

ADMINISTRATIVE DIRECTORY

GRANBY SCHOOL COMMITTEE

Deborah Buckley, Chairperson

Arthur Krulewitz, Secretary

Michael Quesnel

Dawn Cooke

Kevin Boisselle

**SCHOOL DEPARTMENT OFFICES AND OFFICE OF THE SUPERINTENDENT
LOCATED IN THE GRANBY JR. SR. HIGH SCHOOL**

Ms. Patricia Stevens, Superintendent of Schools

Mrs. Kathy Harrop, Secretary

Ms. Nancy Jolivet, Head Bookkeeper

Mrs. Mary Houle, Financial Secretary

BUSINESS MANGER

Mr. William Frangiamore 467-7193

TECHNOLOGY COORDINATOR

Mr. David Lukaskiewicz 467-7193

DIRECTOR OF PUPIL SERVICES

Mr. John Robert 467-9237

(Mr. Robert is also the Title IX, Civil Rights, 504, and ADA Compliance Officer for the School District.)

The Granby, Massachusetts School System does not discriminate on the basis of race, color, national origin, age, creed, homelessness, sex or handicap in admission to, access to, treatment in or employment in its programs and activities. Any inquiries regarding the nondiscrimination policies should be directed to the Superintendent of Schools.

EAST MEADOW SCHOOL FACULTY & STAFF

2006-2007

GRADE 4 TEACHERS -

Ms. Lisa Chevrier	Room 17
Mrs. Nancy Karmelek	Room 16
Ms. Alycia Gomes	Room 15
Mrs. Jonelle Monaco	Room 14

GRADE 5 TEACHERS -

Mrs. Ellen Petray	Room 12
Mr. Scott Taylor	Room 11
Ms. Jennifer Champagne	Room 10
Mrs. Cynthia Milkiewicz	Room 9

GRADE 6 TEACHERS -

Mr. James Woods	Room 4
Mrs. Leslie Breger	Room 3
Mrs. Patricia Colson	Room 2
Mrs. Patricia Esposito	Room 1

**SPECIAL EDUCATION
TEACHERS -**

Mrs. Lori Allen, Gr. 4	Room 13
Mr. Daniel Corthell, Gr. 6	Room 7
Mr. James Dunleavy, Gr. 5	Room 13

PARAPROFESSIONALS -

Ms. Cynthia Destromp	
Mrs. Lucinda Seiffert	

**INSTRUMENTAL MUSIC
MUSIC GRADE 4
MUSIC GR. 5-6 &**

Mr. Greg Williams	Cafeteria
Mr. Tom Walz	Room 5

**CHORUS 4-6
COMPUTER/MATH
ART**

Mrs. Amanda Provost	Room 5
Mrs. Kristen Naglieri	Room 6/7
Mrs. Kathy Goos	Room 18

**PHYSICAL EDUCATION
REMEDIAL READING
SPEECH/LANGUAGE**

Mrs. Lisa Smigiel	Gymnasium
Mrs. Margaret Glynn	Room 8
Ms. Heidi Poulin	Room 8
Mrs. Carol Murray-Trotman	Room 8

**SOCIAL WORKER
PSYCHOLOGIST
LIBRARIAN
CAFETERIA**

Ms. Rebecca Goulet	Office
Mrs. Carolyn McBride	Office

LUNCHROOM AIDES

Mrs. Lori Jewett	
Mrs. Giselle Chalifoux	
Mrs. Regina Kaniecki	
Mr. Michael Pennachio	
Mrs. Deborah Jodoin	
Mrs. Marian Martel	

CUSTODIANS

Mr. John Dudley	
Mr. Rich Florence	

**NURSE
NURSE LEADER
SECRETARY
PRINCIPAL**

Mrs. Jody Wax	
Mrs. Ann Marie Sapowsky	
Mr. James Pietras	

EAST MEADOW SCHOOL SCHEDULE

8:05 - Student arrival. **NO STUDENTS SHOULD BE ARRIVING BEFORE 8:05 A.M. UNLESS IT IS FOR A SCHOOL SUPERVISED ACTIVITY**

(i.e. - BAND, CHORUS, STUDENT COUNCIL OR FIELD TRIP)

8:25 - Announcements; classes begin

11:00 -	11:25
to	to
11:20 - Lunch, Grade 6	11:45 - Recess, Grade 6

11:30	11:55
to	to
11:50 - Lunch, Grade 5	12:15 - Recess, Grade 5

12:00	12:25
to	to
12:20 - Lunch, Grade 4	12:45 - Recess, Grade 4

2:25 - Announcements; students dismissed to parents at this time

2:30 - General student bus dismissal

GENERAL PROCEDURE

All students entering and exiting East Meadow School during the school day will do so through the main entrance of the building located next to the cafeteria only.

Morning and afternoon bus duty will be supervised by teachers on duty at the main entrance only. Students will be led by homeroom teachers to that exit.

**EAST MEADOW SCHOOL
GENERAL INFORMATION**

ATTENDANCE

East Meadow School is committed to providing a quality educational experience for all of its students. A great deal of research shows that there is a direct correlation between school achievement and regular school attendance. School attendance is very important for students to receive continuity of instruction. While we realize that children do get ill and should stay home on those days, we ask your cooperation in seeing that little else impacts their attendance.

According to Chapter 76, Section 1 of Massachusetts General Laws, more than seven (7) absences per half year is considered excessive. There is an expectation for our Annual Yearly Progress (AYP) to have maintained at least a 95% attendance level during the school year.

Excessive absences, tardiness, and early dismissals have a negative effect on test scores, class participation, and other criteria used by the classroom teacher to establish satisfactory performance. Parents/guardians will receive notice from the principal when their child is absent five (5) days cumulative from school. When a student is absent ten (10) days from school, a meeting will be held with the student, parent/guardians, and administration. After the fifteenth (15) absence from school, an appropriate referral will be made by the Child Study Team. This may result in a CHINS petition filed mandating a court appearance before the Clerk Magistrate. After the twentieth (20) absence, the school reserves the right to consider retention if the student does not successfully complete all required schoolwork.

ABSENCE POLICY

SAFE SCHOOL INITIATIVE

- A. East Meadow School has adopted a program to monitor each child's arrival at school so that parents can be assured that when their child leaves for school, he/she has arrived safely.**
- B. If a child is going to be absent or late to school for one day or even a series of days, parents are asked to call the Principal's office at 467-7199 starting at 7:00 a.m. and leave their name, the child's name and grade, along with the dates the student will be absent or late. Requests for homework should be made at this time only! *There is an answering machine in service(467-7198) should you need to leave a message during the evening or early morning hours.***
- C. The attendance list will be checked each day and parents of those students from whom the office has not received a call by 9:00 A.M. will be contacted at home or at work to determine the whereabouts of the child.**
- D. This program offers parents the peace of mind knowing that, if for any reason, a child fails to arrive at school, parents will be informed and action can be taken.**
- E. The Granby Police Department supports this effort and will offer assistance to the principals or designee if a situation arises in which the whereabouts of a child cannot be determined.**

ARRIVAL TIME

If your child uses transportation other than the bus, please schedule his/her arrival at school to coincide with the bus arrival time of 8:05 A.M. There is no supervision of the children before 8:05 A.M.

ASSIGNMENT BOOKS

Thanks to the Granby PTO, each East Meadow student will receive a student assignment book. These books help students develop organizational skills and learn responsibility. Teachers and parents benefit by referring to the books during the course of the school year to review the student's progress and effort.

BOOKS

All students are financially responsible for the care of all books, including library books, issued to them. When collected at the end of a class, unit, or year, such books should only demonstrate normal wear. All books must be covered (book covers available in the office) and students are also expected to keep their consumable books in usable condition for the entire year.

BUS CONDUCT - GRANBY PUBLIC SCHOOLS

RULES AND REGULATIONS FOR BUS STUDENTS

Your school day begins when you enter the school bus, ending when you leave it. During this entire time you are under the legal jurisdiction of the Granby School Department. Your bus driver has the same authority on the bus that a teacher has in a classroom.

Remember, IT IS A PRIVILEGE TO RIDE THE SCHOOL BUS. If your conduct and behavior is not in keeping with that expected of a young man or woman, and/or if it endangers the health and safety of your fellow riders, this privilege will be taken away from you, temporarily or permanently.

The following rules and regulations are to serve as guidelines for you to follow:-

1. While waiting at the designated bus stop, you should refrain from destructive or disturbing behavior. Stay off the traveled portions of the street or highway.
2. Students should enter the bus in an orderly fashion and go directly to a seat, remaining there until your destination has been reached. Departure from the bus should also be in an orderly fashion.
3. There shall be no littering or defacing of your bus.
4. There shall be no obnoxious noise making, swearing, horseplay, throwing things from or at the bus, or any other activity which will distract the bus driver's attention from the road.
5. Students shall keep their hands, arms, and heads inside the bus at all times.
6. In accordance with STATE LAWS, there shall be NO SMOKING on school buses. The lighting of matches or other inflammable devices is also prohibited.
7. Pupils shall not change seats or buses unless given permission to do so by the driver or the school bus administrator.
8. Courtesy toward fellow passengers and bus drivers must be shown and adhered to at all times.

9. The emergency exits are to be used in emergency situations only, under the direction from the driver. Safety equipment on any bus is not to be handled except under the driver's direction.
10. In the event of an accident, students should remain calm, following the instructions of the driver immediately and without question. If the driver is incapacitated, the older students aboard should assume charge, proceeding immediately to evacuate the bus in an orderly fashion. Make certain that no student is overlooked.

BUS GUIDELINES FOR PARENTS

The following guidelines are presented in order that all parents will have a complete understanding of their responsibilities and vested interests in the public school transportation program.

1. Cooperation and understanding between all parties involved - parents, students, drivers and school officials - is necessary in meeting the need for safe and efficient busing. We recommend that parents review the student regulations with their children in order to answer any questions which may arise.
2. Buses are not required or expected to operate over poorly maintained roads, unaccepted streets and roads, or areas in which inadequate turnarounds exist.
3. Bus stops are arranged yearly on the basis of non-interference with the flow of vehicular traffic (whenever possible), concentration of students, availability of waiting space, and most economical use of time. Request for door-to-door pickup and delivery cannot be honored because of the undue amount of time that such a procedure would incur.
4. Parents must notify the school principal by phone or in writing if a variation from normal procedure is being requested, e.g. to be picked up by parents; to be dropped off at other than the usual stop; etc.
5. In situations where someone other than the parent is picking up a child, the principal must be made aware of the specific person doing so, in order to protect your child from possible harm. The individual must report in person to the school office.
6. In accordance with our Safety Policy, any student being picked up at school should be picked up in the school office. Under no circumstances should a parent tell a student to meet them in the school parking lot.
7. Buses are not to be stopped in transit for the purpose of removing or admitting a child.
8. Parents are responsible for having children at the bus stop on time, at the same time, insuring proper conduct to, at, and from same.
9. Occasional variations in bus schedule must be expected due to weather conditions, equipment breakdowns, etc. Parents should use their discretion in the length of time students should wait.
10. It is essential that students be clothed adequately for seasonal conditions.

11. It must be understood that bused students must obey all transportation rules and regulations. Failure to do so will cause denial of the privilege of transportation. The laws of the Commonwealth do not require transportation if the student's conduct jeopardizes the health and safety of other passengers.

12. Except in extreme situations, parents will be notified in advance when their child's conduct is such that temporary or permanent expulsion from the bus is being considered.

13. In cases of expulsion from the bus, it is the responsibility of the parent to see to it that the youngster gets to and from school. Failure to do so could result in legal proceedings in accordance with the attendance statutes of the General Laws of the Commonwealth of Massachusetts. The Granby School Department recognizes its obligation to hear presentation of opposing viewpoints and will allow time for students or parents to appeal its decision.

CALENDAR

The Granby Public Schools calendar is printed on the inside front and inside back cover of the handbook. In addition, calendars with activities and lunch menus are sent home with students at the beginning of each month.

CALENDAR POLICY STATEMENT CONCERNING SNOW DAYS

- 1. In the event that two or more snow days have been used by December 31, the Granby School Committee will explore the possibility of taking days from the February vacation to replace days lost.**
- 2. In the event that five or more snow days have been used by March 15th, the Committee will explore the possibility of taking Good Friday and/or days from April vacation to replace days lost. (Adopted by School Committee on 5/13/96)**

CONDUCT AND DISCIPLINE

To promote the primary goal of the East Meadow School, which is education, children are expected to behave in socially acceptable ways.

IN GENERAL, EACH CHILD IS EXPECTED:

- to speak to classmates and staff members in a courteous manner
- to know the consequences of his/her actions
- to respect school property
- to follow and respect the rules of each classroom
- to follow and respect general school rules

All children must be given the opportunity to grow, to develop good habits, and to learn. No one child has the right to deprive others in the class by exhibiting unacceptable and/or disruptive behavior. We believe discipline should be solution-oriented and not merely “punishment for a crime”. When incidents do occur, every effort will be made to resolve problems through conferences and discussions, which may or may not include parents.

The teacher has the authority and responsibility to maintain discipline in the classroom consistent with school policy. When a problem occurs, the teacher will:

1. have a conference with the student
2. use classroom disciplinary action
3. have a conference with the parent(and student, if warranted)

If the problems go beyond the control of the teacher, they are to be referred directly to the principal. The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of policies and procedures. When a problem occurs, the principal will review the situation and take appropriate action.

CONDUCT AND DISCIPLINE – SPECIAL EDUCATION

Any modifications to the discipline code for a disabled student will be described in the student’s Individual Education Plan (IEP). If prior to the disciplinary action, the school had knowledge that the student may be a student with a disability, then the school makes all protections available to the student until and unless the student is subsequently determined not to be eligible. Prior knowledge consists of:

- a. The parent has expressed interest in writing.
- b. The parent had requested an evaluation.
- c. The school staff had expressed concern that the student has a disability.

If the student’s parent requests an evaluation subsequent to the disciplinary action the school will conduct an expedited evaluation to determine eligibility.

East Meadow School strives to provide a climate in which mutual respect and trust are evident. Every student is expected to function as a responsible citizen who respects the rights of others. Students are expected to follow the rules and regulations of the school as established in this handbook.

CONDUCT AND DISCIPLINE - GENERAL RULES

The following behaviors are inappropriate and therefore not tolerated:

- disturbing the classroom environment
- behavior that is disrespectful
- disruptive behavior in the lunchroom
- disobeying the bus rules
- running and inappropriate behavior in the hallways
- misbehavior on the playground
- eating or drinking in an unauthorized area
- inappropriate dress
- truancy
- leaving the building without permission
- fighting or inciting to fight
- verbal abuse
- use of objectionable language
- stealing
- loitering or walking in halls without permission
- vandalism
- possession of a dangerous object
- unauthorized entry into another's desk or personal property
- being in the library, bathroom, or any other part of the school without permission

CONDUCT AND DISCIPLINE - ENFORCEMENT OF SCHOOL RULES

When punishment is required, a student may be “kept in” at recess, isolated from the classroom for a “cooling off” time, or kept after school(with prior parental notification). Students must recognize that acceptable behavior is required of them on field trips, on school grounds, and on the school buses.

In serious or persistent cases of disruptive behavior, as well as cases of theft, injury to others, or acute insubordination, students may be suspended or expelled from school as called for by the School Committee Policy. Any student under an Individual Education Plan(IEP) will be disciplined in accordance with state regulations. A student faced with a short-term suspension(10 days or less) is entitled to a hearing where he/she will receive:

1. oral or written notice of the charges.
2. an explanation of the basis of the accusation
3. an opportunity to present the individual's side of the story.

The hearing must 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. The student must be told the maximum length of suspension. Prior to reinstatement to school, the student and parent must meet with the principal for a conference.

DRESS CODE

Students are encouraged to dress and groom in a manner which is conducive to the learning atmosphere, which reflects positively on the school and community, and exhibits good taste. The school will enforce a dress code that complies with state and town ordinances concerning health and safety; conforms with community norms of decency and does not endanger health or safety, damage school property or substantially disrupt school activities.

The following expectations for student dress have been established to promote a safe and optimum learning environment:

- 1. Any clothing that is sexually suggestive, provocative or revealing is disruptive of the learning environment. Clothing usually worn at beaches and while engaging in recreation activities are not appropriate wearing apparel for either boys or girls during regular school session or at school functions.
 - a.) Shirts and blouses must completely cover the abdomen and back.**
 - b.) Skirts, dresses and shorts must reach mid-thigh.**
 - c.) Underwear shall be covered at all times.****
- 2. The wearing of hats, or other head coverings, are not allowed inside the school building. Hair accessories worn to keep hair in place, such as to hold a ponytail in place, are permissible.**
- 3. Appropriate footwear is required and must be safe and appropriate for indoor and outdoor activity. Shoes with cleats, wheels, or spikes, socks or sock-like footwear without shoes, are not allowed.**
- 4. Clothing must not display (1) vulgar, violence, subversive, intimidation, or sexually suggestive language or images; (2) promote or advertise products which students may not legally buy; such as alcohol, tobacco, and illegal drugs; (3) obscene, defamatory, contains fighting words, or is disruptive; (4) comments or designs that harass, threaten, intimidate, or demean an individual or group of individuals, because of sex, color, race, religion, handicap, national origin or sexual orientation.**
- 5. The wearing of sunglasses in school is not permitted.**
- 6. Coats and jackets are not to be worn in the building. If students are cold, they may wear long sleeved shirts, sweatshirts, and/or sweaters.**
- 7. Attire which may be used as a weapon, or that may be considered dangerous to the wearer or other students, is not allowed. This includes, but is not limited to chains, wallet chains and items with spikes or studs.**

CURRICULUM ACCOMMODATION PLAN (CAP)

The East Meadow School Staff is strongly committed to insuring that every child be given the opportunity and supports to be a successful and competent learner. To that end a developmentally appropriate curriculum in alignment with the Massachusetts Curriculum Frameworks will be taught in such a manner that the needs of all those learners be addressed. The following elements of the CAP will be used to address the needs of those students whose progress is in jeopardy:

1. Child Support Team
2. Professional Development
3. Collegial Collaboration
4. Individual Student Success Plan
5. After School and Summer Programs
6. Remedial programs to assist at risk students
7. Discipline policies and procedures
8. Recommendations from the Child Study Team
9. Systematic Instruction

As part of the curriculum accommodation plan, the school psychologist may request parent/guardian permission to conduct an informal attention/behavior rating scale, which would later be shared with the parent/guardian to discuss any attention or behavioral concerns prior to a formal evaluation. At any time a parent/guardian has the right to request a formal evaluation under either section 504 or I.D.E.A./M.G.L.71B.

EARLY DISMISSAL

Parents are urged not to request an early dismissal of children from school except for medical or dental reasons. We discourage dismissal for appointments or engagements that can be made outside of school hours.

A) A note or telephone call is required for early dismissal.

B) Parents must pick up children at the school office and sign them out. Children will not be allowed to leave school alone for early dismissal.

ELECTRONIC GAMES, RADIOS, WALKMANS & OTHER VALUABLES

Students should not bring electronic games, radios, walkmans, or the like to school due to the distraction that they may cause and also because of their monetary value. Since these items are valuable, the school cannot accept responsibility for them and they should be kept at home.

EMERGENCY DISMISSAL NOTICE

Emergency dismissal seldom occurs. However, if such a situation should occur due to bad weather or a building emergency, please plan with your child the procedure to be followed upon their arrival home.

To assist in this process, East Meadow School will send home an Emergency Dismissal Notice to be filled out by parents which will identify whether a child will go home as usual or to a different location.

ENROLLMENT CARDS

An enrollment card is kept on file in the office for every student. Therefore, should you change jobs, telephone number, or address during the school year, it is important that you notify the school so that we may make those changes on your child's enrollment card.

EXTRA-CURRICULAR ACTIVITIES

a)A.S.A.P. – After School Activity Program

The East Meadow School Council sponsors a number of after-school activities for the children. Information on these activities will be sent home during the school year. There will be a registration fee for the activities.

b)After School Study Club -

The East Meadow School Council sponsors an after-school study club every Wednesday and Thursday. This program begins in October and ends in May. Students are able to stay after school on those days to receive extra help in certain subjects, homework, or to use the library. Information will be sent home in late September or early October.

c)Ski Club - Instructional/Recreational/Downhill Ski & Snowboard

For the past few years we have conducted a 3-week Saturday program at a ski area in Vermont. Last year the trips were to Bromley and we hope to continue the trips again this year.

FIELD TRIPS

We believe that all children should have an opportunity to move beyond the school walls and into the community for educational field trips. These trips broaden the experience and knowledge of the students. Teachers will inform parents of the place, date, time, cost, and means of transportation for such a trip. A parent permission slip will be sent home. Field trips are an earned privilege, therefore, students with poor behavior could be excluded.

FIRE DRILLS/EMERGENCY EVACUATION

In case of a fire drill, or other emergency situations, all rooms have posted directions as to the proper route to evacuate the building. Fire drills are conducted periodically throughout the school year by the Granby Fire Department. During these drills, all students are expected to move in an orderly and silent manner to points directed by their teachers.

FOOD AND BEVERAGES AT SCHOOL

To encourage pride and care of the East Meadow School building, everyone must work together to keep our school attractive. No food or drink is allowed in the classroom unless authorized by the teacher. Also, gum is not permitted in school.

HEALTH

The health and well-being of all pupils are of vital concern. Teachers realize the importance of keeping students healthy, **AND IN ATTENDANCE!** To this end, it is recommended that all dental and medical appointments be before or after school hours (whenever possible) to avoid class-room disruption and unnecessary absence from class.

Please assist school personnel in helping your child to be healthy and happy and able to learn well in school by encouraging good habits at home, such as: a good night's sleep, a good breakfast, healthy snacks and outside play activity. Children are able to perform their best when they feel their best!

COMMUNICABLE DISEASE CONTROL

Please remember to inform the nurse of any contagious illness (i.e. strep throat, pink eye, impetigo, head lice, chicken pox, fifth disease, pertussis, measles, mumps, rubella, etc.) with which your child has been diagnosed. This has significant implications for other students/staff who may have particular heart or immune problems or staff who may be pregnant. Also please adhere to the medical guidelines for returning to school after an illness. This greatly reduces the spread of infection from one person to another.

Vomiting --	return after no vomiting for 24 hours.
Fever--	return after no fever for 24 hours.
Strep throat--	return after being on antibiotics for 24 hours.
Impetigo--	return after using cream for 24 hours.
Pink eye--	return after using eye drops for 24 hours.
Chicken pox--	return after all lesions dry and crusted.

Please feel free to call the nurse regarding returning to school with any other illnesses.

DENTAL SCREENINGS

During the school year, all students in grade 4-6 will be screened for dental problems such as decay, absence of sealants and significant orthodontic problems. This is not a diagnostic service, but a program to identify young people who should have further evaluation. You will be notified if your child has any unusual findings and then urged to take your child to the dentist for further evaluation.

FLUORIDE MOUTHRINSE PROGRAM

This State sponsored program is offered to every student in grades 4-6 once a week. Permission slips are sent home in the Fall.

HEALTH APPRAISAL

Physical examinations are required before entering fourth grade and again before entering seventh grade. In accordance with the state law, these students will receive a limited physical examination by the school physician if they have not been examined by their own private physicians. It is, however, recommended that the pupil's own physician perform this examination as he/she has a comprehensive knowledge of the child's health status. Please obtain a physician's physical form from the school nurse prior to your appointment.

ILLNESS AT SCHOOL

Children who become ill or have symptoms at school are usually sent home after a parent has been contacted. The school nurse is on call daily to administer first aid. After such administration, the parents are notified according to the severity. If students are to be sent home because of illness or accident, the parents must assume responsibility of transporting their child home. If you cannot be reached, the party designated on the pupil enrollment card will be called to come and get your child. **BE SURE THAT YOUR CHILD'S SCHOOL ENROLLMENT CARD IS UPDATED SHOULD CHANGES OCCUR!**

LIFE THREATENING ALLERGIES

The Granby Public Schools is dedicated to providing a healthy, safe environment for its students. Students identified with life threatening allergies (i.e. food, bees) will be provided for as necessary in the school environment. Granby Public Schools policy will support protocols to (a) reduce exposure to allergens to the best of our ability, knowing that we can only be allergen-safe, not allergen free and (b) establish procedures to treat allergic reactions. The Granby Public Schools will provide adequate training to educate staff in the management of life threatening allergies.

A student identified as having a life-threatening allergy must have a written statement clearly documenting the allergy from his/her primary care health provider or a board certified allergist. When questions arise, the need for this may be determined in consultation with a board certified allergist employed by the school system.

The student who has an allergy and who is making effective educational progress in the regular education program does not need a special education evaluation, an IEP, or special education services. However, he/she has the right to have reasonable accommodations for his/her disability under section 504.

MEDICATION POLICY

Ideally, medication should be given at home. However, in the event medication needs to be given during school hours, the following policy applies:-

- a) Medication, when given, must be given with a doctor's order.
- b) The nurse administering the medication **MUST HAVE A SIGNED MEDICATION FORM FROM THE PARENT.** This form must be obtained from the school nurse.
- c) All medication must be delivered by a responsible adult to the school in an original pharmacy container labeled as to name and strength of the medication, dosage and time to be administered, name of student, and prescribing physician.
- d) The medication will be kept in a locked area (or refrigerator if necessary).
- e) The medication will be administered by the school nurse or her designee.

POSTURAL SCREENING

During the school year, students in grades five and six will be screened by the school nurse for scoliosis, a sideways curvature of the spine. This condition usually develops in the 10-16 year old age group. The purpose of this screening is to detect early signs of possible spinal problems. It is not a diagnostic service, but a program to identify young people who should have further medical evaluation. The majority of students exhibit no findings. You will be notified if your child has unusual findings and then urged to take your child to a physician for further evaluation. If a student is already under treatment, he/she will be exempt. This exam may be done by the family physician and the results sent to the school nurse.

VISION AND HEARING

These tests are administered to all students in grades 4-6 every year. Parents are notified of any questionable findings and are then urged to take their child to a specialist for further evaluation. However, if at any time you suspect that your child is not seeing or hearing as well as he/she should, you are then urged to have a thorough check-up made.

The school nurse would appreciate any up-to-date health data that would affect a student's school performance or well-being. Health problems do change as a student progresses from kindergarten through grade 6 and the health clinic should be aware of any such changes.

Any questions you have regarding your child's health concerns may be directed to the school nurse.

HOMEWORK

Homework is designed to be a purposeful practice, reinforcement, or application of classroom teaching. It promotes individual initiative, personal responsibility and self-direction. **REMEMBER**, homework requests for a student who is absent **MUST BE MADE FIRST THING IN THE MORNING THROUGH THE OFFICE ONLY.**

RESPECTIVE RESPONSIBILITIES

TEACHERS:-

- Assign homework that is meaningful and useful.
- Allow time for students' questions to clarify directions.
- Respond to each assignment by a grade/comment within a reasonable length of time.
- Provide opportunities for both short-term and long-term assignments.
- Monitor long-term assignments in order to avoid last minute student efforts.
- Limit assigning homework over school vacations.
- Inform parents of their role in monitoring homework.
- Communicate with pupil and parent when problems concerning homework arise.
- Teachers will expect students to use the after-school study club to complete homework missed due to unexcused absences.

STUDENTS:-

- Record homework directions in their assignment book.
- Make sure directions are clearly understood.
- Maintain an appropriate study environment.
- Accept responsibility for completing assignments and keeping materials in order.
- Hand in neat, accurate and meaningful products on time.
- Budget time properly for long-term assignments.
- Make use of after-school study club for homework assistance.

PARENTS:-

- Provide a suitable place for study.
- Establish a consistent study time.
- Check student assignments and assist student in learning to budget time accordingly.
- Encourage student to accept responsibility for finishing homework assignments.
- Assist with, but do not do, the work.
- Recognize that homework is not limited to written assignments, but includes studying, reading and/or researching.
- Contact teacher if concerned about homework assignments or child's approach to it.
- Be aware that your child may need to make use of the after-school study club to make up missed homework due to unexcused absences.

INSURANCE

A voluntary School Insurance Plan is offered every year and forms are sent home on the first day of school.

LATE BUS

Once again this year, East Meadow School will have a late bus running every Wednesday & Thursday afternoon from October-May. Information on the route will be sent home in late September or early October.

LOST AND FOUND

Lost and found is located outside the office. Parents may rummage through the lost & found at any time, *BUT IT IS REALLY EASIER TO PREVENT LOSS IF ALL AND ANY REMOVABLE CLOTHING, LUNCHBOXES, ETC. ARE CLEARLY MARKED WITH THE CHILD'S NAME!*

LUNCH

The lunch period is designed to provide a balanced diet and proper nutrition, opportunities for socialization, and relaxation.

- a) The cafeteria is a place to eat. Please help make it a *PLEASANT PLACE BY FOLLOWING SIMPLE RULES OF COURTESY AND SHOWING RESPECT FOR THE RIGHTS OF OTHERS!*
- b) Each child has the option of purchasing a class "A" lunch, buying an A-La-Carte lunch, or bringing their own lunch and purchasing a milk only.
- c) Should a student forget their money or lunch, they may charge a lunch by giving their name and grade to the lunchroom cashier. It is then the child's responsibility to pay this school charge the next school day.
- d) Lunch prices - \$1.50; Milk - \$.35; Various snack items - \$.50-.80.

MARKING PERIODS

TERM ONE- Interim Reports , Friday, October 20, 2006

Grades close Friday, December 1, 2006

Report cards issued Tuesday, December 12, 2006

Parent-Teacher Conferences: Wed., Thurs., Fri., Dec. 13,14 & 15, 2006

Dismissal at 11:00 a.m.

TERM TWO-Interim Reports, Friday, February 2, 2007

Grades close Friday, Mary 9, 2007

Report cards issued Tuesday, March 20, 2007

TERM THREE- Interim Reports, Friday, May 4, 2007

Report cards issued on the last day of school.

PARENTS - IMPORTANT INFORMATION

APPOINTMENTS

Parents may confer with teachers throughout the school year by asking for an appointment. Please call the school office or send a note with your child.

CONFERENCES - Parent/Teacher

In the late fall there are regularly scheduled parent/teacher conferences on three consecutive ½ days, December 13,14 and 15.

Each child's parents are invited to meet with the teacher for a specific appointment to discuss the progress and potential of the child. The school staff hopes that parents or guardians will keep these scheduled appointments. These conferences are planned for the benefit of the parent, teacher, and ultimately, the child.

PARENT-TEACHER ORGANIZATION

The objective of the Granby Parent-Teacher Organization is to promote the welfare of all children through a working partnership among parents, educators, and the community at large. The PTO, in cooperation with teachers and administrators, works to provide worthwhile programs for our students such as cultural arts assemblies and conducts fund-raisers in the fall and spring to support student programs and field trips.

We encourage you to join the PTO in the wonderful work they do for children by attending their monthly meetings. These meetings are always mentioned on the menu calendars which go home the first of every month with your child.

SPECIAL EDUCATION-PARENT ADVISORY COUNCIL

The mission of the Granby Special Education Parent Advisory Council is to work towards understanding, respect, and support for appropriate education for all children with special needs in our community and to encourage their children to reach their full potential. For more information, please contact the Director of Pupil Services at 467-9237.

SUGGESTED HELP PROCEDURES FOR PARENTS

If during the course of the school year you have any concerns regarding your child, his or her teacher, or any other aspects of the school, you are requested to follow the suggested procedure listed below. We hope this method of handling problems expedites matters.

- 1) **See the teacher** - make an appointment and first discuss your concern with the teacher. It is sometimes helpful to have the child present for purposes of clarification. If this is advisable, you will be notified.
- 2) **See the Principal** - if the situation has not been resolved to your satisfaction by the discussion with the teacher, make an appointment with the principal.
- 3) **See the Superintendent** - If you still feel the need for further discussion about the problem, an appointment can be scheduled with the Superintendent.

PUPIL PLACEMENT

The placement of pupils into classrooms and groups is made each year by the teachers and administration with the child's best educational interests in mind. For further clarification, please read the policy on page 26.

SCHOOL CLOSINGS OR DELAYS

Inclement weather or other emergency may force a delayed opening or cancellation of school. Announcements will be made on radio stations WHYN AM or FM, WMAS AM or FM, and WHMP AM or FM, and television stations WGGB Channel 40 and WWLP Channel 22.

Also, check the school system website-www.the-spa.com/ghs

SCHOOL COUNCIL

The East Meadow School Council is a school building based committee composed of the principal, three teachers, four parents, and one community member committed to working together to improve our school and make things better for the children. Monthly meetings are held and are open to all. Teachers and parents are elected to terms of office in September.

SMOKING

On June 18, 1993, the Massachusetts Legislature passed the Education Reform Act of 1993. Chapter 71, Section 37H of the law prohibits the use of any tobacco products within the school buildings, the school facilities, or on the school grounds or on school buses by an individual.

THIS MEANS THAT SMOKING OR POSSESSION OF SMOKING PRODUCTS IN THE BUILDING, ON THE BUSES, OR ON THE SCHOOL GROUNDS AT ANY TIME IS NOT PERMITTED

SPECIAL SUBJECTS/PROGRAMS

ART - Students in East Meadow have one 45 minute period per week with the art specialist.

COMPUTER - Students have one 45 minute period per week with a computer teacher in our computer lab.

D.A.R.E. - (Drug Abuse Resistance Education) - this 10 week drug awareness program is taught to our grade 6 students once a week beginning in the late winter. This program is taught by a Granby Police Officer.

INSTRUMENTAL INSTRUCTION - East Meadow students may elect instrumental instruction beginning in the fourth grade. Instrumental students are also part of either a beginning or advanced band that meets before school. An instrumental music registration evening for parents and students is held in late September.

SPECIAL SUBJECTS/PROGRAMS (cont'd)

LIBRARY - Each class has a scheduled library period each week with our elementary librarian. The library is always available for students to use as a study and resource area.

MUSIC - East Meadow students have one 45 minute music class each week. Chorus will also be available as an after-school activity on Wednesdays.

PHYSICAL EDUCATION - Students have two 45 minute physical education classes per week. All classes are coeducational and sneakers are required. In order to be excused from gym, a doctor or parent's note is needed!

REMEDIAL READING - A remedial reading teacher will be available for students who need extra assistance to improve their reading skills.

SPECIAL EDUCATION - Chapter 766 is a law of our Commonwealth designed to help children with special needs. There is a Director of Pupil Services in our school department with a staff who can help in cases of "special needs". If you think your child needs this kind of help, you should contact the Director of Pupil Services or the Principal.

STUDENT COUNCIL - Each homeroom elects a representative to serve on the East Meadow Student Council. Working with the principal, the council provides opportunities for students to exercise leadership in areas such as resolving problems, sharing ideas, and managing projects. Meetings are usually held before school.

STUDENT STORE - The student council operates a student store that is open in the library during recess. School supplies such as folders, pencils, pens, notebooks, and special items are sold.

TARDINESS - Students are expected to be in school and in class on time. If a student arrives to school after 8:25 A.M., he/she is to sign in at the office.

TELEPHONE - There is a phone available for student use (local calls only) in the hallway outside the main office. This service is provided by the Granby Telephone Company and the privilege should not be abused. **THIS PHONE IS FOR EMERGENCIES ONLY AND IS TO BE USED ONLY AFTER PERMISSION HAS BEEN GRANTED BY THE TEACHER OR SOMEONE IN THE OFFICE!.**

VACATIONS - The scheduled school vacations are listed on the school calendar in this handbook. We strongly encourage you to schedule your vacations during these times and we strongly discourage you from removing your children for family vacation at other times as it interrupts the instruction and continuity of the basic educational program.

HOWEVER, SHOULD A VACATION OCCUR DURING SCHOOL DAYS, PARENTS SHOULD NOT REQUEST HOMEWORK. UPON YOUR CHILD'S RETURN TO SCHOOL, HE/SHE WILL BE EXPECTED TO ATTEND THE AFTER-SCHOOL STUDY CLUB TO MAKE UP THE WORK MISSED DURING THE VACATION. IT IS IMPOSSIBLE FOR TEACHERS TO ASSIGN WORK FOR A WEEK OR MORE BECAUSE SO MUCH INSTRUCTIONAL TIME HAS BEEN MISSED.

VISITING SCHOOL - When visiting the school for any reason, **please check in at the office.** Although we welcome parents into our school, it is very important that we avoid disrupting class lessons as much as possible.

As a general rule, student guests are discouraged from visiting during the school day. Students who have strong reasons for having a guest must obtain administrative approval at least one day in advance of the visit.

WEB SITE - For information about the Granby School System and particularly East Meadow School, please check the following web address:-

www.granbyschoolsma.org

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

It is the practice of the Granby Public Schools to include information on ADA rights and requirements in documents posted in prominent locations and on all program brochures and manuals.

The Granby Public Schools do not discriminate on the basis of disability. Students, parents, school employees, members of the general public, job applicants and others are entitled to participate in and benefit from all school programs, activities, and services without regard to disability.

Copies of this notice are available, upon request, in alternative print format (large, print, audiotope, computer disk). Our grievance procedure, self-evaluation, as well as ADA policies, practices and procedures are available upon request.

To request ADA services contact John Robert, The Director of Pupil Services, at 467-9237. The Civil Rights, 504, and ADA Compliance Officer for the School District is John Robert, the Director of Pupil Services (467-9237). The Title IX Officers for the School District are: John Robert, Director of Pupil Services (467-9237) and Charlene Korza, Student Assistance Counselor (467-7629).

POSSESSION OR USE OF EXPLOSIVES OR INCENDIARY DEVICES THAT HAVE POTENTIAL TO DO GREAT BODILY HARM OR GREAT PHYSICAL DAMAGE:-

- a) **POSSESSION:** Three(3) to ten(10) days external suspension; parents and police notified; review before School Committee.
- b) **USE:** External suspension pending School Committee review; parents and police notified; review before School Committee; court action.

BOMB THREATS: Ten(10) days external suspension; parents and police notified; review before School Committee; court action.

ARSON - DELIBERATELY SETTING A FIRE IN A SCHOOL

BUILDING OR ON A SCHOOL BUS: Ten(10) days suspension; School Committee review; parents and police notified; possible court action; possible psychological/psychiatric assessment.

PHYSICAL RESTRAINT: Physical Restraint is defined as the use of bodily force to limit a student's freedom of movement (physical escort is defined as the touching or holding a student without the use of force for the purpose of directing the student. Physical escort is not physical restraint and is not covered by this policy/procedure.) Physical restraint will only be used as a behavior management tool when other less intrusive alternatives fail or are inappropriate. In the event that physical restraint is required for the protection of school community members, the Granby Public Schools has adopted a policy and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures will be reviewed annually, provided to school staff, and made available to parents of enrolled students. None of the policy/procedures precludes any teacher, employee or agent of the Granby Public Schools from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious harm.

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws, Chapter 71, section 32A, the Granby School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment.

If planned curriculum changes occur during the school year, to the extent practicable, parents/guardian will be notified of the fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy and will inform parent/guardians that they may:-

- 1) exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.**
- 2) Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.**

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy, may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian, who is still dissatisfied after this process, may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

Approved 5/12/97

GRANBY SCHOOL COMMITTEE

SEXUAL HARASSMENT POLICY

PURPOSE

To create for all Granby Public School employees and students a work and study environment free of sexual harassment.

The Granby School Committee is committed to safeguarding the right of all persons associated with the Granby Public Schools, including students, employees, school committee members and volunteers to a work and educational environment that is free from all forms of sexual harassment on its premises. All individuals associated with this District, but not necessarily limited to the school committee, the administration, the staff, students and members of the public while on campus are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community or while on school property will be in violation of this policy.

Appropriate disciplinary action, up to and including dismissal, will be taken in any instance where an employee violates this policy. Sexual harassment by a student will result in disciplinary action up to and including expulsion.

Sexual harassment by others will result in their being excluded from school premises or if it is required that they enter the premises, they will be accompanied by a School District representative at all times.

If the sexual harassment is criminal in nature, the offense shall be reported to the police department. If the sexual harassment requires the intervention of State Social Service or Protective Agencies, the proper authorities will be contacted. In these circumstances, the School's attorney will be immediately contacted to give advice and guidance on how to process these actions with the appropriate authorities.

Any student, employee or individual acting legitimately on school property who believes that he/she has been subjected to sexual harassment should make a complaint to his/her supervisor, teacher, guidance counselor, or building principal so that appropriate action may be taken at once.

Management representatives are charged with the responsibility of discouraging any sexually harassing behaviors within or outside of their area of supervision. This includes directly confronting the harasser when a management representative observes harassing behavior, and/or reporting the activity to the appropriate person.

Complaints will be investigated promptly and corrective action will be taken where appropriate. No person will suffer retaliation or intimidation as a result of using the internal complaint procedure.

A copy of this policy and its accompanying regulations are posted in appropriate places, and made available to individuals upon request.

GRANBY PUBLIC SCHOOLS
POLICY ON ASSIGNMENT OF STUDENTS TO CLASS

The assignment of students for instructional purposes is the responsibility of the principal and staff of the school the child is attending. The reason for having established procedures is to insure that each student is placed in a balanced and appropriate classroom so that optimal learning will take place. When placement involves a class moving from one building to another, consultation between principals will occur.

Determining a student's class placement is a complicated task. In recognition of this fact, parents and guardians who wish to do so are asked to share information regarding their child's needs with the principal by May 15th. Such information must be in writing, and request for placements with a specific teacher will not be accepted.

At the secondary level, students are expected to become more involved in decisions relating to their placement in educational programs.

Students in grades K-6 will receive notice of their class placement and teachers on their final report card.

(Adopted 12-10-97)

CLASSROOM VISITATION POLICY

The School Committee encourages parents and community members to visit classrooms in order to learn about the instructional programs offered in our schools. Such visits can prove most beneficial in promoting greater school/home cooperation and a better understanding of how the school system functions. It is expected that a conference may follow such a visit and this may be requested by either parent or teacher.

Under ordinary circumstances, classroom visits will not be scheduled during the first three weeks in September or during the month of June for grades K-6. Similarly, visits will not be scheduled for the first two weeks and last two weeks of a course for grades 7-12.

Visit to several classrooms in a given grade for the sole purpose of comparing and contrasting teaching styles are not allowed. Experience indicates that this kind of visitation is disruptive of the educational process. At all grade levels, parents are asked to focus on the program of studies their child is enrolled in for the semester or year. The following are guidelines for classroom and school visits:

- 1) The principal should be contacted regarding a parent or community members request.
- 2) The principal will contact the teacher and they will arrange a time and date for the visit.

FORTY-EIGHT HOUR NOTICE is required before a visit is scheduled.

(Adopted 11-19-97)

GRANBY PUBLIC SCHOOL – DISTRICT

INTERNET ACCEPTABLE USE POLICY

The Internet is an electronic communications network which provides vast, diverse, and unique resources. Access, including e-mail, is now available to students and staff in our school district. This access is offered as part of a collaborative project involving the schools and a local Internet service provider.

1. PURPOSE: Use of the Internet is intended to assist in the collaboration and exchange of information and to enhance the goals and objectives of the curriculum. Our goal in providing this service is to promote educational excellence by facilitating resource sharing innovation, and communication. Access will enable students to explore thousands of libraries, databases, and websites all over the world.

2. USER RESPONSIBILITY: Primary users of the network will be students and staff. Parent and/or guardian permission is required for minors. Individual users of the district's access are responsible for their behavior and communications while on-line. Use of the district's connection is a privilege, not a right and inappropriate use will result in a cancellation of those privileges, as well as possible disciplinary action. Users must comply with district rules.

3. RISKS: With access to computers and people all over the world comes the availability of material that may not be considered of educational value in a school setting. With on-line resources, schools cannot regulate content and educators can only encourage appropriate use through instruction and guidance.

Reasonable oversight will be exercised, realizing however, that it is almost impossible to absolutely guarantee that students will not be exposed to objectionable or controversial materials. Ultimately, parents and/or guardians set and convey the standards their child should follow. The Granby Public School District supports and respects each family's right to decide whether or not to allow their child access.

4. RULES: The net work is provided for students to conduct research and communicate with others. Students are responsible for appropriate behavior on networks just as they are in a classroom setting. General school rules for behavior and communications apply.

The following are not permitted:

- ❖ Violating of copyright laws or other illegal activity
- ❖ Using the network for financial or commercial purposes
- ❖ Damaging or modifying computers, systems, networks, or software
- ❖ Using obscene or abusive language
- ❖ Harassing, insulting, or attacking others
- ❖ Gaining unauthorized access to resources
- ❖ Intentionally wasting limited resources
- ❖ Accessing obscene or pornographic materials
- ❖ Transmitting materials that are offensive or objectionable to recipients

PENALTIES:

- 1. Violations may result in a loss of access.**
- 2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriateness.**
- 3. When applicable, law enforcement agencies may be involved.**

The School Administration reserves the right to review and modify this policy if it is deemed necessary. Written parental permission is required, and students must sign a user agreement form indicating they have read, and agree to, the guidelines set forth in the Acceptable Use Policy.

ACCESS TO STUDENT WORK

During the course of the school year, personally identifiable student work may be seen and reviewed by third parties. For example, personally identifiable student work may be displayed on bulletin boards; at fairs/shows, during Open House, Parent Night, and parent-teacher conferences; and thus, will be seen by many different people, not just the student, the parent and teacher. In addition, as an instructional technique, students may be asked to edit, grade, review and/or comment on another student's work. All of this activity is part of the regular educational process and serves to benefit students. By signing the verification form with this handbook, the student and/or the parent, and/or the guardian is hereby agreeing to the disclosure of student work as outlined in this paragraph.

EAST MEADOW SCHOOL
VERIFICATION FORM

This verifies that we have read the Parent-Student Handbook for the 2006-2007 school year and understand all of its contents.

Signature of Parent

Date

Signature of Student(s)

Date

**PLEASE RETURN THIS TEAR OFF SHEET TO SCHOOL
NO LATER THAN TUESDAY, SEPTEMBER 12, 2006.**

EAST MEADOW SCHOOL
ACCEPTABLE USE POLICY

Name of student: _____ Date: _____

Parental Permission Form

As the Parent or Guardian of _____, I grant permission for my son/daughter to access networked computer services such as electronic mail and the Internet. I have read the Acceptable Use Policy and understand that this access is designed for educational purposes. I further understand that there are materials on the Internet that may be objectionable to some and recognize that although access is limited to educational purposes, it is impossible for the Granby School District to monitor access to all controversial materials.

I approve of the policy and its rules and understand that violations may result in a loss of access for my son/daughter as well as other possible disciplinary action.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

USER AGREEMENT FORM:

I have read the Acceptable Use Policy of the Granby Public School System which involves access to networked computer services such as electronic mail and the Internet. I understand and will abide to the rules as outlined in the Policy. I further understand that failure to follow the rules will result in the loss of access as well as other possible disciplinary action.

Student Signature: _____