

Colegrove Park Elementary School

STUDENT HANDBOOK

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Colegrove Park Elementary School Vision Statement

~Empower All Learners~

The Students of Colegrove Park Elementary School will be empowered learners with the knowledge, skills, and mindset to continuously grow as responsible citizens in a rapidly changing world.

At Colegrove Park Elementary School, we pledge to instill a focus on academic standards rooted in **CREATIVITY, COLLABORATION, COMMUNICATION** and **CRITICAL THINKING**, all the while promoting a sense of belonging for students, faculty, staff and family alike through **CITIZENSHIP** and social responsibility.

Organization

Colegrove Park Elementary School is an inclusive school. It provides for all students including those with significant disabilities. It provides equitable opportunities to receive an effective education with needed supplementary aids and support services in age appropriate classes to prepare students for productive lives as free members of society.

The North Adams Public 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 age, race, color, sex, religion, national origin, sexual orientation, gender identity, disability, or homelessness.

This handbook was created in an effort to maintain a positive teaching and learning environment for everyone. Learning in a safe and respectful environment is a privilege that everyone deserves.

COMMUNITY INVOLVEMENT

We hope that all parents and families always feel welcome at Colegrove Park Elementary School. Our goal is to ensure that Colegrove Park Elementary School is a place where children enjoy learning, where they want to come to school, where they continually gain skills and confidence, where they feel supported at all times, and where they learn to work together in a positive manner. Please contact the Principal, Amy Meehan, if you have any questions regarding the school and/or your child's education.

School Council

Under the *Massachusetts Education Reform Act*, each school is required to have a school council. The school council is made up of the principal, teachers, parents, and members of the community. The duties of the council are to assist the principal in adopting educational goals, identifying student educational needs, and formulating a school improvement plan.

Parent Teacher Association (PTG)

Colegrove Park Elementary School has an active PTG. The PTG provides information, communication, and through its fund-raising efforts, financial support for school activities and programs. PTG meetings are held monthly and/or on a quarterly basis and notices are sent home prior to each meeting. Parents and teachers are encouraged to participate in these meetings.

Volunteers

Community volunteers are welcome and very much appreciated at Colegrove Park Elementary School. We are very fortunate to have dedicated, student volunteers from both Williams College and MCLA. We are thankful for the volunteers who work with the school and in our classrooms. Please notify the school principal if you would like to become actively involved in our school community as a volunteer.

Welcome Center

Colegrove Park Elementary School has a Parent Partner working in conjunction with the Welcome Center, housed at Brayton Elementary School. The Welcome Center brings awareness of community resources and provides assistance for our families looking to access them. Additionally, the Welcome Center helps organize and publicize a variety of workshops, presentations, programs and events offered within the schools and the community. The Parent Partner helps plan family events for the school, attends Welcome Center sponsored events, and is available to families to assist with home to school connections.

GENERAL INFORMATION

School Hours

Breakfast in the Classroom starts at 8:25 a.m. Students begin the school day in their homebase, where breakfast is served. Academic school hours are from 8:40-2:55. Students can enter the building and be supervised in their classroom beginning at 8:25 a.m. Students are encouraged to arrive at school no later than 8:40. Students are dismissed from school at 11:30 a.m. when there is an early release day

School Cancellations and Delays

If school is cancelled or delayed, announcements will be made on local radio stations and on TV, as well as through the emergency contact numbers provided by the families to the school. If it is necessary to dismiss students during the school day, every attempt will be made to notify parents through announcements on the radio and/or by telephone.

Attendance

ALL STUDENTS ARE REQUIRED BY LAW TO ATTEND SCHOOL EVERY DAY THAT SCHOOL IS IN SESSION.

Massachusetts State Law states that a student under 16 years of age may not be absent more than seven (7) unexcused day sessions in a six (6) month time period. Parents are required under the law to ensure regular school attendance of their children and are subject to a fine for failure to comply with the law.

The North Adams School District encourages good school attendance, since only through regular attendance can a student take full advantage of the educational opportunities offered. We believe in a direct and positive correlation between good school attendance and academic success. Students are expected to be in attendance every day of the school year. The school system does, however, recognize that occasional absence from school is unavoidable and legitimate.

Chapter 76, Section 2 of Massachusetts State Education Law states that “every person in control of a child...shall cause him to attend school as therein required, and if he fails to do so for seven day sessions or fourteen half-day sessions within any period of six months, he shall on complaint by a supervisor of attendance, be punished by a fine...” The only acceptable reasons for absence are illness, religious observance, death of a family member, hazardous weather, health treatment, legal business or significant personal reasons judged excusable by the parent(s)/guardian(s) and the administration.

If a student is going to be absent, parent(s)/guardian(s) are to call the school before 9:00 a.m. This procedure is to ensure the safety of the children. If a parent or guardian does not call the school will contact them at home or at work.

When a student returns to school after an absence, they must bring with them a note written by their parent/guardian indicating the reason for the absence. If a student is to be dismissed during the school day, he/she must bring a note from their parent/guardian. If possible medical and dental appointments should be scheduled after school hours.

If a student is going to be absent, parent(s)/guardian(s) are asked to call the school before 9:00 a.m. This procedure is to ensure the safety of the children. If parents or guardians do not call, the school will contact them at home or at work. When a student returns to school after an absence, he/she must bring a note written by a parent/guardian indicating the reason for the absence. Please send copies of doctor's notes to the school if one is issued.

If a student is to be dismissed during the school day, he/she must bring a note from a parent/guardian. Please make every effort to schedule medical and dental appointments after school hours.

NOTIFICATION OF ABSENCES

Parents and guardians will be notified and/or contacted with the following information related to the student's attendance. Incremental attendance letters will be mailed home indicating student absenteeism will be mailed home.

NOTIFICATION/DOCUMENTATION points of emphasis:

1. Letters will include Massachusetts State Law and possible course of actions the school may pursue with the Department of Social Services and/or Juvenile Court.
2. The school requests a timely response by parents/guardians by phone or by meeting with school personnel to address attendance concerns and work collaboratively with the student/family to improve attendance.
3. Prompt documentation (see listed outlined circumstances to document in above attendance policy) within seven days is requested and must be submitted to the Main Office.

Entrance Requirements

Students entering kindergarten must be five years old by August 31 of the year that they enter. Parents/Guardians of students entering kindergarten must provide evidence of a birth date, as well as a record of current immunizations, lead screening and physical.

Transfers

Parents/Guardians of students transferring from other school systems will be asked to sign a record release form to enable Colegrove Park Elementary School to obtain the student's records.

Change of Address

In the event a student moves to a new address during the school year, the school office must be notified. If you move out of North Adams, but wish to have your child still attend Colegrove Park, you need to complete a school choice form which may be obtained at the Superintendent's office or on our website. Should you move out of the Colegrove district but within North Adams, you will need to enroll your child at the appropriate school. Families may be asked to document re-verify proof of residency as needed.

NOTICE OF POSSIBLE PUBLICATION OF CERTAIN STUDENT INFORMATION

Throughout the year information such as student's name, class, honors and awards, participation in sports/activities, projects, photos or video productions may be publicized. Please notify your child's school, **IN WRITING**, if you do not want the school to disclose information about your child without prior written consent. **YOU MUST RE-SUBMIT THIS WRITTEN NOTIFICATION ANNUALLY.**

If you submit such written notification NOT to publish information about your child, this will cover ALL the information listed above, including **publication of honors and awards**. You CANNOT selectively release some information but prohibit the release of other information.

*Section 9528 (Armed Forces Recruiter Access to Students and Student Recruiting Information on the No Child Left Behind Act) requires schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide students' names, addresses and telephone listings to military recruiters when requested. Parents may opt out of section 9528 by specifying this in a written request not to publicize any student information (as stated above). If you agree to allow student's information to be publicized as described above, you are, BY LAW, consenting to Section 9528 also.

Breakfast and Lunch

Colegrove Park Elementary School has a breakfast and hot lunch program. Menus are planned by the school district food service manager, Corbett Nicholas, and can be found on our school web page. Breakfast and lunch are free for all students in the North Adams Public Schools. All foods made available on campus will comply with the current USDA Dietary Guidelines for Americans and the Massachusetts A La Carte and Beverage Standards. Food providers will take every measure to ensure that student access to foods and beverages meets federal, state and local laws and guidelines. If a child wishes to bring a lunch from home, he/she may purchase milk. If a child would like an additional school lunch, there is a charge for the second lunch. Glass containers and soda are not permitted. Breakfast is served in the classroom beginning at 8:25 a.m.

If you feel that your child may qualify for free or reduced lunch, please request an application from the school district food service manager. Forms are mailed home to all families prior to the beginning of each school year.

Colegrove Park Elementary School offers a "Healthy Snack" program, which allows children to eat fresh fruits and vegetables daily at no individual cost. Children can also bring snacks from home, but these snacks should adhere to healthy choice guidelines.

Additional Nutritional Guidance:

Celebrations-Classrooms shall omit food and beverages from classroom holiday and birthday celebrations during the school day. Each elementary school will celebrate "Birthday Friday" once per month with a special nutritionally compliant treat provided by the food services department for all students.

Rewards-North Adams Public Schools employees and volunteers shall not use foods or beverages as a reward in the classroom or common area for academic performance or good behavior. Students that have food-based accommodations in their IEP or 504 plans will be exempt. Parents, teachers, and staff are encouraged to think creatively and utilize non-food rewards. Additional non-food reward suggestions can be found on the NAPS website Food Services Department Wellness tab.

Recess

Recess is a necessary break in the day for optimizing a child's social, emotional, physical, and cognitive development. Students will engage in a daily recess period for a minimum of 20 minutes. Weather and safety factors permitting, students will have outdoor recess daily. At times, when it is determined by administration that safe play may not occur outside, recess time will be held inside. Teachers or

monitors supervise the playground, gymnasium, open space of Colegrove Park and homebase activities. Please see that your child is dressed for outdoor play, including appropriate footwear and outdoor gear especially during the winter. Outdoor recess is held unless it is below 10 degrees, or if conditions outside are unsafe. During lunch and on the playground, children are expected to abide by the rules established for safe and appropriate behavior. They are also expected to follow the directions of the staff supervising these activities.

Continual misbehavior at lunch and/or on the playground could result in community service, restorative practice, after school detention, or suspension from school. When students exhibit significant and/or repeated safety concerns for themselves/others during lunch/recess time, they may be assigned detention during this time by administration. Recess may be withdrawn only as a consequence of a student's behavior when that behavior jeopardizes the health and safety of the student or others, and only after all other means of addressing the behavioral issue have been exhausted.

Electronic Device Use Policy

The North Adams Public School Committee recognizes that electronic devices are a part of our everyday life. These rapidly evolving technologies play an important role in safety, communication, education, and employment. Appropriate use of technology empowers all learners with the ability to independently access information, communicate ideas, and promote student responsibility for learning. Possession and use of personal electronic devices at school, or on school property is a privilege, not a right. The North Adams Public Schools are not responsible for any lost, stolen, or damaged personal electronic device brought on school property. Students who choose to bring personal electronic devices to school, on school property, including buses, or to school sponsored events, agree to the following policy:

Electronic device use in grades Prekindergarten – Grade 6:

In grades prekindergarten through six, the expectation is that all personal or non-school issued electronic devices will be off and put away during school hours. Only school issued electronic devices will be used by students under supervision of a teacher or other supervising staff member. Students who violate this policy may be subject to educational talks, warnings, loss of privileges, afterschool detentions, etc. Repeated, chronic offenses may result in in-school and or out-of-school suspension.

Dress Code

Students are expected to adhere to standards of dress and appearance that are compatible with an effective elementary school learning environment. Presenting an appearance or wearing clothing which is disruptive, profane, or which endangers the health and safety of the student or others is prohibited.

Prohibited clothing and accessories are those that pose a safety or health hazard, interfere with or disrupt the educational process, advocate unsafe or inappropriate behavior, demean others on the basis of race, color, ethnicity, gender, disability, or promote the use of tobacco, drugs, or alcohol.

The responsibility for the dress and appearance of the students will rest with individual students and parents. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption (threatening attire, the promotion of drugs or alcohol, images of deceased members of the school community, etc.). The administration is authorized to take action in instances where individual dress does not meet the stated requirements. This does not mean that student, faculty,

or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above. For safety reasons, students may not wear spikes, chains, or other potentially-dangerous attire.

Dress Code- guidance about what to avoid:

- Exposed undergarments, bedtime attire, sagging pants, or see-through garments.
- Shirts that expose the midriffs, low cut tank tops or pants, single, multi-strap or strapless tops, or excessively short or tight garments. Tank top straps should be at least the width of two fingers and shorts and skirts should fall below fingertips when arms are relaxed at sides. Private parts should be private and not exposed.
- Attire or accessories with messages or illustrations that are lewd, indecent or vulgar, or promote any product or service that are not permitted by law to minors.
- Head coverings, including hats, hoods, and bandanas, except those worn for approved and accepted medical or religious purposes.
- Items that reasonably could be perceived as or used as a weapon or represent danger to self or others, including but not limited to chains, spikes, studded clothing and studded jewelry.
- Clothing or accessories that are deemed to be of a safety concern for self or others, including but not limited to pants that drag on the floor.

If a student's dress or appearance is deemed to endanger the health, safety and/or security of that student or to others, as outlined above, such infraction will be reported to the administration. Students will be asked to change clothing if necessary, and parents may be called to bring appropriate clothing to school.

Walking to and from school

Children who walk to school are expected to follow the school directed route to and from school unless special permission has been granted by the principal or dean of students. All students enter Colegrove Park via the bus loop/playground area and enter through the ground floor doors. Visitors must use the main entrance. Students who arrive after the ground floor entry has been secured must enter, and sign in at the Main Office. If you wish your child to go someplace other than home after school, it is required that you notify the school in writing. Dismissal time is 2:50 p.m. with bus students dismissed first, followed by pick-ups and walkers. Parents are not allowed to go to the classroom to pick up a child or wait in the main hallway. Due to office space restrictions, we ask that parents/guardians meet their children outside, in an effort to avoid overcrowding the office. Walkers and students who are getting picked up by a parent will be dismissed after the buses depart the school. Please obey posted rules of school conduct and follow our safety rules while in the building to assist our efforts to maintain a positive and safe school environment.

Bus Students

Students are to obey the bus driver while entering, riding, and exiting the school bus. Students are expected to:

1. Remain seated
2. Not damage property
3. Be courteous to the driver and other passengers
4. Keep the bus clean
5. Have safe hands and feet and keep them inside the bus windows

6. Not throw anything on the bus or out of the windows
7. Keep voices low so that the driver is not distracted and can get attention if necessary
8. Follow rules of respect and kindness

Continual misbehavior on the bus could result in suspension from riding the bus. If the rules stated above are not followed, then a student can first get a warning, be suspended from riding the bus for three days, then for one week, then for one month, and ultimately for the rest of the year if the misbehavior continues. If a Bus Behavior Report is submitted by the driver, it will be sent home for a parent signature.

Bus routes and bus stops are determined by the bus company. Prior to the start of the school year, the bus schedule is listed in the local newspaper. No one is allowed to ride on a bus to which they have not been assigned without a signed note from a parent.

BUS CONDUCT

Students transported in a school bus shall be under the authority of the school district and under the control of the bus driver, a legal representative of the school. Disorderly conduct will result in parental notification, suspension, or permanent withdrawal of bus privileges.

***The school must be notified in writing if any changes in dismissal are needed for walkers and/or bus students.**

Bicycles

A bicycle rack is provided to secure student bikes. The school is not responsible for any stolen or damaged bicycles.

Lockers

Each student will be assigned a hall locker. They are for the individual use of students and should not be shared. All students must realize the importance of proper locker security. There is no expectation of privacy for student lockers. Because the locker is the property of the school and not the student, the administration has the right to open and examine the contents of a student's locker at any time. The use of the locker is entrusted to the student, and it is the obligation of each student to keep the locker neat, orderly, free of marks/writing and secure at all times. Students may purchase locks for lockers. Student can choose to purchase and use combination locks.

Students are responsible to the locker assigned to them by the office. Students who insert objects into the locking mechanism causing the locker to remain unlocked are liable for any items removed or damaged done to the locking mechanism. Students should also plan their day so as to avoid delay at their lockers between classes.

Fire Drills

Unannounced fire and safety drills are routinely practiced throughout the year under the supervision of the Massachusetts State Police, and the North Adams Fire and Police Departments. During a fire drill, everyone must leave the building. The School Safety Management Team coordinates the planning for all safety drills in the building.

Student Conduct

It is expected that teachers will maintain a safe and orderly environment by utilizing a variety of classroom management techniques. Actions that are disrespectful, constitute a refusal, and are disruptive or unsafe will not be tolerated. Assistant Principals will assess each individual situation and apply educationally sound interventions/consequences for violations of student code of conduct and ensure compliance with federal and state laws: Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), and Section 504.

At Colegrove Park Elementary School, we believe that our students can be **READY LEARNERS**. Ready learners are respectful, responsible and resilient. It is through these shared values promoted by the North Adams Public Schools, our school teaching and learning community works with our children to build the skills and competencies to be ready learners.

Ready Learners Are:

Respect:

- I can learn as part of community by taking care of myself, others and materials.
- I can demonstrate empathy and the power of a genuine apology.
- I can learn as part of a community with members that have differing opinions, cultures, likes and dislikes.
- I can recognize when someone needs assistance and support them.
- I can listen, encourage, lead and be helpful to create a positive learning environment.

Responsible:

- I can own my decisions and behavior, and accept the results.
- I can do what's right even when no one is looking, and I ask questions when I'm not sure what is right.
- I can equip myself with the necessary intellectual, social and material resources to learn.
- I can take steps to problem-solve without blaming others, and I can reflect on the cause-and-effect of my actions.
- I can work collaboratively with others by sharing information, listening to others, and acknowledging various points of view.

Resiliency:

- I can finish what I start by learning from challenges I experience.
- I can ask for help when I need it.
- I can help others in a positive way when they need it.
- I can be present with my body, my heart and my mind to learn.
- I can take risks that help me grow.

Colegrove Park Elementary School works with students to frame behaviors that may interrupt teaching and learning into tiers to determine appropriate responses and interventions. They are outlined as:

Tier I:

Tier 1 student behaviors typically manifest as refusals and/or disruptions, which impedes orderly classroom procedures or interferes with the orderly operation of the school. An adult or staff member in the classroom manages these behaviors.

Tier II:

Tier 2 student behaviors typically manifest as refusal and/or disrespect, where the frequency or seriousness of the behavior disrupts the learning climate in the classroom. These infractions, which usually result from the continuation of Tier I behaviors and require the intervention of personnel (SSC Staff) and occasionally the administration because the application of Tier I consequences/interventions has yet to improve student behavior. Also included in this level are behaviors, which do not represent a direct threat to the health and safety of others, but the educational consequences are serious enough to require intervention.

Tier III:

Tier 3 student behaviors typically manifest as refusals and/or safety concerns, where student actions are directed against a person(s) and/or behaviors that warrant immediate intervention. These acts may require assistance from outside agencies including law enforcement. All Tier 3 behaviors/actions require staff to immediately contact the Main Office to report the incident.

Student Support Center

Any student having difficulty engaging in their learning, following classroom norms/I Can Statements, school values and rules and /or behavioral competencies will be referred to the Student Support Center after it has been addressed by the teacher through logical consequences and Tier 1 behavioral strategies. A trained assistant will work with the child to assist their ability to understand the impact of their actions, choices and behavior. The child is then taught through discussion, problem-solving and use of self-management strategies how to best avoid that behavior. Parents may be notified by the classroom teacher when a student is sent to the Student Support Center. The Student Support Center is also used for breaks and/or check-ins scheduled by the administration in order to proactively help students make responsible choices throughout the school day.

HARASSMENT

The North Adams Public School District expects that all members of the school community will treat each other in a civil manner and with respect for differences. North Adams Public Schools is committed to providing all students with a safe learning environment that is free from bullying, cyberbullying, harassment, and intimidation. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We understand that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, homeless students and others may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school or district will take specific steps to create a safe, supportive environment for all vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior, including (but not limited to) any form of bullying, cyberbullying, harassment or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

To view the complete **North Adams Public Schools Bullying Prevention and Intervention Plan**, please go to the following web address:

<https://www.napsk12.org/bullying-prevention>

The website link also includes the **Elementary School Bullying Prevention & Intervention Incident Reporting Form**. This information can also be accessed and downloaded from the Colegrove Park website:

<http://ses.napsk12.org/>

If you would like a paper copy of the North Adams Public Schools Bullying Prevention and Intervention Plan, please contact the school office.

HARASSMENT (M.G.L. c.76, s. 5), BULLYING (M.G.L. c. 71, § 37O), Related M.G.L.'s

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 age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness. The school district recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness or by association with a person who has or is perceived to have one or more of these characteristics. Members of the school community are expected to treat each other with respect and dignity at all times. The language and behavior of hatred, intolerance, and violence interfere with the educational process and are prohibited at school and at all school related events. Each staff member shall be responsible for maintaining an educational environment free from harassment. Each student shall be responsible in respecting the rights of his/her fellow students, ensuring the rights of his/her fellow students, and ensuring an atmosphere free of all forms of harassment. Colegrove Park Elementary School will take appropriate steps to respond to harassment and/or forms of bullying that takes place off school grounds if it has originated at or carries over into the school environment. Harassment is defined as unwelcome, harmful behavior that interferes with an individual's performance or creates an intimidating, hostile, or offensive school or work environment. Harassment can be a single incident or a series of incidents.

Harassment may take the form of verbal, electronic, and/or written remarks of a suggestive or derogatory nature (including but not limited to name-calling, continued comments, symbols, caricatures, graffiti, notes, cartoons, written communication on desks, lockers, personal property), unwelcome touching of a person or person's clothing, physical contact, intentionally impeding movement, gestures, threatening looks, facilitating social exclusion, intimidation, assault, extortion, threats, put downs, name-calling, rumors, false accusations of harassment, outwardly and/or silently instigating others, bystander to acts of aggression. Other indirect forms may include gossip and innuendo.

Sexual harassment may take the form as stated above as well as leering, voyeurism, displaying lewd or sexually explicit photographs or materials, or continuing to express sexual interest after being informed that the interest is unwelcome. Sexual orientation harassment may take any of the forms above and may be based on actual or perceived sexual orientation or affiliation with people of an actual or perceived sexual orientation.

Cyberbullying can include the transmission of words, photos, movies, images, etc. by electronic means including, but not limited to, cell phones, Internet, computer etc. Cyberbullying/harassment includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of Colegrove Park Elementary School by sending or posting inappropriate or derogatory messages, digital pictures, images, or website postings.

Bystanders: The district prohibits active and passive support for harassment and/or intimidation. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them as safety permits, and report these acts to teachers or administration. Students are encouraged to report harassment whether a victim or observer.

False Reporting: Students who make false reports associated with Bullying, Harassment, etc. (i.e. as the target of and/or substantiating a false report) will be subject to strict disciplinary measures, including but not limited to out of school suspension.

Definitions are copied directly from M.G.L. c. 71, § 37O, as noted below.

Perpetrator (Aggressor) is a student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

Bullying* as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

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

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

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

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated. (Oftentimes referred to as "victim.")

*The third offense of harassment against a target will warrant a finding of bullying and will be documented as such in the aggressor's discipline record. Administrators will consider all past infractions

that are documented in the student record regardless of time lapsed. Consultation with police will occur after a third offense of harassment against a single target to consider a charge of criminal harassment or other criminal charges.

Procedures: A student or staff member who feels that they are the target or witness to harassing behavior should proceed as follows:

1. With less serious forms of harassment, the student/staff member may choose to attempt to resolve it informally. For example, the student may point out the harassing behavior to the perpetrator and request that the behavior stop. If the student doesn't want to confront the perpetrator alone, he or she may ask a parent/guardian, a teacher or a school counselor to help. If the harassing behavior is in a classroom, the student is encouraged to inform the teacher.
2. With any type of harassing behavior, the student/staff member may choose to file a complaint with the school administration. The student should inform a school counselor, the Principal or the Dean of Students of the harassing behavior. The Principal or designee (i.e. counselor) will assist the student in documenting the harassing behavior.
3. The Principal, and/or their designee will investigate the complaint and if substantiated, will determine the disciplinary and/or legal response. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of anonymous report.
4. Students/staff may also consult the district policy specific to sexual harassment.
5. Any person who threatens intimidates or retaliates against a victim or witness involved in an investigation of harassment shall be subject to discipline determined by the administration. This may include recommendation for expulsion.
6. All school employees are required to report alleged violations of this policy to the principal or his/her designee and to take immediate appropriate steps to intervene in an imminent situation.
7. Victims of physical assault, sexual assault, and personal harassment also have the right to pursue police or legal action outside of school. The school may report illegal acts to the police including vandalism, sexual assault, and threat of harm.

ADDENDUM TO BULLYING & HARASSMENT POLICY Reporting, Investigation and Response to Bullying and Retaliation

- (a) Reporting from Faculty/Staff – as detailed in the Faculty/Staff Handbook.
- (b) Reporting by Students, Parents or Guardians, and Others

1. Parents, guardians and other students serve a paramount role in protecting students from bullying and harassment. Students, parents, guardians, and others who witness or become aware of an instance of bullying or retaliation are expected to report it to the principal or dean of students.

2. Parents, guardians, and students may make a verbal report or written report to the principal or dean of students and may be assisted in completing a Bullying Prevention Incident Report Form by the administrator.

3. The Bullying Prevention Incident Report Form may be downloaded from the school and district webpage and is also available in common office areas.

4. Reports may be made anonymously by parents, guardians, students and others but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

(c) Investigation Upon the receipt of a report, the principal or dean of students will:

1. Take initial steps to restore a sense of safety and prevent further incident to the targeted student(s).
2. Follow the procedures indicated in the Flow Chart for Investigating Bullying that is aligned to the Bullying Prevention Incident Report Form. If the form has not been completed, the principal/dean of students will complete. This procedure includes gathering information about the time, location, etc., interviewing witnesses, interviewing the target, interviewing the alleged aggressor, checking the disciplinary record for prior incidents of harassment, bullying or retaliation and making a determination whether bullying or retaliation has occurred.
3. If the report involves students from another school or school district, the principal of that school will be notified by telephone.
4. If, at any point during an investigation, the principal/dean of students has a reasonable basis to believe that criminal charges may be pursued, the School Resource Officer will be consulted and the North Adams Police will be notified.

(d) Response If it is determined that bullying or retaliation has occurred, the principal/dean of students will take the following steps to prevent recurrence and to ensure that the target is not restricted in participating in school:

1. Assign disciplinary consequences to the aggressor per the student handbook code and implement aggressor interventions per the Safety Plan (Appendix E).
2. Complete or refer to the school counselor to complete the Safety Plan with the targeted student and to assure for follow up to the Safety Plan (Appendix E).
3. Promptly notify the parents of the aggressor and the target about the results of the investigation and about what actions are being taken to prevent further acts.
4. Notice to parents must comply with state and federal privacy laws and regulations.
5. If indicated, refer the target and family and the aggressor and family to the school counselor to assess need for counseling or referral.
6. Follow up with the aggressor to review progress.
7. Submit report to principal and superintendent.
8. It is the responsibility of the principal and deans to consider if reports of harassment, bullying and other conduct also constitute discriminatory harassment per federal and state civil rights regulations or laws. If the behavior causes a hostile environment, the school may be obligated to extend the scope of the response beyond the interventions with the target and aggressor. For example, a more comprehensive response could include: convening the emergency response team or instructional leadership team to plan response, re-education to students and staff about expectations for behavior and policies against discrimination, conducting outreach to members of the targeted group to identify problems, holding classroom discussions and staff training to

increase awareness about discrimination, re-posting information about how to report harassment violations and contact information for the district civil rights coordinator, reviewing policies for needed revisions, increasing supervision in identified areas, etc.

9. If the targeted student or parent/guardian are not satisfied with the determination of the investigation, they can appeal to the superintendent. Targeted students are expected to report any reoccurrences or retaliatory behaviors by the aggressor.

SEXUAL HARASSMENT DISTRICT POLICY

Students and staff are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Conduct that constitutes sexual harassment will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Unwelcome sexual advances, requests for sexual favors, sexual orientation harassment (harassment based on someone's actual or perceived sexual orientation) or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational development.
2. Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

When any member of the school community feels he or she has been the object of sexual harassment, the alleged victim, whenever feasible, is encouraged to make clear to the alleged harasser that his/her conduct is offensive and unwelcome. If this fails to end the offensive conduct, or if the alleged victim is unable or unwilling to approach the alleged harasser, then he or she will promptly report the offensive conduct, in writing and signed by the complainant, to either the principal or the superintendent. The individual who receives the complaint will attempt to resolve the problem promptly in an informal manner. If the complaint is not resolved informally, through reconciliation within thirty days from the date of receipt of the complaint (or such longer period as may be agreed to between the complainant and the alleged harasser), then he or she shall report the incident and transfer the record to the superintendent and so notify the parties in writing. After reviewing the record transferred to the superintendent as aforesaid or developed by the superintendent (if he or she is the person who received the complaint), the superintendent may attempt to gather any more evidence necessary to decide whether the conduct complained of did occur and whether such conduct did constitute sexual harassment. If the Superintendent so finds, he or she may thereafter impose any sanctions he or she deems appropriate, including a recommendation to the Committee for expulsion. Any person who threatens, intimidates, or retaliates against a complainant or any witness involved in the investigation of a charge of harassment shall be subject to such discipline as the superintendent may deem appropriate including a recommendation to the Committee for expulsion.

HAZING

Hazing of students is strictly prohibited by the Massachusetts General Laws. Furthermore, the North Adams Public Schools prohibits hazing on school grounds, buses, and at Drury school-sponsored events. A student involved in hazing as a participant or organizer will receive disciplinary consequences including but not limited to office detention, internal suspension, external suspension, extended detention, and Saturday School.

CORPORAL PUNISHMENT

School staff may not hit, spank, or physically punish students. However, reasonable force can be used by staff members to protect students, other persons, or themselves from an assault by a student.

DISCIPLINING STUDENTS WITH SPECIAL NEEDS & STUDENTS on 504 Plans

All students are expected to meet the behavior requirements of our school. However, special needs/504 students may require additional provisions and/or modifications.

MGL c. 76, sec. 16-18 Chapter 71, Section 37H (SE45)

1. The Individual Education Program (IEP)/504 must determine whether or not the student can meet the regular discipline code. Any modifications must be clearly defined through the TEAM process.
2. The principal or his/her designee will notify the Special Needs Office (and/or School Adjustment Counselor if on a 504) of an offense committed by a special needs student that will result in a suspension. A record of these notices must be kept on file.
3. Prior to a student's 10th cumulative day of suspension or pattern of suspensions in a school year, a functional behavioral assessment may be completed. The TEAM must then convene to:
 - a. Complete a manifestation determination.
 - b. Design a modified program relative to handicapping condition.
 - c. Determine modifications of disciplinary code.
 - d. Define implementation of delivery of services during suspension.

If the Team determines that the behavior was a manifestation of the student's disability, the Team will develop a new IEP or amend the current IEP which may include the development of a Behavior Intervention Plan to accommodate the student's needs and adapt appropriate consequences. If the Team determines that the behavior was not a manifestation of the student's disability, the school may suspend or otherwise discipline the student according to the school's discipline codes except for a period exceeding ten (10) days. During this time, Special Education services as outlined in the IEP will be provided.

If a student possesses, uses, sells or solicits drugs on school grounds or at a school sponsored event, is in possession of a weapon on the school grounds or functions, or inflicts bodily injury at school or a school sponsored event, the school may remove the student to an interim alternative educational setting (IAES) for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability. The IAES will be determined by the IEP Team.

If, prior to the disciplinary action, the district had prior knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is determined not eligible.

Procedural Requirements applied to students not yet determined to be eligible for special education:

1. If prior to the disciplinary action a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent expressed concern in writing
 - b. The parent requested an evaluation or

c. Staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have prior knowledge if the parent has not consented to an evaluation of the student or has refused special education services or if an evaluation of the student resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

3. If the student is found eligible, then he/she receives all the procedural protections subsequent to the finding of eligibility.

Any student can appeal their suspension. See Student Appeals.

Drug and Alcohol Policy

It is a violation of state law and school rules, and a threat to the welfare of others at school, for anyone to possess, use, sell or distribute alcohol or drugs on school grounds or at school sponsored activities at any time. Violations will result in disciplinary action as determined by the administration, as well as attempts to offer the student assistance in identifying and treating alcohol and drug related problems.

Substance Abuse Evaluations are available by specialists at Mental Health and Substance Abuse Services of the Berkshires (MHSAB). Students participating in this service because of a violation of school policy are expected to sign a release of information from concerning treatment recommendations to the school adjustment counselor. These evaluations are scheduled promptly to allow re-entry to school. To request an evaluation, call 664-4541 and speak to the receptionist for the substance abuse department.

HEALTH

Health Aide

A school nurse has been assigned to our school. The nurse serves under the supervision of the Health Services Administrator and is available to teachers, students, and parents during school hours. Both the nurse and the administrator are available to teachers and parents on a consulting basis in regard to the health or welfare of a student.

Immunizations

Records of immunizations are reviewed by the nurse to insure compliance with the Commonwealth's laws.

Vision and Hearing

Vision and hearing tests are given each year to all students. Appropriate referrals are made to parents if a child fails the test.

Postural Screening

Postural screening is conducted on all children in grade five. Appropriate referrals are made to the parents if there is a positive finding.

Medication

If a child requires medication during school hours the following steps must be followed:

1. The parent must sign the permission slip provided by the school.
2. The medication must be in a properly labeled pharmaceutical container. It must be brought to the health aide by the parent. **Children should never be permitted to carry medication.**
3. A written, signed and dated request from the physician which indicates dosage, time and method of administration must be included.

Reportable Diseases

If a student is absent from school from contacting measles, mumps, or chicken pox parents are to notify the school nurse. The school is required to report these diseases to the Department of Health.

Contagious Diseases

If a student is absent from school because of a contagious disease and under the care of a physician, a note from the physician is required before the student can return to school. Parents will be notified if their child is found to have head lice or nits. Children will be readmitted into school after treatment and removal of all nits have been verified by the school nurse.

Illness or Accident

If a child is not well enough to remain in school, the parent will be notified and expected to provide or arrange for the child to be transported home.

No Smoking Policy

State law prohibits smoking in school buildings, on school grounds, and on school buses.

School Adjustment Counselor

A school adjustment counselor is available for individual or group counseling, for consultation with parents and teachers, and for crisis intervention. A student may be referred to the counselor for an initial evaluation. If it is determined that the student would benefit from counseling, then a permission form will be sent to the student's parent/guardian for their signature and approval.

INSTRUCTION

Curriculum

Curriculum information can be found on the right hand side of our district web page, www.napsk12.org. The North Adams School Committee has approved all textbooks used in the elementary school. Students are expected to participate in all school programs and activities unless excused because of physical or religious reasons. Parents should contact the principal or their child's teacher if they have reservations about their child participating in specific programs or activities.

Report Cards

Report cards are issued four times a year, approximately every eight weeks. The first report card will be issued during a conference between a parent/guardian and the child's teacher in November.

Homework

Homework is an important part of the curriculum. Teachers assign homework to extend work being done in the classroom and to assist the development of work habits through independent practice.

Homework also provides information to the parents about the instruction and lessons that are taking place in the classroom during the school day. The expectation is that parents and families will help to support the completion of homework. If you have any questions or concerns with homework, please contact your child's teacher or the school principal.

Testing

All students are tested in reading fluency using the Fastbridge Assessment System in September, January, and May. FastBridge is an online assessment system that will support teachers in monitoring student progress and designing interventions and enrichment opportunities for our students in literacy, math and social-emotional learning.

Students in grades 3-6 are given state mandated assessments in May to measure their academic improvement during the school year in English language arts and math. Grade 5 students also take a science and technology assessment. Data from all testing is analyzed and used to target student needs in order to plan future instruction.

Promotion

The North Adams Public Schools have a written promotion policy. Students must meet the criteria of this policy to be promoted. Parents will be notified on the third report card should their child be in danger of not being promoted.

Special Education Information

For a child who has learning, social, emotional and/or physical disabilities, support services are available. The school using the Instructional Support Team as a proactive support for the classroom teacher and student to close any potential achievement during regular, core Tier 1 instruction. Referrals for an evaluation of the child's disability may be made by the parents, physician, teacher, or principal. Before a child is referred, a permission form must be signed by the child's parent/guardian. Once an evaluation has been completed, a team meeting is held to determine if support services are needed. If services are required, then an Individual Educational Plan is developed.

Title I Reading

Currently, Colegrove Park Elementary School qualifies for Title I, a federally funded program, which provides reading reinforcement to students who qualify.

After School Program

Program offerings are sent home at the beginning of each session and student placement is reserved on a first come, first serve basis.

CONTACT INFORMATION UPDATES

To update our files, we request that you notify the school office when you change your address or telephone number. It is very important that we have up to date contact information for every student in order to maintain two-way communication with each family. Please provide two contact numbers in case of an emergency situation.

North Adams Public Schools **McKinney-Vento Homeless Act Policies**

In order to provide children and youth who have lost their housing and/or lack of permanent housing equal access to free, appropriate public education, it is the goal of the North Adams Public Schools to ensure there are no barriers in the enrollment and retention of these children and youth in accordance with state and federal law.

Definitions: The Massachusetts Department of Education has adopted 725(2) of the McKinney-Vento Homeless Assistance Act regarding the definition of homeless children and youth as individuals whose primary nighttime residence is:

1. Shelters designated for the homeless and/or domestic abuse
2. Doubled- up i.e. sharing the housing of others due to loss of housing and/or economic hardship
3. Unaccompanied youth – a youth not in the physical custody of a parent or legal guardian
4. Unsheltered – living in cars, campgrounds, abandoned buildings, and substandard/inadequate housing
5. Hotels/motels
6. Children or youth awaiting foster care placement (DCF emergency, temporary or transitional placement)

Identification:

1. Teachers, staff, administration shall notify the building liaison of their knowledge of a student in a homeless situation or unaccompanied youth. Building liaison will connect with the family and with the district liaison/case manager to ensure all the families/unaccompanied youth's needs are being met.
2. All families and students who are identified as homeless will be treated with dignity and respect. All information will be confidential. Families may self-identify.
3. Students who enter without records will be placed with peers in the appropriate grade level.
4. Each building liaison will fill out a collection form and send to the Director of Research and Educational Information (REI) who will submit such documentation to the DESE

NO student will be retained based on lack of records or homeless status. If there are indications of struggling to keep up with peers Title 1 interventions will be put in place as well as referral to the Individual Support Team (IST) in each building. If the child is struggling with interventions, then a referral to special education will be initiated.

Participation: All students regardless of housing status have the right to participate in all activities that the school sponsors both before and after school.

The district will:

1. ensure enrollment in before/after school activities in all areas of interest.
2. ensure there is no segregation or stigmatization in participation of activities due to a student's lack of permanent housing
3. will provide transportation if needed to and from after school activities such as sports, 21st Century Programs, extracurricular clubs, etc.
4. ensure upon request that information is delivered to families in the language of the home.
5. ensure families have access to the Parent LINCS Center for activities they wish to participate in as well as receipt of monthly newsletters for the individual's school of origin

Liaisons: The North Adams Public Schools will designate a staff person as District Coordinator for the homeless with designated staff in each school as Building Liaisons to the coordinator. A district case manager will coordinate McKinney-Vento services for students and families including referrals to community agencies as needed. The roles are to ensure the rights of the homeless children and youth including enrollment and access to services entitled to.

Enrollment: The North Adams Public Schools will immediately enroll children and youth who are designated homeless in school even if they do not have the documents usually required for enrollment, such as school records, medical records, proof of residency.

School Selection: The children/youth have the right to either continue in the school of origin until the end of the year in which they obtain permanent housing or enroll in the public school that peers who are not designated homeless attend in the actual living area of the homeless students.

Transportation: At the request of the parent, guardian or homeless liaison, the North Adams Public Schools will provide transportation to and from the school of origin.

Nutrition: School lunch and other nutrition programs will be made available to the children/youth designated as homeless.

DUE PROCESS FOR SUSPENSIONS

NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e) the date, time, and location of the hearing;

- f) the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- iii. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
- iv. the right to cross-examine witnesses presented by the school district;
- v. the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- v. Inform the student of the right to appeal the principal's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

If the student is in grades pre-k through grade 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

APPEAL OF LONG-TERM SUSPENSION

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

EMERGENCY REMOVAL

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency, removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension or short-term suspension, as applicable, within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension or short-term suspension, as applicable.

IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year.

A Principal may impose an in-school suspension as defined above according to the following procedures:

The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

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

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H¹/₂

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

Possession of a dangerous weapon, possession of a controlled substance, or assault of staff

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal may, in his/her discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) days from the date of the

expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

Felony complaint or issuance of felony delinquency complaint

Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal may suspend a student for a period of time determined appropriate by the Principal if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall notify the Superintendent in writing of his/her request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

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

HAZING

Massachusetts General Law, Chapter 269, Sections 17-19 strictly prohibits any type of hazing or initiation into any student organization which will endanger, either physical or mental, a student's person. The law specifically states:

Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term hazing as used in

this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section.

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

SEXUAL HARASSMENT POLICY/COMPLAINT PROCEDURE FOR STUDENTS

PURPOSE

To create for all North Adams Public Schools students a study environment free of sexual harassment. The North Adams Public Schools is committed to safeguarding the right of all persons associated with the North Adams 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 North Adams Public Schools condemns and prohibits all sexual harassment on its premises.

All individuals associated with the School System, but not necessarily limited to the School Committee, the administration, the staff, students and members of the public while on campus, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community or while on school property will be in violation of this policy.

Appropriate disciplinary action, up to and including dismissal, will be taken in any instance where an employee violates this policy. Sexual harassment by a student will result in disciplinary action up to and including expulsion. Sexual harassment by others will result in their being excluded from school premises or if it is required that they enter the premises, they will be accompanied by a School System representative at all times.

If the sexual harassment is criminal in nature, the offense shall be reported to the police department as well as a Title IX Compliance Officer. If the sexual harassment requires the intervention of State Social Services or protective agencies, the proper authorities will be contacted. In these circumstances, the School's attorney will be notified to give advice and guidance on how to process these actions with the appropriate authorities.

Any student who believes that he or she has been subjected to sexual harassment should make a complaint to any administrator, a Title IX Compliance Officer, or directly to the Superintendent, 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 areas of supervision. This includes directly confronting the harasser when a management representative observes harassing behavior, and immediately reporting the activity to the Title IX Compliance Officer.

The Title IX Compliance Officer will investigate complaints promptly, and corrective action will be taken where appropriate. No person will suffer retaliation or intimidation as a result of using the internal complaint procedure.

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

The Title IX Compliance Officers for the North Adams Public Schools are as follows:

Abby Reifsnyder/ E3 Program Coordinator-Drury/Jon Slocum/Dean of Students-Colegrove Park Elementary

Legal References: Title VIII, Section 703, Civil Rights Act 1964 as amended 45

Regulations 746776 issued by Chapter 622/EEOC Title IX of
1972 Education Amendments

SEXUAL HARASSMENT DEFINITION

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is either explicitly made a term or condition of a student's education; or
2. Submission to or rejection of such conduct is used as a basis for education decisions affecting such student; or
3. Such conduct has the purpose or effect of substantially interfering with a student's educational performance, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

1. Assault, inappropriate touching, intentionally impeding movement, comments, gestures, or written communications of a suggestive or derogatory nature.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
3. Implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.
4. Coercive sexual behavior used to control, influence or affect the educational opportunities, grades and/or learning environment of a student.
5. Offering or granting favors or educational benefits, such as grades or recommendations, in exchange for sexual favors.

Other sexual harassing behavior directed towards students, whether committed by management, staff, or students, is also prohibited. Such conduct includes but is not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Sexually explicit language or gestures;
3. Touching that an individual interprets as sexual in nature;
4. Any unwelcome physical contact;
5. The presence of sexually provocative photographs, pictures or other material, and the telling of sexual stories or jokes;
6. Verbal or non-verbal behavior about an individual's body that is interpreted as sexual in nature.

COMPLAINT PROCEDURE

INFORMAL PROCESS FOR STUDENTS

In determining whether an alleged incident constitutes sexual harassment, the Title IX Compliance Officer will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure outlined below, unless a Title IX Compliance Officer is the subject of the complaint.

1. Any student of the School System who believes that he/she has been subjected to sexual harassment is to report the incident(s) to any administrator, Title IX Compliance Officer, or directly to the Superintendent. The administrator and/or Superintendent are to immediately contact the Title IX Compliance Officer. A written record of the complaint will be made by the party receiving the complaint. A separate file system will be maintained, apart from the student's personal record, regarding these complaints and as to all matters relating to the complaints.
2. If the alleged harassment involves the Title IX Compliance Officer, the Superintendent of Schools will act as the Title IX Compliance Officer.
3. If the alleged harassment involves the Superintendent of Schools, the Secretary of the School Committee will act as the Title IX Compliance Officer.
4. The Superintendent and the Title IX Compliance Officer will look at the totality of the circumstances and the context in which the alleged incidents occurred. They will obtain a clear understanding of the facts. All matters involving sexual harassment complaints will remain confidential to the extent possible.
5. Students may be accompanied, at any phase of this process or subsequent hearing before the committee, by a parent, guardian or representative of their choosing. Parents will be immediately notified by the Title IX Compliance Officer of the existence of a student's report of sexual harassment.
6. The Title IX Compliance Officer will explain each phase of the Informal and Formal Complaint Process to a student who wishes to file a complaint and will assist the student in the processing of the complaint. In addition, the Title IX Compliance Officer will inform the student of additional forums for resolution of the complaint such as the Office of Civil Rights (O.C.R.) and the Massachusetts Commission Against Discrimination (M.C.A.D.).

7. Under normal circumstances, the Title IX Compliance Officer's investigation will be completed within five working days of the initial complaint. Upon completion of the investigation, the Title IX Compliance Officer shall issue his/her findings in writing to the student and the alleged harasser.

COMPLAINT PROCEDURE

FORMAL PROCESS FOR STUDENTS

1. A complainant may file a formal complaint immediately or may do so after the Superintendent and the Title IX Compliance Officer's efforts to reach a settlement under the informal process have proven unsuccessful.
2. The complaint will state clearly and concisely the complainant's description of the incident and it will also indicate any remedy sought. The complaint must be signed by the complainant. The Superintendent's office will send the respondent a copy of the complaint within five working days after it is received. A separate file system shall be maintained as to all matters relating to the complaint. Confidentiality shall be maintained to the extent possible.
3. The respondent will have ten working days to respond in writing. This statement will contain full and specific references to each claim in the complaint, admitting, denying or explaining the complainant's allegations. The respondent must sign his or her statement which will then be appended to the original complaint. Within three working days, the Superintendent's office will forward both statements to the complainant and the respondent.
4. There will be two modes of resolution for formal complaints. A complaint may be settled through mediation or through a hearing. If the complainant and the respondent agree to pursue mediation, a date mutually acceptable to both parties will be set within ten working days. If the mediation results in a mutually acceptable agreement, copies of the agreement will be forwarded to both parties. If the mediation does not result in an agreement, the case will be forwarded to the Superintendent for a hearing unless the Superintendent is the alleged harasser in which case the hearing will be before the North Adams Public Schools School Committee.
5. When a hearing is requested, the Title IX Compliance Officer will inform the Superintendent or the School Committee, as the case may be, and the case will be heard at the next regularly scheduled meeting of the School Committee pursuant to the provisions of the Commonwealth's Open Meeting Law and/or before the Superintendent pursuant to M.G.L., c. 71, 42.

FORMAL HEARING

1. The purpose of the Superintendent or School Committee Hearing is to determine whether the school system's policy of sexual harassment has been violated, and, if so, to determine the appropriate consequences for the violation.
2. Both parties will be given a full and fair hearing. The proceeding, although formal, is not a court proceeding and the Superintendent of School Committee is not bound by the procedures and rules of evidence of a court of law. In most instances, complainants and respondents will be expected to speak for themselves, although, if desired, each party may be accompanied by counsel or an advocate.

3. The presiding officer of the hearing may have counsel present for purpose of assisting in the orderly conduct of the hearing and the questioning of witnesses. The complainant and the respondent will be asked to clarify the issues and to define the areas of disagreement. To encourage a fair and focused hearing, at the start of the proceedings the points of agreement and disagreement will be reviewed. The Superintendent or the Committee Policy on Sexual Harassment has been violated, and, if so, will recommend appropriate consequences.

4. The presiding officer will:

- a. ensure an orderly presentation of all evidence;
- b. ensure that the proceedings are accurately recorded by means of a tape or stenographic recording; and
- c. ensure that a decision is issued no later than ten working days after the conclusion of the hearing or, when written arguments are submitted, ten working days after the submission.

5. The Superintendent or the Committee, as the case may be, will:

- a. conduct a fair and impartial hearing which ensures the rights of all parties involved;
- b. define issues of contention;
- c. receive and consider all relevant evidence which reasonable people customarily rely upon in the conduct of serious business;
- d. ask relevant questions of the complainant, respondent and any witnesses if needed to elicit information which may be of assistance in making a decision; and
- e. ensure that the complainant and respondent have full opportunity to present their claims orally or in writing, and to present witnesses and evidence which may establish their claims.

DECISIONS OF THE SUPERINTENDENT OR THE COMMITTEE

1. After all the evidence, testimony, and written arguments have been presented, the committee will convene for deliberations to determine whether the school system's policy on sexual harassment has been violated. If the Committee finds after a roll call vote that the policy has not been violated, that fact will be registered in the records of the hearing, and the written decision will be forwarded to the complainant and the respondent no later than fifteen working days after completion of the hearing. In hearings before the Superintendent, if the Superintendent finds that the policy has not been violated, the Superintendent will issue a written decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.

2. If the Committee finds after a roll call vote that the charge of violating the school system's policy of sexual harassment has been substantiated, the hearing Committee will prepare findings and will determine a penalty for the respondent and relief for the complainant. The Committee will issue such decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.

In hearings before the Superintendent, if the Superintendent finds that the charge of violating the school system's policy on sexual harassment has been substantiated, the Superintendent will prepare findings and will determine a penalty for the respondent and relief for the complainant. The Superintendent will issue such decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.

The findings of fact as well as the penalty and relief will be based solely on the testimony and evidence presented at the hearing.

3. The penalty should reflect the severity of the harassment. The penalties may include, but will not be limited to, any one or combination of the following: verbal admonition, written warning placed in the respondent's personnel file or student record, probation, suspension without pay, dismissal, demotion, or removal from administrative duties within a department; students may be subject to suspension or expulsion proceedings following a finding that the policy has been violated. The Committee or Superintendent may also make appropriate recommendations, such as professional counseling, and may recommend relief for the complainant which reinstates and restores, as much as possible, the aggrieved party.

NOTICE OF NON-DISCRIMINATION

The North Adams Public Schools reaffirms that it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, homelessness, or exercise of civil rights in admission to, access to, treatment in or employment in its programs or activities. The North Adams Public Schools also affirms its commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, homelessness or exercise of civil rights. Any harassment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, homelessness or exercise of civil rights will not be tolerated.

If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violation to the building principal. The building principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced within a reasonable period of time. The building principal will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity/Title IX/ Section 504/A.D.A. Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after the receipt of the principal's decision.
3. The Equal Opportunity/Title IX/ Section 504/A.D.A. Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

For Title VI and Title VII: Contact Thomas Simon, Director of Pupil Services, North Adams Public Schools 191 East Main Street, North Adams, MA 01247, (413) 662-3232, tsimon@napsk12.org

For Title II and Americans with Disabilities Act, Section 504: Contact Jon Slocum/Dean of Students-Colegrove Park Elementary

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack POCH, Room 222, Boston, MA 02109-4557

PHYSICAL RESTRAINT POLICY

The North Adams Public Schools complies with the Department of Education (D.O.E.) restraint regulations, 603 C.M.R. 46.00 et seq., as required by law. These regulations apply not only while attending school, but also at school-sponsored events and activities, whether or not on school property. Copies of this law are available at <http://www.doe.mass.edu/lawregs/603cmr46.html>, and in the office of the principal.

The North Adams Public Schools uses non-violent restraint such as: Re-direction, escorts to quiet areas, talking to students, and other such methods. Physical restraint is only used as a last resort.

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