

Hadley Elementary School

Hadley, Massachusetts

HANDBOOK

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Welcome to Hadley Elementary School!

Dear Parents/Guardians and Students,

It is a great pleasure for me to welcome you to Hadley Elementary School. The teachers, staff, and I are delighted that both new and returning students will be part of our school community this year. We hope and expect this new school year will be exciting and productive.

This handbook is a ready reference, which will provide parents/guardians and students with important information on a variety of topics. I extend many thanks to the faculty, staff, parents, and School Council who contributed to this revised publication.

We encourage you to familiarize yourself and your child(ren) with the contents of this handbook, and to keep it in an easily accessible place. Once you have read the handbook, please sign the last page of this handbook that is addressed to Parents/Guardians and return it to your child's teacher.

As parents/guardians, you play a vital role in the success of your child's learning. The partnership of school staff, parents, and students, working together cooperatively will lead to a productive, enriching, and happy environment that is conducive to optimal student learning.

We welcome your continuing support and warmly invite you to stop in or call with questions or concerns, to share ideas, or just to say "hello."

I look forward to seeing you in and around the school this year.

Sincerely,

Philip J. DiPietro
Principal

IMPORTANT INFORMATION FOR PARENTS AND STUDENTS

Students **SHOULD NOT ARRIVE** at Hadley Elementary School **before 8:15 a.m.** No staff members are on duty until 8:15 a.m.

If a child is absent from school or tardy, please call the school office by 9:00 a.m. on the day of the absence or tardiness. **If the school office is not notified, a member of the administrative staff will contact parent/guardian to confirm the child's absence.** Parents may request that homework be sent home with another student, or it may be picked up in the office at the end of the school day.

Please send a dated note when requesting that your child go on a different bus, walk to another child's home after school or be picked up by a parent or someone else. Once a child has left the school with parental permission he/she is no longer under staff supervision.

Parents are reminded to drop off/pick up their children in the designated drop off area and not drive in the school bus circle.

Parents are reminded to report to the office when they pick up their children during the school day, or drop them off late for school, or deliver notes, homework, lunches, etc.

A doctor's certificate, stating reason and duration, is required for your child to stay in during recess for an extended period of time, or be excused from participating in physical education.

Early school dismissal seldom occurs. However, in case such a situation should occur because of bad weather or a building emergency, please plan with your child the procedure to be followed upon arrival at home.

For safety and security reasons, no child should enter the buildings unsupervised or unescorted by an adult when school is not in session.

Bicycles should be equipped with a good lock. Students must wear helmets, as required by Massachusetts state law.

Dress your child appropriately for the weather. It is important that children go out each day for fresh air and exercise.

Hats are not to be worn in the school building.

Students may bring light snacks to school. Fruit or vegetables are recommended.

For safety reasons: (1) glass bottles and carbonated beverages are not allowed for snacks, lunches and field trips; (2) hard candy and gum are not allowed; (3) boots should not be worn all day in school. Instead, students should bring extra shoes to leave in school.

Invitations to home birthday parties should not be distributed in the classroom unless all children are to be included. It is appropriate to bring in cupcakes or popsicles, etc. for a simple treat in the classroom on your child's birthday. You may consult with your child's teacher for the best time of day for the treat. Deliveries of balloons, flowers, etc. or elaborate treats/celebrations that would disrupt the school day are inappropriate.

OUR MESSAGE TO PARENTS

We are the Hadley Elementary School, and children are our first priority!

Together, the Hadley Elementary School faculty and members of the Elementary School Council feel the education of children is a joint responsibility to be shared by parents and school. This Handbook attempts to reflect our belief that all members of our school community should strive to learn as much as possible and act appropriately.

To help your child achieve success at school, parents need to:

- Ensure that your child is well fed, well rested, and arrives on time
- Read aloud to your child(ren)
- Offer appropriate support for homework activities (helping to organize and checking work daily)
- Stay in touch with teachers
- Reinforce and support the goals and rules of the school
- Show an active interest in your child's educational progress and school activities
- Encourage responsibility, self-expression, and initiative.
- Praise your child for a job well done!

By working together, we can provide an intellectually stimulating and emotionally secure environment, which is appropriate for the Hadley community.

HADLEY PUBLIC SCHOOLS VISION STATEMENT

The Hadley Public Schools in partnership with the community will aim to provide a safe and supportive learning environment. We will strive for excellence by providing high quality educational opportunities for diverse learners to achieve their individual potentials. By engaging in meaningful activities, our students will be able to access, question, apply, integrate, evaluate, and communicate essential knowledge. Furthermore, the schools will help to prepare students to act with integrity and to assume a contributory role as productive members in our democratic society.

**LIFELONG LEARNERS WORKING TOGETHER
FOR THE BENEFIT OF ALL!**

Hadley Elementary School Council

The Hadley Elementary School Council, organized in the fall of 1993, consists of the principal; 4 parents, elected by the P.T.O.; 3 teachers, elected by the staff; and community members, appointed by the principal. Meetings are held each month during the school year, and are open to the public.

Under the Education Reform Act of 1993, school councils are charged with assessing the needs of the school, identifying goals to address those needs, reviewing the school budget, and developing a School Improvement Plan annually. The plan is presented to the Hadley School Committee for approval. Implementation of the plan is the responsibility of the whole school community.

It is the intention of this Hadley Elementary School Council to address school improvement by assessing three main educational areas:

Academic: curriculum, school and homework issues

Affective: emotions, feelings, self-esteem, and behavior issues

**Social Responsibility: connecting children to school,
community and global issues**

APPROPRIATE DRESS

Hadley Elementary School does not have a formal dress code. However, all students should take pride in their appearance and are expected to dress and groom themselves neatly in clothes that are suitable for school. Clothing that causes a distraction, offends others, or upsets the decorum of classes is not allowed. Appropriate dress for all students is required throughout the school year. No hats, (including bandanas and the like) or long coats are to be worn in the building at any time, and shoes are required at all times. Bare midriffs and suggestive or revealing clothing are not allowed. Clothing which advertises alcohol, drugs, drug paraphernalia, or tobacco products is not appropriate. Clothing with any sexual, racial, or ethnic connotation is considered inappropriate.

Students wearing inappropriate clothing must change to other appropriate clothing, turn it inside out, or cover it in some other way. Parents are encouraged to support this policy.

Hats are not to be worn in the school building. They may be worn at recess and on the school bus. Children must wear shoes, sneakers, or sandals at school at all times.

ART, MUSIC, AND PHYSICAL EDUCATION

Classes in art, music and physical education are provided to all kindergarten through grade 6 students each week.

Students in grades 3-6 may take band instrumental lessons. An information sign-up meeting is held in September.

Elementary band meets once a week after school for an hour on Thursdays.

Sneakers, slacks or shorts are proper gym apparel.

If a child must be excused from physical education activities because of injury or illness, a written notice stating the reason, must be sent by a doctor, parent, principal, or school nurse.

CAFETERIA

A hot lunch is available for all students. The cafeteria serves well-balanced meals, including milk. Students may bring their own lunches and purchase milk. School lunches are \$2.00 for students and \$2.25 for adults. Extra milk is \$.30. Ice cream may be purchased on a daily basis for \$.50. There will be no charging of ice cream. Prices for lunch, milk, and ice cream are subject to change upon action of the School Committee. Students may prepay for their lunches weekly. Their money is collected as the student exits the cafeteria line with their tray. If prepaying, money is collected at this time. The student pays directly to the cafeteria staff, not to the teachers in grades 1---6. Preschool and kindergarten students pay the teachers in their class. Students may charge their lunch, but it must be paid in full before another charge will be allowed. If the charge is not paid, the cafeteria has the option of serving a basic lunch of peanut butter and jelly, peanut butter and fluff, or grilled cheese with a vegetable, fruit, and milk for an additional \$2.00 charge.

Reduced meals are available for \$.40, as well as, free meals for low-income families. To get free or reduced meal prices for your child, you must complete an application and return it to the school. If you

now get food stamps or TAFDC for your child, your child can get free meals. If your child has received a Meal Benefit certificate from the Department of Transitional Assistance, you do not have to complete the application. Just sign the certificate and return it to your child's school. Your child will then receive a free lunch. The applications are available from your child's teacher. All applications must be completed and returned to school by Monday, September 23 so that the school can prepare a report that is required to be filed with the state by October 1.

No food should be brought to the cafeteria at lunchtime for groups of students without advance clearance from the principal and cafeteria manager. Parents who wish to supply food for their own children must deliver it to the main office if the child did not bring it to school with them. All students are to report to the cafeteria during their scheduled lunch period.

1. Each student will return his/her tray, papers, etc., to the proper containers and insure that the immediate area is picked up --- floor and table.
2. Glass bottles and carbonated beverages are not allowed
3. Students will not leave the cafeteria with food or drink, including milk cartons.
4. Students should not bring books to the cafeteria at lunchtime, and students will not be permitted to leave the cafeteria to go to their lockers.
5. Proper student behavior is required at all times. **Shouting, running, food throwing, or other unacceptable behaviors** are not permitted.

CARE OF MATERIALS

Textbooks, workbooks, and other study materials are the property of the school and are assigned to students for their personal use during the school year. Students are expected to cover all textbooks and handle them carefully so that they may be returned in good condition. **Students will be expected to pay for lost, stolen, or damaged books and materials.**

Desks and lockers are the property of the school. Students are expected to take reasonable care when using them. Students will be held responsible for any damage that can be attributed to misuse. Because they are school property, desks and lockers may be searched by any school staff member who has trustworthy information to cause reasonable suspicion that such locker or desk may contain stolen property, weapons, drugs, or other contraband of any kind.

CHAPTER 766 - SPECIAL EDUCATION

The Massachusetts Special Education Act of 1972 commonly referred to as "Chapter 766," is an education "Bill of Rights." It ensures that children with special needs will get the education, training, and assistance that are right for them. The term "special needs" is broad, and includes problems in the areas of vision, hearing, speech, perception, physical functioning, and mental development.

The Hadley Schools make every effort to meet their primary responsibilities toward the legislation, which are:

1. To find and evaluate children with special learning needs and problems.
2. To develop an individual educational program (IEP) for each child who needs special help.
3. To provide the required services within the local system or to provide alternatives that fit the students' special needs in the least restrictive environment.

The evaluation team carries out the above responsibilities. The members of this specialized team are the principal, school psychologist, school nurse, special needs teacher, regular education teachers and parents. Overseeing the entire process is the Administrator of Special Services.

A team chairperson is appointed for each child and has the responsibility to organize the meeting, facilitate the writing of the education plan, and monitor the program for each special needs child. Parental involvement is mandatory through each stage of the 766 process. The parent has many rights and responsibilities, including acting as a team member. The chairperson acts as the "liaison" between the school and parent, and serves as the main contact person.

CLASSROOM REQUEST POLICY

Every year we use our best professional judgment to assign children to classes for the coming year. We believe that every classroom teacher in the elementary school can provide any child in our school with a challenging and appropriate educational program. It is our responsibility to design well-balanced classrooms. We take into account the number of boys and girls, how each child best learns, how they get along with others, and their individual abilities and needs. Class lists are determined through a series of meetings with the current teachers, the next year's teachers, and the principal.

We will not consider switching children from classes until after October 1st. At that time, the request should be submitted in writing to the principal, stating the reason for the change to be made. Then, a meeting will be arranged with parent, teacher, and principal to decide the best learning environment for the child.

CODE OF CONDUCT

1. Good citizenship in school is based on respect and consideration for the rights of others. Tolerance, compassion, and kindness are qualities that students should cultivate.
2. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to the conduct of minors.
3. Harassment/bullying will not be tolerated in school, on school buses, on school grounds, or off school grounds during school supervised functions. Instances of harassment or bullying should be reported to a faculty or staff member or the administration. Harassment is defined as any unwelcome verbal or physical contact. Verbal harassment includes discriminatory comments, referring to race, gender, national origin, religion, sexual orientation or disability. The first step in dealing with reports of harassment will be mediation. Any repeated instances will result in appropriate disciplinary measures, which will not preclude legal action. This policy is in effect during regular school hours and at other times that school supervised activities take place (e.g. on the school bus, field trips, evening and after school programs).

Arrival Rules

1. Children should move away from the school bus as soon as they get off.
2. Children **should not cross between parked buses.**
3. Children should always walk. There should be no pushing, running, or sliding.
4. Articles brought from home, such as balls and toys, should not be played with at this time.
5. The school starting bell rings at 8:25 a.m. Students arriving on buses should wait for the

- on-duty teacher to call the lines before entering the building.
6. Teachers will monitor the halls to ensure proper behavior.
 7. Students are permitted to enter the building at 8:15 a.m., but will be required to wait, supervised in the cafeteria, until 8:25 a.m.

Assembly Rules

1. Students will sit in an orderly fashion, with lower grades closer to the front, working back to upper grades. Parents and guests will be seated behind the students.
2. The audience will be attentive and quiet during the programs.
3. Students should clap appropriately.
4. No food, drink, or chewing gum will be allowed.
5. Students will be dismissed one grade level at a time.
6. No one is allowed to leave until told to do so by his/her teacher.
7. Teachers are responsible for their class before, during, and after the assembly. Parents are asked not to take students from assemblies without notifying the teacher.
8. Teachers will take appropriate measures if a student disobeys the above rules.

Cafeteria Rules

1. There will be no saving seats or cutting in line.
2. There will be no running, pushing, or shoving.
3. Students must stay in the first seat they select, and after cleaning up trays, must return to the same seat until the teacher dismisses them.
4. Students may be moved from their seats to another table for disciplinary reasons.
5. Voices are to be conversational as would be expected if students were eating at their dining room table at home or in a restaurant. Conversations are to be directed to students at their own table, not between tables. There will be no yelling, shouting, screaming, or use of inappropriate language.
6. There will be no playing with or throwing of food. **Carbonated beverages of any kind are not allowed; including bottled or can soda.**
7. Students will raise their hands for permission to empty their trays. The teacher on duty will watch for "pile-ups" at the cleanup window before giving permission to empty trays.
8. The teacher(s) on duty may use a raised hand and/or verbal warning to quiet the noise level.
9. Students will remain seated until the teacher on duty dismisses them from the lunchroom.
10. When students are dismissed, they will **walk in an orderly and quiet manner from the cafeteria to the playground or classroom, using the right side of the hallways.**
11. Students will not leave the cafeteria with food or drink, including milk cartons.
12. If a student repeatedly refuses to eat, the parent/guardian will be notified to help work out a solution.

Dismissal Rules

Dismissal of students begins at 2:50 p.m. Each classroom teacher will walk with their class through the main entrance to the teachers/aides on bus duty who will be standing outside the school in front of the buses. Parents must wait outside the front of the school entrance on the concrete sitting benches, unless they have scheduled an appointment in the building.

Hallway Rules

1. Students will **walk quietly; in single file, and on the right hand side whenever proceeding through school hallways.**
2. Students will stay to the right in hallways unless otherwise directed.
3. Students will not push, step on, or touch other people around them.
4. Students will respect hallway displays and not touch them.

Recess Rules

1. There should be no fighting, pushing, hitting, kicking, biting, or pulling on each other's clothes.
2. There will be no foul language.
3. There will be no throwing of objects, including snowballs, sand, mud, pebbles, or mulch.
4. Students should not go beyond the edges of the grass field, which is where the playground ends.
5. If a ball leaves the playground area, students should inform a teacher on duty.
6. For safety reasons, children who are still eating ice cream may not participate in any games and are not to leave the hardtop until they have finished eating and have disposed of their trash.
7. The slides are used for sliding down, not walking up. Only one person should slide at a time.
8. **No hard balls or baseball bats are allowed. Only "Nerf" type footballs are allowed.**
9. No cleats may be worn at school or at recess.
10. There will be no roller blades, no trading cards, and no electronic devices including game boys, CD players, tape recorders, cellular phones, cameras, etc.
11. If a student takes out any playground equipment, he/she is responsible for returning it to its proper place.
12. If an adult needs to walk through games on the playground, all activity will stop.
13. **STUDENTS WILL NOT RE-ENTER THE BUILDING WITHOUT PERMISSION FROM THE TEACHER ON DUTY.**
14. If any problems arise during recess time, students should inform the teacher on duty.
15. In case of an injury, the child will be sent to the office accompanied by another child, or by a teacher on duty, or a child will be sent to summon help.
16. When the bell rings, students should line up quickly and quietly and wait for the teacher to let the lines enter the building.
17. When students enter the school, they should go quietly and directly to their classrooms.
18. If any violations of the above rules occur, the consequences will be up to the teacher on duty.

Restroom Rules

1. Privacy will be respected.
2. Conduct will be quiet and orderly.
3. Behavior is expected to be appropriate and will be monitored.
4. Hands should be washed before leaving the restroom.
5. Parents will be held responsible for any damage to the restrooms caused by their child.

Walking on Sidewalk Rules

1. Students may walk with partners, if directed by the teacher.
2. Students must stay right behind the students in front of them.
3. Students must not push, step on, or touch other people.

4. Students must stay on the sidewalk and use the appropriate crosswalks.
5. Students must not pick up anything, i.e. snow, sticks, flowers, cans, etc., unless directed to do so by the teacher.

COMPUTER LAB

Hadley Educational Network – Acceptable Use Policy – Hadley Public Schools

Overview:

The purpose of the Hadley Educational Network is to promote the exchange of information that furthers educational research, consistent with the mission of the Hadley Public Schools.

The Internet is an electronic communications network, which provides vast, diverse, and unique resources. Our goal in providing this service to teachers, staff, and students is to promote educational excellence in the Hadley Schools by facilitating resource sharing, innovation, and communication.

Computers bring information from all over the world. Some of this information may not be considered to be of educational value in the school setting. There may be some materials or individual communications, which are not suitable for school-aged children. Specifically, the district supports resources that will enhance the learning environment with direct guidance from the faculty and staff. Exploration and manipulation of resources are encouraged. However, it is impossible to control all materials on a global network, and an industrious user may discover inappropriate information.

The School District, therefore, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the Hadley Public School District.

GUIDELINES:

1. Acceptable Use
 - Supports education and research consistent with district policy
 - Follows the rules appropriate to any network being used/accessed
 - Adheres to copyright laws
 - Avoids threatening or obscene material
 - Refrains from distribution of materials protected by trade secrets
 - Avoids use for commercial activities
 - Does not promote product advertisement or political lobbying
2. Privileges
 - Access to the Internet is not a right, but a privilege
3. Netiquette
 - Abide by generally accepted rules of network etiquette
 - Do not use vulgar or obscene language
 - Do not intentionally disrupt the network of other users-be polite
4. Security
 - Respect the rights and property of others, and do not improperly access, misappropriate or

- misuse the files, data, or information of others
- If you identify a security problem, notify a system administrator immediately
- Attempts to log on as another user will result in cancellation of privileges
- Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access
- Occasionally, users may be required to update registration, password and account information in order to continue Internet access
- Access to files is not guaranteed, and backup copies may be important

Parents of students under age 18 will be required to sign the Acceptable Use Policy at the start of each school year in order for their child to have access to the Internet in school. Signed contracts will be kept on file at the school.

D.A.R.E.

D.A.R.E. stands for Drug Abuse Resistance Education. The D.A.R.E. Program is a cooperative effort between the Hadley Elementary School and the Hadley Police Department. The D.A.R.E. Program is offered each year to second, fourth, and sixth grade students. The carefully structured D.A.R.E. curriculum focuses on topics such as safety, drug use and misuse, consequences of behavior, resisting peer pressure, building of self-esteem, assertiveness training, and more. D.A.R.E. helps our children build will power needed to stay on the right track as they forge their futures.

DISCIPLINE POLICY

GUIDING EXPECTATIONS:

- Respect is our guiding principle. It is expected that children and adults will treat each other with respect, and that children will respect themselves and school property. We strive to use positive language and a respectful tone while keeping the Golden Rule in mind. We expect and model kindness and good manners.
- Teachers, staff, and students at Hadley Elementary School work together in a proactive way to promote appropriate behavior in order to make our school a safe, secure, and happy place to be. We help each other understand and reflect on our behavior. Children are empowered to solve their own problems.
- Developing social skills is a priority in our school. Children need time and guidance in practicing cooperation, negotiation, problem solving, communication, empathy, and self-control in various school settings.
- A major goal for establishing rules is that students develop mechanisms for self-control such as the ability to attend, the ability to use words rather than force, and the ability to make appropriate choices.
- At the beginning of each school year, teachers and students together establish rules for each classroom, which support and reinforce the school-wide rules. In establishing rules together, we build a foundation upon which our community develops. There are also school-wide rules.

SCHOOL RULES

1. Respect yourself and others
2. Respect school property and personal property
3. Make school a safe and happy place to be

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:

When students do not follow school rules, consequences are respectful of the student, related to the violation, and reasonable in nature. If necessary, parents or guardians will be informed of student violation of school rules.

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

1. have a conference with the student(s)
2. apply classroom disciplinary action
3. have a conference with the parents/guardians (and student, if warranted)

If the problems go beyond the control of the teacher, the student(s) should be referred to the principal. The teacher should call the office to notify the principal of the nature of the student violation, and that the student is being sent to the office. The principal will review the situation and take appropriate disciplinary action. A Disciplinary Referral Form should be completed by the teacher and placed in the principal's mail slot by the end of the same day.

VIOLATION ONE: Physical contact such as fighting, tripping, slapping, spitting, punching, throwing objects (snowballs, rocks, pencils, etc.)

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed
- 2nd offense: removal from the classroom, loss of one recess, and parent notified
- 3rd offense: removal from classroom, loss of three recesses, and parent notified
- 4th offense: in-school suspension (up to 1 day) and parent notified

Students need to reflect upon their actions and process a solution to their problem. A written form can be used for the students to record their decision on how they can make positive changes in their behavior. If a student is injured during the infraction, there needs to be a verbal and written apology.

If the action of the student is intentional and severe, and the student puts himself/herself or the school community in danger, this student may be removed immediately through suspension, at the discretion of the principal.

VIOLATION TWO: Taking or damaging anything that does not belong to you.

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed, parent notified, and student

- repairs, replaces, or pays for item
- 2nd offense: repair, replace, or pay for the item, loss of recess, and parent notified
- 3rd offense: repair, replace, or pay for the item, loss of two recesses, and parent notified
- 4th offense: repair, replace, or pay for the item, parent notified, and student will have up to 1 day in-school suspension

VIOLATION THREE: Writing on or marking school property

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed, parent notified, and area cleaned by student
- 2nd offense: clean the area, pay retribution, loss of two recesses, and parent notified
- 3rd offense: clean the area, pay retribution, in-school suspension, and parent notified
- 4th offense: 1 day out-of-school suspension and parent notified

VIOLATION FOUR: Littering in our school and/or on the school grounds.

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed and litter picked up
- 2nd offense: student picks up litter, loss of one recess
- 3rd offense: student picks up litter in designated area, loss of three recesses, and parents notified
- 4th offense: student picks up litter in designated area, student will have up to 1 day in-school suspension, and parent notified

VIOLATION FIVE: Obscenity in any form: written, spoken, gesture, or picture (except when directed against a staff member).

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed
- 2nd offense: loss of recess, written reflection, verbal and written apology, and parent notified
- 3rd offense: loss of three recesses, written reflection, verbal and written apology, and parent notified
- 4th offense: up to 1 day in-school suspension, written reflection, (verbal and written apology, if warranted), and parent notified

VIOLATION SIX: Disorderly behavior, such as running in the building, yelling, cutting in line, being disrespectful to others, name-calling, or teasing.

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed
- 2nd offense: loss of recess, written reflection, (verbal and written apology if warranted), and parent notified
- 3rd offense: loss of three recesses, (verbal and written apology if warranted), and parent notified
- 4th offense: up to 1 day in-school suspension, (verbal and written apology if warranted), and parent notified

VIOLATION SEVEN: Misuse of food (throwing and playing with food, etc).

CONSEQUENCE:

- 1st offense: student cleans up mess, loss of recess
- 2nd offense: student cleans up mess, loss of two recesses, and parent notified
- 3rd offense: up to 1 day in-school suspension, and parent notified
- 4th offense: 1 day out-of-school suspension and parent notified

VIOLATION EIGHT: Use of roller-skates, skateboards, or stereos (boom boxes) on school grounds, unless permission has been granted for a special circumstance.

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed
- 2nd offense: loss of recess, item taken away, and parent notified
- 3rd offense: loss of two recesses, item taken away, and parent notified

VIOLATION NINE: Leaving school grounds without permission.

CONSEQUENCE:

- 1st offense: 1 day in-school suspension and parent notified
- 2nd offense: out-of-school suspension (length to be determined by administrative discretion), and parent notified

VIOLATION TEN: Cheating (any dishonest act or practice)

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed
- 2nd offense: loss of two recesses and parent notified
- 3rd offense: administrative discretion

VIOLATION ELEVEN: Forgery (copying, falsifying, or changing a school document in any manner).

CONSEQUENCE:

- 1st offense: classroom disciplinary procedures followed
- 2nd offense: 1 day in-school suspension and parent notified
- 3rd offense: administrative discretion

VIOLATION TWELVE: Doing or saying anything that could be interpreted as negative about someone else's race, color, ethnic background, national origin, religion, sexual orientation, mental or physical disability, economic status, or gender.

CONSEQUENCE:

- 1st offense: loss of two recesses, verbal and written apology, and parent notified
- 2nd offense: 1 day in-school suspension, verbal and written apology, and parent notified
- 3rd offense: 1 day out-of-school suspension, (verbal and written apology if warranted), and parent notified

VIOLATION THIRTEEN: Possession of illegal weapons such as firearms, knives, laser pointers, slingshots, paintball guns, or any item, which may be determined dangerous, including play weapons. Transporting weapons in any authorized school vehicle are also prohibited.

CONSEQUENCE:

- 1st offense: weapon will be immediately confiscated, parent notified, the proper authorities notified when warranted, and the student will be suspended pending decision of authorities (could lead to expulsion).

VIOLATION FOURTEEN: Verbal threats to a student (explicit or implicit-verbal).

CONSEQUENCE:

- 1st offense: loss of two recesses, verbal and written apology, and parent notified
- 2nd offense: 1 day in-school suspension, verbal and written apology, and parent notified
- 3rd offense: 1 day out-of-school suspension, (verbal and written apology if warranted), and parent notified

VIOLATION FIFTEEN: Assaults (verbal or physical) on a student or school staff members.

CONSEQUENCE:

- 1st offense: in-school or out-of-school suspension (administrative discretion) and parent notified

The school authorities will suspend the student immediately if the action of the student is a danger to the school community.

VIOLATION SIXTEEN: Possession and/or use of illegal substances.

CONSEQUENCE:

- 1st offense: parent notified, proper authorities contacted, and out-of-school suspension (number of days determined by the authorities).

VIOLATION SEVENTEEN: Obscenity in any form, directed against a staff member.

CONSEQUENCE:

- 1st offense: 1 day out-of-school suspension and parent notified
- 2nd offense: out-of-school suspension (length to be determined by administration)

and parent notified

The goals of the foregoing consequences for violating school rules are to help children:

1. Identify the inappropriate behavior and discuss with them why it is inappropriate.
2. Take responsibility for their behavior.
3. Discuss alternatives to inappropriate behavior.

Students need time to reflect upon their actions and to process a solution for the problem. A written form can be used for the students to record their decision about how they can make positive changes in their behavior.

For unruly or improper conduct or behavior not otherwise covered by the aforementioned rules, the principal will exercise discretion in determining and employing an appropriate consequence.

Suspension

Serious breaches of standards of behavior may result in suspensions from school. The Hadley Public Schools' policy on student suspension is set forth in the following pages: School Committee Policy JGD - "Student Suspension," adopted 7/14/81, and School Committee Policy JGD-R - "Student Suspension," adopted 7/14/81 and addresses kindergarten through Grade twelve students.

Generally, a suspension may be imposed when a student's behavior creates a threat to his/her own or others' safety. Behavior such as fighting or committing an assault on another; stealing; vandalism; possessing weapons, explosives or other prohibited materials; making false alarms or bomb threats, or lewd or threatening behavior or language, may result in suspension. In cases of repeated violations of other disciplinary rules, suspension may be imposed as a last resort after other attempts have been made to resolve the problem.

When a student is suspended, the parents/guardians will be notified by phone, if possible, and by a follow-up letter. Before being re-admitted to school after a suspension, the student must report to the principal with a parent or guardian for a conference. Suspended students will not be allowed in school or on the school grounds without permission from the principal. A student who has received a suspension is also suspended from any school activities after school or in the evening of that day.

The principal of each school will implement specific procedures for imposing suspension, conferring with parents, and re-admitting and counseling suspended students.
(School committee Policy - JGD - Adopted: 7/14/81)

Suspension Procedures

A school principal may suspend a student for not more than five school days. Suspensions for additional periods of time will be imposed only by the superintendent, subject to formal hearing and School Committee approval.

When a student is suspended, the procedures listed below will be followed:

1. Unless an emergency situation exists requiring the student's immediate removal, no student will be suspended prior to having an informal hearing before the principal. At the hearing, the student will be told the reason(s) for the suspension and given an opportunity to respond. In an emergency, the informal hearing will be held as soon after the suspension as possible.
2. The principal will make all possible attempts by telephone to immediately notify the parent/guardian of the student about the suspension and the causes leading to it.
3. The principal will also send a letter to the parent/guardian, offering an opportunity for a conference to discuss the suspension.
4. The principal will give notice of the original suspension to the superintendent by the close of the school day following the suspension.
5. If a student is 18 years of age or older, any notice required by this regulation will be given to the student with an informational copy sent to the parents.
6. The student will be given an opportunity to complete any class work including, but not limited to, examinations that may have been missed during the period of suspension.
(School Committee Policy - JGD-R-Adopted 7/14/81)

Expulsion

The "Educational Reform Act of 1993," which was passed by the legislature of the Commonwealth of Massachusetts in June 1993, specified that the following provisions be printed in the Student Handbooks of schools in the Commonwealth:

1. 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 a 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.
2. 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 school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of any 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, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2)

provided, however, that any principal who decides that said student would be suspended shall state in writing to the school committee his/her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security, and welfare of the other students and staff in the school.

4. Any student who has been expelled from a school district pursuant to these provisions shall have 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. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this section.

5. When a student is expelled under the provision of this section and applies for admission to school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the student's expulsion.
6. Any student arrested on criminal charges outside of school can be excluded until the case is settled. The student may be expelled if found guilty.

The Superintendent of Schools following the principal's referral of a student who has displayed serious or chronic erratic behavior that seriously endangers the welfare of other students or staff members may request any expulsion hearing. Such behavior may include, but is not limited to, assault on another student. Expulsion hearings will be held according to the same guidelines as indicated by the provisions in the "Educational Reform Act of 1993." The School Committee will be the deciding body as to length of exclusion or expulsion.

DISMISSAL

WRITTEN PERMISSION FROM THE PARENT/GUARDIAN IS REQUIRED FOR A CHILD TO CHANGE REGULAR DISMISSAL PROCEDURES.

A NOTE FROM THE PARENT/GUARDIAN IS REQUIRED IF A CHILD:

1. must leave school at any time other than the regular dismissal time.
2. who regularly rides the school bus **is to be picked up by anyone, including a parent.**
3. who regularly rides the school bus plans to walk or ride a bicycle home or to another destination.
4. rides a bus to any destination other than his/her regularly scheduled bus stop. (Such a request will normally be honored, depending on the capacity of the bus.)

If a child becomes ill or injured during the school day, parents may be called to pick up the child. Emergency cards will be sent home at the beginning of each school year. On these cards, parents/guardians must list the names and phone numbers of at least two people who can be contacted to assume responsibility in case of a child's injury or illness, if the parents cannot be reached. The person picking up the child must report to the office before taking the child home.

Walkers must leave the school premises immediately at the bell. Violations will be reported to the principal. Once a child has left the school grounds with parental permission, the staff has no authority to supervise that child.

Students must not expect to make last minute plans to go home with friends by making phone calls to parents. School phones should be used only for emergencies.

EMERGENCY CLOSINGS

Situations such as inclement weather, boiler breakdown, or broken pipes may develop and may require the closing of school at any time during the day. In such instances, the school will notify the radio stations to broadcast the "early closing." Parents of kindergarten students will be notified.

Parents should discuss with their child(ren) a procedure in case of an emergency closing. The school will also need to know this information, and will provide a space for this information on the child's emergency card.

ENTRANCE

Students are admitted to the Hadley Public Schools in two ways: (1) by reaching the entrance age, five years old by August 31st; (2) by transferring from another public school, or from a private school, or from a home education program.

Birth certificates and official immunization records are required for all students new to the Hadley Schools. A physical exam within six months prior to entrance, on a state form, verified by a physician, must be returned to the school nurse before a child enters school for the first time.

Immunization Requirements: The School Immunization Law, Chapter 76, Section 15 of the General Laws (as amended by C.121, Acts of 1972) states: "No child shall be admitted to school, except as hereinafter provided."

1. The child must be immunized against tetanus, pertussis, diphtheria (D.P.T.), polio, measles, mumps, and German measles (MMR).
2. A lead test must be done before entering kindergarten; a tine (T.B.) test may be done.
3. A physician's certificate listing immunizations given and/or the disease the child has had.
4. A physician's certificate stating that immunization is not recommended for health reasons.
5. A parent or guardian's statement that immunization conflicts with religious beliefs.

SUPERINTENDENTS ARE RESPONSIBLE FOR REFUSING SCHOOL ADMITTANCE TO CHILDREN WHO HAVE NOT HAD THE REQUIRED IMMUNIZATIONS OR WHO ARE NOT OTHERWISE EXEMPTED AS EXPLAINED ABOVE. Unimmunized or partially immunized children whose private physicians certify they are in the process of receiving the required immunizations shall be regarded as in compliance with the law.

HEALTH

The school nurse has an office at both Hadley Elementary School and at Hopkins Academy and is on duty from 8:20 a.m. to 3:20 p.m. every day. Students are sent to her in case of illness, or she is called when an accident occurs. In case of illness, she is authorized to dismiss students to the custody of parents or guardians. In case of accident, the school nurse will, if necessary, call for needed assistance, notify parents to come to the school, and take every precaution so that any injury is not aggravated.

Each fall, parents will receive an emergency information form. It is vital to all concerned that the parent/guardian complete this form and return it promptly to the school. This information may change from one school year to the next. It is essential that the information on the form be accurate and up-to-date, so that the parent/guardian can be reached should illness or accidents occur. The form has space for the names of alternate persons to be called in case a parent cannot be reached. Please be sure that the person designated as an alternate is willing and able to serve in this capacity and that the person lives in the area. On the emergency form there is also a parent/authorization for the administration of acetaminophen/Tylenol during school hours. In order for a child to receive this medication, the authorization must be signed by a parent/guardian.

All students in the school system must receive a physical exam by their family doctor before entering kindergarten and grades 4, 7, and 10. The school physician can examine those unable to receive a physical by their family physician, if the parent sends a written request to the school nurse.

The following screenings will be done in school every year:

Hearing	Grades K-3, 6
Vision	Grades K-6
Height and Weight	Grades K-6
Scoliosis	Grades 5 & 6

If a parent/guardian prefers that a child not be screened in school, verification that the child was screened must be sent to the school nurse by the child's private physician (M.D.) for that school year.

All communicable diseases (i.e. chicken pox, strep throat, conjunctivitis, impetigo, scarlet fever, etc.) must be reported to the school nurse, who will report it to the local Board of Health. Any student who has had a communicable disease must report to the school nurse before returning to the classroom.

Students who have impetigo must stay home until it has crusted. Students who have head lice must stay home until all nits have been removed. The school nurse must check students who have had impetigo or head lice before they return to the classroom.

Students who have conjunctivitis or strep throat must stay home until they have taken medication for 24 hours.

If a child has a fever over 100 degrees, he/she must stay home until the temperature has remained normal, without the aid of medication, for 24 hours.

If a child vomits or has diarrhea, he/she must stay home for 24 hours after the condition ends.

Medication: If it is necessary that your child take medication during the school day, the following procedures must be followed:

1. The student's parents or another responsible adult must bring the medication to the nurse for safekeeping. The student will come to the nurse's office to take the medication. We stress this policy in order to prevent medicine from being lost or taken by a child for whom it was not intended. **Please observe this procedure for the safety of all of our students.**
2. The medication must bear the pharmacy label and instructions.
3. The medication must be accompanied by a consent form, signed by the parent/guardian, stating the reason for taking the medication and the dosage times for the medication.
4. A physician's written authorization is required if the medication is to be taken for more than 10 days. This includes use/need for such medications as Benadryl and EpiPen.
5. All medication must be picked up by a responsible adult at the end of the school year and/or when the medication expires.
6. A child is allowed to take acetaminophen or Tylenol only if a parent/guardian signs the permission form and returns it to the nurse to keep on file for the school year.
7. The nurse must be notified of any changes in medication: either a new medication, change in dosage or change in time of administration of the medication. It is important

for the school nurse to be aware of medication changes in order to provide appropriate care.

HOMEWORK POLICY

Purpose and Philosophy

Homework assignments are given to reinforce and enhance student learning that took place during the school day; impart to students a sense of responsibility and accomplishment; improve their academic skills; and develop independent study habits. Appropriate homework assignments also give students frequent opportunities to follow directions, organize materials, and manage their time---all of which are important skills required for student success.

At Hadley Elementary School, homework assignments are **respectful** of student ability and development level; **related** to the work of the classroom, and where possible, to the interest of the individual student; and **reasonable** in amount and degree of difficulty.

General Practices and Requirements

Each teacher sends information home with the students about their expectations for homework at the start of the school year. Occasionally, homework assignments are started in class during supervised time and completed at home. Homework subjects and length of assignments will vary by grade level.

Every student is expected to read or be read to, daily, including weekends. Time spent on daily reading should range from 10—20 minutes in lower grades (K-3) to 20---30 minutes in the higher elementary grades (4-6).

It is expected that all homework assignments will be completed accurately, neatly, and on time.

If a student fails to complete a reasonable number of assignments, the teacher will either call the parents or send a note home.

If a child is absent for an extended period, homework assignments will be completed within a reasonable time period after their return, determined by the individual teacher.

Incomplete homework may affect the student's grade.

If your child is spending an excessive amount of time on homework, please contact the classroom teacher.

Homework will not be assigned for disciplinary reasons.

Grade Level Practices and Requirements

Kindergarten

Weekly, students participate in a “letter of the week” activity, which involves their learning a new letter of the alphabet. Parents are urged to review this “letter of the week” activity with

their child. Parents should also read to their child 10—15 minutes daily, including weekends. They should also go through their child’s backpack to review the child’s papers and the day’s learning activities. Frequent newsletters inform parents of learning activities to be reinforced at home.

First Grade

Children are required to read, or be read to, 15 minutes at home each day, including weekends.

Daily work not completed by a student in school may need to be completed and returned to the teacher, when requested in writing by the teacher.

The teacher sends occasional special projects and other homework assignments home accompanied by a letter of explanation. Family members may assist the student with special projects, which need to be completed and returned to school at the routine time.

Second Grade

Children are required to read 15—20 minutes at home each day, including weekends. In addition, children are expected to complete nightly assignments that reinforce skills taught during the day. These nightly assignments should take an average of 15--20 minutes to complete.

Work not completed by a student in school may need to be completed and returned to the teacher, when requested in writing by the teacher.

Third Grade

In third grade homework begins the first week of October and continues until the end of May. Folders with all assignments for the week are distributed on the first day of the school week (usually Monday). The work is to be completed at home and returned to school three days later (usually Thursday). It should take between 20—30 minutes per night to complete. Parents will be required to sign an enclosed sheet to indicate that they have checked the homework. Parents are strongly encouraged to review their child’s homework assignments and completion thereof. In addition to regular homework, students are expected to read 15—20 minutes, daily.

Fourth Grade

Students are required to read 20—30 minutes each night. In addition, nightly homework includes reinforcement and practice of work covered in class, as well as, unfinished class work. Occasionally, research assignments with extended due dates are given, which require use of

reference materials or data gathering. Students may also need to spend time at home studying and preparing for tests.

Time spent nightly on homework should average 45—60 minutes, not including nightly reading.

Fifth/Sixth Grade

Children will have a maximum of 90 minutes of homework Monday through Thursday, including 20—30 minutes of daily reading. The daily reading requirement includes weekends. Homework subjects and length of assignments will vary daily.

On occasion, students will be assigned long-term projects, which require them to plan and allocate time each night until the task is completed. All homework assignments, including projects, are to be turned in on the designated date given by the teacher.

If a student is absent for an extended period of time, he/she will be given two days to complete homework assignments for each day of absenteeism. Incomplete assignments, or assignments not turned in on time, will affect the student's grade.

Weekend homework may consist of daily reading, journal writing, studying for quizzes and tests, and any late make-up work. Assignments during school vacations may include a journal writing assignment along with daily reading.

Homework Tips

- Have a consistent, quiet, well-lighted place to do homework.
- Set aside a specific time to do homework.
- See that home study area is equipped with pens, pencils, ruler, markers, glue, and dictionary.
- Encourage your child to work independently, but be available to assist your child during homework time.

LIBRARY SERVICES

The Hadley Elementary School Library contains books, magazines, newspapers, non- print media items, and audio-visual equipment for use by students and staff. The library is open to all students, parents, and staff during the school day. Students are encouraged to use the library's resources for a variety of purposes, including research, special projects, book reports, and leisure reading.

Library materials that are lost or damaged must be paid for or replaced. If materials are returned in good condition, payment will be refunded.

LOCKERS

Lockers are the property of the school. Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that lockers are kept neat and clean. Food should not be left in lockers for extended periods of time. Locker doors should not be slammed as repeated slamming bends the catch.

NO SCHOOL/EARLY DISMISSAL ANNOUNCEMENTS

When extreme weather conditions endanger the health and safety of our school children, school may be canceled, or if conditions are forecast to improve, school opening may be delayed up to two hours. In such instances, radio stations WHMP (1400 AM & 99 FM), WHYN (560 AM and 93 FM) will broadcast the "no school," "delayed opening" or "early dismissal" notices at frequent intervals. TV channels 22 & 40 also carry cancellation or delay information.

On stormy days, parents are urged to use their discretion in sending their children to school. If it is in the best interest of your child's health, keep him/her at home in bad weather.

PROHIBITED ITEMS

Problems arise each year because students bring to school articles, which are hazardous to the safety of others or interfere in some way with school procedure. Any item which students would not be allowed to use in school may not be brought to school. These include, but are not limited to, beepers, cellular phones, radios, walkmans, TVs, skateboards, scooters, etc. Not only are these items distracting, but students risk having them lost, stolen or broken. Such articles, if seen or heard by a staff member, may be taken and only returned to a parent/guardian.

Tape recording devices are not allowed unless specifically requested by a teacher.

PSYCHOLOGICAL SERVICES

The School Psychologist is available to provide psychological services to children, their parents or guardians.

One primary responsibility involves the assessment of individual students who have been referred for formal evaluation. Test administration, classroom observations, review of school records, and gathering information from the child's teachers and parents are important parts of the typical assessment process.

Providing counseling services to students is another significant part of the School Psychologist's responsibilities. Both individual and small group-counseling services are available for varying lengths of time.

The School Psychologist can serve as a liaison between the school and an outside social service agency that provides services to a child.

Concerned parents or guardians may contact the School Psychologist directly if they have questions or concerns about their child's development, behavior, academic performance, or emotional well being. Meetings held with the school psychologist are kept confidential.

REPORTING PUPIL PROGRESS

Student evaluation reports (i.e. report cards) are sent home quarterly (except for Kindergarten, which are sent home twice per school year). The report card is one of the ways that the school assists parents in gaining a greater understanding of the child's academic and social growth. Mid-term progress reports

may also be issued to parents of children who have earned an average below a C grade, or whose classroom behavior has deteriorated.

Kindergarten: Regular conference periods between parents and teacher are scheduled two times during the year to review and discuss the progress of the child.

SCHOOL DAY

Students are expected to be in the school at 8:25 a.m. Classes begin promptly at 8:30 a.m., and children who arrive in their classrooms after 8:30 a.m. are marked tardy. The school day ends at 2:55 p.m. Children walking to school or being driven to school by car **MUST NOT ARRIVE BEFORE 8:15 A.M.** All students who arrive after 8:15 a.m. but before 8:25 a.m. will wait in the cafeteria, with supervision, until 8:25 a.m., which is when the starting bell rings for students to enter the school

building and go to their respective classrooms. Children walking to school or being driven to school by car should assemble at the front of the building.

Kindergarten: We offer a full day program, from 8:25 a.m. – 2:55 p.m. for kindergarten. Parents may choose to have their child dismissed at 11:15 a.m.

SECURITY OF THE BUILDING, STUDENTS, AND STAFF

During the school day all doors will be locked, with the exception of the main entrance.

VISITORS TO THE BUILDING MUST USE THE MAIN ENTRANCE.

All outside doors to the school and corridor entrances may be locked after 4:00 PM to limit passage in areas that are not supervised after staff members leave the building. Classrooms and offices will be locked after school to avoid any theft or vandalism.

SCHOOL VISITORS

OUR SAFE SCHOOL POLICY REQUIRES THAT ALL PARENTS/VISITORS REGISTER BY SIGNING A SIGN-IN SHEET IN THE MAIN OFFICE UPON ENTERING THE BUILDING.

They will then be issued a visitor's name badge that must be worn while they remain in the building. The secretary will call the classroom teacher to inform him/her of the visitor's arrival. Visitors are also required to sign out when leaving the building.

In the case of a parent arriving at the school at dismissal time and wishing to pick up their child rather than having them take the bus, the parent will have to show a picture ID if not familiar to the staff. Parents wishing to pick up students who have already boarded the buses should go to the teacher or aide on duty for the teacher or aide to board the bus and escort the child off the bus.

When a parent wishes to pick up their child prior to the end of the school day, the parent will be required to pick up the child in the main office and sign a dismissal log. The child will be released from the classroom and sent to meet the parent at the main office. Students on the playground will be called to the office first to be dismissed. No child will be dismissed directly from the playground.

In the case of an adult other than the parent or legal guardian wishing to pick up the child, the following procedures will be adhered to:

- There must be a note from the parent or legal guardian requesting the dismissal.
- The person must present a valid picture identification, and their name must appear on the listing of adults who are permitted to pick up a student. This will have been filed at the beginning of the current school year.
- In the case of a visitor from the Department of Social Services, or other social services agency, a picture identification from the department will be required.
- In the case of illness, telephone contact with the parent or emergency contact person will be obtained to authorize dismissal to another adult.

No student is allowed to change their normal transportation arrangements or destination plans at dismissal without providing their teachers or office staff with a signed note from their parents authorizing such a change.

STUDENT ARRIVAL

Students are not allowed in the building before 8:15 a.m. or after 2:55 p.m., unless they are attending a school-sponsored activity or working with a teacher. The school is not responsible for students who are in the school or on school property before 8:15 a.m. or after school hours (2:55 p.m.), when they are not involved in a school-sponsored activity.

STUDENT DISMISSAL/EARLY DISMISSAL

All students are dismissed by 2:55 p.m. Their classroom teacher will walk with the class through the main entrance door to the teachers/aides on bus duty. **Parents must wait outside in the front of the building on the sitting benches, unless they have scheduled an appointment in the building.**

If your child is going to be dismissed early for any reason, you need to send a note to your child's teacher. **You must come to the office to sign your child out and wait for the office staff to call your child to the office to meet you.**

TARDINESS

Students arriving at school after 8:30 a.m. will be considered tardy, unless an entire bus is late. Students must sign in at the office before proceeding to class.

SEXUAL HARASSMENT POLICY

Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when:

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

Any employee or volunteer who receives a report of or has knowledge of conduct prohibited by this policy is required to report the conduct or incident immediately. Any violation of this policy should be brought to the attention of the Principal or the Superintendent of Schools, or his or her designee, as soon as possible, who will conduct an investigation and take whatever action is deemed appropriate.

Any employee or member of the school community found to have engaged in harassment, including, but not limited to, sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination from employment or expulsion from school, subject to applicable procedural requirements.

It is a violation of this policy for any person to retaliate, coerce, intimidate, harass, or interfere with a member of the school community, or any other individual, who has filed a report regarding harassment or assisted with an investigation. Any employee or member of the school community found to have engaged in this conduct shall be subject to sanctions, including, but not limited to, warning, suspension, or termination from employment or expulsion from school, subject to applicable procedural requirements.

Reporting conduct that may be construed as harassment is encouraged, although this policy is not intended to be used for intentionally making a false report. It is a violation of this policy to intentionally file a false report regarding harassment. The intentional filing of a false report shall result in sanctions, including but not limited to, warning, suspension or termination from employment or expulsion from school, subject to applicable procedural requirements.

Filing of a report, other than an intentionally false report, will not reflect upon the status, grades, assignments, or other terms and conditions of education or employment of the reporting party.

Under certain circumstances, sexual harassment, or other harassment, may constitute child abuse under Massachusetts Law, G.L. c. 119, 51A. The Hadley School District shall comply with Massachusetts laws in reporting suspected or actual cases of child abuse.

Examples of conduct that can constitute Sexual Harassment:

The following examples are illustrative and by no means intended to be limited to the examples given. Whether or not they constitute unlawful sexual harassment depends upon a case-by-case analysis of the totality of circumstances in which the alleged conduct occurs. The totality of the circumstances is examined to determine whether or not the law has been violated:

- * verbal abuse or innuendo of a sexual nature;
- * offensive sexual language;
- * suggestive or degrading sexual comments;
- * stories and jokes of a sexual nature;
- * repeated and unwelcome flirtations, advances or propositions including requests for dates;
- * display in the workplace or school of sexually suggestive pictures;
- * unwelcome and offensive physical contact including touching, hugging and kissing;
- * verbal or physical violence;
- * physical or verbal intimidation or threats

SPEECH AND LANGUAGE THERAPY

The Speech and Language program provides services to all children, ages three through twenty-one, identified as having a special need in the area of speech, language, or hearing.

These services include diagnosis and remediation for articulation disorders, delayed speech and language development and fluency problems. There is also identification, referral and direct services for children with voice disorders and hearing impairment.

STUDENT ATTENDANCE

Students are subject to compulsory school attendance and truancy laws as required by the statutes of the Commonwealth of Massachusetts and regulations of the State Department of Education.

Here at Hadley Elementary School, all absences will be counted and a signed parental note is required indicating the reason for each student/s absence. A doctor's note is required for any student who is absent for five or more consecutive school days.

Each child who has reached the age of six (6) years, or is under the age of sixteen (16) years and who has not finished four (4) years of high school work must be enrolled. If parents/guardians elect to enroll a child in kindergarten, they are subject to this policy.

In the event of a student's absence, the absence will be considered accruing toward truancy as defined in Massachusetts statutes. It is the responsibility of the parent(s) to notify the school when a student is absent. Notes from parent(s) will be kept on file at the school, as they may be needed for documentation purposes.

Each student is responsible for making arrangements with teachers to complete assignments missed during any absence approved by the school administration.

In grades K-6, it is our expectation that a student be present in school at least 90% of the school year. All absences will be counted. Any combination of seven (7) tardies and early dismissals will count as one absence. Also, the school administration will notify the parents/guardians in writing after the student's 13th absence. A second letter will be sent to the parents/guardians after the student's 18th absence. This second letter will indicate that the student's rate of absenteeism for the school year exceeds 10%, which could adversely affect the student's academic performance.

STUDENT COUNCIL

Hadley Elementary School holds elections each fall for Student Council representatives from grades 3-6. The representatives then elect their officers from the fifth and sixth grade representatives. Faculty members supervise the council, which in the past has organized food and coat drives, special activity days, and other school spirit programs.

STUDENT SEARCHES

The right of inspection and search of students' school lockers and desks is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their property, and school property. Any school staff member may search a locker or desk if there is trustworthy information to cause reasonable suspicion that such locker or desk may contain stolen property, weapons, drugs, or contraband of any kind.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's rights to personal privacy and protection from coercion and to act in the best interest of all students and within the inherent rights of the School Committee and constitution.

Searches by school officials will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process. Police may be notified.

TITLE I PROGRAM

The Title I Program is a partially federally funded supplemental reading program providing reading support to students in grades two through four.

To qualify for this program, students must achieve a NCE score of below 40 on the Gates MacGinitie Reading Test. (It is our policy to receive parent permission before any testing is done.) This score, along with the classroom teacher's input, determines eligibility.

Title I reading support consists of the children receiving additional reading instruction other than their classroom instruction. This instruction is provided in a small group for approximately thirty minutes, five days a week. During that time, the children are instructed in their area(s) of weakness while reinforcing their strengths.

In the spring of each year, the children are again given another form of the Gates MacGinitie Reading Test to assess their reading progress. If a student achieves a NCE score of above 40 and demonstrates a proficiency in reading, the Title I teacher and the classroom teacher confer to determine whether or not the student should be dismissed from the program. If they concur that the student will be successful in the classroom without the additional support, the child is dismissed. The student's reading progress will still be monitored in the classroom. Students who do not show adequate progress required for dismissal, continue the program. This entire process is conducted with parental knowledge and permission.

TOBACCO, ALCOHOL, AND DRUGS

Using tobacco in any form, at **any** time on school property is prohibited. This includes the possession of lighted smoking materials. The "Educational Reform Act of 1993," which was passed by the legislature of the Commonwealth of Massachusetts in June 1993, states that "the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by **any individual**, including school personnel" is prohibited.

The federal government requires that all schools have a drug-free policy. The policy for the Hadley Public Schools is:

Drug Free Schools Certification Policy

Section 5145 of the Drug-Free Schools and Communities Act Amendments of 1989

The use of illegal drugs and unlawful possession of alcohol is wrong and harmful. The Hadley Public Schools prohibit the unlawful possession, use and/or distribution of illegal drugs and/or alcohol on school premises, or as part of any of its activities.

Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind, are prohibited in school, on school buses, on school grounds, or off school grounds during school supervised functions. This policy is in effect during regular school hours (8:25 a.m. - 2:55 p.m.) and during all other times that supervised activities take place. "Use" of drugs or alcohol includes being under the influence of, buying, selling, or possessing them on school property.

TRANSPORTATION

Students are entitled to transportation to and from school as follows: (a) students living at least two miles from school and (b) students with special needs for whom transportation must be provided. (Reference: School Committee Policy EEAA)

Bus routes cannot be determined until just before the opening of school. This information will be published yearly by the press during the week before the week that school starts.

RIDING THE BUS IS A PRIVILEGE. ANY INFRACTION OF BUS RULES MAY RESULT IN THE LOSS OF THIS PRIVILEGE.

VACATION ASSIGNMENT MAKEUP POLICY

The school administration strongly discourages students missing school for family vacations. Clearly, missed teacher presentations, lectures, classroom discussions, laboratory experiments and such cannot be made up as homework. However, the reality is that parents do take their children out of school for such trips and these absences will count against the attendance policy. When this occurs, the following procedures will be used:

1. The parent(s) will contact the administration in advance of the planned vacation.
2. The parent(s) will discuss with the administration and teacher(s) the duration of the student's absence, the procedure for students to follow for completion of their work upon their return, and the date such work is due to the teacher(s).
3. The student will be held responsible for making specific arrangements with their teacher(s)

for

completion of assignments. Work will be offered to students upon their return to school from the absence. **Parents should not ask teachers to prepare student assignments in advance of their child's vacation trip.** All work will be offered to the student for full value credit upon return of the student to class.

VALUABLES

Students are cautioned not to bring valuables or large amounts of money to school. The school cannot be held responsible for student valuables, which are lost or stolen.

VANDALISM

Deliberate destruction of property or destruction caused by inappropriate use of equipment or property cannot be tolerated. Any student so apprehended will be held financially responsible and will be subject to disciplinary action.

VISITING SCHOOL

Parents are encouraged to visit our school and classrooms. The school staff welcomes parents to observe the teaching and learning process. A visit to the school or classroom can be beneficial to both the parent and the teacher by providing them the opportunity to communicate with each other.

All parents and other visitors **must** report to the school office upon entering the building, sign in, pick up an identification tag, and make their presence known to the school administration. Visits to classrooms by parents/guardians must be scheduled at least 24 hours in advance by calling the school office. Upon arrival, the school secretary will call the classroom to notify the teacher. Class visitations should be limited to a 40 minute period.

In the fall, parent/teacher conferences are scheduled. In addition, other parent/teacher conferences may be arranged by calling the school office at 584-5011. A 24-hour notice for a conference is required; however, a mutually convenient time may be set at the discretion of the classroom teacher.

Open House is held one evening a year in the early fall. Also, throughout the year, students will participate in concerts, programs and special classroom activities. Parents will be notified of these events and will be invited to attend.

TO PARENTS/GUARDIANS:

It is our belief that for each child to best understand the expectations and consequences for behavior in our school, we must work as a team to explain the information contained in this handbook. Each teacher will take time during school to review the handbook, and we need your assistance to do so at home.

Please **read** through the handbook with your child(ren). The following areas are of particular interest in helping your child succeed: attendance rules, bus rules, cafeteria rules, dismissal procedure, playground rules, homework policy.

Then, **sign, date and return** the bottom portion of this page to your child's teacher.

Thank you for your cooperation and support.

PLEASE RETURN THIS PORTION TO YOUR CHILD'S TEACHER.

I have read the Elementary School Handbook with my child(ren).

(Child's Name)

(Child's Name)

(Child's Name)

(Child's Name)

SIGNED: _____

DATE: _____

