

Hadley Elementary School

Hadley, Massachusetts

Student/Parent Handbook

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TABLE OF CONTENTS

	Page(s)
Welcome from The Principal	1
Important Information for Parents & Students	2
Message to Parents	3
Vision Statement	4
Hadley Elementary School Council	5
Appropriate Dress	6
Art, Music, Physical Education	6
Bus Transportation	6-8
Cafeteria	8,9
Care of Materials	9
Chapter 766 – Special Education	9,10
Civility Policy	10,11
Classroom Student Placement Policy	11,12
Code of Conduct	12-15
Arrival Rules	12
Assembly Rules	13
Cafeteria Rules	13
Hallway Rules	13
Recess Rules	14,15
Restroom Rules	15
Walking on Sidewalk Rules	15
Computer Use Policy	15-17
Discipline Policy	17-25
Guiding Expectations	17,18
School Rules	18
Bullying	18
Consequences for Inappropriate Behavior	19-23
Suspension Rules and Procedures	23,24
Expulsion	24,25
Dismissal	25,26
Emergency Closings	26
Entrance Requirements	26
Health Policy	27,28
Medication Policy	28
Homework Policy	28-31
Purpose and Philosophy	28
General Practices and Requirements	28,29
Grade Level Practices and Requirements	29, 30
Summer Learning	30,31
Homework Tips	31
Library Services	31
Lockers	31
Non-Custodial Parent Access to School Records	32
No School/Early Dismissal Announcements	33
Policy Re: Animals in School	33
Prohibited Items	34
Psychological Services	34
Reporting Pupil Progress	34
School Day	34,35
Security of the Building, Students, and Staff	35-37
School Visitors	35

Student Arrival	36
Student Dismissal	36,37
Sexual Harassment Policy	37-39
Speech & Language Therapy	39
Student Attendance	39,40
Student Council	40
Student Searches	40
Title I Program	40,41
Tobacco, Alcohol, and Drugs Policy	41
Vacation Assignment Makeup Policy	41,42
Valuables	42
Vandalism	42
Visiting School and Classrooms	42,43
Parent/Guardian Signature Sheet	44

Welcome to Hadley Elementary School!

Dear Parents/Guardians and Students,

It is a genuine 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 a positive and rewarding experience for everyone.

This handbook is a ready reference, which will provide parents/guardians and students with important information on a variety of topics. 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 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 faculty and staff, parents, and students working together collaboratively will lead to a productive, enriching, and positive educational program and environment that are 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 during the school 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 **no later than 9:30 am.** on the day of the absence or tardiness. **If the school office is not notified, a member of the administrative staff will contact the 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.

Parents must provide a signed dated note when requesting that their child go on a different bus, walk to another child's home after school, or be picked up by someone other than the person who usually picks them up from school. **Phone calls and faxes cannot be used as a means of communicating a change in transportation arrangement home for the safety and protection of the child.** Once a child has left the school with parental permission, he/she is no longer under staff supervision.

Parents need to drop off/pick up their children in the designated drop off area, not park or wait along the curb in any travel area, and not drive or park in the school bus circle. Parents should not double park in the drop off area, nor drop their children off in between cars for the children's safety and protection. Children **should not cross between parked buses or cars.**

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

Students who need to access classrooms after school hours to retrieve books or papers they forgot to bring home must be accompanied into the classroom by a member of school staff.

A doctor's letter, 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 classes.

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.

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. Please 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 and strongly discouraged.

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 the 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).
- Practice and review grade-level appropriate math facts nightly with your child.
- Offer appropriate support for homework activities (helping to organize and checking work daily).
- Stay in touch with teachers including making and keeping parent/teacher conference appointments.
- 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, 3 parents, elected by the P.T.O.; 3 teachers, elected by the staff; and 2 community members, appointed by the principal. Meetings are required to be held each month during the school year from September through June, 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 providing input for a School Improvement Plan annually. The plan is submitted to the Superintendent of Hadley Public Schools for approval. Implementation of the plan is the responsibility of the whole school community.

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 elementary 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 buses. 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 parent needs to provide a written note from their child's doctor stating the reason and duration.

BUS 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. The press will publish this information yearly 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.

The School Committee, through its school staff, shares with students and parents the responsibility for student safety during transportation to and from school. To ensure the safety of all students who ride the buses, it may occasionally be necessary to revoke bus privilege. Parents of children whose behavior and misconduct on school buses endangers

the health, safety and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

Requirements for loading and unloading at bus stop:

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property are required.
4. Instructions and directions provided by bus drivers must be followed by riders when entering and leaving the bus.

Required conduct aboard the bus:

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.
5. Eating is prohibited.
6. The following behaviors are prohibited:
 - a. pushing or wrestling
 - b. annoying other passengers or disturbing their possessions
 - c. talking to the driver
 - d. throwing objects within the bus or out of windows
 - e. climbing over seats
 - f. opening or closing windows
 - g. leaning out of windows
 - h. littering the bus
7. Roller blades, trading cards, and electronic devices including Game Boys, CD players, ipods, MP3 players, tape recorders, cellular phones, cameras, etc. are not allowed.
8. Parents will be held responsible for any defacing or damaging of the bus.

Procedures for drivers and parents:

1. Whenever there is misconduct on a school bus, the incident will be reported on the Bus Conduct Form to the school principal, who will send the form with the incident recorded to the parent(s) concerned.
2. In case of a second incident of misconduct by the same student, the principal may, depending on the severity of the misconduct, suspend the student's bus transportation privileges for a temporary period (up to 5 school days), and notify the parents by telephone and in writing of the applicable student's temporary suspension of bus privilege.
3. If a third incident of misconduct by the same student occurs, the student will be denied bus privilege for an extended period (including for the rest of the school year in the case of severe misconduct), and the student's parents will be notified of the student's extended loss of bus privilege by telephone and in writing. The Superintendent of Hadley Public Schools will also be informed of the third incident of bus misconduct and the denial of bus privilege for the student resulting from it. The student's parents will take responsibility for their student's transportation during the period that he/she is denied bus privilege.
4. The administration reserves the right to impose any of the penalties cited above on the first offense, depending on its severity. A hearing will be held whenever this step is considered necessary, following notification of parents and the student involved.
5. Parents need to send a note to the school with their child whenever there is a change in transportation

arrangements, which the child's regular bus driver needs to be informed of. The note should provide the following information.

- The child's full name
 - The address of the child's change of destination
 - Date of the change in transportation arrangements
 - Signature of parents/guardian and phone number
 - Child's homeroom teacher
 - Bus route color if different than regular transportation
6. A parent, guardian or older sibling must accompany kindergarten and 1st grade students at school bus stops for pick-up in the morning and drop-off after school. If a kindergarten or 1st grade student has no one to meet him/her at a drop off, the bus drivers are instructed to bring the child back to the school for the safety and protection of the applicable kindergarten and 1st grade students. Kindergarten and 1st grade students will lose the privilege of riding the bus if their parent, or another authorized adult, is not present at the student's bus stop on three occasions during the school year.
 7. In order for students on crutches to ride the regular school bus, they must first be evaluated by the school nurse for safety purposes.
 8. As required by Massachusetts state law, two bus evacuation drills are conducted each school year for all students, both regular bus riders, as well as for walkers and students dropped off by their parents.

CAFETERIA

A before-school Breakfast Program is offered to all Hadley Elementary School students. Important features of this program are as follows:

1. The cost will be \$1.25 and breakfast will consist of juice, milk, muffins, and a box of cereal.
2. The breakfast will be free for students who qualify for free lunch.
3. The breakfast will cost \$.30 for students who qualify for reduced price lunch.
4. The free and reduced qualifying lunch standards will hold true for the Breakfast Program.
5. The Breakfast Program will start daily in the cafeteria at 8:15 AM for walkers and 8:20 AM for children who ride the bus. Children who arrive after 8:30 AM will be unable to participate in the Breakfast Program on that day.
6. Bus riders need a note from their parents/guardians to exit the bus early for breakfast.
7. School staff will be present in the cafeteria to serve breakfast to and monitor the students.

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 \$2.25 for students and \$3.00 for adults. Extra milk is \$.40. 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 either tuna fish, hamburger, hot dog, or toasted cheese with a vegetable, fruit, and milk for \$2.25.

Reduced meals are available for \$.40, as well as free meals for low-income families. Parents must complete an application and return it to the school to get free or reduced meal prices for their child. If parents get food stamps or TAFDC for their child, the child can get free meals. If the child has received a Meal Benefit certificate from the Department of Transitional Assistance, the parents do not have to complete the application. They just need to sign the certificate and return it to their child's school. The child will then receive a free lunch. The applications are available from the child's teacher. All applications must be completed and returned to school by Monday, September 15th 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 Public Schools make every effort to meet their primary responsibilities per 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 Director of Student 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.

CIVILITY POLICY

Civility/Conduct of Parents, Other Visitors, and District Employees:

It is the intent of the Hadley Public Schools to promote respect, civility, and orderly conduct among District employees, parents, and the public. It is not the District's intent to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. The District encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

Expected Level of Behavior:

1. District personnel will treat parents and other members of the public with courtesy and respect.
2. Parents and other visitors will treat teachers, administrators, and other District employees with courtesy and respect.

Unacceptable and Disruptive Behavior:

1. Using loud or offensive language, swearing, cursing, or displays of temper;
2. Threatening to do physical harm to a teacher, school administrator, school employee, or student;
3. Abusive, threatening, or obscene letters, e-mail, or voice mail messages;
4. Any other behavior that disrupts the orderly operation of the school, classroom, and/or administrative functions.

Parent Recourse:

Any parent who believes he or she has been subjected to unacceptable or disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate administrator, and/or the Superintendent of Schools.

Authority of School Personnel:

Any individual who acts in the following way may be directed to leave school premises or School Committee premises by a school principal or assistant principal, or their designee, any school administrator, including the Superintendent of Schools, and school security personnel. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement personnel take such action as is deemed necessary:

1. Disrupts or threatens to disrupt school or school district operations;
2. Threatens or attempts to do, or does, physical harm to District personnel, students or others lawfully on school or School Committee premises;
3. Threatens the health or safety of students, District personnel, or others lawfully on school or School Committee premises;
4. Intentionally causes damage to District property or the property of others lawfully on school or School Committee premises;
5. Uses loud or offensive language;
6. Comes onto school premises without authorization.

Should an individual persist in violating the terms of this policy, the District may limit and restrict the methods of communication, which may be used by said individual. Such restrictions shall not apply in the event of actual emergencies or regulatory functions such as TEAM meetings or disciplinary hearings.

In the event that there is a serious threat of harm to students or school personnel, the District may obtain an Order of No Trespass prohibiting the individual making said threat from entering on District property.

Authority to Deal with Persons Who Are Verbally Abusive:

1. If any member of the public uses obscenities or speaks in a loud, demanding, insulting, and/or demeaning manner, the employee to whom the remarks are addressed shall calmly and politely warn the speaker to communicate civilly.
2. If the verbal abuse continues, the employee may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.
3. If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.
4. If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement personnel take such action as is deemed necessary. If the employee is threatened with personal harm, he or she may contact law enforcement.

CLASSROOM/STUDENT PLACEMENT

Every year the faculty and administration use their best professional judgment in assigning students to classes for the coming school year. It is the teachers' and principal's responsibility to place students in the most appropriate educational setting for them. The school administration and faculty believe that every teacher at Hadley Elementary School can provide students with a sound, challenging, and enriching educational program.

The process used and factors considered when making decisions about class groupings and teacher assignments for the following school year are comprehensive and thorough. During the last quarter of the school year, the principal meets with the classroom teachers at each grade level to discuss their insights and recommendations for class groupings and teacher assignments for the next year. Together they consider a host of factors that will influence the class groupings and teacher assignments for the following year. Student ability, individual learning needs and styles, as well as social and emotional issues and concerns are prominent factors that influence the determination of class groupings and

teacher assignments. Additionally, the administration and faculty recognize the need to balance each class grouping based on student gender, discipline issues, student compatibility, and matching special-needs students with teacher strengths.

In placing children, a specific number of friends that the student will have in next year's class is not considered. Children are adaptable and will make friends wherever they are placed. We know that parents sometime have preferences for teachers but we cannot place children in classes based on parent requests for specific teachers. However, unique situations may require a parent to communicate with the principal personally concerning their child's particular needs or situation. If parents wish to do so, they should put their concerns (**which should not include a request for a specific teacher**) in writing **addressed to the principal, not to the classroom teacher, by May 15 of each school year.**

Parents should not put their child's current year teacher in the difficult position of having to discuss his or her placement for next year. It is uncomfortable for individual teachers to be put in a position of seeming to judge other teachers, or making recommendations that in the end may not be honored.

Students in Grades K-6 will be notified of their next year's class placement and teacher on their last marking period report card for the current school year.

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 administrator or teacher to call the lines before entering the building.

6. Teachers will monitor the halls to ensure proper student behavior.
7. Students are permitted to enter the building at 8:15 a.m., but will be required to wait, supervised in the cafeteria by a member of school staff, 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 homeroom teacher.
8. Teachers will take appropriate measures if a student disobeys the above rules.

Cafeteria (Café) Rules

1. Students from each class will enter the Café quietly in their assigned line order.
2. Students buying lunch will divide at a predetermined halfway point in the line with the first half going to the left lunch door line and the other half going to the right lunch door line.
3. Students will initially sit in assigned order by class, but are given the opportunity to earn the privilege of sitting with their friends after demonstrating, for a predetermined number of days, appropriate café behavior consistent with the criteria posted in a prominent location on the café walls. The criteria are:
 - use dining room/restaurant voices.
 - demonstrate good table manners.
 - keep tables and floor clean.
 - clear trays in orderly fashion.
 - enter and leave café quietly.
4. There will be no cutting in line or saving seats.
5. There will be no running, pushing, or shoving.
6. 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.
7. Students, who are causing problems at their table, may be moved to a “time-out” table.
8. Voices are to be conversational as 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.
9. There will be no playing with or throwing of food. **Carbonated beverages of any kind are not allowed; including bottled or can soda.**
10. Students have to raise their hands for permission to get out of their seats, including to empty their trays. The teachers on duty will watch for "pile-ups" at the cleanup window before giving permission to empty trays.
11. Teachers on duty may use a raised hand and/or verbal warning to quiet the noise level, if necessary.
12. Students will remain seated until the teacher on duty dismisses them from the lunchroom.
13. When students are dismissed, they will **walk in line order in an orderly and quiet manner from the café to the playground or classroom, using the right side of the hallways.**
14. Students will not leave the café with food or drink, including milk cartons.
15. If a student repeatedly refuses to eat, the parent/guardian will be notified to help work out a solution.

Hallway Rules

1. All school hallways are considered “Learning Zones.” As such, students will **walk quietly; in single file, in line order 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 show respect for hallway displays by not touching them.

Recess Rules

1. Grade 1-3 students will be dismissed from lunch in the café to recess by class, based on their readiness and area cleanliness.
2. Grade 4-6 students will wait silently by their homerooms in line order to be dismissed to outdoors by the recess duty staff.
3. Recess duty staff will begin coverage in the hallway, with one duty person covering each grade. They will dismiss the students to recess based on their readiness, and will escort those students outside.
4. There should be no fighting, pushing, hitting, kicking, biting, or pulling on each other's clothes.
5. There will be no foul language.
6. There will be no throwing of objects, including snowballs, sand, mud, pebbles, or mulch.
7. Students should not go beyond the edges of the grass field, which is where the playground ends.
8. If a ball leaves the playground area, students should inform a teacher on duty.
9. 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.
10. The slides are used for sliding down, not walking up. Only one person should slide at a time.
11. Tag games are not allowed on or around the play structure.
12. **No hard balls or baseball bats are allowed. Only "Nerf" type footballs are allowed.**
13. No cleats may be worn at school or at recess.
14. There will be **no** skateboards or heellies, trading cards, and no electronic devices including Game Boys, MP3 players, tape recorders, cellular phones, cameras, etc.
15. If a student takes out any playground equipment, he/she is responsible for returning it to its proper place.
16. If an adult needs to walk through games on the playground, all activity will stop.
17. **Students will not re-enter the building without permission from the teacher on duty.**
18. If any problems arise during recess time, students should inform the teacher on duty.
19. In case of an injury, the injured child will be sent to the nurse’s office accompanied by another child or by a teacher on duty; or a child will be sent to the office to summon help.
20. When the bell signifying the end of recess rings, all grade 1-6 students will immediately line up quietly in line order behind their designated classroom white line on the blacktop. Procedures for re-entering the school building for **grade 1-3 students** are as follows:
 - First grade students will walk quietly and in line order into the building with one of the recess duty teachers through the south wing door and into their respective homeroom classrooms.
 - Second and third grade students will walk quietly and in line order through the front entrance of the building with the remaining two recess duty teachers.
 - Second and third grade homeroom teachers will pick up their students in the front foyer.Procedures for re-entering the school building **for grade 4-6 students** through the east wing door are as follows:
 - Each recess duty teacher will escort one grade into the building.
 - Students will place their coats in their lockers, and line up in front of their homeroom wall in line order.
 - The recess duty teacher will wait for a signal from the lunch duty teacher for student dismissal to lunch.
21. When students re-enter the school building after recess, they should go quietly and directly to their classrooms.
22. All students must wear boots and snow pants to be in the snow.

23. Pushing students in the snow is not allowed at any time, i.e. no “King of the Hill.”
24. Trays or other sliding objects are not to be used.
25. Students should slide down snow banks onto the snow, not onto the pavement – one at a time.
26. Students should leave other students’ snow projects/forts alone.
27. Snow is not to be picked up or thrown at any time.
28. Students in grades **1-3 must** wear hats and gloves during cold winter weather.
29. Students **must respect all recess staff including volunteers.**
30. Recess games may never involve throwing objects at other students.
31. If any violations of the above rules occur, the consequences will be up to the teacher on duty consistent with the HES Discipline Policy.
32. Students will have indoor recess on days when the temperature outdoors, with the wind chill, is **below 20 degrees.**

Restroom Rules

1. Privacy will be respected.
2. Conduct will be quiet and orderly.
3. Behavior is expected to be appropriate.
4. Hands should be thoroughly washed and dried 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 USE POLICY

Overview:

It is the policy of the Hadley Public Schools to maintain an environment that promotes ethical and responsible conduct in all Internet and online network activities. It shall be a violation of this policy for any student to engage in any activity that does not conform to the established purpose and general rules and policies of the Hadley Public Schools.

The use of Hadley Public Schools computer equipment, Internet accounts and commercial online accounts must be in support of education and research and must be consistent with the educational goals and objectives of the Hadley Public Schools. Any material transmitted must meet federal, state, local, and district regulations including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is prohibited. Any viewing or dissemination of objectionable materials from any source into the system is strictly prohibited.

The Board of Education has the right to monitor computer usage by electronic means. Staff and students will be given proper notice of the monitoring. A statement notifying staff and students will be attached or included in the telecommunications form required of all users. Other forms of notification will also be used including but not limited to school handbooks, student handbooks, employment policies, and postings in computer labs.

Special Responsibilities of Student Telecommunication Users

1. All students must sign the Hadley Public Schools Telecommunications Use Policy Agreement for use of the telecommunications services and equipment provided by the Hadley Public Schools.
2. All telecommunications services and equipment must be used for academic related research.
3. Student use of personal Internet accounts with school equipment is not allowed.
4. Students may not participate in chat sessions.
5. Students may not use e-mail unless authorized to do so for academic related research.
6. Students may not communicate their name, address, telephone number, picture or other personal information while using the Internet or an online service.
7. Students may not violate the rules of common sense or "netiquette". They are expected to abide by the generally accepted rules of network etiquette: be polite; do not use vulgar or obscene language; do not reveal your address or phone number or those of others; do not disrupt the network or the data of others. Any student in violation of the above policies will be subject to disciplinary actions as outlined in paragraph 4 in the Student Computer and HPS Network Usage Policies section.

Student Computer and Hadley Public Schools Network Usage Policies:

1. All computer resources and facilities of the Hadley Public Schools should be used solely for legitimate and authorized academic, instructional, research, administrative, and public service purposes.
2. Any unauthorized or illegitimate use of computer accounts, resources, and/or facilities will subject the violator(s) to disciplinary, criminal, and/or legal action by the school system and/or the federal or state government.
3. Any person who has been authorized to use the computer resources will be expected to regard all copyrighted, personal, or proprietary information which may become available to him/her as confidential, unless he/she obtains from the appropriate individual written permission to copy, modify, or otherwise use any part thereof.
4. Any user, who deliberately or continually violates the policies governing the use of accounts and equipment, will have his/her account and/or user privilege denied and such misuse may result in disciplinary and/or legal action. The severity of the violation will determine the type of action that the school system and/or the federal or state government will take against the violator.

5. A user's programs and data should be treated as his/her private property. Users must, therefore, not attempt to access or make use of any other user's programs or data without the appropriate authorization (i.e. plagiarism).
6. Users shall not copy system files nor shall they attempt to access or modify such files or software components or computer management programs and data except for specifically approved purposes.
7. The Computer Technology Specialist(s) reserve the right to access and monitor users' data and programs for appropriate management purposes, such as making backup copies, monitoring for viruses, monitoring for unauthorized software, and to ensure system integrity.
8. Computer accounts shall not be shared with unauthorized users. Such sharing will result in disciplinary measures as outlined in paragraph 4.
9. Users must not attempt unauthorized modification or repair to any equipment belonging to, or under the control of, the Hadley Public Schools.
10. Computer resources shall not be used for non-academic work without the express written permission of the Hadley Public Schools. Users in doubt should contact the Principal of their school for guidance and direction.
11. Game playing that is not part of any academic course work, or authorized by the supervising teacher, is considered to be a misuse of computer privileges and is subject to the disciplinary actions outlined in paragraph 4.
12. The Hadley Public Schools and its authorized personnel reserve the right to set priorities on the use of Hadley Public Schools computer facilities.
13. The Board of Education has the right to monitor computer usage by electronic means. Staff and students will be given proper notice of the monitoring. A statement notifying staff and students will be attached or included in the telecommunications form required of all users. Other forms of notification will also be used including but not limited to school handbooks, student handbooks, employment policies, and postings at computer labs.

DISCIPLINE POLICY

Guiding Expectations:

- Respect is our school's guiding principle. Respect means to have positive thoughts and feelings about others; to show consideration for others; and to follow The Golden Rule, which is to "treat others as we want to be treated." We show respect for others by:
 - being kind to everyone regardless of his or her physical shape, size, height, color, or learning ability.
 - being kind to those who seem sad, unhappy, or alone.
 - being considerate of others' opinions.
 - being considerate of others' religious beliefs.
 - including in the group anyone who appears alone or isolated.

- using positive and appropriate language and a pleasant tone of voice when speaking with others.
- making eye contact when speaking with another person.
- avoiding gossip and spreading rumors about others.

It is expected that children and adults will consistently treat each other with respect, and that children will respect themselves and school property.

- 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 in which to learn. We help each other understand and reflect on our behavior.
- Developing social skills is a priority in our school. Children need time and guidance in practicing cooperation, negotiation, problem solving, communication, caring, 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. Establishing rules together helps build a foundation upon which the classroom 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.

Bullying

Definition: Purposeful physical and emotional actions that **are carried out repeatedly, are intended to harm or injure, and involve an imbalance of power.** In order for inappropriate student behavior to be considered bullying all three conditions need to exist; that is the behavior must be carried out repeatedly, is intended to harm the victim, and involves an imbalance of power. Forms of imbalance of power include physical size, social or economic status, differences in cognitive ability, two or more individuals together directing inappropriate actions toward one individual, etc.

Types of Bullying Actions/Behavior: Verbal abuse, harassment, taunting, name-calling, threats in any form, extortion, intimidation, slander, defamatory statements whether verbal or written (including use of technology – i.e. email, cell phones, etc.), pushing, shoving, and tripping. This includes asking anyone to verbally abuse, threaten or intimidate another student on one’s behalf.

Examples of the types of bullying behavior identified above may include:

1. physical bullying, such as punching, shoving, poking, choking, hair pulling, beating, biting, and excessive tickling.
2. verbal bullying, such as hurtful name-calling, teasing, and gossip.
3. emotional/psychological bullying, such as rejecting, intimidating, extorting, defaming, humiliating, manipulating friendships, isolating, ostracizing, ranking

on the basis of race, disability, gender, ethnicity and perceived sexual orientation.

4. Also, see Sexual Harassment.

Consequences for Inappropriate Behavior:

When students do not follow school rules, they receive appropriate consequences that are respectful of the student, related to the violation, and reasonable in nature and degree. 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.

A number of the violations of our student code of conduct listed below may constitute bullying behavior if, as defined above, the behavior is purposeful and intentional, carried out repeatedly, and involves an imbalance of power. If, after the 3rd offense and the behavior is determined to be bullying, the applicable student may be removed immediately through suspension, at the discretion of the principal.

As much as the school can, coaching and counseling will be offered to students who commit egregious and/or repeated violations of our student code of conduct.

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

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed
- 2nd offense: removal from the classroom, loss of two recesses, written reflection, and parent notified
- 3rd offense: removal from classroom, in-school suspension (up to 1 day), parent notified, and principal meets with parent and student
- 4th offense: out-of-school suspension (length to be determined by administration), and parent notified

If the physical action of the student is intentional and severe, and the student puts himself/herself or the school community in danger, this student may be given an out-of-school suspension for a number of days, at the discretion of the principal, irrespective of whether the student committed previous offenses of Violation One.

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

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 two recesses, and parent notified
- 3rd offense: repair, replace, or pay for the item, parent notified, in-school suspension, and principal meets with parent and student
- 4th offense: Repair, replace, or pay for the item, 1 day out-of-school suspension, and parent notified

VIOLATION THREE: Writing on or marking school property

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed, area cleaned by student, and parent notified
- 2nd offense: clean the area, loss of three recesses, and parent notified
- 3rd offense: parent notified, pay retribution, in-school suspension, and principal meets with parent and student
- 4th offense: clean the area, pay retribution, 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 two recesses, and parent notified
- 3rd 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 directed against a fellow student

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed
- 2nd offense: loss of two recesses, written reflection, verbal and written apology, and parent notified
- 3rd offense: up to 1 day in-school suspension, written reflection, verbal and written apology, parent notified, and principal meets with parent and student
- 4th offense: out-of-school suspension (length to be determined by administration)

VIOLATION SIX: Obscenity in any form: written, spoken, gesture, or picture, directed against a staff member.

CONSEQUENCE:

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

VIOLATION SEVEN: Disrespectful behavior toward others, such as name-calling, teasing, or excluding them.

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed
- 2nd offense: loss of two recesses, written reflection, (verbal and written apology if warranted), and parent notified
- 3rd offense: up to 1 day in-school suspension, (verbal and written apology if warranted), parent notified, and principal meets with parent and student.
- 4th offense: out-of-school suspension (length to be determined at the discretion of the administration) and parent notified

VIOLATION EIGHT: Disorderly behavior, such as running in the building, yelling, cutting in line.

CONSEQUENCE:

- 1st offense: classroom disciplinary procedure followed
- 2nd offense: loss of one recess and parent notified
- 3rd offense: loss of three recesses and parent notified

VIOLATION NINE: 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

VIOLATION TEN: Use of skateboards, inline skates, heellies, ipods, MP3 players, Game Boys, and cell phones on school grounds, unless permission has been granted for a special circumstance.

CONSEQUENCE:

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

VIOLATION ELEVEN: 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 at the discretion of the administration) and parent notified

VIOLATION TWELVE: 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 THIRTEEN: 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 FOURTEEN: 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, parent notified, and principal meets with parent and student
- 3rd offense: out-of-school suspension (length to be determined at the discretion of the administration), verbal and written apology, and parent notified

VIOLATION FIFTEEN: Possession of 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 is 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 SIXTEEN: Verbal threats toward a fellow 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, parent notified, and principal meets with parent and student
- 3rd offense: out-of-school suspension (length to be determined at the discretion of the administration), verbal and written apology, and parent notified

VIOLATION SEVENTEEN: Assault (verbal or physical) on a student or school staff member.

CONSEQUENCE:

- 1st offense: in-school or out-of-school suspension (administrative discretion) and parent notified. **The school authorities will suspend the student (out-of-school) immediately if the action of the student is a danger to the school community.**

VIOLATION EIGHTEEN: Possession and/or use of illegal substances; sharing or distributing illegal drugs, as well as prescription or over the counter medication with or to other students.

CONSEQUENCE:

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

VIOLATION NINETEEN: Violations of HES' Computer Use Policy, which may include: logging on as another user, opening another person's file without permission, using vulgar or obscene language in any program, opening a chat room site, not reporting an accidental opening of a site with threatening or obscene material, using an e-mail account that is not part of a teacher's assignment and/or without teacher supervision, downloading anything from the Internet onto school computers without teacher permission, copying word-for-word another's work found on an Internet site (i.e. violation of copyright laws), or use of computer for bullying other students.

CONSEQUENCE:

1st offense: loss of computer use for up to one week depending on severity of violation
2nd offense: loss of computer use for indefinite period, duration of which dependent upon severity of violation, and parent notified
3rd offense: out-of-school suspension (length to be determined at the discretion of the 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. reflect upon and discuss alternatives to inappropriate behavior.

If offending students don't learn anything from the incidents involving their inappropriate action, they are likely to repeat the behavior. Therefore, students need to reflect upon their inappropriate action and process a solution to their problem. Toward that end, they may need to fill out a Student Reflection Report for the purpose of describing their inappropriate action, how they felt after they did it, what they could have done differently, and what they learned from the incident. If a student is injured during the infraction, there needs to be a verbal and written apology.

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

Suspension Rules and Procedures

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)

A school principal may suspend a student for not more than five school days. Only the superintendent, subject to formal hearing and School Committee approval, will impose suspensions for additional periods of time.

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, and informing them of their right to appeal the suspension by notifying the Superintendent of Hadley Public Schools in writing of their decision to appeal within 5 days of the suspension notice.
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/her 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 another 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 an 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, school staff has no authority or responsibility 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 could occur 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.

ENTRANCE REQUIREMENTS

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, verified by a physician, must be turned in 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, German measles (MMR), Hepatitis B, and Chicken Pox (Varicella).
2. A lead test must be done before entering kindergarten; a Mantoux (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 POLICY

The school nurse is on duty from 8:20 a.m. to 3:20 p.m. every school 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 regarding any injury or situation that appears serious or may require follow-up observation or care at home, and take every precaution so that any injury is not aggravated. Also, depending on the seriousness of the injury, the school nurse may request the parents to come to the school.

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 Annual Student Health Update 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
Postural	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, head lice, etc.) must be reported to the school nurse. Any student who has had a communicable disease must report to the school nurse before returning to the classroom.

Students who have not had the chicken pox illness or the chicken pox (Varicella) vaccine, will not be able to attend school during an outbreak of chicken pox, in accordance with Massachusetts State Law.

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 our students.**
2. Students are not allowed to carry or take prescribed or any over-the-counter medications themselves during school hours.
3. The medication must bear the pharmacy label and instructions.
4. 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.
5. A physician's written authorization is required for all medications except antibiotics. The need for use of antibiotics for ten days or less, may be given without a physician's written authorization, as long as they are in the **original prescription labeled container** with only the doses needed during school hours. A physician's written authorization must also be obtained for the nurse to administer over-the-counter medications and skin creams during school hours.
6. All medication must be picked up by a responsible adult at the end of the school year and/or when the medication expires.
7. 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.
8. 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 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 levels; **related** to the work of the classroom, and where possible, to the interest of the individual student; and **reasonable** in quantity 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). Also, every student is expected to review and practice, daily, basic math facts for the applicable math operations (addition, subtraction, multiplication, division) and tables that they are expected to master by the end of each grade level specified in the Massachusetts Mathematics Curriculum Framework, as follows:

Grade 2 – Addition and Subtraction facts through the 10’s table

Grade 3 – Addition and Subtraction facts through the 12’s table
Multiplication and Division facts through the 10’s table

Grade 4 – Multiplication and Division facts through the 12’s table

Nightly math homework (not including weekends) is assigned to all Grade 1-6 students.

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, as 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 designated 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

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.

Summer Learning

Given the requirement for all students to achieve proficiency in Mathematics and English Language Arts by the year 2014, as mandated by the Federal No Child Left Behind Education Act and by the

Massachusetts Department of Education, student learning now has to be a continual, ongoing, and uninterrupted 12 – month process. To avoid the potential regression in student understanding of math concepts and skills learned previously, and possible regression in student reading comprehension and vocabulary levels that may occur during the 10 – week summer break, we strongly urge parents to continue their role of active learning partners with their children during the summer months when students are not in school.

To assist and support parents in this all-important role as summer learning partners with their children, first through sixth grade students receive lists of grade-level appropriate books from which they will need to select a minimum number to read during the summer. In addition, grade 1-6 students are provided math practice and review packets to work on during the summer. Kindergarten students receive a separate packet from their current kindergarten teachers, which include suggested books for read alouds and engaging math and literacy activities. These summer math and reading assignments/activities will serve the dual-purpose of (1) mitigating the regression in student understanding of math concepts/skills and in reading comprehension/vocabulary that typically occurs during the summer break, and (2) minimizing the amount of time that the following year’s teachers will have to spend reviewing concepts and skills taught in previous grades.

It is also important that parents continue to review and practice basic math facts with their children during the summer months. This is necessary to ensure that students acquire and retain mastery of math facts for the math operations specified by grade in the Massachusetts Mathematics Curriculum Framework, as noted above.

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 schoolbooks and related items. 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.

NON-CUSTODIAL PARENT'S ACCESS TO SCHOOL RECORDS

A non-custodial parent who wishes to receive information concerning his or her child, including, but not limited to, report cards and progress reports, the results of testing, notification of a referral for a special needs assessment, notification of enrollment in a transitional bilingual program, absences, illnesses, detentions, suspensions, expulsions, or withdrawal from school, must submit a written request to the school principal.

The following documents must accompany the initial request of a non-custodial parent for information about his or her child before the school may release the information:

1. A certified copy of the probate court's order or judgment indicating that the non-custodial parent has not been denied shared legal custody of the child based on a threat to the safety of the child or custodial parent and is entitled to unsupervised visitation with the child, or a certified copy of the probate court's order specifically ordering that this information be made available to the non-custodial parent; and
2. An affidavit from the non-custodial parent certifying that the judgment or order remains in effect and that no temporary or permanent order exists that restricts his or her access to the custodial parent or to any child in the custodial parent's custody.

Upon receipt of the above, the school shall immediately notify the custodial parent of the request by registered and first class mail. The notice shall inform the custodial parent that the information requested shall be provided to the non-custodial parent after 21 days unless the school receives either a court order which prohibits the non-custodial parent's contact with the child or access to the information, or the school receives a temporary or permanent protective order issued by the court unless the order specifically allows access to the information requested.

In each subsequent year, the non-custodial parent shall provide a new written request for information that indicates that he or she continues to be entitled to unsupervised visits with the child and remains eligible for receipt of the information requested. The school shall immediately provide the above 21 days notification to the custodial parent.

At any time the school is presented with a court order, which prohibits the distribution of information to the non-custodial parent, the school shall notify the non-custodial parent that provision of the information shall cease.

The information provided to the non-custodial parent shall be marked to indicate that it may be used to support admission of the child to another school.

The above information shall be provided in a timely and appropriate manner to all parents of children enrolled in school.

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 their child's health, they should keep him/her at home in bad weather.

POLICY RE: ANIMALS IN SCHOOL

The Hadley Public Schools, School Committee, recognizes that there are medical and physical dangers associated with animals in the classroom and on school property. The School Committee also recognizes that under proper conditions, animals can be an effective teaching aid. The following guidelines are adopted by Hadley Public Schools regarding all animals in school.

The Massachusetts Department of Public Health discourages the practice of having animals in school because of potential allergens, bites, and spread of disease. Any animal present in Hadley Public School buildings must have prior approval from the respective Principals and Health Office. An exemption will be provided to allow guide dogs and service animals in the schools when accompanying blind, deaf, or other special needs people requiring guide services.

Hadley Public Schools will not permit wild animals (e.g. turtles, raccoons, bats, farm animals or wildlife, etc.) into the schools unless under the control of an individual trained in the care and management of the animal in compliance with Massachusetts law.

All requests to have animals in the classroom or on school property must be submitted in advance to the principal, in writing. Included in the request should be a description of the activity, type of animal, educational purpose/benefit, length of activity, and a written plan of care for the animal. The principal has the discretion to permit or deny the presence of animals. The principal shall take into consideration any known allergies among the students or staff and the possible side effects of the planned exposure to animals. Students and teachers with allergies must receive special consideration before animals are brought into the schools.

All animals must have current documentation of licenses and vaccinations accompanied by a veterinarian's signature. Students will not be allowed to handle any domesticated mammal that is too young to be immunized.

Careful planning and preparation should occur before bringing any animal into the classroom environment. Preplanning will help assure a more meaningful experience for the children and better care for the animal. Pupils should be instructed in the proper manner of care and handling of animals, and should be instructed to wash their hands thoroughly with hot water and soap after handling the animal.

Animal waste must be handled and disposed of properly by a responsible well-trained person to avoid the possibility of infections. Students will not be permitted to have direct contact with animal waste. The most common causative organisms of infection from animals are streptococcus and salmonella.

For student safety reasons, dogs and other animals are not allowed on school grounds during school hours, including during arrival and dismissal.

PROHIBITED ITEMS

Students are prohibited from bringing to school articles that are hazardous to the safety of others or interfere in some way with school procedures. 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, ipods, MP3 players, TVs, Game Boys, 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 grade 4-6 students 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. Students are dismissed at 11:45 a.m. on half days, which include days on which parent/teacher conferences are scheduled in late October/early November.

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

SECURITY/SAFETY OF THE BUILDING, STUDENTS, AND STAFF

During the school day all doors will be locked.

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 valid picture identification, and their name must appear on the list 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 and dated note from their parents authorizing such a change.

Student Arrival

Students are not allowed in the building before 8:15 a.m. The school is not responsible for students who are in the school or on school property before 8:15 a.m. unless they are involved in a school-sponsored program/activity.

To ensure the physical safety and protection of our students, parents need to adhere to the following procedures when dropping off their students in the morning by vehicle for the start of school:

1. All vehicles must adhere to the **10-mile per hour speed limit** as posted on signs located at the main entrance of the parking lot and on the grass island in front of the main entrance to the school.
2. Parents who drop their children off need to pull up to the curb in **a single line only**, let their children out onto the sidewalk, and then proceed to exit the parking lot.
3. Parents must have their children get out of their vehicles on the **passenger side only** to avoid any oncoming traffic.
4. Drivers must not park or wait along the curb in any travel area.
5. Because our school does not have any parallel parking spots, anyone planning to park or wait in their vehicle must park in a lined parking space in the parking lot.
6. Parents must never pass other vehicles in the drop-off area.
7. Once parked in a lined parking space in the parking lot, parents, or other authorized adult, must accompany their children after they have gotten out of their vehicles. They should carefully walk across the parking lot and in the crosswalk.
8. Additional parking places are available on the paved hard top located behind the pre-school/kindergarten wing on the south side of the school building for parents who need to park their vehicles.
9. Parent vehicles will not be allowed to drop off or park in the circle in front of the school at any time.

Student Dismissal/Early Dismissal

The dismissal bell is 2:50 PM for kindergarten classes and 2:55 PM for grade 1-6 classes. The school is not responsible for students who are in school or on school property after school hours (2:55 PM), when they are not involved in a school-sponsored program or activity.

To ensure student safety and security, the following procedures need to be adhered to at dismissal:

1. All students will leave the building through the main entrance.
2. Bus riders and walkers will be dismissed first, accompanied by their homeroom teachers.
3. Walkers will leave school premises before the buses leave.
4. Students being picked up will wait in a designated area inside the building (one per wing), monitored by an assigned teacher until the buses have departed.
5. Parents of students being picked up will wait by standing in a designated area outside of the school building away from the buses and the main entrance (i.e. behind the white line painted on the asphalt walkway behind the crosswalk.)
6. Once buses have departed from the circle, students being picked up will be dismissed through the main entrance, accompanied by their homeroom teacher, and released to their parents or other authorized adult(s) in the designated waiting area.
7. No vehicles are allowed in the circle during or after dismissal.
8. Additional parking places are available on the paved hard top located behind the pre-school/kindergarten wing on the south side of the school building for parents to park their vehicles.

If your child is going to be dismissed early for any reason, you need to send a note to your child's homeroom 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.**

SEXUAL HARASSMENT

General Statement:

All persons have the right to be free from sexual harassment; therefore, sexual harassment in any form is strictly forbidden in school, on school grounds, or at school related activities.

Definition:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when 1) submission to that conduct or communication is made a condition of obtaining services; 2) used as a factor in decisions effecting one's education; or 3) that conduct or communication has the purpose or effect of substantially interfering with an individual's education, or creating an intimidating, hostile, humiliating, or sexually offensive educational environment.

Sexual harassment is not, by definition, limited to prohibited conduct by a male toward a female. A male, as well as a female, may be the victim of sexual harassment, and a female, as well as a

male, may be the harasser. Further, the victim does not have to be of the opposite sex from the harasser. The victim does not have to be the person to whom the unwelcome sexual conduct is directed. Finally, any adult may be the victim of sexual harassment by a student.

Examples:

Examples of sexual harassment include but are not limited to: demanding sexual favors accompanied by threats; engaging in reprisals as a result of an individual's refusing to engage in sexual behavior; contact with any sexual part of another's body (e.g., touching, patting or pinching); touching any nonsexual part of the body (e.g., shoulder, etc) after that person has indicated that such touching is unwanted; displaying sexually suggestive pictures or objects; calling a person a demeaning sexualized term, or making a reference to a person's physical characteristic when that person has indicated he/she does not wish to be addressed or referred to in that manner; leering (i.e., prolonged staring) at a person's body; sexual language or conduct in another's presence, even if not directed to said individual, once it is known that he/she objects.

Reporting:

Any student who believes he/she is a victim of sexual harassment should talk to his/her building Principal or another adult in a position of authority in the school as soon as possible. Students should avoid trying to solve the problem of sexual harassment alone.

All persons shall promptly report knowledge of actual or reasonably suspected sexual harassment to the building Principal or his/her designee.

Investigation:

All complaints, or reports of sexual harassment shall be thoroughly investigated by the building Principal or his/her designee, including notifying the person who has been accused of harassment and permitting a response to said allegation(s).

The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods deemed pertinent.

In addition, the building Principal or his/her designee may take immediate steps, at his/her discretion, to protect the complainant, students and employees pending completion of the investigation of alleged sexual harassment.

Disciplinary Action:

If there are reasonable grounds to believe that sexual harassment has occurred, the person accused of sexual harassment will have a confidential disciplinary hearing before the building Principal or his/her designee.

If the building Principal or his/her designee, after the above hearing, determines that sexual harassment has actually taken place, disciplinary and corrective action will occur to prevent any further incidents. The range of disciplinary and corrective action may include one or more of the following: an education component; apology to the victim; mandatory counseling; detention; short-term suspension; long-term suspension; or recommendation of expulsion.

If either the victim or person accused of sexual harassment is aggrieved by the finding(s) or action taken by the building Principal or his/her designee, he/she may appeal said action to the Superintendent of Schools.

The Superintendent shall conduct a hearing and shall indicate his/her disposition of the appeal within two (2) days of such appeal, and shall furnish a copy thereof to the aggrieved party and the Hadley School Committee.

Reprisal:

Reprisal, threats, or intimidation of the victim or a person who provides information regarding a claim of sexual harassment will be treated as a most serious offense, which may result in a recommendation of permanent separation from the school community through expulsion from school.

Notification to/by Parent(s)/Legal Guardian(s):

After investigation, if there are reasonable grounds to believe that sexual harassment has occurred, the building Principal or his/her designee shall notify a student's parent(s)/legal guardian(s) if the student is the victim of, or is accused of, sexual harassment.

Parent(s)/legal guardian(s) are strongly encouraged to report incidents of sexual harassment to their son's/daughter's building Principal or to the Superintendent of Schools.

Frivolous Complaints:

When a complaint of sexual harassment is unfounded, frivolous, or maliciously fabricated, the complainant shall be subject to a range of disciplinary and corrective actions consistent with the Code of Conduct.

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 in school. 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 (162 days). 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.

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.

STUDENT COUNCIL

Hadley Elementary School holds elections each fall for Student Council representatives from grades 4-6. They 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 credible 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 five.

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 besides 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 in 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.

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.
4. The student will be given one day for each day that he/she is out to make up work that was missed during their absence.

VALUABLES

Students are cautioned not to bring valuables or large amounts of money to school. The school cannot be held responsible for student valuables that 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 AND CLASSROOMS

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

Under ordinary circumstances, classroom visits will not be scheduled during the first three weeks in September or during the month of June.

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

The following are guidelines for classroom and school visits:

1. The School Principal must be contacted regarding a parent or community member's visit.
2. The Principal will contact the teacher and they will arrange a time and date for the visit.
3. **Forty-eight hour notice is required for all classroom/school visits.**

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. Upon arrival, the

school secretary will call the classroom to notify the teacher. Class visitations should be limited to a 40 minute period.

Students who need to access classrooms after school hours to retrieve books or papers they forgot to bring home must be accompanied into the classroom by a member of school staff.

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.

Parent/teacher conferences provide a valuable means for teachers to discuss student progress with parents. It is important, therefore, for parents to keep their parent/teacher conference appointments. However, if unable to do so, a 24-hour notice of cancellation should be provided to the teacher, and the conference rescheduled for a mutually agreed upon day and time.

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 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** the handbook with your child(ren). The following areas are of particular interest in helping your child succeed: attendance rules, bus rules, cafeteria rules, arrival and dismissal procedures, 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: _____

