

**LANESBOROUGH  
ELEMENTARY  
SCHOOL**

**2009-2010**

# **LANESBOROUGH ELEMENTARY SCHOOL**

188 Summer Street  
Lanesborough, MA 01237  
443-0027

## ***WELCOME TO LANESBOROUGH SCHOOL 2009-2010 SCHOOL YEAR***

Brief note from Principal

We, here at Lanesborough Elementary School, look forward to working with you and your child in providing an excellent education. Staff is committed to providing a safe and challenging learning environment for all students. This commitment, along with your continued support in being actively involved in your child's education, will ensure a successful year for all. Together with parents, we encourage our students to take responsibility for their learning while we provide a firm foundation. While you can be sure that we will be providing your child with daily effective instruction to fit their needs and learning styles we ask for you to continue to be involved in your child's education by:

- Sending your child to school well rested and nourished
- Talking to your child about his/her school day
- Providing homework support
- Attending Open House and all Parent/Teacher Conferences
- Speaking regularly with your child about issues of respect and responsibility

We look forward to working together in making this school year a great one!!

## **ADMINISTRATION**

**School Superintendent:** Rose Ellis – 442-2229

**Principal:** Ellen Boshe – 443-0027

**Director of Pupil Services:** Paul Mays – 499-7308

**Administrative Asst.** Susan Poincelot for Director of Special Education  
**School Secretary** Tracy Mangiardi for Principal

## **SCHOOL COMMITTEE**

**Lanesborough:** Regina DiLego Chairperson  
Sheila Hebert  
Stephanie Michalak

**New Ashford:** Lori Jayko Chairperson  
Lori Trottier  
Brenda Frye

## **CLASSROOM TEACHERS**

Stacy Chapman - Pre Kindergarten  
Susan Tourigny - Kindergarten  
Pat Davenport - Kindergarten  
Carol Daly - Gr. 1  
Lisa Messina - Gr. 1  
Linda Beaudreau - Gr. 2  
Marian Gennette - Gr. 2  
Anna Mello - Gr. 3  
Mark Chichetto - Gr. 3  
Dirce Giumarra - Gr. 4 Math, Science, & Social Studies  
Jennifer Szymanski - Gr. 4 Language Arts  
Sean MacDonald - Gr. 5 Math, Science, & Social Studies  
Linda Belanger - Gr. 5 Language Arts  
Marsha Vinette - Gr. 6 Language Arts  
Rob Bradley - Gr. 6 Math, Science, & Social Studies

## **TEACHER SPECIALISTS**

Art and Music - Bernie McMahon  
Physical Education - Kevin Dowling  
Computer - Robert Reilly  
Librarian – Prudence Barton  
Special Education - Elizabeth Nichols (PK-2)  
Special Education - Jennifer Borsotti (gr. 3-4)  
Special Education – Nicole Gurney (gr. 5-6)  
Speech and Language - Jennifer Schnopp  
Speech and Language – Andrea White

**TITLE I TUTOR**

Donna Beguin

**PSYCHOLOGIST  
ADJUSTMENT COUNSELOR**

Ward Johnson  
Jane Shiyah

**NURSING STAFF**

Kathy Larson

**PARAPROFESSIONALS**

Aherne, Bella  
Bailly, Shirley  
Barnes, Kathleen  
Greene, Carol  
Guercio, Sheila  
Henault, JoAnn  
Kelly, Susan  
O'Brien, Kyle  
Parzick, Kelly  
Pemble, Katherine  
Prendergast, Donna  
Robak, Wendy  
Rudd, Judy  
Wooliver, Pat

**CAFETERIA STAFF**

Meehan, Laurie - Director  
Calderwood, Anita  
Parsons, Bobbie  
Kelley, Karen

**CUSTODIANS**

Aherne, Edward - Director  
Lamarre, Lawrence  
Brendza, Lawrence



## Lanesborough Elementary School 2009-2010 School Year

This calendar and other pertinent information can be found on our School Website at [www.lanesboroughschool.org](http://www.lanesboroughschool.org)

Contact Information - Main Office - 443-0027  
Special Education - 443-0027 x 104  
Superintendent - 458-5840

### PARENT/TEACHER CONFERENCES SCHEDULE

Nov. 9 - 1:00 - 3:30 PM // Nov. 10 - 1:00 - 3:30 & 5:00 - 7:30 PM  
Feb. 10 - 1:00 - 3:30 PM // Feb. 11 - 1:00 - 4:00 PM

SEPTEMBER '09						
S	M	T	W	Th	F	S
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

8/31 - Staff First Day  
1 - Professional Development  
2 - **STUDENT FIRST DAY SCHOOL**  
11:50 Dismissal - Prof Develop  
7 - NO SCHOOL  
Labor Day  
8 - **Xgn FIRST DAY SCHOOL**  
9 - **Week FIRST DAY**

20 Student Days

20 - YTD

2 - NO SCHOOL - Prof Devel.  
12 - NO SCHOOL  
Columbus Day

OCTOBER '09						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20 - Full Days

40 - YTD

NOVEMBER '09						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Parent/Teacher Conferences  
On 9<sup>th</sup> & 10<sup>th</sup> - 11:50 Dismissal

11 - NO SCHOOL  
Veterans Day  
25 - 11:50 DISMISSAL  
26-27 - NO SCHOOL  
Thanksgiving Break  
3 - Early Dismissals  
15 - Full Days  
18 Days 58 - YTD

21-31 - NO SCHOOL  
School Vacation  
14 - Full Days  
14 Days

DECEMBER '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

72 - YTD

JANUARY '10						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - NO SCHOOL  
New Year's  
15 - NO SCHOOL - Prof. Develop  
18 - NO SCHOOL  
M.L. King Jr. Day  
18 - Full Days  
18 Days

90 - YTD

Parent/Teacher Conferences  
on 10<sup>th</sup> & 11<sup>th</sup> - 11:50 Dismissals  
12 - 11:50 Dismissal  
Professional Develop  
15-19 NO SCHOOL  
Winter Break  
3-11:50 Dismissals  
12 - Full Days  
15 Days 105 - YTD

FEBRUARY '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

23 - Full Days

128 - YTD

MARCH '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 - 23 - NO SCHOOL  
Spring Break

APRIL '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

17 - Full Days

145 - YTD

MAY '10						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 - KINDERGARTEN - No school  
Incoming K orientation  
31 - NO SCHOOL  
Memorial Day

20 Full Days




165 - YTD

28 - 11:50 DISMISSAL  
LAST DAY OF SCHOOL

JUNE '10						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 - 11:50 Dismissal  
19 - Full Days  
20 Days

185 Days\*

 No School  
 11:50 Dismissal  
 First Day / Last Day

**\*5 Snow Days have  
been built into this  
school calendar.**

## **GENERAL INFORMATION AND SCHOOL POLICIES**

### **MISSION STATEMENT:**

Lanesborough Elementary School is a community of learners consisting of children, their families, and school staff. We believe that the values of **respect, responsibility, and readiness** are vital to the academic, social, emotional and physical well-being of our children and community.

No person will be excluded from, or discriminated against, in admission to a public school in any town, or in obtaining the advantages, privileges and course of study or such public school on account of race, color, sex, religion, national origin, or sexual orientation (Massachusetts law).

#### **1. Entrance Policies:**

**Kindergarten:** Children must be five years of age, on or before September 1<sup>st</sup> of that calendar year, to enter kindergarten.

**Transfer Students:** A transfer student is one who does not reside in Lanesborough, but then moves to the town of Lanesborough. It is the intent of the Lanesborough School Committee to allow children who have previously attended kindergarten or grade one (1) for a reasonable amount of time in another district to transfer to the same grade level at Lanesborough Elementary School when he/she moves to Lanesborough.

#### **2. Residency**

The school will periodically review the town census to verify residency, and if a student does not appear in the town census, the school will require alternative written evidence of residency. This policy does not apply to non-resident students in the School Choice program or students covered under a Tuition agreement.

#### **3. Attendance:**

**Excused absences:** Generally, good attendance is reflected in academic success; however, we do not want children who are sick to be in school. If your child is absent, please call the school in the morning each day of his or her absence. Excessive absences should be discussed with the teachers and the school nurse in order to make sure that your child is progressing satisfactorily. ***The only recognized excuses for school absence are:*** 1. personal illness, 2. family illness, 3. death in the family, 4. religious holiday. In the case of an excused absence, the classroom teachers in consultation with the principal and parents will determine whether the school will provide a tutor.

**Unexcused absences:** Family vacations are not recognized as excused absences. Parents should plan family vacations to coincide with the regular school vacation schedule. If students are away from school for an extended period of time they will be missing valuable in-class discussions and activities, some of which will be difficult or impossible to make up. According to state law, the school does not have an obligation to assist students in making up the work due to ***unexcused absences.***

#### **4. School Arrival/Dismissal:**

**Arrival time:** The Lanesborough School day begins at 8:30, with the first bus arriving at about 8:20. Supervision begins at 8:15. If your child is tardy, please check in at the office upon arrival.

**Departure:** All children who walk home or are being picked up by a parent/guardian will be dismissed at 3:00. Children going home on the bus are dismissed from the school between 3:02 and 3:05 pm. If you are in doubt about your child's bus stop or time of arrival, call Dufour Bus Company at 458-3231.

#### **5. Transportation:**

As you know, it is difficult for the bus driver to watch the students as they need to keep their eyes on the road. **In the interest of safety, the bus company has the ability** to install a video camera in the front of the bus when necessary. For specific guidelines regarding bus behavior, please see attached Code of Conduct.

Any student who is not taking his regular bus home must bring a note from home notifying the school and bus driver of the change. These requests must be made in writing. Arrangements can be made for ongoing after school activities so long as a parent provides a number where they can be reached if the activity is cancelled.

If you have any questions about our bus policies, please do not hesitate to call the principal or bus manager at 458-3231.

**6. School Closings:** Closings for snow or any other emergency will be announced on all local radio stations, including: WBEC WBRK and WUPE announce closings as they are received. Also, check the local TV stations.

**7. Half Days:** On parent-teacher conference or in-service days there will be an 11:50 dismissal for all grades, pre-K - 6. There will be no afternoon pre-kindergarten class. No lunch will be served. Half days are noted on the school calendar.

**8. Leaving School:** If it is necessary for a child to leave school, he or she must have a written or at least verbal permission of the parent. Before a child leaves the school property, the parent or guardian must sign the child out in the office.

**9. School Lunch Program:** Lunch for grades K-6 includes a hot meal or salad bar and costs \$1.75. This includes milk. Milk purchased separately is \$.30. The menu is posted in each classroom, in the cafeteria, and sent home with the monthly calendar. Forms for free lunch and reduced meals will be sent home or can be obtained anytime during the school year from the school office. For your convenience, children may prepay by check. Checks should be made out to *Town of Lanesborough*. If a child does not owe money to the lunch program and they've finished their meal, they may purchase healthy snacks (or ice cream on Friday!) for \$.50 cents. **Charging lunch** once is understandable as things get busy and we all forget occasionally. However, if you continue to have an outstanding charge your child will receive a sandwich lunch. Also as a **safety reminder**, children may not bring soda cans or glass containers in the cafeteria for lunch.

**10. Communication:** If your child is having a particular problem at school, please notify the teacher or principal and alert them to the trouble immediately. Teachers are encouraged to alert parents of any problems they may see as well.

**11. Specialists:** We are very proud of our specialist programs at Lanesborough School.

- a. **Music:** In music, children are actively involved in utilizing percussion, keyboard, and string instruments as well as gaining an appreciation of musical periods such as jazz, blues, folk, and of course for the older children, rock and roll!
- b. **Art:** In art, students are involved in working on various cultural periods - Native American, Greek, or the Renaissance and Impressionism to mention a few.
- c. **Physical Education:** In physical education, we follow an organized progression of developmental gross and fine motor skills throughout the grades: integrating games and fun activities designed to reinforce these skills.
- d. **Computer:** The objective of the computer program is to develop computer literate students who have: 1) a knowledge of a computer's capabilities, 2) an understanding of the impact the computer has on society, and 3) an opportunity to develop skills in computer applications and programming. Our intention is to provide our students with the capabilities of meeting the challenges that computer technology will place upon their lives.
- e. **Library:** The role of the school library is to provide academic and recreational reading materials for all students. Students in grades 3-6 will also learn basic research techniques. Please help your child take good care of books, returning them every week. There will be a replacement charge for books lost or badly damaged. We welcome parent and community volunteers in the library. If you wish to volunteer sometime, please call the librarian at school.

**12. Paraprofessional Staff:** We are fortunate in having an excellent support staff of paraprofessionals and specialists, including our kitchen and custodial staff. Paraprofessionals have been assigned to assist students and teachers in meeting classroom needs.

**13. Integrated Pre-School Program:** The Lanesborough Integrated Pre-School operates four days/week during the regular school year, and is available through a lottery to all pre-school aged children who reside in the town of Lanesborough.

The program has an A.M. and a P.M. session, and can serve a maximum of 15 children per session, for a total of thirty (30) children. It is developmentally based, and encourages the participation of special needs children.

The program is certified by the National Association for the Education of Young Children. This classroom has an early childhood instructor and a full time pre-school aide. Paul Mays, Director of Pupil Services, is the program director.

**14. Special Needs:** Lanesborough School offers extensive support services for Special Needs children, including academic support, speech and language support, physical and occupational therapy, counseling and psychological services. While we support the philosophy of inclusion for our special needs students, we also offer the service of a resource room for those students who may need more individual or small group attention. To obtain more information concerning our special needs programs, please contact our Special Education Director at 499-7308.

## **15. School Nurse:**

Availability: Our nurse is at school from 8:15 a.m. to 3:15 p.m. daily to attend to student medical needs, complete their health records and perform necessary health screenings. You will be notified well in advance of any program involving your child. All services of the school nurse and school doctor are free of charge at the school.

Medications: The following is the medication protocol for Lanesborough Elementary School. If you have any questions, please call our school nurse at 443-0027 x 106.

- For grades 2 thru 6, the school nurse, after an appropriate assessment, and with the signed parent permission form, may administer an age/weight appropriate dose of Acetaminophen (Tylenol).
- For grades 5 & 6, the school nurse, after an appropriate assessment, and with the signed parent permission form, may administer an age/weight appropriate dose of Ibuprofen (Motrin/Advil).
- All other medications, including other over the counter medications, require a "medication dispensing in school permit" with both physician and parent signatures as per MGL. All medications are to be kept in the school nurse's office and are not to be carried by the student. Refrigeration is available.
- Medicine is to be brought to school by the parent in the original container (the pharmacy can provide a second bottle with a label).

**16. SAC Services:** Our School Adjustment Counselor (SAC) offers classroom lessons on such issues as cooperation, conflict resolution and exploration of feelings. Peer support groups are available for any child who has parental permission. Children can be referred by parents, a teacher or through self-referral. Many children without specific "problems" like to come to a peer group as it gives them a safe and neutral place to share their feelings about whatever concerns they have.

**17. Books:** Textbooks are loaned to the students free of charge. Students are responsible for lost or damaged books and will be expected to pay for them. The amount charged for lost or damaged books will be determined by the administration according to the original value of the book.

**18. Homework Guidelines:** Homework is important and *it is the child's responsibility*. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Through frequent and successful participation in homework, students discover that learning takes place all the time, in school and at home. Not only do students have the opportunity to practice new skills and concepts at their own pace, they may also explore and broaden their own particular interests through creative homework assignments.

Parents are encouraged to show an interest in their child's work. Parents can help their children by arranging a quiet comfortable place for the student to work and by providing a consistent time each evening to complete the assignments. Through the completion of homework assignments students will feel a sense of accomplishment in reaching their goals. With regular homework assignments, parents stay informed about our school's philosophy, curriculum, and objectives. They also teach the importance of developing the work habits necessary to fulfill

responsibilities. To this point, it is suggested that students do the work themselves, then have parents check and review the homework. Lastly, both parents and students benefit as homework provides important opportunities for strengthening parent-child interaction.

The amount of homework and length of time available to the student should be appropriate to the age and maturity of the child. Everyone learns and completes tasks at different rates. Therefore, assigning specific time allotments to each grade would be inappropriate. If a student never has homework, or is spending more than the suggested time noted below doing assignments each night, it is appropriate that parents contact the child's teacher(s) to discuss the situation.

The following are Lanesborough Elementary School's recommended general time allotments per grade level. These anticipated homework guidelines should be considered when planning a student's extra curricular activities. Certainly, there may be occasional aberrations in these times, especially in the upper grades where they are departmentalized.

<u>Grade Level</u>	<u>Suggested Average Per Day</u>
1 - 2	15 - 25 minutes
3 - 4	30 - 50 minutes
5 - 6	60 - 80 minutes

Thank you in advance for your support of this critical component of our school program. Your help in fostering good work habits at home will have beneficial effects on your child's performance at school.

**19. Report Cards:** Lanesborough School observes a trimester report card system. Therefore, there will be 3 issuances of report cards throughout the school year. Marks close the Friday before the issuance of the report cards. Between each trimester, information will be shared with parents regarding your child. In addition, a summary of activities and events taking place in the classroom will be made available. Pre -K and K will only receive a mid-year and final report card.

**20. Assemblies:** Assemblies are planned periodically throughout the year. These special events are listed on the monthly calendar, which is sent home the first of each month. Some typical assembly themes include cultural presentations, professional speakers, and school plays or musicals. There is often a significant investment of time and money in preparation for an assembly program, which most often is held in the afternoon. Student attendance is a requirement, not an option. Special attention to etiquette and good citizenship is expected of all students.

**21. Field Trips:** Field trips to nearby places of interest are scheduled by various classroom teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum, support our school outdoor program, or introduce students to valuable resources around our area. Parents will receive notices of field trips well in advance of the scheduled trip and will be asked to sign field trip permission forms. Sometimes money may be required to help defray transportation costs or facility costs. No student will be denied participation on any field trip due to financial hardship. Please call the principal with any concerns. Parents who have had an approved CORI check may be asked to chaperone; however, younger **siblings cannot attend trips** as they may be a distraction. This allows for

parents attending the trips to help out the teacher in any appropriate capacity. Additionally, the Town's insurance carrier also does not recommend siblings attending trips for liability reasons.

**22. Extended Day: After school instrumental lessons** will be offered for students in grades 4-6. A fee will be charged for these lessons. In the spring we offer the March Mini Courses, where students sign-up for activities such as quilting, kite building, making a bird house, cooking, modern dance, paper airplanes, and many more.

**23. Valuables:** The school administration and staff cannot be responsible for valuables students bring to school. It is recommended that children leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them in the office. Electronic devices are not allowed in school, including cell phones, ipods, game boys etc.

**24. Visitors: All parents and visitors are required to report to the school office upon entering the building.** There, you'll be asked to "log in" your name and time. When leaving, you need to return to the office and "log out" your time. All guests will wear a visitor's pass when in school.

**25. Telephone:** The office telephone is a business phone and is not to be used by students except in an emergency. Students will not be allowed to use the phone to make personal arrangements such as requesting permission to go to another child's home after school, or to ask a parent to bring in school work left at home.

**26. Harassment:** All persons associated with the Lanesborough Elementary School System, including but not limited to School Committee, administrators, staff, volunteers, parents and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Conduct that constitutes sexual harassment will not be tolerated. Detailed copies of this policy are available in the principal's office.

**27. Internet Policy:** Access to electronic information resources is available to students and staff at Lanesborough Elementary School. The Internet offers vast and unique resources, but along with the advantages come disadvantages such as the availability of information that may be considered lacking in educational value, inappropriate, offensive or controversial. Our goals are to provide a safe service to students for educational purposes. However, despite precautions to restrict access to controversial materials, it is impossible to control the quality of all materials available on the Internet. The concern that users may procure material that is not consistent with our educational goals is outweighed by Lanesborough Elementary School's firm belief in the importance of access to the valuable information available on this global network. Guidelines are provided so that you and your child know the responsibilities. Inappropriate use may result in a cancellation of privileges.

Guidelines:

1. Use school computers for educational purposes.
2. Do not delete, copy or change other user's files.
3. Do not damage computer equipment.
4. Chat rooms are not permitted and email is only permitted for educational purposes, *with teacher's permission.*
5. Do not use inappropriate, impolite, or abusive language.
6. Do not give out personal information (your name, address, phone number, etc.) about yourself or others.

7. Follow the rules discussed in library class about plagiarism, respecting the rights of copyright owners, and not downloading services. Students accessing services that charge a fee will be responsible for all charges.
8. Report all problems to the teacher immediately. Tell the teacher right away if you access inappropriate material or any other information that makes you feel uncomfortable.

**28. School Choice:** Lanesborough is a school of choice. Currently, we have a number of children from other communities attending various grade levels. The funds that are generated from the school choice program help to purchase additional materials for our school, and have funded various school programs and helped balance the school budget.

### **29. Homeless Policy: Enrollment Rights and Services**

To the extent practical and as required by law, the District will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

- Sharing the housing of other persons due to loss of housing or economic hardship;
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Being abandoned in hospitals;
- Awaiting foster care placement;
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
- Migratory children living in conditions described in the previous examples.

The District has designated a liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who are residents in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the District's decision and their appeal rights in writing. The District's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of dispute.

Homeless students will receive immediate enrollment. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to the District's procedures. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary if the homeless student needs to obtain immunizations or immunization or medical records, a referral will be made to the District's liaison for homeless.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The District's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

## SCHOOL PLANNING AND ORGANIZATIONS

**1. School Council:** Our School Council continually works on a **School Improvement Plan** focusing on the values of respect and responsibility as well as developing appropriate skills and academic knowledge (readiness) for the learner. If you would like a copy of our current School Improvement Plan, please stop by the office. Our team includes teachers, parents, and community members along with the principal and meets approximately six times per year. Additionally, the School Improvement Plan will address issues such as school safety, discipline, class size, extra curricular activities and budget recommendations.

**2. Professional Development Plan:** The school's professional development plan outlines the direction for the staff in terms of enhancing student learning via increased knowledge, skill, and performance of the educators. The plan provides a wide variety of opportunities for ongoing growth and it promotes a coherent approach to improving teaching and learning within our school.

The Lanesborough Elementary School Professional Development Plan has four areas of concentration: curriculum development, assessment, research based teaching and social interaction skills.

**3. School Committee:** The School Committee is elected by the voters of Lanesborough and is responsible for approving and overseeing the school budget and for establishing and periodically reviewing educational goals and policies. Policies cover hundreds of topics, such as homework, textbook selection, entrance age, tuition for non-residents, physical education, use of school facilities, safety, school transportation and the annual school calendar. The School Committee advocates on behalf of students and the school, promotes the benefits of the public school system to the community, and works with other government bodies to secure funding. The monthly

meetings are open to the public, and community members are encouraged to attend and share any concerns. Meeting agendas and an annual calendar of meeting topics will be posted at the school and on the school website.

**4. LIFE:** The Lanesborough Initiative For Excellence (LIFE) is an endowed fund whose purpose is to enhance and enrich the educational experience of the students and teachers in the Lanesborough Elementary School. LIFE works to ensure the highest level of achievement for the students and enhance their capacity to achieve excellence both in school and in the community. LIFE seeks proposals for grants from students, teachers, administrators, staff, parents, nonprofits and members of the community of the Lanesborough Elementary School for projects that will fulfill the purposes of the Fund. Possible projects include, but are not limited to: independent study, new programs; extra-curricular activities; individual creative projects, in or outside the classroom; visiting speakers; artists in residence; professional development for teachers; scientific, athletic, or technical equipment; library resources; class field trips. Grants awarded will generally range from \$100 to \$1,000 for the first several years as LIFE builds its endowment. For further information, contact the principal at 443-0027.

**5. PTO:** The Lanesborough Parent Teacher Organization (PTO) has played an active role in the education of the children at Lanesborough School. The PTO has underwritten a series of cultural enrichment assemblies through its Arts and Humanities program. Also, the PTO sponsors a fund raiser in October, a Book Fair in November, and an end-of-year Fun Fair in June. All funds raised by the PTO go directly back to the school in the form of equipment purchases, teacher stipends for class extras, or any number of other items. Over the years they have purchased numerous items such as copiers, laminating machines and computers. This board holds regular meetings which are open to any interested parent or member of the community. A PTO newsletter is sent home regularly to update parents and teachers of school news, PTO programs, or matters impacting on the education of our children.

**6. DARE:** A component of the health curriculum is the D.A.R.E. (**D**rug **A**buse **R**esistance **E**ducation) program. A Lanesborough police officer, Officer James Rathbun, has been specifically trained in this area and works with our sixth graders. The program emphasizes a better understanding of the dangers of drugs. It also provides positive strategies in social situations for dealing with drug related issues.

## **CODE OF CONDUCT POLICY**

*(Revised March, 2005)*

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**I. Mission Statement**

Lanesborough Elementary School is a community of learners consisting of children, their families, caregivers, and the entire school staff committed to building the academic, social, physical and emotional foundation for a lifetime of learning and success. We believe that the values of respect, responsibility and readiness are vital to achieve our mission.

The Lanesborough Elementary School is committed to providing a safe and orderly school environment where students may receive, and school personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other school personnel, parents and other visitors is essential to achieving this goal.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

**II. Student Rights and Responsibilities**

**A. Student Rights**

**The school is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all school students have the right to:**

Take part in all school activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.  
Present their version of the relevant events to school personnel authorized to impose a disciplinary action in connection with the imposition of the consequences.  
Access school rules and, when necessary, receive an explanation of those rules from school personnel.

**B. Student Responsibilities**

**All school students have the responsibility to:**

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.

2. Be familiar with and abide by all school policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused, be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the school when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

### **C. Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to **dress appropriately for school and school functions**. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other school personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Massachusetts General Laws chapter 71, section 83 states that "school officials shall not abridge the rights of students as to personal dress and appearance except if such officials determine that such personal dress and appearance violate reasonable standards of health, safety, and cleanliness."

- Clothing that disrupts the educational environment of the school is not allowed.
- Clothing that depicts or promotes the use of alcohol, tobacco, or controlled substances will not be allowed.
- Items that are vulgar, obscene, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability will not be allowed.
- Students shall refrain from wearing hats or headwear in school except for medical and religious reasons.
- No flip flops are to be worn in school.
- Shorts or skirts must be middle fingertip length.
- Halter tops are not permitted.
- Students should dress for the weather as outdoor recess occurs throughout all seasons of the school year.

The principal or his/ her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. In some cases, parents will be notified and required to bring in acceptable replacement clothing at the time of the infringement. Students will be detained in the office area until dressed in suitable clothing.

## **D. Prohibited Student Conduct**

The Lanesborough Elementary School **expects all students to conduct themselves in an appropriate and civil manner**, with proper regard for the rights and welfare of other students and school personnel, and for the care of school facilities and equipment.

Lanesborough Elementary School recognizes the need to make its expectations for student conduct specific and clear. Students who will not accept responsibility for their own behavior may be subject to disciplinary action, up to and including suspension from school. The following examples are included in this code of conduct, but are not limited to other infractions.

1. **Engage in conduct that is disorderly.** Examples of disorderly conduct include:
  - a) Running in hallways.
  - b) Making unreasonable noise.
  - c) Using language or gestures that are profane, lewd, vulgar or abusive.
  - d) Engaging in any willful act, which disrupts the normal operation of the school community.
  - e) Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; copying software, or any other violation of the school's acceptable use policy.
  - f) Using cell phones during school hours is prohibited
2. **Engage in conduct that is insubordinate.** Examples of insubordinate conduct include:
  - a) Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  - b) Tardiness, missing or leaving school without permission.
  - c) Skipping classes or not staying for detention.
3. **Engage in conduct that is disruptive.** Examples of disruptive conduct include:
  - a) Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
  - b) Interfering with the educational process of children.
4. **Engage in conduct that is violent.** Examples of violent conduct include:
  - a) Committing an act of violence, or attempting to do so, (such as hitting, kicking, biting, punching, spitting and scratching) upon another student, teacher, administrator or other school employee.
  - b) Possessing a weapon.
  - c) Displaying what appears to be a weapon.
  - d) Threatening to use any weapon.
  - e) Intentionally damaging or destroying the personal property of a student, teacher, administrator, other school employee or any person lawfully on school property, including graffiti or arson.
  - f) Intentionally damaging or destroying school or school property.
  - g) Making verbal threats.
5. **Engage in any conduct that endangers the safety, morals, health or welfare of others.** Examples of such conduct include:
  - a) Lying to school personnel.
    - 1) Stealing the property of others.

- 2) Defamation, which includes making false statements or representations about an individual that harm the reputation of the person(s) by demeaning them.
- b) Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
- c) Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- d) Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- e) Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
- f) Selling, using or possessing obscene material.
- g) Using vulgar or abusive language, cursing or swearing.
- h) Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
- i) Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. ("Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs.")
- j) Inappropriately using or sharing prescription and over-the-counter drugs.
- k) Gambling.
- l) Indecent exposure, that is, exposure to sight of any body part in a lewd or indecent manner.
- m) Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, discharging a fire extinguisher or fire and smoke alarm.

**6. Engage in misconduct while on a school bus.** It is crucial for students to behave appropriately while riding on school buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

- a) Stay in seat.
- b) Principal will assign seats (if necessary) generally having the youngest children up front.
- c) Do not eat or litter on the bus.
- d) Follow driver's directions.

**7. Engage in any form of academic misconduct.** Examples of academic misconduct include:

- a) Plagiarism.
- b) Cheating.
- c) Copying.
- d) Altering records.
- e) Assisting another student in any of the above actions.

### **III. Reporting Violations**

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the principal or his or her designee. All school staff that is authorized to impose disciplinary sanctions is expected to do so in a prompt, fair and lawful manner.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The principal or his / her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical. The notification may be made by telephone, followed by a letter. The notification must identify the student and explain the conduct.

School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the ***students' ability to grow in self-discipline***. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter consequence than subsequent violations. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

### **IV. Disciplinary Consequences and Procedures**

Students who are found to have violated the school's Code of Conduct may be subject to the following consequences, either alone or in combination. The school personnel identified after each penalty are authorized to impose that consequence, consistent with the student's right to due process. In no particular order, they are:

- Oral warning - any member of the school staff.
- Phone call - guidance counselors, teachers, principal, superintendent.
- Written notification to parent - teachers, guidance counselors, principal, superintendent.
- Detention - teachers, principal, superintendent.
- Suspension from transportation -principal, superintendent.
- Suspension from social or extracurricular activities - principal, superintendent.
- Suspension of other privileges such as recess - teachers, principal, superintendent.
- Removal from classroom- teachers, principal.

- In school suspension - principal, superintendent.
- Short-term (five days or less) suspension from school - principal, superintendent.
- Long-term (more than five days) suspension from school- principal, superintendent.
- Permanent suspension from school - superintendent.

## 1. Procedures

The school personnel authorized to impose a consequence must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence. The student and the student's parent will be provided with a reasonable opportunity for an informal conference with the principal, the principal's designee or teacher to discuss the conduct and the consequence involved.

- Detention** will be imposed as a consequence only after the student's parent has been notified, preferably by phone, to confirm that there is no parental objection to the detention and the student has appropriate transportation home.
- If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal's attention through a **bus referral**. Students who become a serious disciplinary problem may have their riding privileges suspended by the principal or the superintendent.
- The principal and the superintendent are authorized to place students in "**in-school suspension**." The in-school suspension teacher will be a Title 1 instructor or para-professional.
- Suspension from school** is a severe penalty, which may be imposed upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. Lanesborough Elementary School Committee retains its authority to suspend students upon appeal, but places primary responsibility for the suspension of students with the principal.
- When the superintendent or principal (referred to as the "suspending authority") determines that a **suspension for five days or less** is warranted, they will immediately notify the student orally. The suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parent(s) in writing that the student may be suspended from school. Where possible, notice should also be provided by telephone.
- When the superintendent or principal determines that a **suspension for more than five days** may be warranted, reasonable notice will be provided to the student and the student's parents of their right to a fair hearing. The superintendent shall personally hear and determine the proceeding. A record of the hearing shall be maintained. An appeal of the superintendent's decision may be made to the Lanesborough Elementary School Committee that will make its decision based solely upon the record before it. All appeals to Lanesborough School Committee must be in writing and submitted to the secretary to the superintendent within 10 business days of the date of the superintendent's decision. The Lanesborough School Committee

may adopt in whole or in part the decision of the superintendent. Final decisions of the Lanesborough School Committee may be appealed to the Commissioner within 30 days of the decision.

- g) Permanent suspension** is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well being of other students, school personnel or any other person lawfully on school property or attending a school function.

## 2. Minimum Periods of Suspension

- a) Students who bring a weapon to school.

***NOTE: The federal Gun-Free Schools Act of 1994 (20 USC §8921) requires all states that receive funds under the Elementary and Secondary Education Act of 1965 to have a law that requires schools to suspend students who bring weapons to school for a minimum of one calendar year. Section 3214(3) (d) of the Education Law has been amended to comply with the federal law. The federal law defines "weapon" somewhat narrowly. (See 18 USC § 914.)***

- b) Any student\* found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:
- 1) The student's age.
  - 2) The student's grade in school.
  - 3) The student's prior disciplinary record.
  - 4) The superintendent's belief that other forms of discipline may be more effective.
  - 5) Input from parent(s), teachers and/or others.
  - 6) Other extenuating circumstances.

\*A student with a disability may be suspended only in accordance with the requirements of state and federal law.

*Ø The SAVE legislation requires that a violent student be subject to a minimum period of suspension under the school's Code of Conduct (§3214(b)(2) and §2801(2)(m)). Schools are free to choose any minimum period so long as it is reasonable. The sample code adopts a five-day minimum period to avoid the more detailed procedures that must accompany a suspension of more than five days.*

## 3. Referrals

- a) **Counseling:** The Student Adjustment Counselor shall handle all referrals of students to counseling.
- b) **CHINS Petitions**

The school may file a CHINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

1. Being habitually truant and not attending school
2. Engaging in an ongoing or continual course of conduct, which makes the student ungovernable, or habitually disobedient, and beyond the lawful control of the school.

## **V. Essential Partners**

### **1. Parents** – All parents are expected to:

- a) Recognize that the education of their child(ren) is a shared responsibility between parents and the school community.
- b) Send their children to school ready to participate and learn.
- c) Ensure their children attend school regularly and on time.
- d) Ensure absences are excused.
- e) Insist their children be dressed and groomed in a manner consistent with the student dress code.
- f) Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- g) Know school rules and help their children understand them.
- h) Convey to their children a supportive attitude toward education and the school.
- i) Encourage good relationships with teachers, other parents and their children's friends.
- j) Help their children deal effectively with peer pressure.
- k) Inform school officials of changes in the home situation that may affect student conduct or performance.
- l) Provide a place for study and ensure homework assignments are completed.
- m) Please refer to page 14, The Essential 55, by Ron Clark Code of Conduct.

### **2. Teachers** – All school teachers are expected to:

- a) Maintain a climate of mutual respect and dignity, which will strengthen students' self-image and promote confidence to learn.
- b) Be prepared to teach.
- c) Demonstrate interest in teaching and concern for student achievement.
- d) Know school policies and rules, and enforce them in a fair and consistent manner.
- e) Communicate to students and parent(s):
  - 1) Course objectives and requirements.
  - 2) Marking/grading procedures.
  - 3) Assignment deadlines.
  - 4) Expectations for students.
  - 5) Classroom discipline plan.
- f) Communicate regularly with students, parents and other teachers concerning growth, achievement, and areas of concern.

### **3. Student Adjustment Counselor** – The school adjustment counselor is expected to:

- 1) Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- 2) Initiate teacher/student/counselor conferences and parent(s)/ teacher/student/counselor conferences, as necessary, to discuss issues or as a way to resolve problems.
- 3) Provide building wide instruction on conflict resolution, anger management, bullying, diversity and other student programs that encourage civility, safety and impulse control.
- 4) Encourage students to benefit from the curriculum, extracurricular and community programs.

#### **4. Principal**

- a) Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- b) Ensure that students and staff have the opportunity to communicate regularly with the principal and
- c) Approach the principal for redress of grievances.
- d) Evaluate on a regular basis all instructional programs.
- e) Support the development of and student participation in appropriate school and community activities.
- f) Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

#### **5. Superintendent**

- a) Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- b) Review with school administrators the policies of the Lanesborough Elementary School and state and federal laws relating to school operations and management.
- c) Inform Lanesborough Elementary School about educational trends relating to student discipline.
- d) Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- e) Work with school administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

#### **6. Lanesborough School Committee**

- a) Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, school personnel and visitors on school property and at school functions.
- b) Adopt, review and update periodically the school's Code of Conduct to evaluate the code's effectiveness, fairness, and consistency of its implementation.
- c) Lead by example by conducting school committee meetings in a professional, respectful, courteous manner.

## **VI. Visitors to the Schools**

Lanesborough Elementary School encourages parent(s) and other school citizens to visit the school. Since schools are a place of work and learning, however, certain limits must be set for such visits. The principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building and sign out.
2. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
3. Parent(s) or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
4. Teachers are expected not to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

## **VII. Alternative Instruction**

Students removed from class due to a suspension must be provided with alternate instruction.

## **VIII. Discipline of Students with Disabilities**

Lanesborough Elementary School recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. Lanesborough Elementary School also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. Lanesborough Elementary School is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

The Director of Special Education will be notified when it is necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior.

## **IX. Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any school employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

- Protect oneself, another student, teacher or any person from physical injury.
- Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions and duties, if that student has refused to refrain from further disruptive acts.

The school will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

## **X. Student Searches and Interrogations**

The Lanesborough Elementary School is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition Lanesborough Elementary School authorizes the superintendent, principal, and the school nurse to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

## **XI. Student Lockers, Desks and other School Storage Places**

Students have no reasonable expectation of privacy with respect to student lockers, desks and other school storage places. School officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

## **XII. Police Involvement in Searches and Interrogations of Students**

School officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school

function to question or search a student or to conduct a formal investigation involving students if they have one or more of the following:

1. A search or an arrest warrant.
2. Probable cause to believe a crime has been committed on school property or at a school function.
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the principal or his or her designee shall first try to notify the student's parent(s) to give the parent(s) the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

### **XIII. Child Protective Services Investigations**

Consistent with the school's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the school will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations. All requests by child protective services to interview a student on school property shall be made directly to principal or his or her designee. The principal, SAC, and/or the nurse will be present during the interview process.

### **XIV. Public Conduct on School Property**

The school is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and school personnel. The restrictions on public conduct are not intended to limit freedom of speech or peaceful assembly. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

### **XV. Dissemination and Review**

#### **Dissemination of Code of Conduct**

Lanesborough Elementary School will work to ensure that the community is aware of the Code of Conduct by providing a copy to each family.

1. Providing copies of a summary of the code to all students in grades K-6 at the beginning of each school year in the first day folder. Homeroom teachers will review with students.
2. Providing all current teachers and other staff members with a copy of the code for their binder and a copy of any amendments to the code as soon as practicable after adoption.
3. Providing all new employees with a copy of the current Code of Conduct when they are hired.
4. The Lanesborough Elementary School Committee will review this Code of Conduct periodically and update it as necessary. In conducting the review, Lanesborough Elementary School Committee will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

## **XVI. Definitions**

*For purposes of this code, the following definitions apply:*

"Disruptive student" means an elementary student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Parent" means parent, guardian or person in parental relation to a student.

"School function" means any school-sponsored extra-curricular event or activity.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary school, or in or on a school bus.

"Violent student" means one who:

- Commits an act of violence upon a school employee, or attempts to do so.
- Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
- Possesses, while on school property or at a school function, a weapon.
- Displays, while on school property or at a school function, what appears to be a weapon.
- Threatens, while on school property or at a school function, to use a weapon.
- Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- Knowingly and intentionally damages or destroys the school structure or its contents.

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

## **DISCIPLINE**

**Listed below is a more condensed and child friendly conduct policy. Please take a moment to review this with your child.**

### **Conduct:**

**All children are expected to respect each other and act responsibly.**

#### **1. At the Bus Stop (A.M. & P.M.)**

- a) Children are not to run or chase each other in the road.
- b) Children are not to throw snowballs or fight.

#### **2. On the Bus**

- a) Children should obey the driver at all times.
- b) Children are expected to find a seat and remain in it until the bus arrives at school.
- c) Children are permitted to talk but not loudly or rudely.
- d) Children should report to the principal if they feel they are being treated unfairly.

#### **3. Lunch Room**

- a) Children are permitted to talk but not loudly or rudely.
- b) Children shall obey the para-professional who is in charge.
- c) Children must raise their hand to be dismissed by the para-professional after eating.
- d) Children are encouraged to eat most if not all of their lunch.
- e) Children must maintain appropriate eating manners.

#### **4. At Recess**

When the recess bell rings children are expected to line up promptly and quietly. Due to the many injuries in the past, children are not permitted to do the following:

- a) Play tackle football.
- b) Throw snowballs or rocks.
- c) Use yard equipment improperly.
- d) Go out of assigned areas.
- e) Play fight.
- f) Eat food, especially hard candy.

#### **5. Fire Drills and Alarms**

All children should leave the building with a teacher and remain quiet, so that all will be able to hear instructions.

## **Disciplinary Actions**

1. After school detention may be held from 3:00 to 4:15. Students may receive detention for violation of school rules and for the make-up of academic work.
2. Students may be suspended from extra curricular activities due to academic deficiencies or repeated violation of school rules.
3. Students may be suspended from participating in the outdoor education program for continual misbehavior at school. Students not participating in the outdoor ed. program will be provided with a regular academic program while the rest of the class is in the field.
4. Students may be suspended in house or out of school for up to three days for a serious violation of a school rule. Students on suspension will be required to make up missed academic work and the student and his/her parents must meet with the Principal prior to reinstatement.
5. Any student that brings a dangerous weapon to school may be expelled pending an investigation.

## **Principal's Consequences**

When a student is sent to the Principal's office for disciplinary reasons, the following will occur along with establishing logical consequences. Logical consequences are assigned to each visit to the principal's office when appropriate. For example, if a student abuses the privilege of eating in the cafeteria, then he/she eats in the principal's office discussing proper eating etiquette.

<u>First visit</u>	Conference with student and parents notified.
<u>Second visit</u>	Loss of lunch recess and parents notified.
<u>Third visit</u>	Loss of additional privileges.
<u>Fourth visit</u>	Parent conference.
<u>Fifth visit</u>	In-school suspension for one day and parent/student conference with Principal.
<u>Severe clause</u>	Swearing, fighting or destroying equipment - Step 2.

Behavior plans will be developed as needed for those children that have specific behavior problems.

## **ADDITIONAL RESOURCES**

### **THE ESSENTIAL 55**

The following are excerpts from the book entitled **The Essential 55, by Ron Clark**. Ron Clark has been a teacher since 1995. Originally from North Carolina, he has taught in some of the most difficult schools in the country, most recently in Harlem, NY. Since winning the 2001 Disney Teacher of the Year Award, he has spoken to teachers, PTOs, and school boards across the country. He lives in Atlanta.

In his book, Ron shares 55 expectations regarding respect, manners, and appreciation of others, many of which are common courtesies that all children and adults should adhere to. Below are portions of The Essential 55, with some modifications that we feel are appropriate for children in the elementary grades.

- When responding to any adult, you must answer by saying "Yes" or "No." Just nodding your head or saying any other form of yes or no is not acceptable.
- Make eye contact. When someone is speaking, keep your eyes on him or her at all times. If someone makes a comment, turn and face that person.
- If someone in the class wins a game or does something well, we will congratulate that person.
- During discussions, respect other students' comments, opinions, and ideas. When possible, make statements like, "I agree with John, and I also feel that.." or "I disagree with Sara. She made a good point, but I feel that.."
- If you win or do well at something, do not brag. If you lose, do not show anger. Instead, say something like, "I really enjoyed the competition, and I look forward to playing you again," or "Good game." To show anger or sarcasm, such as "I wasn't playing hard anyway. You really aren't that good," shows weakness.
- When you cough or sneeze or burp, it is appropriate to turn your head away from others and cover your mouth with the full part of your arm. Afterward, you should say, "Excuse me."
- Do not smack your lips, roll your eyes, or show disrespect with gestures.
- Always say thank you when someone gives you something.
- Surprise others by performing random acts of kindness. Go out of your way to do something surprisingly kind and generous for someone at least once a week.
- At times throughout the year, your teacher or parent may give rewards for good behavior, academic performances, and other acts worthy of praise. If you ask for a reward however, it will not be given. It is rude to ask if you are getting something for good behavior. You should be good and try your best because you are trying to better yourself, not because you are anticipating a reward.

- You will make every effort to be as organized as possible.
- While you are with a substitute teacher, you will obey the same rules that you follow when any adult is with you.
- Learn the names of other teachers in the school and when greeted, return the greeting by saying things like, "Good morning, Mrs. Graham," or "Good afternoon, Ms. Ortiz."
- Flush the toilet and wash your hands after using the restroom.
- Do not save seats in the lunchroom. If someone wants to sit down, let him or her. Do not try to exclude anyone. We are a community of learners, and we must treat one another with respect and kindness.
- There are several manners dealing with food that you should always follow:
  1. When you first sit down for a meal, place your napkin in your lap.
  2. Never place your elbows on the table.
  3. Do not lick your fingers.
  4. Do not smack your lips and chew noisily.
  5. Do not chew with your mouth open.
  6. Do not talk with your mouth full.
  7. Do not slurp.
  8. Do not play with your food.
  9. Do not reach over someone's plate to get something. You should say, "Will you please pass the salt?"
  10. Never start eating off of your tray until you are at your seat.
  11. Never place a piece of silverware that you have used back on the table. Leave it on a plate or saucer.
  12. After we eat, we will clean up after ourselves. This includes cleaning off the table and making sure we haven't left any trash on the floor or around the eating area. It is important to be responsible for your trash no matter where you are and to be sure not to litter.
- If you approach a door and someone is following you, hold the door. Pull the door open, stand to the side, and allow the other person to pass through first.
- Say "excuse me" when you accidentally bump into someone.
- When inside, keep to the right and walk. Never cut in a line. If someone cuts in front of you, do not say anything about it. Let it happen, but let the teacher know about it.
- If any child in this school is bothering you, let your teacher know. Tell your teacher if you are bullied. They are here to look after you and protect you. In return, do not take matters into your own hands.
- Accept that you are going to make mistakes. Learn from them and move on.
- No matter what the circumstances, always be honest. Even if you have done something wrong, it is best to admit it to your parent or teacher, because they will respect that, and oftentimes they will forget any disciplinary measures because of your honesty.
- Be the best person you can be.

## **RECOMMENDED BEDTIMES**

Most parents and children are excited by the start of a new school year. Parents put a lot of effort into purchasing clothing, backpacks, notebooks, and pencils in order to assure their children are prepared to succeed in class.

Although these items are both necessary and helpful, physical preparation that includes adequate sleep is also important for your child's success in the classroom. Our faculty has noticed that fatigued students have much greater difficulty actively participating in lessons and learning new information. Test scores are often lower when a student doesn't have adequate rest.

We realize that each family has unique patterns for after-school work, play, meals, and activities but research shows that children require specific amounts of sleep to function effectively during a busy school day. The amount or hours of sleep required differs by age but one thing is certain, the school day begins early! In general, the research states that children between the ages of three and six require ten and three quarters to twelve hours of sleep (Age 3-6 need  $10 \frac{3}{4}$  - 12 hours) a night. Those between the ages of seven and twelve need nine and one quarter to ten and one half hours (Age 7-12 need  $9 \frac{1}{4}$  -  $10 \frac{1}{2}$  hours) of sleep. In order to help you assure your child's sleep needs are met, we suggest the following bedtimes be followed:

PreK, Kindergarten, Grade 1: 7:00 PM - 7:30PM

Grades 2 and 3: 7:30 PM - 8:00PM

Grades 4 and 5: 8:00 PM - 8:30PM

Grade 6: 8:30 PM - 9:00 PM

## **RECOMMENDED MEDIA GUIDELINES**

Starting when children are very young, most of their media use takes place in the home. Parents can help their children make better use of media by doing the following:

**Create a media plan.** Schedule media times and choices in advance, as you would any activity. This will help everyone choose and use media more carefully.

**Set media time limits.** Limit children's total screen time. This includes time watching TV and videotapes, playing video and computer games, and surfing the Internet. One way to do this is to use a timer. When the timer goes off, your child's media time is up, no exceptions. The American Academy of Pediatrics recommends no more than 1 to 2 hours of quality TV and videos a day for older children and no screen time for children under the age of two.

**Set family guidelines for media content.** Assist children including teens, in choosing shows, videos, and video games that are appropriate for their ages and interests. Get into the habit of checking the content ratings and parental advisories for all media. Use these ratings to decide what media are suitable for your child. Be clear and consistent with children about media rules. If you do not approve of their media choice, explain why and help them choose something more appropriate.

**Keep TV sets, VCRs, video games, and computers out of children's bedrooms.** Place them where you can be involved and monitor children's use. If children or teens are allowed to have a TV set or other media in their bedrooms, know what media they are using and supervise their media choices. If you have Internet access, supervise your children while they are on line.

**Make media a family activity.** Whenever possible, discuss with your children what they see and hear. Assist them in analyzing, questioning, and reviewing acts, images or messages. "**Talking back**," or asking questions about media messages, builds the lifelong skills your child needs to be a critical media observer.

## **COMMUNICATING WITH YOUR CHILD**

Good communication between you and your child can create a healthy atmosphere at home as well as school. Make it a habit of talking with your child, not at him/her. It is beneficial to establish an atmosphere in which your child feels free to ask questions. One must remember to take time to answer the questions immediately or arrange to pursue the subject at a later time. A reply of "I don't have time" won't do!

When your child talks to you, take the time to listen. Demonstrate an interest in what your child is saying. Respecting what your child says will build his/her self-concept. To succeed in life, one must have a good self-concept.

Let your lifestyle communicate the value you place on learning. Here are a few ways to do this:

1. Let your child see you reading a variety of materials at home.
2. Discuss what you and your child are reading. If your child is young, take some time to read to him/her.
3. Provide a variety of magazines, newspapers, and books easily available to the whole family.
4. Set aside a quiet time each day for the family to get together and read as a family. Seeing parents reading is the best encouragement one can provide. While reading, turn off the T.V.!
5. Demonstrate an interest in what your child is studying at school. Encourage him/her to share what he/she is learning with you. Take a sincere interest in the achievements of your child. Don't ask "What did you do in school today?" unless you are sincere.

Communication is the key word. The more you can communicate with your children, the better they will feel about themselves. In turn, this will lead to better success in school, and in later life.

## **SPORTS AND ACTIVITIES**

- **SOCCKER:** Open to students through the eighth grade. Registration is generally in May for the following school year. Practice begins in August. A small fee is charged.
- **FOOTBALL:** Pee Wee ages 8-9; Juniors ages 10-12. The season runs September to the end of November.
- **BASKETBALL:** Open to students grades 1-6. The season runs from November to February.
- **SOFTBALL:** Softball is available for students in grades 2-8; juniors grades 2-5; seniors grades 6-12.
- **BASEBALL:** Baseball runs from May to mid-July. Try-outs for new members are posted in the Berkshire Eagle.

*(Flyers are sent home regularly regarding the above youth sports. For additional information regarding youth sports, please contact the Lanesborough Recreation Committee, Town Hall, 442-1167.)*

- **SCOUTING:** There are a number of Scout Troops of all ages that meet regularly in town. Scouts usually register in September. For information regarding troop leaders, meeting times and locations for each, call Girl Scouts of Massachusetts, 1-800-462-9100 or Boy Scouts of Massachusetts 1-413-648-3542.
- 4-H:** Any child age 5-18 may join 4-H, an organization whose concerns include agriculture, crafts, sports, and many others. For more information, contact the Berkshire County Extension Service, 448-8285.