggressor's parent/guardian      Date: \_\_\_\_\_
- District Equity Coordinator (DEC)      Date: \_\_\_\_\_
- Law Enforcement      Date: \_\_\_\_\_

3. Action Taken:

- Loss of Privileges       Detention       STEP referral       Suspension
- Community Service       Education       Other \_\_\_\_\_

4. Describe Safety Planning: \_\_\_\_\_

Follow-up with Target: scheduled for \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_

Follow-up with Aggressor: scheduled for \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_

Report forwarded to Principal: Date \_\_\_\_\_ Report forwarded to Superintendent: Date: \_\_\_\_\_

(If principal was not the investigator)

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

# SIGNATURE PAGE

This certifies that I have received a copy of the 2011-2012 **Lee Elementary School Student Handbook**, which includes information regarding discipline.

**Please note:** Some of our policies have been updated or changed. While reviewing all of our rules, guidelines, and policies with your child- please take additional time to review:

- **Maintenance of Student Records (pg. 7)**
- **MCAS, MELA-O, and MEPA Testing Schedule (pg. 11)**
- **Health Services (pg. 17 – 19)**
- **Bus Transportation Rules (pg. 23 – 24)**
- **Bullying Intervention & Prevention Plan (pg. 38 - 51)**

***The student and their parent or guardian must sign this page.***

MY CHILD AND I HAVE REVIEWED THE LEE ELEMENTARY SCHOOL HANDBOOK (including the updated/new policies).

Student Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

**This sheet along with the reverse side (computer policy sheet) must be signed and returned to your child's homeroom teacher.**

# LEE ELEMENTARY SCHOOL ACCEPTABLE USE POLICY

## Parent/Guardian Permission

1. I have read the Lee Public Schools' Internet Appropriate Use Agreement.
2. I understand and will abide by the terms and conditions as stated. I give my child permission to access the network as outlined above. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.
3. I recognize that this form must be up-dated and signed each year. The signed form will be kept on file.
4. I understand that some Internet violations are unethical and may constitute a criminal offense resulting in legal action. I understand that the Lee Public Schools' personnel will supervise access to the Internet and the provisions of the agreement will be reviewed with students. I further understand that the Lee Public Schools is not responsible for the actions of individual users or the information they may access.

Parent/Guardian Signature \_\_\_\_\_ Date\_\_\_\_\_

Signature of User (Student) \_\_\_\_\_ Date\_\_\_\_\_