GREYLOCK ELEMENTARY SCHOOL

STUDENT HANDBOOK

100 Phelps Avenue
North Adams, Massachusetts
01247

662-3255

Dr. Barbara Malkas
Superintendent of Schools

Sandra J. Cote
Principal

www.napsk12.org
Our Mission
The students of North Adams Public School District will be empowered learners with the knowledge, skills, and mindset to continuously grow as responsible citizens in a rapidly changing world.

School Motto
“Give Your Best”

COMMUNITY INVOLVEMENT

School Council
Under the Massachusetts Education Reform Act, each school is required to have a school council. The 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, identify education needs, and formulate a school improvement plan. Council meetings are held in the fall of each year.

Parent Teacher Group (PTG)
Greylock School has an active PTG. The PTG provides information, communication, and through its fund-raising efforts, financially supports school activities and programs. PTG meetings are held monthly and notices are sent home prior to each meeting. Parents and teachers are encouraged to participate in these meetings.

Welcome Center
The Welcome Center is located at Brayton School. Greylock School collaborates with the Welcome Center planning a variety of family night events during the school year.

GENERAL INFORMATION

School Hours
Students enter the building at 8:25 a.m. and are dismissed at 2:55 p.m. On early release days students are dismissed at 11:30 a.m. Since there is no before school supervision, parents are asked to not drop their children off at school before 8:25 a.m.
School Cancellations and Delays

If school is cancelled or delayed, announcements will be made on local radio stations, through television news broadcasts, and via our district instant messaging system. 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. **It is extremely important that the school have a working phone number on file for all students.**

Attendance

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.

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 Greylock School to obtain the student’s records.

Change of Address

In the event that a student moves to a new address during the school year the school office must be notified of the move. If you move out of North Adams but wish to have your child still attend Greylock you will 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 district you will need to enroll your child at the appropriate school.
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

Greylock School has a breakfast in the classroom and hot lunch programs. Menus are planned by the district school lunch manager. Menus are sent home at the beginning of each month and listed on the district website. If your child wishes to bring his/her lunch from home, we do ask that you refrain from sending glass containers, soda and candy.

Recess

Weather permitting students will have outdoor recess time each day. Monitors supervise the playground activities. Please see that your child is dressed for outdoor play. Students will go outside for recess when the temperature is above 20 degrees.

During lunch and on the playground children are expected to abide by the rules established for proper behavior. They are also expected to follow the directions of the staff supervising these activities. Continual misbehavior at lunch or on the playground could result in a suspension from school.

Electronic Device Use Policy

The North Adams School Committee bans the use of cell phones and all other non-school issued electronic devices (including but not limited to iPods, MP3 players, handheld video games etc.) at the elementary level during the school hours. A first violation will result in a warning to the student and confiscation of the device. A letter will be sent to the parent/guardian informing them of the violation and the letter must be signed and returned before the device can be returned to the student. A second violation will result in confiscation of the device and a meeting with the parent/guardian to discuss the violation. The device will be returned to the parent/guardian at the meeting. A third violation will result in confiscation of the device and may result in a suspension of up to three days. The device will be returned to the parent/guardian after the student serves
his/her suspension. Scheduled school meeting times/dates pertaining to electronic device violations will be scheduled at the discretion of the administration. Students who use electronic devices to film and or record individuals for inappropriate reasons will be subject to disciplinary measures, which may include a suspension of up to three days.

**Dress Code**

Students are expected to adhere to standards of dress and appearance that are compatible with an effective 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 age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness, or promote the use of tobacco, drugs, or alcohol.

The following are prohibited:

- Shirts that expose the midriffs, low cut tank tops, and pants, single, multi-strapped or strapless tops, excessively short or tight garments, exposed undergarments, bedtime attire, sagging pants, or see-through garments.
- 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.

Appropriate student dress and appearance is the responsibility of the student and his/her parents or guardians. 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. The student will be initially advised of the infraction and a note will be sent home to the parent(s) or guardians.

**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. Walkers are to use the appropriate Phelps Avenue entrance. If you wish your child to go some place other than home after school, it is required that you notify us in writing.
**Bus Students**

Students are to obey the bus driver getting on, riding on, and getting off of the bus. Continual misbehavior on the bus could result in suspension from riding the bus. 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 and on the district website. No one is allowed to ride on a bus to which they have not been assigned.

*The school must be notified in writing if any changes in dismissal are needed.*

**BICYCLE TRANSPORTATION**

Bicycling is among the best ways to promote student well-being. The District supports bicycling as transportation along recommended routes (see NAPS website). Bicycling provides physical activity, decreases congestion and resulting pollution and provides skills and healthy habits that will last a lifetime. The District supports students and staff who make the decision to bicycle using recommended routes.

All who chooses to ride bicycles to school are solely responsible for the care of property, the observation of safety rules, and in the display of courtesy and consideration towards others. The District assumes no liability for injuries occurring on or off school property, and does not assume any responsibility for the security of bicycles, whether stored on or off school grounds.

Students who ride bicycles to and from school must have written consent from a parent or legal guardian, and must agree to the conditions listed below. It is the sole responsibility of parents/guardians to make students aware of these rules and conditions and the safety reasons supporting them.

The District requires that students and their parents/guardians ensure that student using bicycles for transportation to and from school follow bicycling state law and safety guidelines, and always use common sense and good judgment. It is the responsibility of parents/guardians to ensure that all students wear a properly fitted helmet when riding a bicycle to and from school.

Parents/guardians are responsible for ensuring that children in 3rd grade and below are accompanied by an adult when bicycling to or from school, as well as complying with applicable laws and the requirements set forth in this policy. Parents/guardians are strongly cautioned to exercise great care and supervise carefully if children of this age wish to bicycle to school.

The District provides bicycle education in Grade 3 to teach traffic skills and rules as well as improved judgment in individual and group bicycling. The District requires that every child take this training or a similar bicycle safety course before riding in traffic.

While at school, students must comply with these rules:
1. Bicycles may not be ridden on school grounds during arrival and dismissal; they must be walked.
2. Bicycles must be parked in the racks provided. Students must bring and use bicycle locks.
3. Helmets must be stored in a locker, backpack or attached to bicycle.
4. Students are not to interfere with any bikes, helmets or other equipment (steal, unlock quick releases, bounce helmets, etc.).

The School District/Committee or its subsidiaries are not liable for any equipment or property damage or loss.

RESOURCES
Parent Tips
Child Safety Tips

SOURCE: Safe Routes to School National Partnership/New Jersey Model Policy

LEGAL REFS.: 
MGL c.6 § 116E
MGL c.82, §§ 35-36
MGL c.85 § 11B
MGL c.85 § 11D

MGL c.85 § 11E Cyclist stopped for a traffic law must give his name and address; ticketing procedure is same as that for motor vehicles in MGL c.90C

MGL c.89 § 2
MGL c.90 § 1B-1E
MGL c.90 § 14
MGL c.90E
MGL c.266 § 41

CROSS REFS: EB – Safety Program

May 7, 2019
Bike to School Parental Permission

Name of Student ______________________________________       Grade ___________

Student’s Address
_________________________________________________________

Parent/Guardian Name ________________________________________

Parent/Guardian Phone Number _____________________________________________

_____ I/We have read and understand the policy and give our permission for our child
(named above) to ride his/her bicycle to school and understand our obligations under
Massachusetts’ Bicycle Helmet Law.

As a parent/guardian, I understand that it is my responsibility to inform my child’s teacher
or the school office if bike riding affects my child’s dismissal routine.

__________________________________________
Name of Parent or Guardian                      Signature of Parent or Guardian

__________________________________________
Date

This permission is in effect for the current school year only and must be renewed each
school year.
**Lockers**

Student will be assigned a hall locker. They are for the individual use of students and should not be shared. 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 at all times.

**Fire Drills**

Unannounced fire drills are routinely practiced throughout the year under the supervision of the North Adams Fire Department. During a fire drill everyone must leave the building.

**Student Support Center**

Any student having difficulty following school rules will be sent to the Student Support Center. The center is staffed by a trained aide who helps the child understand the impact of his/her actions. The child is then taught through discussion how to best avoid that behavior.

**Harassment (M.G.L. c.76. s. 5) Bullying (M.G.L. c. 71 § 370) Related M.G. L.’s**

Greylock School is committed to equal educational and employment opportunity for all members of the school community without discrimination because of race, color, national origin, religion, political belief, handicap, sex, age, sexual orientation, gender identity, socio-economic status, or marital status. 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 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. Greylock 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.

Cyber-bullying can include the transmission of words, photos, movies, images, etc. by electronic means including but not limited to cell phones, Internet, computer etc. Cyber-bullying/harassment includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of Greylock 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 form these acts when they see them, constructively attempt to stop them as safety permits, and reports 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.

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

Bullying: as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

i. causes physical or emotional harm to the target or damage to the target’s property;
ii. places the target in reasonable fear or 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 the school.

Cyber-Bullying: is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 370 for the legal definition of cyber-bullying.

Hostile Environment: as defined in M.G.L. c. 71, § 370 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 on bullying, or witnesses or has reliable information about bullying.

Target: is a student against whom bullying, cyber-bullying or retaliation has been perpetrated. (Oftentimes referred to as “victim”)

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 an 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.

Several of the following definitions are copied directly from M.G.L. c. 71, § 370, as noted below.

Aggressor: is a student who engages in bullying, cyber-bullying, or retaliation.
Bullying as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

vi. causes physical or emotional harm to the target or damage to the target’s property.

vii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property.

viii. creates a hostile environment at school for the target.

ix. infringes on the rights of the target at school, or

x. materially and substantially disrupts the education process or the orderly operation of a school

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Hostile environment as defined in M.G.L. c. 71, § 370 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, cyber-bullying or retaliation has been perpetrated.

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 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 The Brien Center of Mental Health. 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 and evaluation, call 664-4541 and speak to the receptionist for the substance abuse department.

Drug and Alcohol Discipline Policy

Category I: Selling, distributing, or possession of a controlled substance while under school jurisdiction.

1. As noted in the Education Reform Act, Chapter 71, Section 37H (See Appendix A); any student who is found on school premises or school related
events, including athletic games, in possession of a controlled substance is subject to expulsion from the school or school district by the principal.

2. Notification of parent or guardian.
4. Procedures contained in Massachusetts General Law, Chapter 71, Section 37H (Appendix A) will be followed.
5. If suspended, the student must participate in the Substance Abuse Evaluation and Readmission procedure described below.

Category II: Possessing alcohol or a look-alike drug while under school jurisdiction. A look-alike drug is a substance which simulates, appears like or is intended to be a drug. (Examples are spices in cigarette papers or over the counter medications like No-Doz.)

1. Notification of parent or guardian.
3. Initiate appropriate discretionary action:
   A. First offense: Up to 5 days suspension which may be reduced at the principal’s discretion if the student completes the Substance Abuse Evaluation.
   B. Second Offense: Up to 10 days suspension which may be reduced at the principal’s discretion if the student completes the Substance Abuse Evaluation.
   C. Third Offense: Up to 10 days suspension or initiation of action to expel the student from school.
4. Follow the Readmission Procedure.

Category III: Under the influence of alcohol, a drug, or a look-alike drug while under school jurisdiction.

1. When a staff member suspects a student is under the influence of alcohol, a drug or a look-alike drug, the staff member will immediately escort student to the health aide. If the student is uncooperative, the administration will immediately be contacted. The nurse will determine if the student is under the influence of any substance and will take whatever action is necessary to protect the student’s health.
2. Notify the parent or guardian, and dismiss them into their physical custody.
3. Refer for examination by a physician.
4. Notify the police.
5. Initiate appropriate disciplinary action.
   a. First Offense: Up to 5 days suspension which may be reduced at the principal’s discretion if the student completes the Substance Abuse Evaluation.
   b. Second Offense: Up to 10 days suspension which may be reduced at the principal’s discretion if the student completes the Substance Abuse Evaluation.
   c. Third Offense: Up to 10 days suspension or initiation of action to expel the student from school.
6. Follow the Readmission Procedure.

**Drug and Alcohol Policy-Readmission Procedure**

In all cases of violations of the Drug and Alcohol Policy, the student may be readmitted to classes when the following criteria have been met including the minimum days of suspension:

1. The student must meet with the adjustment counselor who will make the recommendations for further treatment, if indicated, which may include referral to community treatment programs.
2. A readmission conference, convened by the administration, and attended by the student, parent or guardian, school counselor, and involved school staff, will be satisfactorily concluded. This will include student and parent or guardian review and compliance with treatment recommendation.

**HEALTH**

**Health**

A school nurse has been assigned to our school. She serves under the supervision of the Health Services Administrator. She 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. If found to be positive appropriate referrals are made to the parents.

**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 school nurse 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 for contracting measles, mumps, or chicken pox parents are to notify the school nurse. She 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.

**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**
The adjustment counselor is available to counsel students who want help with personal, family, or school-related problems. Counseling is available on an individual basis, in small groups, or with the student’s family. The counselor is also available to all students for crisis intervention and for consultation with parents and teachers. Student and parent conversations with the adjustment counselor are strictly confidential, per legal and ethical professional standards. When children in the primary grades (K-6) request or are referred for ongoing services with the adjustment counselor, a permission form will be sent to the parent for approval.

**INSTRUCTION**

**Curriculum**
All textbooks used in the elementary schools have been approved by the North Adams School Committee. 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 for grades 1-6, approximately every eight weeks. Grade K three times a year. Progress reports are issued at mid-point of each marking term for grades 2-6. The first report card of the year will be discussed at Parent/Teacher conferences.

Homework

Teachers assign homework to provide drill and practice, to extend work being done in the classroom, and to build independent work habits.

Testing

All students are tested in reading fluency in September, January, and May. Further testing in this area is conducted on an as needed basis.

Students in grades 3-6 are given the MCAS test each year. This is a state mandated test. The testing sessions occur in April and May. Students are tested in reading, writing, math, and science and technology.

Data from all testing is analyzed and used to plan instruction.

Promotion

The North Adams Public Schools has 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

For a child who has learning, social, emotional and/or physical disabilities, support services are available. 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 needed, then an Individual Educational Program is developed.

SCHOOL-WIDE EDUCATIONAL SERVICES PLAN:

EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4:
Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below. The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

DISCIPLINE GUIDELINES – STUDENTS WITH DISABILITIES GENERAL GUIDELINES

Although all students are expected to meet requirements of the Student Discipline Code as set forth in this handbook, if the TEAM has determined that a student cannot be expected to meet this Code, it shall be documented in the student's Individualized Education Program (IEP), or a 504 Plan. All alternative approaches to the Code must be listed in the student's IEP, or a 504 Plan. A student who has an IEP, or has been considered to be in need of special education, may be disciplined and/or suspended in the same manner as a non-eligible student for any period if it does not exceed ten (10) cumulative days in the school year. Before a suspension of a special education student that goes beyond ten (10) cumulative days, a Manifestation Determination shall be made at a TEAM meeting; a Functional Behavioral Assessment may be completed as well by a Student Service staff person. If all the process requirements set forth for the Manifest Determination have been met, then the TEAM has one of two choices to make based on the answers to two (2) questions. These questions are: (a) "Was the conduct in question caused by, or did it have a direct and substantial relationship to the student's disability?" and (b) "Was the conduct in question the direct result of the school's failure to implement the student's IEP?" The TEAM may determine that the conduct was not a manifestation of the student's disability, and the student may be disciplined in the same manner as a non-eligible special education student, such as being excluded for more than ten (10) days. In cases involving removals for behavior not found be a manifestation of the student’s disability, the IEP TEAM shall also establish how the special education services will be provided when the student is excluded. If the IEP TEAM determines that the behavior creating the need for exclusion is a manifestation of the student's disability, the
TEAM must take immediate steps to remedy those deficiencies in the student's IEP, or placement, and/or in their implementations in order to better address the behaviors and prevent them from recurring.

The above rights also apply to students who have 504 Plans, and whose behavior may be a manifestation of their disability. Whether or not the student's conduct/behavior is a manifestation of the disability, the student may be placed in an intermediate alternative educational setting if there is documentation of carrying or possessing a weapon at school, on school premises, or at a school function, of knowingly possessing, using, selling, or soliciting the sale of a controlled substance while at school, on school premises, or at a school function; or inflicting serious bodily injury upon another person while at school, on school premises, or at a school function.

The above rights also apply to students who have been referred for special education services, even if it has not been determined if the student is eligible of special education services at the time of the infraction of the Code. If it is deemed that the school knew, or should have known, that the student was in need of special education services at the time of misconduct under consideration, then the same protections may apply to those students. As consistent with Massachusetts General Law c.76 s.5 “The North Adams Public Schools adheres to nondiscrimination in the student disciplinary process.”

All appeals about discipline cases can be made directly to the Bureau of Special Education Appeals.

Contact information is as follows:
Bureau of Special Education Appeals,
Massachusetts Division of Administrative Law Appeals
75 Pleasant Street
Malden, MA 02148
781-338-6400

Students identified as having a disability and provided with a Section 504 plan
1. Students are expected to meet the expectations for behavior identified in this handbook.
2. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than fifteen (15) cumulative days (and there is a change in placement as a result), then a manifestation determination shall be done.
3. A student with a 504 plan may not be disciplined beyond ten days if his/her conduct is a manifestation of his/her disability.
Title I Reading
Presently Greylock Elementary School qualifies for Title I, a federally funded program, which provides reading reinforcement to students who qualify.

After School Program
Greylock Elementary School students may attend an after school program that runs from 3:00–5:15 Monday through Fridays at Brayton School. Students are provided with a snack each day and transported to Brayton School. Program offerings are sent home at the beginning of each session.

INFORMATION
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 you update your emergency contact information each year.

The 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.

(Updated 8/26/19)
Home/School Compact
North Adams Public Schools, North Adams Massachusetts

Community, Parents, Schools, and Students
Partners in Each Child’s Education

As a teacher, I ________________________, will strive to
- Believe that each child can learn;
- Respect and value the uniqueness of each child and his or her family;
- Provide an environment that promotes active learning;
- Provide resources to help all children be successful in their school experience;
- Continue efforts to develop professionally;
- Maintain open lines of communication with students and parents;
- Provide a safe, respectful classroom where conflicts are resolved in a positive manner;
- Assist students in the development of a sense of personal and civic responsibility;
- Encourage students and parents by providing information about student progress; and
- Seek ways to involve parents in school programs;

As a parent/guardian, I,__________________________, will strive to
- Believe my child can learn;
- Show respect and support for my child, the staff and the school;
- See that my child attends school regularly and is on time;
- Keep my child healthy by being sure he/she gets enough rest, exercise and eats regular meals;
- Provide a quiet place for my child to study at home;
- Encourage my child to complete all homework assignments;
- Attend parent-teacher conferences;
- Work with the school to encourage positive, non-violent behaviors in my child;
- Encourage my child to read at home and apply all learning to daily life;
- Talk with my child about his or her school activities each day: and
- Keep in regular contact with my child’s teacher.

As a student, I,__________________________, will strive to
- Believe that I can learn;
- Show respect for myself, my school, and other people;
- Always try to do my best in my work and in my behavior;
- Cooperate with other students and teachers;
- Come to school prepared with my homework and supplies; and
- Accept responsibility for my own actions.

As a member of the North Adams educational community, together we are partners in your child’s education as we uphold the intent of this compact.

As principal, I, ______________________________, represent the school staff in affirming this contract.
MASSACHUSETTS GENERAL LAWS, CHAPTER 71, SECTIONS 37H

By State Law, the following procedure is followed in certain cases of serious student misconduct as specified below:

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

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

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

MASSACHUSETTS GENERAL LAWS, CHAPTER 71, SECTIONS 37H1/2
Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student’s continued presence in school would have a substantial detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student’s parent or guardian within three calendar days of the student’s request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the regional school district with regard to the suspension.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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 such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later that five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student’s parent or guardian within three calendar days of the student’s request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program.
program for student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to the student.

DUE PROCESS FOR SUSPENSIONS

**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.

- 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.

**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.

- Send proposed short-term suspension letter
- **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.
- Send short-term suspension determination letter

**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.

- Send proposed long-term suspension letter
- **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, 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.

- Send long-term suspension determination letter
- The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal’s determination on appeal.
- The Superintendent appeal hearing 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.
- Within five (5) calendar days of the hearing the superintendent shall issue the Superintendent suspension determination letter. 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 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.

**SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. c. 71, §§37H and 37H½**
1. The due process procedures above do not apply to a) possession of a dangerous weapon; b) possession of a controlled substance; c) an assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such 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, as provided in M.G.L. c.71, §§37H or 37H½.

2. The principal will inform the student of the specific charges in writing, informing the student of the right to be represented by counsel (at the student’s expense) and the right to provide evidence and question witnesses, on the proposed hearing date.

3. The student may appeal the principal’s expulsion determination to the superintendent of schools within ten (10) days of notification of the expulsion.

4. The superintendent may uphold, reduce, or reverse the disciplinary action after the appeal hearing. Note that a failure to make an appeal to the superintendent within the ten (10) day period will exhaust any further right of appeal.

5. All students who have been suspended or expelled who remain residents of the District shall have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities.

6. If the superintendent upholds the expulsion decision, if the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan.

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 the Title IX Coordinator. 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 immediately contacted 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, the Title IX Coordinator, 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 harasssing 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 Coordinator.

The Title IX Coordinator 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 Coordinators for the North Adams Public Schools is:

Thomas Simon
Sandra Cote

North Adams, Ma 01247
(413) 776-1458

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 Coordinator will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure outlined below, unless the Title IX Coordinator 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 Coordinator, or directly to the Superintendent. The administrator and/or Superintendent are to immediately contact the Title IX Coordinator. 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 Coordinator, the Superintendent of Schools will act as the Title IX Coordinator.
3. If the alleged harassment involves the Superintendent of Schools, the Secretary of the School Committee will act as the Title IX Coordinator.
4. The Superintendent and the Title IX Coordinator 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 Coordinator of the existence of a student’s report of sexual harassment.
6. The Title IX Coordinator 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 Coordinator 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 Coordinator’s investigation will be completed within five working days of the initial complaint. Upon completion of the investigation, the Title IX Coordinator 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 Coordinator’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 Coordinator 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. see 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 that 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 ma 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, 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, gender identity, sex, national origin, age, disability, sexual orientation, or exercise of civil rights. Any harassment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, 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.

Inquires 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

The School System’s Equal Opportunity/Title IX/Section 504/A.D.A. is Thomas Simon, Administrator of Student Services. Mr. Simon has been designated to respond to any questions about the district’s policy, and is part of the review process for complaints or concerns about discrimination. Tom Simon can be reached at (413)-776-1670

**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 redirection, escorts to quiet areas, talking to students and other such methods. Physical restraint is only used as a last resort.
Disciplining Students with Special Education Needs or 504 Accommodation Plans

All students are expected to meet the behavioral requirements of the elementary school. However, special education and 504 students may require additional provisions or modifications.

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

The Individual Education Program (IEP) or 504 Accommodation Plan must determine whether or not the student can meet the regular discipline code. Any modifications must clearly be defined through the Team process.

The principal or his/her designee will notify the Special Education staff or in the case of a 504 the Student Adjustment Counselor, of an offense committed by a special needs student that will result in suspension. A record of these notices must be kept on file.

Prior to a students’ 10th consecutive day or 10th day showing a pattern of suspensions within a school year, a manifestation determination must be completed. The Team will convene to review the results.

If the Team determines that the behavior was a manifestation of the student’s disability, the student will not be suspended and the Team will develop a new IEP or amend the current IEP or 504 plan. This may include a functional behavioral assessment which may lead to a behavior intervention plan to accommodate the student’s needs and adapt appropriate consequences.

If the Team determines the behavior was not a manifestation of the student’s disability, the school may suspend or otherwise discipline the child according to the school’s discipline codes except for a period exceeding ten days. Special education services as outlined n the IEP will be provided.

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 on 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.

(Updated 8/26/15)
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. 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.

4. Each building liaison will fill out a collection form and send to the Superintendents Office who will submit such documentation to the DESE.

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 Welcome 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.

Updated 2/3/16
EDUCATION SERVICE PLAN

In accordance with the Massachusetts General Laws Chapter 71, Sections 37H, 37H ½, and 37H ¾, the North Adams Public Schools (NAPS) must provide opportunities for students to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her in school suspension, short-term suspension (10 days or less), long-term suspension (10 days or more) or expulsion. Any student who is expelled or long-term suspended from school, for more than ten (10) consecutive days, may select one of the following education service options for the duration of the school suspension:

- **Access to tutoring services:**
  Students choosing this option are expected to attend tutoring sessions at a designated public site identified by the school district. The tutoring will be provided by qualified NAPS personnel or contracted providers as assigned by the North Adams Public Schools. The academic work will be consistent with the academic standards and curriculum frameworks established for all students under M.G.L. c. 69 Sections 1D and 1F. Students’ tutoring schedule is by appointment and prepared weekly**

  **Based upon the availability of qualified tutors, tutoring services may only be available before or after school hours.

- **Access to online education:**
  Students choosing this option are enrolled in an online platform and taught by MA licensed teachers in each subject area. Work hours are flexible but students are expected to access online instruction by logging in at least 5 days per week for a minimum of 45 minutes to an hour per subject. Daily attendance is imperative in order to ensure success in the virtual program. The academic work will be consistent with the academic standards and curriculum frameworks established for all students under M.G.L. c. 69 sections 1D and 1F.

Period of Expulsion or Suspension: From: ____________________
To: ____________________

Student Signature: ______________________________________
Date: ____________________

Parent Signature: _______________________________________
Date: ____________________

PLEASE MAKE YOUR SELECTION AND RETURN THIS FORM TO THE PRINCIPAL OF YOUR SCHOOL, WHO WILL ARRANGE FOR THE SERVICES.
If you have any questions please contact Mr. Thomas Simon, Director of Student Support Services at 413-776-1670 ext. 2.
Dear Mrs. Cote,

I have reviewed the Greylock School Handbook and have discussed it with my child.

__________________________________
Parent/Guardian Signature

__________________________________
Date

*Please detach from the handbook and return to the school. Thank you.