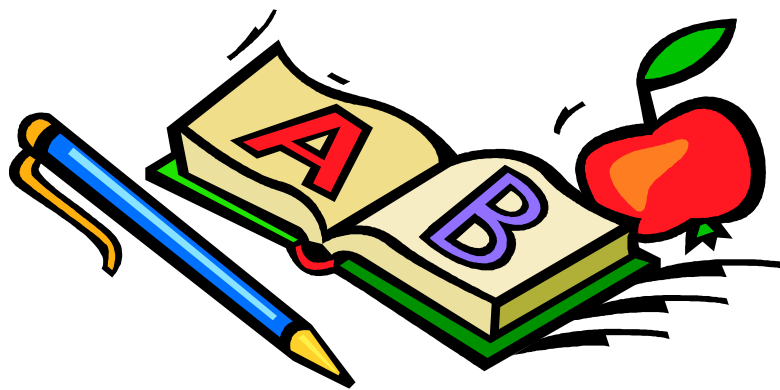


Granby Elementary Schools

Parent and Student Handbook



**West Street School
East Meadow School
2016-2017**

"America's future walks through the doors of our schools each day"
Mary Jean Le Tendre

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Granby Public Schools | 2016-2017 CALENDAR

29 Professional Development Day – No school for students

30 First day of school grades 1 – 12

30 & 31 Visiting Day for Kindergarten/Preschool Parents visiting/screening days

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1, 2 Parent/Teacher Conferences Half day for West Street/East Meadow Early Dismissal*
 2 Jr./Sr. H.S. Conferences grades 7-12 6:00-8:00 p.m.
 17 Curriculum Half Day – Early Dismissal*
 20 – 24 Winter Vacation – No School

1 First Day of School for Pre-K, Kindergarten Students
 5 Labor Day
 8 Curriculum Half Day – Early Dismissal *Primary Election
 14 West Street/East Meadow – Parents' Night – times TBA
 15 Jr./Sr. High School – Parents' Night 6:00 p.m.

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 Professional Development Day – No School for Students*
 14, 15, & 16 Kindergarten Registration
 31 Curriculum Half Day – Early Dismissal*

10 Columbus Day
 11, 12, 13 Parent/Teacher Conferences all schools

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 Open House – West Street 6:30 – 8:00 p.m.
 13 Open House – East Meadow 6:30 – 8:00 p.m.
 14 Good Friday – No School
 17 – 21 Spring Vacation – No School

8 Professional Development Day – No School for students *Election Day
 11 Veterans Day
 23 Half Day of School – Early Dismissal*
 24-25 Thanksgiving Day No School

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11 Kindergarten Transition Night
 15 Curriculum Half Day – Early Dismissal*
 29 Memorial Day

23-30 Holiday Vacation No School

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3 GRADUATION DAY
 14 Last Day of School (180 Days) Curriculum Half Day**
 21 Last Day of School (185 Days) Curriculum Half Day**

2 Holiday Vacation – No School
 3 Return to School
 16 Martin Luther King Day – No School

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*Early Dismissal times: 11:00 am Granby Jr.-Sr. High School
 11:30 am East Meadow/West Street Schools

**Actual last day of school contingent on actual snow days used. If necessary, extra make-up days will be taken from April vacation. Check our web site, www.granbyschoolsma.org, for more information in the spring of 2017.

GRANBY SCHOOL COMMITTEE

Emre Evren, Chairperson
Jim Pietras
Marie McCourt
Deanne Payne-Rokowski
Jennifer Curren

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

Ms. Sheryl Stanton, Superintendent 467-7193

Mrs. Kathy Harrop, Secretary
Ms. Nancy Jolivet, Head Bookkeeper
Mrs. Mary Houle, Financial Secretary

Title IX – Carol Hepworth and Jonathan Cavallo
Civil Rights – Sheryl Stanton
504 and ADA – Carol Hepworth

BUSINESS MANAGER

Judy Houle and David Donoghue 467-7193

TECHNOLOGY COORDINATOR

Mr. David Lukaskiewicz 467-7193

PUPIL SERVICES DIRECTOR

Carol Hepworth 467-9237

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.

SCHOOLS

West Street School 467-9235
East Meadow School 467-7198
Granby Jr.- Sr. High School 467-7104

FACULTY & STAFF
2016-2017

PRINCIPAL-		
ASSISTANT PRINCIPAL-		
ADMIN. ASSISTANTS-	Mrs. Ruth Griffin	West Street
	Mrs. Ann Marie Sapowsky	East Meadow
NURSES-	Mrs. Karen Szlosek	
	Mrs. Deb Werenski	
NURSE LEADER	Mrs. Nancy Jenks	
PRE-SCHOOL-	Mrs. Maura Whalen	
	Mrs. Julie Bradfield	
KINDERGARTEN-	Mrs. Gail Ouimet	
	Mrs. Jennifer Chauvin	
GRADE 1 TEACHERS-	Mrs. April Johnson	
	Mrs. Colleen Lapointe	
	Mrs. Janice Gould	
GRADE 2 TEACHERS-	Mrs. Paula Cole	
	Ms. Kara McMahon	
GRADE 3 TEACHERS-	Mrs. LeeAnn Frank	
	Mrs. Cheryl Denette	
GRADE 4 TEACHERS -	Mrs. Beth Perron	
	Ms. Tracy Ramsey	
GRADE 5 TEACHERS -	Mr. Scott Taylor	
	Mrs. Alicia Ogg	
	Mr. James Woods	
GRADE 6 TEACHERS -	Mrs. Patricia Illingsworth	
	Mrs. Leslie Breger	
	Mrs. Patricia Colson	
SPECIAL EDUCATION-	Ms. Sara McNutt	West Street
	Mrs. Lorie Erickson	West Street
	Ms. Devin Willis	East Meadow
	Mr. James Dunleavy	East Meadow
	Mrs. Lisa White	East Meadow
	Ms. Leslie Baran	East Meadow/West St.
PARAPROFESSIONALS -	Ms. Lisa Bustamante	West Street
	Mrs. Robbin LaMorder	West Street
	Mrs. Virginia Gionet	West Street
	Mrs. Caroline Bessette	West Street
	Mrs. Laurie Kratzer	West Street
	Mrs. Barbara Tetrault	West Street
	Mrs. Carol Piskorski	West Street
	Mrs. Maureen Lempke	West Street
	Mrs. Deb Couture	West Street

	Mrs. Lena Anderson Mrs. Candy Minney	West Street West Street
	Mrs. Lucinda Seiffert Mrs. Dorothy Tatro Mrs. Joann Gravino Mr. Michael Wong	East Meadow East Meadow East Meadow East Meadow
INSTRUMENTAL MUSIC- MUSIC-	Mr. Greg Williams Mr. Tom Walz	East Meadow
MATH SUPPORT-	Mrs. Kristen Naglieri	
ART-	Mrs. Laura LaPlante	
PHYSICAL EDUCATION-	Mrs. Shanda Kogut	
READING SUPPORT -	Ms. Jettie McCollough	
SPEECH/LANGUAGE-	Mrs. Heather Hackett Mrs. Cheryl Boisselle	
PHYSICAL THERAPY-	Mrs. Maura Kane	
OCCUPATIONAL THERAPY-	Mrs. Michelle Fleury Ms. Alyssa Mullin Mr. James Noga Mrs. Rebecca Mello	
BCBA - SOCIAL WORKER-		
PSYCHOLOGIST-	Ms. Lynsey Burns	
ELL-	Mrs. Jamie Lewinski	
ETL -	Ms. Michele Messina	
MEDIA-	Mrs. Lori Jewett	
CUSTODIANS-	Ms. Anna Schmidt Mr. Mark Dufault Mr. Rich Florence Mr. Steve Dudrick	East Meadow West Street West Street East Meadow
LUNCH MONITORS	Mrs. Jeanne Pelchat Mrs. Sandy Houle	East Meadow West Street

GRANBY PUBLIC SCHOOLS MISSION STATEMENT

Granby Public Schools provide a safe and creative environment that empowers all students to be critical thinkers, socially responsible citizens, and effective communicators.

VISION STATEMENT

The Granby Public Schools' vision is to provide real-world learning experiences that prepare students for success in a diverse and global society.

NONDISCRIMINATION POLICY

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The Granby Public Schools will do its part. This commitment to the community is affirmed in the following statements of the School Committee's intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the Granby Public Schools in order to achieve, to the greatest extent possible, the objectives of this statement.

The School Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation and/or disability. If you have a complaint or feel that you have been discriminated against because of your race, color, sex, religion, national origin, sexual orientation and/or disability, register your complaint with the Title IX compliance officer.

SCHOOL-FAMILY COMPACT

It is our belief that student achievement will improve as a result of collaboration between the school and families. We wish to communicate a common understanding of home and school responsibilities to support the success of all students.

Parent Responsibilities

- Provide a quiet place to do homework.
- Set aside a specific time to do homework.
- See that study area is well equipped with pens-pencils, paper, ruler, markers, glue, dictionary.
- Look over homework assignments to check for understanding.
- Encourage students to work independently, but be available to assist during homework time.
- Sign and return all papers that require a signature.
- Encourage positive attitudes toward school.
- Be certain that your child is absent only when necessary.
- See that your child arrives to school on time.
- Attend parent-teacher conferences.
- Encourage your child to prioritize their activities, putting school work first.
- Encourage your child to read each day.
- Praise child often and have high expectations for your child's success.
- Help your child to resolve conflicts in a positive, non-violent way.
- Communicate with the school regarding your child and things that may impact his/her learning

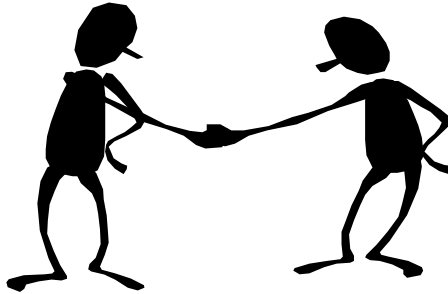
Student Responsibilities

- Work hard and do my best in class and complete my homework
- Show respect for myself, my school, and other people
- Always try my best in my school work and behavior
- Obey the classroom and school rules
- Come to school prepared with homework and supplies
- Work cooperatively with students and teachers
- Accept responsibility for my own actions
- Be truthful
- Resolve conflicts peacefully
- Take home information to my parents and discuss what I am learning with them.

School Responsibilities

- Provide a positive learning environment with an emphasis on success.
- Believe that each child can learn and provide praise and encouragement.
- Set high expectations for each student.
- Communicate with families to enhance student learning.

- Respect the cultural differences of students and their families.
- Provide a curriculum that is in alignment with State Standards.
- Document ongoing assessment of each child's academic progress and share this information with parents.
- Provide a safe, pleasant and caring atmosphere.
- Provide resources to help all children be successful.
- Seek ways to involve parents in the school program.
- Help students learn to resolve conflicts in an appropriate and positive manner.



GENERAL INFORMATION

ABSENCE POLICY AND PROCEDURES

Students are expected to be in attendance every day of the school year. It is essential to the learning process and establishes good work habits. According to state law, (Chapter 76 Section 1) parents/guardians have the legal responsibility to ensure that their children are in attendance each day school is in session.

Family vacations are not encouraged during the school year. Excessive absences have a negative effect on test scores, class participation and other criteria used by the classroom teacher to establish satisfactory performance. Parents will receive notice when their child has excessive absences or tardies. Excessive absences may jeopardize a student's promotion and/or successful course completion.

Arrangements should be made with the classroom teacher to clarify when and how work needs to be completed. It is the responsibility of the student to make up class work missed during any absence. Failure to do so may result in a zero.

Regular and punctual school attendance is essential for success in school. The School Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator. A student's understanding of the importance of day to day school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly. Accordingly, parents will provide an explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

LEGAL REFS.: M.G.L. 76:1; 76:2; 76:16; 76:20

Excessive Absence or Tardiness: 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, parents/guardians, guidance, 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 Child Requiring Assistance (CRA) 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. Extenuating circumstances will be addressed on an individual basis.

SAFE SCHOOL INITIATIVE

- I. Granby Elementary Schools have adopted a program to monitor each child's arrival at school so that parent can be assured that when their child leaves for school, he/she has arrived safely.
- II. **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 starting at 7:00 AM and leave their name, grade level, teacher and the dates the student will be absent or late. Requests for homework should be made at this time only! *There is an answering machine should you need to leave a message during the evening or early morning hours.*
- III. The attendance list will be checked each day and parents of those students for whom the office has received no call will be contacted at home to determine the whereabouts of the child.
- IV. This program offers parents the peace of mind in knowing that, if for any reason, a child fails to arrive at school, parents will be informed and action can be taken.
- V. The Granby Police Department supports this effort and will offer assistance to the principal or his/her designee if a situation arises in which the whereabouts of a child cannot be determined.

SECURITY OF THE BUILDING

When visiting the school, please report to the office. If you are dismissing your child before dismissal time, please sign her/him out at the office and s/he will be called from the classroom. Please do not go directly to the classroom.

All doors will be locked during the school day. Visitors will need to use the front entrance and ring the doorbell for access to the building. The dismissal door will be opened for student pick-up dismissal time.

ARRIVAL AND DISMISSAL

Arrival: Students arrive to school at the designated arrival time (see below). Students **should not be arriving prior to the arrival times**, as supervision is not available. The school is not responsible for any students dropped off early. Parents *may not use the front entrance for drop-off or pick up* as this area is reserved for the buses.

At East Meadow, any students that are arriving for a supervised activity (such as band or chorus) prior to the designated arrival time can enter through the main entrance at the front of the building.

Tardiness: Students are expected to be in school on time. A student who arrives after the arrival time **must be signed in at the office by a parent or guardian.**

Dismissal: To ensure the safety of the students, students getting picked up **must** check-out with the staff at the designated exit daily. Parents may be asked to show picture identification. If the child is leaving with anyone other than a parent/guardian, a note must be sent in to the office.

All children not getting picked up are called to the buses as the buses arrive. Children will be put on their regular scheduled bus, unless they are scheduled to be picked up.

	Arrival Time-Location	Classes Begin	Dismissal Time-Location
West Street	8:10 – back entrance (ramp)	8:25	2:30-back entrance (ramp)
East Meadow	8:05 - side entrance	8:25	2:25 – side entrance

EARLY DISMISSAL FROM SCHOOL

Parents are urged not to request the early dismissal of children from school except for medical or dental reasons. Appointments or engagements that can be made outside of school hours are encouraged. If an early dismissal is necessary:

- a) A note or telephone call is required in the A.M.
- 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.

It is requested that parents wait until the end of the school day to dismiss their child, as it can be quite disruptive to the class if children are called out of class earlier without prior notification.

If your child’s dismissal differs in any way from the normal routine (different bus, different person picking up, etc.), **a note from the parent or guardian must be sent to the school.** If going on a different bus, a student must send in TWO notes (one for the bus and one for the school).

SCHOOL CLOSINGS OR DELAYS

School may be canceled or delayed due to inclement weather or emergencies. Announcements will be made on our website www.granbyschoolsma.org, on Radio Stations WHYN AM or FM, WMAS AM and FM, WHMP AM and WNNZ, and on television stations WGGB Channel 40 and WWLP Channel 22. **With an excessive number of school closings, there is a possibility that winter and/or spring vacations may be altered.**

EMERGENCY DISMISSAL NOTICE

Early 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 the arrival at home. To assist in this process, each 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. A computerized notification system (Connect-Ed) will be used to notify parents/guardians by telephone if an early dismissal is necessary.

FIRE DRILL/EMERGENCY EVACUATION

In case of a fire drill, fire or other emergency situations, all rooms have posted directions as to the proper route to evacuate the building. Students should exit the building in an orderly fashion. It is important that each student remain calm and attentive. Once all students have cleared the building and have reported to the designated outside meeting areas, attendance will be taken and children should wait for further instruction from the classroom teacher. During fire drills, students leave the building immediately at the sound of the alarm. Granby Public Schools have developed an Emergency Operations Plan to be used for emergency situations.

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.

BUS POLICIES AND RULES

A student's school day begins when he or she enters the bus and ends with leaving it. During this entire time, the student is under the legal jurisdiction of the Granby School Department. The student's bus driver has the same authority on the bus that a teacher has in the classroom.

Remember, **IT'S 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, students 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 their destination has been reached. Departure from the bus should also be in an orderly fashion.
3. There shall be no littering or defacing of the 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. Students 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 of 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.
11. No student will be allowed to leave his/her seat or stand while the bus is in motion.
12. Students will only be picked up and dropped off at their assigned stops. Students attempting to use a non-published stop will be subject to disciplinary action.
13. Large items such as skate boards cannot be brought on the bus without permission from the school principal.
14. Students are not to have any toys/objects hanging from their backpacks. These may cause injury to your child or others getting on and off the bus.
16. No eating of food is permitted on the bus.

BUS GUIDELINES FOR PARENTS

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

1. Cooperation and understanding among 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 in writing with at least 24 hours notice if a variation from the normal procedures is being requested; e.g., to be picked up by parents.
5. In situations where someone other than the parent is picking up the child, the principal must be made aware of the specific person doing so, in order to protect

your child from possible harm. The parent must inform the office and the individual may be asked to show picture identification before taking the child.

6. **Individuals picking up and/or dropping off children should not park their cars in bus loading areas** due to the tendency of students to run out between buses to get to a car; please **park in the side parking lot**. Parking on main highways is discouraged due to many hazards involved. As per Massachusetts state law, no vehicles shall pass when the red lights are flashing.
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. Students should be at the bus stop at least five minutes before the normal arrival of their bus.
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.
14. Parents requesting changes that would result in a bus to be re-routed or the creation of a new stop should be directed to do so in writing to the:

Transportation Committee
387 East State St.
Granby, MA 01033
15. Parents are invited to communicate with the Office of the Superintendent of Schools, located in the Jr./Sr. High building.

16. Habitual bus offenders and/or their parents will be called before the Superintendent of Schools and/or Granby School Committee if corrective action at the principal/parent

Bus routes are determined through consultation with the bus company, school personnel and the police department. They are designed to run efficiently and safely. If a parent has a question or concern regarding the bus route, that concern should be put into writing and sent to the Granby School's Transportation Committee at the central office 387 East State St. A committee comprised of school personnel, bus company, and the police Department will review these requests and respond to the parent.

It is the policy of the Granby schools not to drop off kindergarteners from the bus if an adult is not present at the bus stop to receive them. Children will remain on the bus for the duration of the route and return to the school. Parents must then come to the school to pick up their children.

BACKPACK SAFETY

When used correctly, backpacks are a very good way to carry necessities to and from school. However, backpacks that are too heavy or are worn incorrectly can cause many problems for children and can injure muscles and joints. These injured muscles can lead to severe back, neck, and shoulder pain, as well as posture problems.

The following are tips for choosing the correct backpack: buy a backpack with wide, padded shoulder straps, make sure it has two shoulder straps as well as a padded back. The correct use of both the wide, well-padded shoulder straps will help distribute the weight of the backpack.

The following are tips in order to prevent injury when using a backpack: always use both shoulder straps, tighten the straps, pack light, organize so that items that are the heaviest are put in toward the back of the backpack, and lift properly using your knees and not your back. Use both shoulder straps and tighten the straps so that the pack is close to the body.

INSURANCE

Information is distributed at the beginning of each school year informing parents of the School Insurance Plan. This is a voluntary program.

LOST AND FOUND

There is a lost and found box located outside of the office. Parents are urged to visit the school and check for lost items. It is recommended that name labels be placed on clothing and that lunch boxes and backpacks be clearly marked with the children's names. At the end of the school year, all unclaimed articles are given to charity.

SCHOOL COUNCIL

The School Councils are advisory councils formed in response to the Massachusetts School Reform law. Each building has its own School Council that is composed of the principal, two teacher representatives, three parents, and one community member. The Council works together formulating a yearly, School Improvement Plan, articulating goals developed in conjunction with teachers, parents, administrators, and the community. Monthly meetings are held and open to all.

SCHOOL VOLUNTEERS

Volunteers are always needed to carry on activities, work in the library, help teachers, monitor the playground, read aloud, etc. If you are interested and would like to assist, please call the school and find out how to become a school volunteer. All volunteers will be required to have a criminal history check (CORI) and **sign a confidentiality agreement** before working in the school on a regular basis. Also, volunteers for chaperoning field trips will be required to have a CORI completed prior to the field trip.

HANDBOOK ACKNOWLEDGEMENT

Each parent/guardian and student must sign the verification form included, indicating that s/he has received and read a copy of the handbook. If the signed verification form is not received by September 15th, then the school district will nonetheless presume that the parent/guardian and student has received and read the handbook.

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 the 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 (or meeting the terms of 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.

SCHOOL DAY/ACADEMICS

ASSIGNMENT BOOKS/COMMUNICATION FOLDERS

Thanks to the Granby PTO, each student will receive a communication folder. The students at East Meadow will also receive an assignment book. These books and folders help students develop organizational skills and learn responsibility. Teachers and parents benefit by referring to the books and checking the folders 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 at East Meadow School must be covered** and students are also expected to keep their consumable books in usable condition for the entire year.

RECESS

Students should wear appropriate outerwear for safety and comfort for outdoor weather. Pupils may be asked to remain inside for recess if they are dressed insufficiently for the weather. The determination to

go outside will be made by the school nurse and/or principal. Consideration will be given to temperature, wind-chill factor, and heat index.

REPORT CARDS /PROGRESS REPORTS

The purpose of report cards is to evaluate and assess children in a manner that communicates to parents and others the child's particular strengths, needs, and achievement level while taking into consideration individual learning styles and the standards and skills for their grade level.

MARKING PERIODS

TERM ONE- Grades close, Thursday, November 10, 2016
Report cards issued Thursday, December 1, 2016

TERM TWO- Grades close Friday, March 3, 2017
Report cards issued Weds., March 22, 2017

TERM THREE- Report cards issued on the last day of school

HOMEWORK

Homework assignments are used to reinforce, enrich, and to provide the student with the opportunity to practice subject matter independently. Assignments vary according to grade level, but all students are expected to be responsible for their homework. Teachers will communicate with you their expectations and frequencies of assigning this work.

Parents are asked to provide a suitable place for study, establish a consistent study time, check their child's assignment, encourage completion of homework, and assist with (but not do) the work. If you are concerned about homework assignments, please contact your child's teacher.

VACATION HOMEWORK POLICY

Families are strongly encouraged to take vacation only during scheduled school vacations as it interrupts the instruction and continuity of the basic educational program. However, should a vacation occur during school days, *please notify the school and your child's teacher in advance*. Parents should NOT request homework. It is not reasonable to expect that a teacher will be able to prepare a week's worth of assignments in advance, and it is difficult to request students to complete work which reflects daily lessons for which they have not been present. Upon your child's return to school, he/she will be expected to make up the work missed during the vacation. Students may be required to attend the After-School Study Club in order to make up missed work. If there are concerns regarding missed work, a meeting can be scheduled with the teacher when the child returns to school.

APPOINTMENTS WITH TEACHERS

Parents are welcomed and encouraged to come to school to talk with teachers. Please call the school or send in a note to schedule a mutually convenient time to speak with your child's teacher.

CLASSROOM VISITATION

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 better understanding of how the school system functions. It is expected that a conference may follow such a visit; this may be requested by either a parent or a teacher.

Under ordinary circumstances, classroom visits will not be scheduled during the first three weeks in September or during the month of June. Visits 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 member's request.
2. The principal will contact the teacher and they will arrange a time and date for the visit.
3. Forty-eight hours notice is required before a visit is scheduled.

CONFERENCES

Each child's parents/guardians are invited to meet with the teacher for a specific appointment to discuss the progress and potential of their child. There are two regularly scheduled parent/teacher conferences during the year. The first conference is scheduled in October prior to the first report card and will take place over a three day period. The second conference is scheduled in February over a two day period, and a limited number of appointments are made at the discretion of the teacher. At any time, a parent/guardian may request a conference with their child's teacher.

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. A referral to the District Learning Team might also be made if the problem is school system based.

SCHOOL ACCOMMODATION PLAN

The Granby Public Schools are strongly committed to ensuring that every child be given the opportunity and supports to be a successful and competent learner. To that end, a developmentally appropriate curriculum will be taught in a manner that addresses the needs of all students. The following plan will address the needs of those students whose progress is at risk.

Child Study/Response to Intervention Team

This team meets at least once a month according to the referrals that staff make to the team. They meet to discuss the needs of students who are experiencing difficulty either academically, socially or emotionally. The team provides support and strategies to classroom teachers as well as any other intervention that might be needed to help the student to be successful in the least restrictive setting. Minutes of all meetings are kept at the school and documentation of all interventions is placed in the student's file. This information is used when completing the student success plan.

Professional Development

A professional development plan is developed to address the on-going needs of the staff. This plan is based on district goals, teacher interest, and data acquired from test results (MCAS, etc.). Teachers are also given the opportunity. Teachers are also given the opportunity for professional development through district, school, or outside agency workshops or conferences. These opportunities must support individual and district goals.

Collegial Collaboration and Reflection

Currently teachers meet by grade level or academic department to analyze data and reflect on their teaching. Mentors and their mentees are given time on a regular basis to observe each other and reflect on their observations.

Individual Student Success Plan (ISSP)

The ISSP is intended to describe, focus, and communicate the instruction and supports for the student so that there is a coordinated strategy to help raise his/her educational performance. These plans will be developed in collaboration with pertinent staff, administrators, and parents and follow students through their years in the Granby Public Schools. They will reflect work done through the Child Study process, Title 1, RTI, and other support services utilized to assist the child in reaching their full potential.

Examples of Additional Elements

- After school and summer programs
- America Reads
- Behavior intervention plans
- Remedial Interventions
- Stress management support groups
- Regular Education Academic Support
- Reading Recovery
- Lindamood Bell reading
- Remedial interventions
- Social Skills Training/Counseling

- 2 nd Step/ Life Skills Training
- Substance Abuse Counseling
- ELL Services

EDUCATIONAL 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 form will be sent home.

No student will be released to a parent/guardian from the site of the field trip; all students must return to school on the bus. All chaperones for field trips must fill out a criminal record check at least three weeks prior to the field trip.

FOOD SERVICE/CHARTWELLS

Granby Public Schools offers an online service called Myschoolbucks.com which provides parents the ability to prepay for lunch, breakfast, and view their child's account balance through the web site. All parents have the ability to set up a Myschoolbucks.com account (free of charge) and view their child's purchases and all payments. Payments may also be made by students with cash or check. All negative balances need to be paid as soon as possible. At the end of the school year, your child's positive or negative balance will be applied to the following year. You can find directions and website link for Myschoolbucks on the school's website under Lunch/Breakfast Program/Menus. If you have any questions please contact the Chartwells Food Service Office at 467-3688.

BREAKFAST

To ensure that no child starts the school day hungry, East Meadow School offers a daily breakfast program available to all students. The breakfast program is designed to deliver convenience for parents and nutrition for students to start their day with a well-balanced meal. Educators and parents know that hungry students can't and don't learn. According to a study done by Rampersaud et al, there is "a beneficial effect of breakfast consumption on academic and achievement test scores, grades, school attendance, and tardiness rates." This demonstrates the need for nutrition to be part of the total education process. When the students come to school in the morning they will be able to buy a Grab & Go Breakfast in the school dining room (cafeteria), and then proceed to their classroom. When they finish their breakfast they will dispose of the trash outside the classroom. Each breakfast follows the USDA guidelines and will consist of a choice of whole grain cereals, WG bagel or WG muffins, fruit, 100% fruit juice, and a low-fat milk. Students will use their same lunch account to pay **\$1.25** for breakfast. Students who receive free or reduced priced lunches are eligible for free or reduced price \$.30 breakfast.

LUNCH

It is strongly suggested that parents review the lunch menu with their children to determine which lunches the children would like to eat (menu published monthly). Lunch costs **\$2.75** a day. Eligible

families can receive free or the reduced price lunch (\$.40). Students also have the option to purchase a snack. When children express a dislike of the purchased lunch, school personnel will encourage them to eat some of it, but will not insist.

Lunch time affords the children time to relax and socialize while they eat. It is expected that children will use indoor voices, walk in the cafeteria, and follow simple rules of respect and courtesy.

TITLE I PROGRAM

The Title I program is a federally funded program which provides supplemental education in the basic skills areas. Students in need of assistance are identified both through testing and teacher/parent referral. Identified students participate in individual or small group lessons.

TITLE I – PARENT INVOLVEMENT POLICY

The Granby Public Schools, in an effort to increase student achievement through participation in the federally-funded Title I program, will provide opportunities for parental involvement in the planning, implementation and assessment of the Title I program.

These opportunities will include, but not necessarily be limited to, the following:

1. Information
2. All parents will be kept informed about the activities of the Title I program and about their children's progress.
3. Program Development and Assessment
A committee comprised of parents of Title I students, members of the Title I staff, and the Title I Director will conduct an annual self-assessment of the program's effectiveness. The data gathered from the self-assessment (to include parents, teachers, administrators) will be used by the steering committee to make recommendations regarding possible revisions for the following years.
4. Parental Involvement/Education Activities
Parents will be afforded the opportunity to receive education in strategies to assist their children at home in areas covered by the Title I program, as well as other parenting issues as determined by the committee. These education activities will be provided at flexible times and sites as determined by a needs assessment.

TITLE I - PARENTAL INVOLVEMENT PROCEDURES

In accordance with the 2001 *No Child Left Behind Act*, the Title I Program Advisory Committee has developed and will implement the Parental Involvement Procedures. Granby Public Schools recognizes the importance of parents in the education of their children and encourages their participation and support.

Parental Involvement in Developing the Procedures

An advisory committee consisting of at least three parents of Title I students and the Title I director, and teacher will meet jointly to develop and agree upon the *Parental Involvement Procedures* for the West Street School Title I Program. This committee will meet at least twice a year. The annual survey and information gathered from parent meetings at Parents' Night, Open House, and Parent-Teacher conferences will be utilized in the updating and revision of this policy each year to best meet the concerns and needs of the Title I parents.

School-Parent Compact

The Family Compact found in the Parent Handbook will serve as compacts for the Title I program also. Parents, students, teachers and school share in the responsibility for promoting high student achievement. The Title I teacher creates progress reports for each marking period and can be contacted at school for phone or personal conferences during the school year.

Information About Title I

Parents will be provided information regarding the Title I program, the *Parental Involvement Procedures*, school performance, students' individual assessment, and school curriculum through the Title I brochure, individual student progress reports, parent-teacher conferences, and school-wide reports of standardized tests (eg., MCAS).

Opportunities for Parent Participation

A variety of activities will be provided for parent training and participation during the school year. These may include: Family Night, literacy workshop, annual meeting, and reading games to take home. School-based activities will take place in the evening with childcare provided.

An annual evaluation of parent participation will be conducted to determine if there has been an increase in participation or whether there are concerns that impede greater participation. This evaluation will take into consideration a log of communication between Title I staff and parents/guardians, attendance at Title I functions and meetings with Title I parents at school functions, and the number of annual surveys returned each spring.

Annual Meeting for Title I Parents

An annual meeting for Title I parents will be held in the afternoon at East Meadow School. A notice will be sent home followed by a reminder by phone. Childcare will be provided to maximize participation. At this meeting, the Title I brochure will be distributed which explains the Title I program, identifies the staff and learning team, and gives information about the *No Child Left Behind Act* of 2001 and the Title I Parental Involvement Policy & Procedures. Parents will be given the opportunity to become involved in revising the procedures.

EXPECTATIONS AND DISCIPLINE

CONDUCT AND DISCIPLINE

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

In all areas of the Granby Elementary Schools, including but not limited to the classroom, recess, playground, the halls, and the lunchroom, the following rules apply. For additional expectations please see the RAMS Matrix at the end of this handbook. The first three rules contain non-negotiable limits:

1. You cannot cause physical harm. It is important that children learn alternative solutions to anger and frustration. Reckless endangerment, hitting, punching, kicking, biting, throwing objects, or possession of weapons are forbidden.
2. Harassing behavior of any kind (including bullying) is not tolerated. Respect and tolerance will be affirmed regarding anyone's race, color, ethnic background, national origin, religion, sexual orientation, mental or physical disability, economic status, or gender. Comments that are threatening, insulting or derogatory in nature have no place at school. The civil liberties of all are protected and respected. Neither physical nor verbal bullying will be accepted.

3. Open defiance of authority such as leaving the room without permission, using inappropriate language, threatening a staff member, and talking back will not be tolerated. An unsafe situation can arise from such defiance.
4. Polite and respectful behavior is encouraged and reinforced. Children are expected to use good manners, including saying “Please”, “Thank You”, Excuse Me”, and “You’re welcome”. Waiting their turn, listening to whomever is speaking, and following classroom instructions are also very important. It goes without saying that obscenity is not allowed.
5. Honesty in all areas of life is valued. Children will be encouraged to be truthful in all ways. Cheating, lying, stealing and misrepresentation are not acceptable.

Teachers use discretion carrying out their primary responsibility and authority to maintain discipline. Rewards may range from verbal praise, extra classroom privileges, notes to parents, and visits to the principal for praise and notice. Consequences may include (but are not limited to) verbal warnings, time out, loss of recess time or other privileges, call or a note to parents, referral to the principal, and parental meetings. If a child’s behavior is chronically difficult, parents will be involved with the principal and teacher in plans to assist in improvement. Any behavior, which is deemed dangerous and unsafe, will be referred to the principal who has the authority and responsibility to review the situation and take appropriate action. In-school or out-of-school suspension is the last resort when all interventions have failed. For additional information on specific consequences, please see the Behavior and Consequences Chart at the end of this handbook.

For further information pertaining to discipline, including information on suspensions, please see the School Committee Policy JIC:

http://www.granbyschoolsma.org/files/QSEDr_/f60744e7627a194f3745a49013852ec4/J_File_Master_Granby_FINAL_2016-05-02.pdf

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

BULLYING

As you are aware, Massachusetts has made addressing bullying in schools a priority and so has the Granby School district. Bullying as defined by Massachusetts state law 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.

If one member of our school community sees or hears something that does not belong in our school, they are to try to change the situation and/or report it immediately to an adult. It is imperative that our school community works together in a respectful manner and speaks up, so this reporting is NOT “tattling”; it is being a responsible citizen in our school. It is our hope to instill in all students an awareness of his/her importance and the need for cooperation amongst all people in our society. We will continue to provide

a school climate where interactions with students, staff, and parents are positive; there is assistance to students with emotional and social difficulties; there are clear expectations for choices of behavior in the classrooms and school; and where there are responses to hurtful behaviors.

The district has created a Bullying Prevention and Intervention Plan which describes forms of bullying and the consequences of such behavior for the bully. It is located in the back of this handbook as well as in the School Committee Policies section (Policy JICFB) of the Granby Public Schools website www.granbypublicschoolsma.net.

Your assistance from home is also important. If your child is experiencing any alleged bullying, please encourage him/her to immediately report it to the teacher or the office. Additionally, if you or your child become aware of another student who has been targeted, you are encouraged to report this so that it can be stopped.

If you wish to report this, but prefer to remain anonymous, you may do so by calling the dedicated bullying reporting line at (413) 467-7520 and leaving a voicemail message. You may also send an email to reportbullying@granbyschoolsma.net

So that the school may address your concern, please provide the specific details of the bullying behavior as well as the name of the alleged aggressor(s), date(s)/time(s), location, and names of witnesses or bystanders, etc.

PROHIBITED ITEMS AT SCHOOL

Students should not bring electronic devices (such as ipods, ipads, hand-held gaming devices) and toys to school due to the distraction that they may cause and because of their monetary value. Since these items are valuable and the school cannot accept responsibility for them, they are to be kept at home. Dangerous weapons (including but not limited to a gun or knife), tobacco products, fireworks, laser pointers, toy guns are also prohibited in school.

CELL PHONE POLICY

While students are allowed to have cell phones in their possession during the school day, the following restrictions apply:

1. Cell phones are not to be visible, turned on, or used in any way from the start of the student school day until the end of the school day. If riding the school bus, the day starts when boarding the bus for school and ends when exiting the bus after school.
2. Any cell phone that is in use during the school day will be taken by the school staff and turned over to the Principal. Parents will be notified and will be required to pick up the device in the Main Office.
3. On second and subsequent offenses, students will be subject to a detention of one hour after school

DRESS CODE

Students are encouraged to dress and groom in a manner that 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; does not endanger health/safety, damage school property, or substantially disrupt school activities; and is subject to the discretion of the principal.

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

1. **Any clothing that is revealing is disruptive to the learning environment.** Clothing usually worn at beaches and while engaged in recreation activities is 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 and have straps.
 - 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, is 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, and **open sandals without a back strap** are not allowed.
4. Clothing must **not** display:
 - vulgar, violence, subversive, intimidation, or sexually suggestive language or images
 - obscene, defamatory or fighting/disruptive words
 - comments/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 and must **not** promote/advertise products which students may not legally buy such as alcohol, tobacco, and illegal drugs.
5. The wearing of sunglasses inside the school is not permitted.
6. Children are encouraged to layer clothing for variable temperatures in the classroom. (eg., long-sleeved shirts, sweatshirts, and/or sweaters).
7. Attire which may be considered dangerous to the wearer or other students is not allowed. This includes (but is not limited to) chains, wallets chains, and items with spikes or studs.

PARENT INFORMATION SECTION

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. It conducts fundraisers in the fall and the spring to support student programs and field trips. We encourage you to join the PTO in the wonderful work they do for our children by attending their monthly meetings.

SPECIAL EDUCATION PARENT ADVISORY COUNCIL

The mission of the Granby Special Education Parent Advisory Council (GSEPAC) is to work towards understanding, respect, and support for appropriate education for all children with special needs in our community. It is also to encourage their children to reach their full potential.

For more information, please Carol Hepworth, Director of Pupil Services, at 467-9237 or visit the PAC link on the Granby Public Schools Web Site.

PUPIL PLACEMENT

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 ensure 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 requests for placements with a specific teacher will not be accepted.

Students in grades K-6 will receive notice of their class placement and teacher no later than two (2) weeks prior to the opening of school.

TRANSFERS

When a student leaves one of our schools, parents should notify the office and sign appropriate release forms with our school secretary for the receiving school.

EDUCATIONAL ACRONYMS

There are so many acronyms (letters that stand for something) in the world of education today. It's really hard to keep up with the meaning of each. Here are a few that you may have heard:

ACCESS for ELLs – ACCESS for ELLs, will be administered annually just once per year in January and February. Federal and state laws require that limited English proficient (LEP) students be assessed annually to measure their proficiency in reading and writing at grades K-12.

D.I. – Differentiated Instruction involves adapting what is taught and how it is taught depending on the different levels of ability/learning styles/interests of students within a classroom. This organized instruction is student-centered and involves multiple approaches to content/process/product, flexible groupings, on-going assessments, and expectations that are the same for all students. Taken from Instructional Practices That Maximize Student Achievement, W.B. Ribas, J. A. Deane, S. Seider

NCLB—No Child Left Behind Act of 2001 is a federal act to close the achievement gap between disadvantaged and minority students and their peers. The four areas it addresses are: (1) Accountability for results, (2) Emphasis on using what works based on scientific research, (3) Expanded parental options, (4) Expanded local control and flexibility.

MCAS— Massachusetts Comprehension Assessment System includes high quality assessments that have been aligned with state content standards. Presently, all third grade students across the state are being assessed in reading and mathematics in the spring of each year.

RTI -- Response to Intervention is a process which includes providing systematic, research-based instruction and interventions to struggling learners as an early intervention to prevent long-term academic failure. It is a general education service but can be implemented in special education settings

POLICIES AND LEGAL INFORMATION

The following are just a few of the policies for Granby Public Schools. A full list of the policies can be found in the School Committee Policy section on the district website.

www.granbyschoolsma.org

SMOKING

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

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications. Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

SPECIAL EDUCATION (CHAPTER 766)

The Massachusetts Special Education Act of 1972, commonly referred to as “CHAPTER 766”, ensures that all children with special needs between the ages of three and twenty two will receive a free appropriate education in the least restrictive environment. These disabilities include pupils with temporary or permanent intellectual or emotional problems; sensory or physical impairments including vision or hearing problems, speech or communication disorders, cerebral or perceptual dysfunctions or other specific learning difficulties or combinations which interfere with the student’s ability to progress effectively in regular education programs. The Granby Schools make every effort to educate all students in our schools if possible, believing its environment is the most normalizing and enriching. To this end, attempts are made to:

1. Find and evaluate at the earliest possible time all children with learning problems,
2. Develop an Individual Education Plan (I.E.P.) for each child who needs special help, and
3. Provide these services primarily within the local schools

To accomplish the above responsibilities, the Granby Schools have initiated several procedures to identify and remediate children's learning problems:

1. All parents of three year old children are notified of yearly screenings to determine learning issues. Communication with local agencies is ongoing to help identify any children not yet enrolled who may have special needs. All parents of pre-school aged children may at any time call to arrange such a screening.
2. A Child Study Team meets monthly where staff members discuss children who are not being successful in the classroom. Adaptations and modifications are discussed and implemented. Occasionally, special education referrals may be made from this group.
3. Evaluations are carried out by the Special Education Team. The members could consist of: parents, the principal, the school psychologist, the special education teacher, speech language pathologist, classroom teachers, and the school doctor or nurse. A team chairperson is designated to organize the meeting, and to act as a parent liaison. Parent involvement is both mandatory and encouraged.

This program benefits many students, allowing them to be as successful as possible. At West Street School, the special education staff consists of the special education teachers, paraprofessionals, school psychologist, speech language pathologist, occupational therapist, and contracted personnel for such areas as physical and vision therapy.

If you feel that your child has special needs, please contact Carol Hepworth, Pupil Services Director, at 467-9237.

HEALTH POLICIES & PROCEDURES

Each school has a school nurse available to the students and faculty from 8:00 a.m. until 2:30 p.m. She is responsible for the care of any injuries or ailments that occur at school; for the administering of any physician-ordered medication; for fulfilling the state requirements for annual vision, hearing, height, weight, and body mass index screening; and for any preventive health programs. A more detailed job description is available in the principal's office. There is also a school physician hired by the Granby School System who is available to the school nurse for consultation, and for physical exams as needed.

The following procedures and policies will explain in more detail the expectations of you and your child.

IMMUNIZATIONS

Students entering the Granby Public Schools for the first time, whether at preschool/kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to successful immunization against diphtheria, pertussis, poliomyelitis, tetanus, measles, hepatitis B, and such other communicable diseases as may be specified from time to time by the Department of Public Health. A child shall be admitted to school upon certification by a physician that he/she has personally examined such child and that in his/her opinion the physical condition of the child is such that his/her health would be endangered by such vaccination or by any of such immunizations. Such certification

shall be submitted at the beginning of each school year to the physician in charge of the school health program. If the physician in charge of the school health program does not agree with the opinion of the child's physician, the matter shall be referred to the department of public health, whose decision will be final.

In the absence of an emergency or epidemic of disease declared by the department of public health, no child whose parent or guardian states in writing that vaccination or immunization conflicts with his/her sincere religious beliefs shall be required to present said physician's certificate in order to be admitted to school.

PHYSICAL EXAMINATIONS

Once each school year, students will be required to participate in a vision and hearing screening and screening for other physical problems as provided for by M.G.L. All kindergarten students must have a documented vision screening within the previous 12 months. A record of the results will be kept by the school nurse. Every student will be required to complete a general physical examination by their primary care physician at the prescribed intervals; upon entering the Granby Public Schools in Preschool/or Kindergarten and subsequently during the fourth, seventh, and tenth grades and must provide written documentation of this physical examination. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept by the school nurse.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child to be suffering from any disease or medical problem, the situation will be reported to the parent or guardian.

The school nurse will make monthly reports to the Department of Public Health of the number of students examined, dismissed, or referred to the student's primary care physician.

MEDICATION POLICY

Medication will be given to children in school under exceptional circumstances when a child is required to take medication during school hours and the parent cannot be at the school to administer it. In this instance only, the school nurse or her designee will administer the medication. This can only be done with a physician's order. At the elementary level, any over-the-counter medication (including Tylenol and Motrin) must be accompanied by a physician's order.

In accordance with Massachusetts General Law Chapter 112, Section 80B, the Granby School Committee has approved the following medication policy:

1. Written instructions signed by the parent and the physician will be required and will include:
 - a. Child's name
 - b. Name of medication
 - c. Dosage

- d. Time to be administered
 - e. Purpose of medication
 - f. Possible side effects
 - g. Duration /Discontinuation date
2. Medication must be kept in a locked cabinet.
 3. Medication **must be** provided in an original pharmacy container labeled as to name of medication, dosage, time to be administered, student name, and prescribing physician. (If a medication is taken both at home and at school, duplicate containers should be requested from the pharmacy to avoid unnecessary round trip transportation)
 4. A parent or guardian must deliver and pick up medication. Students are **not** allowed to transport medicines.
 5. A maximum of sixty (60) days' supply may be kept in the school.
 6. The parent is responsible for informing the school of any change in the child's health or change in the medication.
 7. Any unused, discontinued, or outdated medication will be returned to the parent or guardian. All medications must be picked up the last week of school by this adult. No medication will be kept in the nurse's office over the summer months.
 8. A daily medication log will be kept on each student, containing the dose, date and time of administration or omission through our school health computer program.

HEALTH SCREENING PROGRAM

Screening programs are conducted each year for K through 3rd grade. Each child is weighed, measured for height, and screened for vision, hearing, and body mass index. Students in grade one will have their body mass index screening results mailed to their home according to state regulations. Parents are notified of any questionable findings and are then urged to take their child to a specialist for further evaluation.

FLUORIDE RINSE PROGRAM

This program is coordinated and funded by the Massachusetts Department of Public Health, Division of Dental Health. Students with parental permission may participate in a weekly fluoride rinse. This is offered to all students in grades 1-3.

COMMUNICABLE DISEASES

The Granby Public Schools is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the Granby Public Schools' responsibilities to disabled children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases. Management of common communicable diseases shall be in accordance with Massachusetts Department

of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The Granby Public Schools reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a disabled child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the Granby Public Schools shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent or his/her designee and documented in the Individual Health Plan.

Head Lice Policy

Granby Public Schools recognize that head lice are not a health hazard or a sign of poor hygiene, and this policy shall not constitute a strict "no-nit" policy. This policy is in place to provide guidance on the process which will be followed in order to manage the potential spread of head lice.

Students suspected of having head lice shall be sent to the Nurse for a head lice examination. If the student is deemed to have head lice, the Nurse will determine if the student is to be sent home. In all cases of suspected head lice, the Nurse shall notify the student's parent(s)/guardian(s) that the student has head lice. The nurse will also instruct the parent(s)/guardian(s) as to the proper procedures for treating head lice.

The Nurse shall re-examine the student for head lice upon returning to school. The Nurse has discretion to send the student home based upon the re-examination. If a student has repeated episodes with head lice, the school nurse will attempt to work with the family and/or pediatrician to ensure the student does not have too many absences related to head lice.

ILLNESS AT SCHOOL

Control of illness at school is a primary goal of the Elementary Schools. In order to protect the entire class of children and teachers, we ask that parents help us by keeping sick children at home. If they have experienced any of the following symptoms within the last 24 hours, please do not send them to school:

1. fever over 100.4 F.**
2. chronic runny nose with thick, colored discharge
3. harsh, moist and frequent cough
4. diarrhea or vomiting
5. eyes that are red and weepy

****Temperature needs to be less than 100.4 F. without the use of Tylenol or Motrin.**

Please notify the school when your child is going to be absent. A written note is not necessary upon your child's return unless we were not made aware of his /her illness.

Children who become ill at school are evaluated by the school nurse and are usually dismissed to the parent or guardian. If a parent or guardian cannot be reached, the emergency person listed on the emergency card is called to pick up the child.

The nurse is available daily for first aid. After such administration, the parents are notified according to severity. All information regarding a child's visit to the clinic is logged every day; a special accident report is written if the situation warrants it.

Children should not return to school if they are still too ill to participate in school activities. If there are extenuating circumstances (breaks or sprains, seasonal allergies etc.) that might necessitate temporary exclusion from gym or recess, a note should be sent in by the parent to the school nurse with information pertinent to the situation. This should be accompanied by a doctor's note if appropriate.

LIFE THREATENING ALLERGY POLICY

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 educational program does not need a special education evaluation, an IEP, or special education services. However, he/she has the right to have reasonable accommodations for his/her disability under section 504.

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, audiotape, computer disk). Our grievance procedure, self-evaluation, as well as ADA policies, practices and procedures are available upon request.

To request ADA and 504 services, contact Carol Hepworth, Pupil Services Director, at 467-9237.

The Civil Rights Compliance Officer for the school district is
Sheryl Stanton, Superintendent; telephone 467-7193

The Title IX Officers for the school district are:
Carol Hepworth and Jonathan Cavallo; telephone 467-7193

ACCEPTABLE USE POLICY- TECHNOLOGY

In order for students to be able to use the internet at school, all students and parents must read the complete Acceptable Use Policy and sign an "Internet and Website form" which is being sent home the first day of school in a packet. **No student will be allowed to use the internet until this form is received in the office.**

Granby's Acceptable Use policy can be found on under the School Committee Policy section of the district website (policy IJND-R) or by clicking on the following link:

http://www.granbyschoolsma.org/files/QSEPP/4a0a0c0b45df1e373745a49013852ec4/I_Section_Granby_FINAL_2016-02-22.pdf

SEXUAL HARASSMENT POLICY

The 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. Therefore, the School Committee condemns and prohibits all sexual harassment on its premises.

All individuals associated with the Granby Public Schools, 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 Granby Public Schools 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 required the intervention of state social service or protective agencies, the proper authorities will be contacted. In these circumstances, the Granby Public Schools' 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 or she has been subjected to sexual harassment should make a complaint to his or 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.

School Committee Policy: GBAA

Legal References: Title VII, Section 703, Civil Rights Act 1964 as amended 45 Federal Regulations 746776 issued by Chapter 622/EEOC Title IX of 1972 Education Amendments

STUDENT-TO-STUDENT HARRASSMENT

Harassment of students by other students will not be tolerated in the Granby Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability.

Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;

- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment. Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion. The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

SOURCE: MASC

LEGAL REF.: M.G.L. 151B:3A Title VII, Section 703, Civil Rights Act of 1964 as amended BESE 603 CMR 26:00

REFS.: "Words that Hurt," American School Board Journal, September 1999, National Education Policy Network, NSBA

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the Granby Public School system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, yet be guarded as confidential information. The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The Temporary Record of each student enrolled on or after June 2002 will be destroyed no later than seven (7) years after the student transfers, graduates or withdraws from the school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed sixty (60) years following his/her graduation, transfer, or withdrawal from the school system. The School Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974

P.L. 93-380, Amended

P.L. 103-382, 1994

M.G.L. 66:10 71:34 A, B, D, E, F, H

Board of Education Student Record Regulations adopted 2/10/77, June 1995, amended June 2002

603 CMR: Dept. of Education 23:00 through 23:12 Mass.

DESE publication Student Records: Questions Answers and Guidelines, Sept. 1995

CROSS REF.: KDB, Public Right to Know

BULLYING PREVENTION

The Granby Public Schools are committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyberbullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;

- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Granby Public Schools.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Granby Public Schools if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action. Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible. A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The Granby Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Granby Public Schools website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended Federal Regulation 74676 issued by EEO Commission Title IX of the Education Amendments of 1972 603 CMR 26:00 M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

CROSS REFS.: AC, Nondiscrimination ACAB, Sexual Harassment JBA, Student-to-Student Harassment JICFA, Prohibition of Hazing JK, Student Discipline Regulations

SOURCE: MASC August 2013 B



Hallways

**Classroom/
Specials**

Recess

Cafeteria

<p>Respect everyone and everything</p>	<ul style="list-style-type: none"> -Pick up trash or misplaced items and put in appropriate places -Greet adults appropriately -Honor property of others (displays/bulletin boards) 	<ul style="list-style-type: none"> -Share/Take turns -Borrow with permission -Use appropriate voice -Use manners -Listen quietly to all announcements 	<ul style="list-style-type: none"> -Practice good sportsmanship -Include everyone -Keep hands, feet, and body to yourself -Use polite language 	<ul style="list-style-type: none"> -Listen to all directions and announcements -Use Manners -Use quiet voices -Welcome others to your table
<p>Aim High</p>	<ul style="list-style-type: none"> -Allows others to pass when needed -Get quickly and quietly to your destination 	<ul style="list-style-type: none"> -Listen/Pay attention -Complete all assignments -Work as a team -Participate 	<ul style="list-style-type: none"> - Pay attention to directions -Work as a team -Follow game rules -Line up quickly, quietly, and safely 	<ul style="list-style-type: none"> -Follow all cafeteria procedures -Eat your own food -Stay in your seat
<p>Make responsible choices</p>	<ul style="list-style-type: none"> -Be aware of personal place -Walk in a single-file line -walk silently -Wait quietly and be patient 	<ul style="list-style-type: none"> -Be on time -Try your best -Come to school rested and ready to learn -Tell the truth 	<ul style="list-style-type: none"> -Share equipment -Stay in designated play areas -Clean up after yourself 	<ul style="list-style-type: none"> -Clean up after yourself -Make healthy food choices -Report / help clean up spills
<p>Stay safe</p>	<ul style="list-style-type: none"> -Keep shoe laces tied -Keep hands, feet, body to yourself -Always walk 	<ul style="list-style-type: none"> -Keep hands, feet, and body to yourself -Always walk -Know emergency plans -Use materials appropriately 	<ul style="list-style-type: none"> -Report injuries to adult -Use equipment appropriately -Stay off ice (and snow@EM) -Stay out of puddles 	<ul style="list-style-type: none"> -Always walk -Wait patiently in line -Keep hands, feet, and body to yourself



Bathrooms

Bus

Respect everyone and everything

- Clean up after yourself
- Be aware of privacy
- Use a quiet voice
- Respect school property

- Use appropriate language and voice
- Be on time
- Follow all bus rules

Aim High

- Return to class as quickly as possible
- Politely wait your turn

- Pay attention
- Listen to and follow all directions

Make responsible choices

- Wash hands
- Flush toilets
- Throw trash away
- Use the appropriate amount of paper products
- Use bathroom for intended purpose only

- Keep hands, feet, and body to yourself
- Keep hats and hoods off

Stay safe

- Report any issues to an adult
- Keep soap and water where it belongs

- Stay seated and facing forward at all times
- Report any inappropriate conduct to an adult
- Hold handrails when entering and exiting the bus

Student Name _____

School Year _____

BEHAVIOR & CONSEQUENCES CHART

Code	Negative Behavior	CONTINUUM OF CONSEQUENCES		
		First Offense	Second Offense	Third Offense
A	<p><u>Teasing/Exclusion</u> <u>Teasing:</u> name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves <u>Exclusion:</u> starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends</p>	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Staff Communication ➤ Possible Recess Detention and/or Community Service 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Staff Communication ➤ Parent Notification ➤ Recess Detention and/or Community Service ➤ Conference with School Social Worker 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Parent notification ➤ Staff Communication ➤ Recess Detention and or Community Service ➤ Possible Behavior Plan ➤ Conference with School Social Worker
B	<p><u>Horseplay:</u> Pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space</p>	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Staff Communication ➤ Recess Detention ➤ Parent Notification 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Parent notification ➤ Staff Communication ➤ Recess Detention ➤ Possible Behavior Plan 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Staff Communication ➤ Recess Detention ➤ Behavior Plan ➤ Conference with Parent ➤ Possible Suspension
C	<p><u>Verbal Intimidation/Threats</u> Making someone fearful in order to make them do what another person wants them to do, or so that they will not access help</p>	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Staff Communication ➤ Parent Notification ➤ Possible Recess Detention 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Parent notification and Conference ➤ Staff Communication ➤ Possible Behavior Plan ➤ Recess Detention ➤ Possible Suspension ➤ Possibly contact School Resource Officer 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Parent notification and Conference ➤ Staff Communication ➤ Behavior Plan ➤ Recess Detention ➤ Contact School Resource Officer ➤ Possible suspension
D	<p><u>Stealing/Property Damage</u> Taking possession of another student's money or personal belongings, damaging or destroying personal property</p>	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology and restitution to target ➤ Staff Communication ➤ Parent Communication ➤ Possible Recess Detention 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology and restitution to target ➤ Parent notification ➤ Staff Communication ➤ Detention ➤ Possible suspension ➤ Contact School Resource 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology & restitution to target ➤ Parent notification ➤ Staff Communication ➤ Detention ➤ Suspension ➤ Contact School Resource Officer

			Officer	
E	Harassment: Name calling, harassing, making comments, making/writing comments, because of race, gender, religion, ethnicity, disability, sexual orientation or family (Civil Rights Violation)	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Staff Communication ➤ Conference with School Social Worker ➤ Possible Recess Detention and/or Community Service ➤ Possibly notify School Resource Officer 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Parent notification ➤ Staff Communication ➤ Recess Detention/Community Service ➤ Conference with School Social Worker ➤ Notify School Resource Officer 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Parent notification and Conference ➤ Staff Communication ➤ Detention/Community Service ➤ Conference with School Social Worker & SRO ➤ Possible Suspension
F	Electronics: Using a form of electronic communication in/out of school for harassing, humiliating, intimidating, threatening an individual or group, that is potentially disruptive to the school environment	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Staff Communication ➤ Parent Notification and/or conference ➤ Possibly notify SRO ➤ Recess Detention 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Parent notification and Conference ➤ Staff Communication ➤ Possible loss of Computer Privileges at school ➤ Possible Suspension ➤ Contact School Resource Officer 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Parent notification ➤ Staff Communication ➤ Loss of Computer Privileges at school ➤ Possible Suspension ➤ Contact School Resource Officer
G	Severe Physical Bullying, Threats of Serious Violence <u>Severe Physical Bullying:</u> punching, kicking, and similar behavior that could result in injury to others; <u>Threat of Serious Violence:</u> threats of using a weapon or other conduct which should be immediately reported to the police	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Parent notification & Conference ➤ Referral to counseling ➤ Staff Communication ➤ Behavior Plan Discussion ➤ Possible Suspension ➤ Contact School Resource Officer 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Parent notification ➤ Referral to counseling ➤ Suspension ➤ Contact School Resource Officer ➤ Staff Communication ➤ Create Behavior Plan 	<ul style="list-style-type: none"> ➤ Administrative referral ➤ Apology to target ➤ Parent notification ➤ Referral to counseling ➤ Suspension/Possible Expulsion ➤ Contact School Resource Officer ➤ Staff Communication ➤ Amend Behavior Plan