

John F. Kennedy School

2017-2018



Student Handbook

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Holbrook, MA 02343
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Dedicated to Educational Excellence

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JOHN F. KENNEDY SCHOOL TELEPHONE NUMBERS

781-767-4600 (ext. 2)	- Absence Reporting Line	
781-767-4600 (ext. 5)	- Administrative Assistant	- Mrs. Franchi
781-767-4600 (ext. 12121)	- Administrative Assistant	- Mrs. Koffink
781-767-4600 (ext. 3)	- Nurse	- Mrs. Walker
781-767-4600 (ext. 3)	- Nurse	- Ms. Donnelly
781-767-4600 (ext. 11091)	- Guidance	- Ms. Rountree
781-767-4600 (ext. 11101)	- Guidance	- Mrs. McMahon
781-767-4600 (ext. 11111)	- Psychologist	- Ms. Ealy

Website Address: www.holbrook.k12.ma.us

PURPOSE OF HANDBOOK

This handbook has been prepared to create a better understanding among students, parents, and teachers of the basic policies and practices used in the operation of the Holbrook John F. Kennedy School. No handbook can fully set forth all the policies and practices of a school. Therefore, this book should not be considered as the ultimate authority of any matter. This does not diminish its usefulness, it merely takes notice of the fact that school officials are obligated to assess and respond to every situation in the light of how it affects the education and development of, not only individual students, but the student body as a whole. The administration reserves the right to alter any of the recommended consequences for actions prescribed within this student handbook, so long as students are accorded appropriate due process.

The purpose of an education is to help each student become an effective, informed, positive citizen in our community. Please use this handbook to familiarize yourself with the John F. Kennedy School's curriculum, daily operational procedures, and related student services. By adhering to the policies and procedures, you will be able to get the most out of your education while at John F. Kennedy School and allow your classmates to do the same.

The Massachusetts General Laws and/or applicable Federal Laws will supersede the Provisions of this handbook to the extent that any provision of this handbook is in conflict with those laws.

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ABSENCES/TARDINESS

Students are required to attend school on a daily basis. **Please call the school if your child will be absent.** If the school is not notified by 10:00am, the school nurse/staff member will contact you to inquire about your child's absence from school.

When your child returns to school from an absence, **a note signed by a parent or guardian acknowledging the absence is required. This letter is required for all absences regardless of the duration.** Absences of five (5) days or longer additionally require a note from a physician prior to the school readmitting your child to class. All medical documentation should be submitted to the office within 5 school days of the absence.

When students are absent from school for the purpose of a family vacation, their learning is interrupted. We encourage families to plan vacations during the regular school vacation schedule. Students are responsible for all work missed during periods of absence and are responsible for obtaining assignments from their teachers. When students are absent due to illness, parents/guardians who call to report this absence in the morning may request that day's assignments to be sent to the office to be picked up at the end of the school day. Teachers may have the student make up work from missed school days in these ways: during recess periods, at home, or by staying after school.

Excused absences are those absences accompanied by documentation. Documentation may include: medical appointments, religious holidays, death of a family member, court appearances, orthodontist/dental appointments, or illness supported by a physician.

Unexcused absences include those without a medical note, family vacations, or illness absences without a physician's note. In the event of excessive absences and tardies, the School Resource Officer will be called by the school administration to intervene to work with the family to develop a plan to help the student improve attendance.

Massachusetts law requires that a child attend school every school day except for illness or other reason approved by the school.

Pupils are expected to be in their classrooms by 8:45am. Almost **all** tardiness is avoidable. Not only does tardiness disrupt the routine of the school, but also it endangers the best development of the child. A habit of punctuality demonstrates reliability. Lack of such a habit cannot help but work against the success of the student. All late students **must** report directly to the office. **All late students not accompanied by an adult** require a written note stating the reason for their lateness. This note is to be left with the administrative assistant when the student enters, or at the latest, the morning after the tardiness.

A conference between administration, the student, the parent/guardian, and other staff members relevant to the individual will be scheduled to work on a resolution of poor attendance.

ACADEMIC TESTING

STAR Assessment – Renaissance Learning

STAR assessment is a standards-based, computer adaptive test in Early Literacy, Reading and Mathematics for students in grades K-5 that automatically adapts to each student's instructional level. The results provide valid, reliable, and actionable data that empowers teachers to focus on individualizing instruction to accelerate learning for all students. This assessment is administered to students three times within the school year (September, January, and June).

Fountas and Pinnell – Benchmark Assessment System

The Fountas and Pinnell Benchmark Assessment system (BAS) is an assessment tool used to evaluate a student's reading and comprehension ability. Teachers can determine a student's independent and instructional reading level and group students for reading instruction. This assessment tool also measures student's progress across a school year and across grade levels.

Orton - Gillingham

Orton – Gillingham is a multisensory approach to teaching phonetic rules and word attack strategies. The techniques in the program provide direct, explicit instruction in the fundamental structure of language. This instruction moves from simple sound/symbol relationships and progresses to more complex concepts.

ALCOHOL, TOBACCO, AND DRUGS

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The use or consumption by students of alcohol, tobacco products, or drugs on school property or any school function is strictly prohibited.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

Teaching About Alcohol, Tobacco, and Drugs

In accordance with state and federal law, John F. Kennedy School provides age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs for all students. John F. Kennedy School students participate in the following educational programs to prevent alcohol, tobacco, and drug use:

- Second Step
- Officer Phil Safety Program

These alcohol, tobacco, and drug prevention programs address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program includes information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program are as follows:

- To prevent, delay and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

ARRIVAL AT SCHOOL

Students should **not** arrive before 8:30am. Supervision is **not** provided before this time, and students will not be allowed inside the building. The only exception is for those students enrolled in the YMCA before school program.

For the safety of students and staff – all school doors are locked. Visitors must enter using the front door only and sign in at the front office.

BICYCLES

Bicycles may be ridden to school. Each bicycle must have its own lock and must be locked in the bicycle rack. **Helmets are required for all students.**

BUS TRANSPORTATION

In order to be provided with bus transportation, pupils in grades K-5 must reside at least one (1) mile from the school. The following rules apply to all bus riders. Students are **not permitted** to change buses for any reason unless there is an emergency.

- In order to ensure their safety and the safety of others, bus drivers are in complete charge of buses while transporting children.
- In order to ensure their safety and the safety of others, students must cooperate with drivers in every way.
- Bus pupils will be picked up and discharged at their assigned stops on regular bus routes. Any variation from this procedure requires a parental note and administrative approval. Bus pupils who need a change to their bus route pick up or drop off location need to complete a bus transportation change request form. The request is subject to administrative approval with input from the bus company liaison when necessary. Pupils who are usually transported by school bus are allowed to use other means of transportation if a note signed by the parent/guardian is received by the school stating permission.
- In case of infractions of rules set forth in this policy, the school bus driver shall report, in writing, the name or names of the offending students and the nature of the offense to the principal.
- The following actions will be considered infractions of the rules governing conduct:
 - Throwing objects, pushing, shoving, or fighting, indecent or abusive language, possession or use of tobacco products, physical or verbal abuse of other students or the driver, refusal or intentional failure to obey the driver or posted rules, defacement of the bus, inappropriate or unsafe behavior at the bus stop.

If a student misbehaves on the bus, the driver will submit a bus discipline report to the principal. Students who misbehave can be suspended from riding the bus and from coming to school. The following guidelines will be considered in determining consequences for misconduct on the bus. However, even a single incident of serious misconduct can result in exclusion from the bus on a long term basis. If a student is suspended from riding the bus, he/she is expected to be in school and transportation will be the responsibility of the parents/guardians.

First Suspension – The building administrator will review the bus discipline report, hold a hearing with the student, suspend the student from school or bus for one school day, call parent, and send a follow-up letter home. The student may return to school or ride on the bus without a parent meeting if the student is cooperative in addressing the behavior.

Second Suspension – The building administrator will review the bus discipline report, hold a hearing with the student, suspend the student from school or from the bus for three consecutive school days, call the parent, and send a follow-up letter home. A parent meeting with the principal will be scheduled.

Third Suspension – The building administrator will review the bus discipline report, hold a hearing with the student, suspend the student from school or the bus for five school days, call the parent, send a follow-up letter home, and review the student's discipline history. A parent meeting with the principal will be scheduled.

CELL PHONES

Cell phone use has become an increasing issue and disrupts the educational process. Between the hours of 8:30am and 3:00pm students may **NOT** use their cell phone for **any** reason. Cell phones must be turned off and kept out of site. If a student is seen with a cell phone, he/she will receive one (1) warning. Upon a second infraction the cell phone will be taken from the student and will be turned into the main office. Parents/guardians will need to pick up the cell phone at the school.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

Please advise the school immediately when an address change occurs. In case of an emergency it is of the utmost importance that the school be informed of current information. In addition, if contact person's addresses and/or phone numbers listed on the emergency cards change, please notify the school as soon as possible. To maintain the safety and security of our students, it is vital that copies of all legal documents related to the child (custody, guardianship, restraining orders,

etc.) be filed in the school office **annually** and again when any changes are made. This ensures that records are up to date in the event of an emergency.

CLASSROOM VISITATIONS

We encourage parents to become involved in their child's education. Parents are always welcome to visit in classrooms. For the safety of every child, all adults are requested to report to the office where they will be issued a visitor badge after signing in the visitor book. After completing the visit to the classroom, visitors need to return directly to the main office to return the visitor badge and sign out in the visitor book.

All formal observations by a parent or their designee will be limited to one hour. The principal or his/her designee will accompany them. Staff will be given a minimum of 24 hours notice.

CONDUCT CODE

The purpose of this conduct code is to provide for the right of every student to participate in an orderly and safe atmosphere while on school property, in the classroom, and attending school activities. Please review the conduct code together as a family. Thank you for your cooperation!

Application of the Conduct Code - The Conduct Code is applicable to all students and will be applied free of discrimination based on race, national origin, religion, gender, sexual orientation, or disability.

The goal of the John F. Kennedy School discipline code is to create an orderly, productive academic environment essential for the effective, efficient, and safe operation of the school. Appropriate behavior, as a responsible school citizen and community member is expected. The intention of this code of conduct is to provide students with information about the school's standards and guidelines for consequences of the rules and regulations. It is not possible to list every type of behavior or circumstance that may lead to disciplinary action. Students are expected to recognize that any conduct substantially disrupting the educational goals or functioning of the school, whether or not listed in the Code of Conduct, may result in disciplinary action. For most offenses, corrective action will be taken before more extreme disciplinary actions are utilized. Prior disciplinary record, academic progress, seriousness of the incident, mitigating circumstances, and other relevant facts will be considered.

Appropriate Student Conduct - The Holbrook Public Schools will provide the experiences, which foster growth, understanding, and maturity to comply with the expectations of a student code.

Fostering good manners teaches children to be respectful of people and property. We encourage students to respond politely to their classmates and staff members. All John F. Kennedy School students participate in the Second Step Curriculum. This research-based program integrates social-emotional learning into the classrooms, which decreases problem behaviors and increases whole-school success by promoting self-regulation, safety, and support. Students are given opportunities to participate in this and other programs promoting responsible citizenship.

General Expectations - It is expected that students will:

- **Be respectful of self, others, and surroundings.**
- **Be responsible and safe at all times.**
- **Be ready and prepared at all times.**

- Refrain from distributing invitations to private parties, birthday parties or any celebrations on school grounds.
- Not chew gum or eat without permission during the school day.
- Not violate the Holbrook Public Schools Policy Prohibiting Bullying and Harassment. (see appendix)
- Seek staff assistance when aware of dangerous or destructive behaviors on school grounds such as stealing, fighting, smoking, cheating, cyber-bullying or bullying.
- Keep themselves well groomed and neatly dressed at all times. Students should remember that they represent their school to the community. All attire should be modest and

appropriate for students. Any top with straps, such as tank tops, muscle shirts, and sundresses will need to be modestly covered. Any form of dress or hairstyle that is considered contrary to good hygiene or that is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

There will be no bare backs or bare midriffs. Hats, hoods, headbands, or caps or other head coverings will not be worn inside the building. (Medical or religious exceptions to this policy will be reviewed on an individual basis by the principal.) Clothing advertising alcoholic beverages or tobacco, or displaying words or designs that involve derogatory comments towards individuals or groups based upon race, religion, ethnic background, age, ancestry, gender, sexual orientation, or disability should not be worn. Skateboards, Rollerblades, Heelies and Scooters are not allowed.

Students who do not comply with guidelines for proper attire will be sent home, or a call will be made home for the proper attire to be delivered. In cases where a parent is unavailable or unable to deliver appropriate attire, the school nurse will provide the student with a loaned appropriate outfit for the day.

John F. Kennedy School has adopted PBIS. Positive Behavior Intervention and Support (PBIS) is a process for creating school environments that are more predictable and effective for achieving academic and social goals. The following are general behavior expectations for bulldog pride throughout the school.

Bulldog Pride at the Office

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and low volume
 - Respect privacy of others
 - Respect and respond to adults appropriately
- Be Responsible and Safe at all times
 - Wait patiently
 - Be accountable for choices and actions and understand the consequences
- Be Ready and Prepared at all times
 - Listen and follow directions

Bulldog Pride at the Nurse

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and low volume
 - Respect privacy of others
 - Keep the bathroom clean
- Be Responsible and Safe at all times
 - Wait patiently
 - Maintain personal space
- Be Ready and Prepared at all times
 - Provide written referral note from teacher
 - Wash hands before leaving
 - Report any incidents

Bulldog Pride in the Hallway

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and low volume
 - Keep hallways clean and clear
- Be Responsible and Safe at all times
 - Keep hands, feet, and objects to yourself
 - Walk calmly and carefully
 - Maintain personal space
- Be Ready and Prepared at all times
 - Listen and follow directions
 - Show your pass when asked

Bulldog Pride in the Bathroom

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and low volume
 - Respect privacy of others
 - Keep the bathroom clean
- Be Responsible and Safe at all times
 - Walk calmly
 - Wait patiently
 - Maintain personal space
 - Use, flush, wash, dry and leave
- Be Ready and Prepared at all times
 - Bring only yourself to the bathroom
 - Report any incidents

Bulldog Pride in the Cafeteria

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and low volume
 - Respect and respond to adults appropriately
 - Clean your area after eating
 - Handle food appropriately
- Be Responsible and Safe at all times
 - Keep hands, feet, and objects to yourself
 - Sit appropriately
 - Walk calmly
 - Maintain personal space
- Be Ready and Prepared at all times
 - Listen and follow directions

Bulldog Pride at a School Assembly

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and volume
 - Respect and respond to adults appropriately
- Be Responsible and Safe at all times
 - Keep hands, feet, and objects to yourself
 - Sit appropriately
 - Walk calmly
 - Wait patiently
- Be Ready and Prepared at all times
 - Listen and follow directions

Bulldog Pride at Recess/Playground

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and volume
 - Respect and respond to adults appropriately
 - Be a good role model
- Be Responsible and Safe at all times
 - Keep hands, feet, and objects to yourself
 - Stay in assigned, authorized areas
 - Play safely with peers and equipment
- Be Ready and Prepared at all times
 - Line up when instructed
 - Ask for help from peers, staff, or others when necessary
 - Report any incidents

Bulldog Pride in the Gymnasium

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and volume
 - Demonstrate good sportsmanship

- Be Responsible and Safe at all times
 - Keep hands, feet, and objects to yourself
 - Take care of equipment and use appropriately
 - Follow activity rules
- Be Ready and Prepared at all times
 - Listen and follow directions
 - Participate 100%
 - Dress appropriately

Bulldog Pride in the Art Room

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and low volume
 - Clean your area
 - Respect everyone's voice
 - Appreciate everyone's creativity
- Be Responsible and Safe at all times
 - Keep hands, feet, and objects to yourself
 - Walk calmly
 - Conserve art materials and use appropriately
- Be Ready and Prepared at all times
 - Listen and follow directions
 - Participate 100%

Bulldog Pride in the Library

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and low volume
 - Clean your area
 - Handle books with care
- Be Responsible and Safe at all times
 - Keep hands, feet, and objects to yourself
 - Walk calmly
- Be Ready and Prepared at all times
 - Listen and follow directions
 - Check out and return books on time

Bulldog Pride in the Computer Room

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and low volume
 - Clean your area
- Be Responsible and Safe at all times
 - Keep hands, feet, and objects to yourself
 - Sit appropriately
 - Walk calmly
 - Follow technology and internet acceptable use policy
- Be Ready and Prepared at all times
 - Listen and follow directions
 - Report any incidents

Bulldog Pride at Arrival

- Be Respectful of Self, Others, and Surroundings
 - Respect and respond to adults appropriately
 - Crossing guards and patrols
 - Take care of school property
 - Greet others politely
- Be Responsible and Safe at all times
 - Keep hands, feet, and objects to yourself
 - Walk calmly
 - Wait patiently

- Be Ready and Prepared at all times
 - Arrive on time
 - Report to assigned area
 - Enter building quietly

Bulldog Pride at Dismissal

- Be Respectful of Self, Others, and Surroundings
 - Respect and respond to adults appropriately
 - Crossing guards and patrols
 - Take care of school property
- Be Responsible and Safe at all times
 - Keep hands, feet, and objects to yourself
 - Walk calmly
 - Wait patiently
- Be Ready and Prepared at all times
 - Collect belongings and pack needed materials
 - Leave on time
 - Report to assigned area
 - Exit building quietly

Bulldog Pride on the Bus

- Be Respectful of Self, Others, and Surroundings
 - Use appropriate language and low volume
 - Respect and respond to adults appropriately
- Be Responsible and Safe at all times
 - Keep hands, feet, and objects to yourself
 - Sit appropriately and stay seated
 - Maintain personal space
 - Enter and exit in an orderly fashion
- Be Ready and Prepared at all times
 - Listen and follow directions
 - Report any incidents

Unacceptable behavior includes the following, but is not limited to:

- Taking the belongings of others without permission.
- Littering and discarding of waste materials in areas other than containers.
- Throwing of objects that could harm or injure others.
- Unruly behavior such as fighting, physical or verbal abuse with another person, student or adult, within and/or about the confines of the school.
- Disturbing school assembly (being involved in any action which endangers the health or safety of others or prohibits the effective function of a school sponsored activity).
- Leaving the school grounds without permission.
- Not obeying directions of school personnel in the classroom, on the playground, and in the halls.
- Rudeness toward school staff.
- Cheating.
- Classroom disturbances which are distracting, dangerous, or destructive in nature.

Interventions by classroom teachers to address the above behaviors

- Verbal correction
- Seat change
- Loss of recess or classroom privilege
- Parent notification
- Student/teacher conference

After trying several of the following disciplinary measures, teachers will refer to the office those students chronically manifesting the above behaviors despite teacher intervention. This may result in a parent/student/administrator conference.

Conduct that may lead to suspension from school

Suspension, exclusion, and expulsion are serious disciplinary actions. Expulsions are handled by the School Committee pursuant to Massachusetts General Laws, specifically Chapter 71 sections 37H, 37H $\frac{1}{2}$, and 37H $\frac{3}{4}$. The Principal or a designee may issue a suspension (exclusion of a student from school for up to 10 school days) in accordance with the same M.G.L. as listed above.

In many circumstances, student misconduct at school may be effectively addressed through home contact, supportive services, and/or some form of detention. Parental/guardian input about such matters is often helpful. However, suspension remains within the rights of the school, particularly in instances of flagrant offenses or repeated disregard for school rules and policies. Suspension will occur only in accordance with due process as follows:

Due Process for Suspension

Unless the student presents a danger or substantial disruption to the education process, the student will receive the following prior to a short-term suspension and may be allowed to complete that day in school:

- Oral or written notice of the charges or rule that has been broken.
- If the student denies the charges, an oral or written explanation of the evidence against him/her.
- An opportunity to present his/her version of the relevant facts and reasons or rationale for the behavior.
- A written statement sent to the parent/guardian.
- A concerted effort to notify parent/guardian by telephone, as well as the written statement.

List of Offenses

The following specific infractions of school rules will result in suspension and/or expulsion:

- Leaving the school without authorization
- The use or possession of tobacco products on school property. This includes all electronic nicotine delivery systems
- Assault or fighting with another student
- Teacher assault (verbal or physical)
- Possession, use, or sale of drugs or similar items
- Possession of weapons (including toy weapons) or explosives
- Use, sale, or possession of alcoholic beverages
- Vandalism or fire setting
- Insubordination and actions detrimental to the educational environment or safety of others
- Stealing
- Bomb threats/false alarms
- Truancy – unexcused absences

Any suspension includes the student being excluded from school activities, such as outings or field days.

Students with Disabilities

The Individuals with Disabilities Education Act (IDEA) provides eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below:

In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the

district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent(s) to a new IEP. The Team must also conduct a functional behavior assessment and develop or revise a behavioral plan for the student.

In the event a student possesses, uses, sells, or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals. Similar procedures apply to students with plans under Section 504 of the Rehabilitation Act of 1973.

Additional information regarding the procedural protections for students eligible for services under laws providing for services for students with disabilities can be obtained from the Director of Pupil Personnel Services who can be reached at the Holbrook Public Schools' Central Office.

COUNSELING

The counseling department is available to help students resolve problems related to personal, social, or academic areas. Short term counseling services may be provided in a one to one, small group, or classroom setting. The opportunity to participate may be initiated by a parent, teacher, or the student. Parents/guardians may call the adjustment counselor to make an appointment for further information about services.

The nature of the information discussed is held in strict confidence. If there is a concern about the child attempting to harm him/herself or others or concerns of harm as outlined in laws related to mandated child abuse reporting, then a social service agency or communication to the parent/guardian regarding access to further counseling support will be warranted.

CURRICULUM

Students receive instruction in Math, Reading, Language Arts, Science, and Social Studies. Teachers follow the standards and curriculum outlined within the Massachusetts Curriculum Frameworks which now incorporates the newly adopted Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects. The new Common Core Standards emphasizes the teaching of reading, writing, communication, and career readiness throughout all contents. These documents are available for review in the school office or by contacting your child's teacher directly. *The new Common Core Standards can also be viewed at: <http://www.doe.mass.edu/candi/commoncore>

DISMISSAL FROM SCHOOL

If a pupil is to be dismissed from school, a note from the parent/guardian indicating the reason and the time is required. For reasons of safety and protection, a pupil will not be allowed to leave school unless accompanied by a parent or an adult designated by the parent/guardian. In all cases, school personnel will request identification from the person calling for the pupil.

DRIVING AND PARKING

The speed limit on all school property is 10 mph. This applies to parents dropping off and picking up students at the YMCA Program. All motorists must exercise extreme caution at all times. It is against the law to pass a school bus when the lights are flashing and the bus' stop sign is out.

ELECTRONIC DEVICES

Cell phones, beepers, and personal audio and visual equipment (including photography with cell phones of students or staff), may **not** be used during school hours. Students using these items

during the school day are subject to school discipline and the items may be confiscated. If a student is using an electronic device and does not comply with a teacher's request to put it away or surrender it, the teacher should refer the student to the office for discipline. In most cases, confiscated electronic equipment will be returned to the student at the end of the school day. In the case of continued infractions, confiscated equipment will be returned to parents/guardians after a meeting. Students are hereby reminded that the John F. Kennedy School and its staff are not responsible if items a student brings to school are lost or stolen.

EVACUATION DRILLS/LOCKDOWN DRILLS

Evacuation Drills and Lockdown drills will be held frequently during the year. Directions for the quiet, swift and orderly evacuation or lockdown of the building are posted in each room and reviewed with students on a regular basis.

FOOD AND BEVERAGE

No food or drinks except bottled/flavored water is permitted outside of the cafeteria or inside of classrooms. This includes energy drinks, soda, and coffee.

HEALTH SERVICES

The school nurse is a person each student gets to know at the elementary level. She is always available/on call for any emergency that may arise with your child while he/she is at school. The nurse may be contacted between 8:30 – 3:00 p.m. Monday through Friday at 781-767-4600 (ext. 3) for any questions or concerns. Parents may also refer to the John F. Kennedy School Nurse's website for updated additional health information and resources. John F. Kennedy School encourages parents to keep the nurse informed of any changes in their child's health in order to ensure records remain current.

The nurse will assume responsibility for determining whether your child should be sent home because of illness. All health policies are based on recommendations and mandates from the Massachusetts Department of Public Health.

Screenings

The nurse conducts screenings including eyes, ears, height and weight. These screenings are conducted based on the Massachusetts Department of Health Recommendations.

Emergency Information Cards

Emergency information cards, signed by a parent or guardian, must be on file in the office. They must include the parent's work phone numbers, cell phones, and the phone numbers of at least two local family members, neighbors, or friends who may pick up your child if a parent cannot be reached. Please do not list emergency numbers of individuals who live a distance from the school. A sick child must be sent home as soon as reasonably possible.

Use of Crutches on School Grounds

If a student needs to utilize crutches, ace bandages or any other adaptive device due to illness or injury, the school requires a medical note from a doctor for school health records. This medical note should be issued from a doctor stating the reason for the adaptive device and any/all accommodations that will be required (i.e. excusal from physical education class). No student should come to school with adaptive devices without first consulting with a doctor.

Medication

In accordance with Holbrook Public Schools' policy, please be advised of the following regarding medication:

Whenever possible the child should be given medication at home. However, if it becomes necessary to administer medication during school hours the following shall apply:

- Medication will be administered by the school nurse (a registered professional).
- All prescribed medication shall be brought to school in a container **by an adult** labeled by the pharmacy with the student's name, the name of the drug, and the prescribed dosage. **At no**

time should medication be sent in with a child or carried on a child at school. Transfer of all medicine should be between the school nurse and the parent/guardian.

- The child shall also bring a written statement from the physician, which delineates the time at which the medication must be administered.
- No medication prescribed or otherwise, may be taken in school without a written or oral communication with the parent or guardian as to its purpose and the dosage allowed.
- Students who share or dispense medications to their peers on school grounds shall be subject to disciplinary action by the administration.

Dispensing of Over the Counter Medication - Elementary

- Over the counter medication will only be given with parental permission. This includes cough drops. Cough drops must be kept in the nurse's office.
- Under the supervision of the school nurse, oral medication may be administered on a short-term basis if a written parental permission is on file with the school nurse.
- Under the supervision of the school nurse, oral medication may be administered on a long-term basis, if a physician's order for administration and a parent permission note is on file with the school nurse.

There may be times when it is necessary to obtain more information about a medication or a medical condition before the medication or a medical/health plan can be safely implemented for your child. Examples include: the dosage, side effects, duration of the condition, reason for the medication, limitations while using medication, physical limitations, or monitoring of specific symptoms. The school nurse shall communicate with the student's physician in accordance with FERPA regulations to maintain confidentiality while maintaining the health and well being of your child. For further information, contact the school nurse.

HOMWORK POLICY

Definition

The Holbrook Public Schools believe that homework provides a valuable opportunity to reinforce skills learned in the classroom. The purpose of homework is to establish study habits and to review, practice, drill, and reinforce class work.

Statement of General Policy

Homework should be given with consideration for student ability, aptitude, interest, and environment, and should be created to meet the needs of the individual pupil. Homework may not always be in written form.

Time Allotments

Kindergarten	10 minutes per night
Grade 1	15 minutes per night
Grade 2	20 minutes per night
Grade 3	30 minutes per night
Grade 4	40 minutes per night
Grade 5	50 minutes per night

(These time allotments do not include unfinished class work requirements.)

In general, homework should be assigned daily. Whenever students are absent, parents may request that homework be sent with a sibling, relative, or neighbor. Requests for homework assignments should be made in the morning. Parents are asked to make requests early in the day, as time may not allow for materials to be organized to send home.

INSURANCE

A plan of liability insurance is offered yearly at a nominal fee. A parent may insure a child against any accident while at school, going to or from school or while engaged in a school activity away from school.

LOST AND FOUND

A lost and found box is located in or near the school office. Please urge your child to check for lost articles. Parents/Guardians are also encouraged to look through it when a loss has occurred. To reduce the chance of such a loss, parents are encouraged to mark items clearly with the child’s name. At the end of the school year all unclaimed articles are given to charity.

LUNCH

Children may bring lunch from home or purchase a lunch from the cafeteria. Menus are distributed at the beginning of each month. Prices are as follows:

Breakfast	\$1.50
Complete Lunch	\$2.75
Carton of Milk	.60
Snacks	\$1.00
Water	\$1.25

No food or drinks except bottled water is permitted outside of the cafeteria or inside of classrooms. This includes energy drinks, soda, and juice.

MEDIA

While it is exciting for students to be in the news for school events; sometimes exceptions must be made for legal or personal reasons. Parents/guardians who choose to deny media access to their children must send a letter in writing to the school.

NEWSLETTER

A newsletter from the principal will be distributed to the parents of John F. Kennedy School at least bi-weekly with important news and updates.

NO FIGHTING POLICY

John F. Kennedy School has a policy of zero tolerance for violence. This simply means that no student will be allowed to resort to fighting or hitting for any reason while at school or at any school event. Any student who decides to settle a problem by hitting or fighting will receive a suspension from school. There will be no exceptions to this rule and it will be discussed with students the first day of school. Students and parents are expected to recognize that the no fighting or hitting rule covers all situations. A student who hits others will be suspended, *even if another student hit him or her first*. If a student is ever hit at school, he or she must find a non-violent way to react. This includes blocking the student who hits, getting away from the student, and letting a staff member know that the incident occurred. Students must not retaliate but instead must refer a student who hits to school staff for discipline.

NON DISCRIMINATION STATEMENT

Holbrook Public Schools does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, or religion, in accordance with Chapter 622 of the Acts of 1971 (M.G.L. c.76, &5) and Chapter 151B of the General Laws.

Students - For students, discrimination includes, but is not limited to, unequal treatment with regard to course registration, guidance counseling, course instruction, and extra-curricular activities and athletic programs.

COMPLAINT PROCEDURE FOR DISCRIMINATION

Any student or staff member who feels he or she has been a victim of discrimination because of race, religion, national origin, disability, sexual orientation or gender bias, should make a report to the Complaint Officer, Director of Pupil Personnel, 781-767-1226, or the Building Principal at 781-767-0211. Civil Rights Complaint Forms are available in all school principal's offices and in the central office.

ALTERNATIVE COMPLAINT PROCEDURES

In addition to, or instead of, filing a discrimination complaint through this policy, a person may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit.

NO SCHOOL DAYS

When it is necessary to close school because of storm conditions, announcements will be made through a connect communication phone call to all students' home. Please keep your contact information updated. Information will also be available on the school website and on local television stations: WBZ (4) WHDH (7) WCVB (5).

PHYSICAL EDUCATION CLASSES

All elementary school pupils are required to attend physical education classes. A child may be excused from participation only with a note from the parent/guardian or physician. If a child is going to miss physical education for one class he/she must bring a note from home. However, if the physical problem is such that the child will miss physical education for two or more classes a note from a physician is required. This note must inform the school of the nature of the problem and the date on which the doctor anticipates that the child will be able to return to physical education class. Sneakers are required at all times in order to insure the safety of your child.

PRIVATE PARTY INVITATIONS

The distribution of invitations to private parties (birthdays, sleepovers, etc...) is not allowed on school grounds. This issue can lead to hurt feelings among students who are not invited to a particular event.

REPORT CARDS

Report cards will be distributed at the end of each of the four marking periods. Please sign and return the signature envelope to your child's teacher.

RESPONSIBILITY FOR SCHOOL MATERIALS AND PROPERTY

The Holbrook Public Schools take pride in their resources. It is the responsibility of each student to use school materials in an appropriate manner.

Parents/guardians will be required to reimburse the school for lost/damaged library or text books. A bill will be sent with the amount listed needed to replace the library or text book. If the lost library or textbook is found prior to the purchase of a replacement book, the amount will be refunded.

SCHOOL CONFERENCES

Parents/guardians are encouraged to take an active role in school affairs. If circumstances relating to the classroom are to be discussed, it is extremely important that the situation be discussed with the teacher initially. Adequate notice may be needed in order to arrange a convenient time. Please phone your child's teacher in advance to arrange for an appointment. In the event that you are unable to make your conference appointment, please contact the teacher as soon as possible.

SCHOOL HOURS

8:30 a.m.	Teachers' day commences/doors open for student arrival
8:45 a.m.	Students' day commences
3:00 p.m.	Dismissal
3:20 p.m.	Teachers' day ends

1 Hour Delay

9:30 a.m. Teachers' day commences/doors open for student arrival
9:45 a.m. Students' day commences
3:00 p.m. Dismissal
3:20 p.m. Teachers' day ends

1½ Hour Delay

10:00 a.m. Teachers' day commences/doors open for student arrival
10:15 a.m. Students' day commences
3:00 p.m. Dismissal
3:20 p.m. Teachers' day ends

2 Hour Delay

10:30 a.m. Teachers' day commences/doors open for student arrival
10:45 a.m. Students' day commences
3:00 p.m. Dismissal
3:20 p.m. Teachers' day ends

Early Release

8:30 a.m. Teachers' day commences/doors open for student arrival
8:45 a.m. Students' day commences
11:45 a.m. Dismissal

SCHOOL IMPROVEMENT COUNCIL

The Education Reform Act of 1993 mandated the formation of School Councils in every public school in Massachusetts. Composed of representatives from the teaching staff, the parents and the community, these councils have been entrusted with several responsibilities: the review of the school budget; the assessment of the needs of the school; the identification of goals for the school, based on these needs; and, the development of a school improvement plan. Further information about participation in this process may be obtained from the administration.

TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY

Purpose

The District's experience with the use of technology has been very positive and the vast majority of students use the system appropriately. However, inherent in the use of computer networks and the Internet is the potential for misuse and abuse. This Acceptable Use Policy (AUP) is reviewed and approved by the School Committee to comply with existing law and balance the desire to use technology with the need to protect the District from unnecessary liability.

Personal Safety

Information on our website such as news and information about our students may include photographs, written work, and/or artwork. In addition, Technology projects may include student web pages and Webcams. This information will be known as "public information."

Any parent or guardian may write to their school principal requesting that we not post "public information" related to their child. The request must clearly state the student's name. This request must be submitted annually after the first day of the school year. The student's name will be posted on the "Web Posting Exception List" and made available for internal use only. Users may not post information for any student listed on the "Web Posting Exception List." No one is permitted to release "personal information" via the web or e-mail such as last names, addresses, phone numbers or other identifying information. Exceptions will be granted for transmitting of personal information to the "Commonwealth of Massachusetts," other official agencies or organizations sanctioned by Holbrook Public Schools. Any release of "personal information" must be approved by either the Director of Technology or the Superintendent.

Illegal Activities

Users are subject to all State and Federal laws related to the use of the Internet and Computer systems. Violation of these laws will be reported to the proper authorities. These laws cover the following:

1. Users will not attempt to gain unauthorized access to the District computing systems through the network or any other methods.
2. Users will not attempt to log on to another person's account.
3. Users will not transmit or use viruses.
4. Users will not deface or intentionally destroy computers.
5. Users will not issue threats or unlawfully harass others via the internet or school computers.

All illegal activities are subject to criminal and civil prosecution provided under State and Federal laws.

Copyright Information

All materials available on the Internet are protected by copyright. Copyright laws automatically protect "original works of authorship fixed in any tangible medium of expression" such as literary and musical works and graphics. A copyright notice does not have to be affixed and no registration is required. You should ask for permission to copy something and list your source!

Security

Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent unauthorized attempts by another user. Your password shall not be given out or told to anyone. It is your password and will protect you and your files. When you are done with a computer, you must log off to protect access to your files and to the system.

Communications and Storage

Holbrook Public Schools monitors online communications through "sniffing" or other means to the following applications: e-mail, Internet use, chats and other network traffic. In addition, we monitor what you store on our computer systems and servers. By agreeing to the Acceptable Use Policy, you are giving us consent to monitor and intercept your communications including the examination of files on our systems and servers.

Posting Information

Posting of information may be done in two fashions. The first is official information, which is designed to represent the views of the Holbrook Public Schools. In posting of official information, the user has no First Amendment rights to express his/her personal views. The second form of posting is through e-mail and personal web pages, which must be preceded by a disclaimer noting that it represents only the personal view of the user. This type of posting is subject to First Amendment rights. Regardless of which way information is posted, the user must comply with the section titled "Personal Safety."

Web Content Filtering

The Holbrook Public Schools use a web content filter to remove questionable sites that may be deemed offensive or for non-educational use. This filter is in place as required by Federal Law.

Computer Etiquette

- When you sit down at a computer, inspect it for any problems and report them right away to the teacher in charge of the computer. This is important because you will be responsible for any damage that is found that was not reported by you.
- Teachers will keep a log of where each student sits. Damage to computers shall be reported. You will be responsible for damaging public property.
- If something becomes broken, report it right away.
- No food or drinks are permitted in a computer lab or near the computers. All trash shall be disposed of properly.
- Students shall not use school computers for the purpose of bullying other students (*i.e.* cyber bullying). Students who engage in such conduct will be subject to disciplinary action as provided for in this student handbook.

- Computers are provided for your schoolwork. Gaming, listening to CD's or surfing for personal reasons should be done at home.
- Do not alter the computer settings. These changes may make it more difficult for the next person that sits down at that computer.
- Do not download software or copy software from home or any other source. You may only use the software provided on the computers. If you have a request, then please submit it to the Director of Technology at dot@holbrook.k12.ma.us or in writing to: Director of Technology, c/o Holbrook Public Schools, 245 South Franklin Street, Holbrook, MA 02343. If you ignore this section and install illegal software, then you are subject to the same provisions under Illegal Activities.
- At any time a computer may be reloaded and any information on it will be destroyed. You may only store information on your Network File Share or on removable media such as a floppy.

Violations

Due process shall be used as provided by State and Federal Laws. Holbrook Public Schools will give the user notice of the alleged misconduct and opportunity to tell his or her side of the story. However, the Director of Technology reserves the right to revoke computer privileges of any user without notice or a particular reason. Consequences for the violation of the "Acceptable Use Policy" will be determined by the School Administration in cooperation with the Director of Technology.

TELEPHONE

Students are not permitted to use the phone for personal reasons. Students should arrange play dates with classmates at home, not through the use of the school phone. Students using the school telephone will fill in a telephone log listing the students' name, number called, reason, and date. Continual requests to use the telephone will result in a conference with the parent/student/and administrator to address the issue.

VALUABLES

We discourage children from bringing valuable personal property to school since we cannot take responsibility for their loss or damage. Additionally, please do not allow your child to bring large sums of money to school, as the school personnel cannot be responsible for loss of cash. The school personnel will make every attempt to exert reasonable care for such items, but are not responsible for loss or damage.

BULLYING PREVENTION AND INTERVENTION PLAN

John F. Kennedy School: Grades PreK-3

John F. Kennedy is a Pre-K to Grade 5 public school that is meeting the needs of students in numerous ways as we try to address bullying. This includes:

- ✓ Bullying Policy Stated in Handbook
- ✓ Child Study Teams
- ✓ Faculty Meeting on Reporting Incidents
- ✓ Faculty Meeting on Decision-Making Flow-Chart in Bullying
- ✓ Mandated Reporting of Abuse and Neglect DA Presentation to Faculty
- ✓ Parent Night on Bullying Prevention (*Held in collaboration with the other Districts' Schools)
- ✓ Second Step taught by the school Adjustment Counselors

We further encourage all members of the John F. Kennedy School Learning Community to work on building positive relationships and to develop problem solving skills through the use of the following programs:

- ✓ *Positive Behavioral Interventions and Supports (PBIS)*
- ✓ *Second Step*

At John F. Kennedy School we have created programs and brought in programs aimed at fostering team spirit, kindness towards others and tolerance.

All of the above mentioned programs help our students:

- ✓ To enhance their skills for engaging in healthy relationships and respectful communications.
- ✓ To engage in a safe, supportive school environment that is respectful of diversity and difference.
- ✓ To empower themselves to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance.

Procedures taken for reported incident of bullying:

- ✓ Everyone is encouraged (parents, children, teachers, nurses, and support staff) to identify and report bullying to the principal and counselor. If bullying is identified, the principal and counselor will interview both the victim and the bully.
- ✓ Parents are then notified.
- ✓ A plan is put in effect to terminate the bullying behavior. This involves the parents, administration, and counselor. If needed, outside legal agencies will become involved.
- ✓ The children are instructed to inform the principal or counselor if the bullying continues.

ACCESS TO RESOURCES AND SERVICES

A. Identifying Resources

Through its Guidance Teams, each school has a clearly defined process for identifying students who may need counseling and other services for targets, aggressors, and their families. The district reviews staffing needs annually and has not identified significant service gaps. Resources are also allocated on an annual basis.

B. Counseling and Other Services

As a low incidence district for ELL students, the district does not provide counseling services in a student's native language. However, through its ELL program, these students will be provided translation services on as needed format.

Through the special education department, the needs of students with disabilities who may be vulnerable to bullying and harassment will be reviewed by teachers and administrators. Social skills programs are provided by classroom teachers and counseling staff through research-based programs such as Second Step. These all provide the foundation for a common language about the development of social competency skills and problem-solving techniques. In addition, the Guidance Teams provide consultation and more intensive services to those in need, including behavioral intervention plans and individualized therapeutic classroom programs.

C. Students with Disabilities

As required by M.G.L. c. 71B, § 3, and as amended by Chapter 92 of the Acts of 2010, when the special education department determines the student has a disability that affects social skills development or that may make him/her vulnerable to bullying, harassment, or teasing because of that disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

E. Referral to Outside Services

The guidance office in each school has a listing of agencies to refer students and families either individually or as a group to support their needs. Though these agencies are not sponsored by the school district, we have a close professional working relationship that allows us to provide direction to students or parents seeking support. These agencies include mental health agencies, social workers, psychologists, psychiatrists, counseling services, and hospitals. Referrals may be made by school counselors, nurses, principals, and other school personnel.

ACADEMIC AND NON-ACADEMIC ACTIVITIES

A. Specific Bullying Prevention Approaches

The district uses several research-based programs to develop social competency and to educate students about healthy relationships, problem-solving skills, and the dynamics of bullying and cyberbullying. These include:

- ✓ *PBIS*
- ✓ *Second Step*

Counseling staff teach related skills through the guidance curriculum, as well as inform students about the district's Bullying Prevention and Intervention Plan, which will be reviewed annually with students. School-based programs create school-wide awareness of important issues that support a safe school environment.

B. General Teaching Approaches that Support Bullying Prevention Efforts

The district supports approaches that are integral to establishing a safe and supportive school environment. The following best practices underscore the importance of our bullying intervention and prevention initiatives:

- ✓ setting clear expectations for students and establishing school and classroom routines;
- ✓ creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- ✓ using appropriate and positive responses and reinforcement, even when students require discipline;
- ✓ using positive behavioral supports;
- ✓ encouraging adults to develop appropriate positive relationships with students;
- ✓ modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- ✓ using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- ✓ using the Internet safely; and
- ✓ supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

A. Reporting bullying or retaliation.

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

1. Reporting by Staff

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents or Guardians, and Others

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

B. Responding to a report of bullying or retaliation.

1. Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

2. Obligations to Notify Others

a. Notice to parents or guardians.

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to Another School or District.

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. Notice to Law Enforcement.

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

C. Investigation.

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action. Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

D. Determinations.

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying

behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

E. Responses to Bullying.

1. Teaching Appropriate Behavior Through Skills-building

Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 370(d)(v).

Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying program;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

2. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline. If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

COLLABORATION WITH FAMILIES

A. Parent Education and Resources

The district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and social competency programs used across

the district. The programs may be offered in collaboration with the Holbrook Parent Education Group (HEPG), School Councils, Special Education Parent Advisory Council, or other parent or community organizations.

B. Notification requirements

Each year district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The district will send parents written notice each year about the student-related sections of the Plan and the district's Internet safety policy. All notices and information made available to parents or guardians will be in available via our district and school webpages.

PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, which include cyberbullying, are prohibited: on school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, on a school bus, or through the use of technology or an electronic device owned by the school district.

Acts of bullying, which include cyberbullying, are prohibited: at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned by the school district, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

DEFINITIONS

Aggressor is a student who engages in bullying, cyberbullying, harassment, or retaliation.

Bullying is systematically or chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying may involve but is not limited to:

1. unwanted teasing
2. threatening/intimidating behavior
3. stalking or cyberstalking
4. cyberbullying
5. physical violence
6. theft or destruction of school or personal property
7. sexual, religious, or racial harassment
8. public humiliation
9. social exclusion, including incitement and or coercion
10. spreading of falsehoods or rumors

Student behavior must meet three criteria to be considered bullying:

1. The behavior is repetitive. If a behavior occurs only once, it may constitute harassment, but it is not bullying.
2. The behavior is either unwanted, offensive, threatening, insulting, or humiliating; or the behavior causes the target to feel stressed, injured or threatened to the point that it impacts his/her educational experience or affects the school environment.
3. There is an imbalance of power between the target and the aggressor. Children who engage in peer aggression have more power than the target. The power advantage may be due to social status, age, size, and/or popularity.

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Harassment is annoying, threatening, or unwanted behavior causing fear and/or limiting another's behavior and actions. Harassment can include:

Verbal harassment involves words that hurt and/or humiliate, including, but not limited to, teasing, name calling, and/or insults. The following are categories of verbal harassment:

1. Careless hurtful remarks appear to be thoughtless rather than malicious; repetitive "careless hurtful remarks" are probably not thoughtless, but in fact may be "verbal or written teasing/taunting" (see below).
2. *Verbal or written teasing/taunting* is the expression of language which is deliberately hurtful to a target's feelings, and can either be made directly to the target or within his/her or other children's hearing or sight.
3. *Verbal or written threats or taunts* are explicit remarks threatening future harmful behavior.
4. *Encouraging such harassment* is also a type of verbal harassment.

Physical harassment involves physical actions that are hurtful. The following are categories of physical harassment:

1. *Physical threats* include physical gestures used to convey to a target that s/he will be hurt, such as but not limited to raising a clenched fist or drawing a finger across the throat.
2. *Physical aggression* involves physically touching a target in a hurtful way that is unlikely to cause injury, including, but not limited to, pinching, pulling off hats, grabbing books, and/or blocking one's way. Taking or damaging someone's property is another form of physical aggression.
3. *Physical attacks* include, but are not limited to, pushing, shoving, kicking, hitting, punching, or pinning down.

Relational harassment involves convincing one's peers to exclude or reject certain persons and cut them off from their social connections. Verbal, physical, and relational harassment is bullying if it also meets the three criteria identified in the definition of bullying (above).

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

Staff includes educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

Target is a student against whom bullying, cyberbullying, harassment or retaliation has been perpetrated.

STUDENT COMPLAINT PROCEDURE FOR HARASSMENT

1. Any student, who believes that he/she has been harassed by another student, should report the incident to the Principal, Guidance Department or any staff member. In the case of student-to-student harassment, it is the belief of the Holbrook Public Schools that education is the first step in resolving harassment complaints.
2. Any student who believes that he/she has been a victim of harassment by a member of the school staff should make a report to the Harassment Complaint Officer, the Director of Pupil Personnel, 781-767-1226, or the Building Principal. Harassment Complaint Forms are available in each school principal's office and in the central office.

Student-to-Student Education Procedure

The complainant meets with the Guidance Counselor. The student is given the opportunity to meet with the alleged harasser face-to-face or, if that is not desirable or possible, to write a letter to the alleged harasser. The conversation or the letter should include the following:

1. An exact description of the behavior, including when and where it occurred.
2. A description of how the behavior made the victim feel – embarrassed, intimidated, angry, etc.
3. A request that the behavior stop because it is harassment and is against the law.
4. An agreement that if the behavior stops, nothing further will be said and no further action will be taken.

The Guidance Counselor will meet with the accused to discuss and resolve the issue either with the complainant or by going over the letter. A statement of resolution will be signed. The Guidance Counselor will document the complaint, the meeting and resolution. This documentation shall be kept in the Guidance Office. Within a reasonable time following this meeting, the Guidance Counselor will meet with the complainant to confirm resolution of the situation. In cases where the harassment is determined to be severe, persistent, when there is retaliatory behavior or when it is not resolved through the above procedure, the situation will be referred to the administration (Principal, Assistant Principal) for disciplinary action. In cases where the complainant is not satisfied with the outcome, the student has the option of filing a Harassment Complaint form with the complaint officer listed above.

RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

STUDENT RECORDS

Holbrook Public Schools Annual Notice The Family Education and Privacy Act Massachusetts Student Records Regulations

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting their guidance counselor.

(a)The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request.

(b)**Access to Student Records by Non-Custodial Parents** – As set forth in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records unless the school or district has been given documentation that:

1. the non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. the non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
3. the non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

Information about the procedures to be followed in releasing records to non-custodial parents is available from the Principal. Please see the complete text of the amended regulations available on the Department of Education's website, www.doe.mass.edu/lawsregs/.

(c)The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

(d)The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Holbrook Public Schools and who need access to a record in order to fulfill their duties. The Holbrook Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials. As required by federal law, the Holbrook Public Schools routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the principal. Absent receipt of a written objection for the parent or eligible student by 10 (ten) school days after the issuance of the student handbook, this information will be released without further notice or consent.

(e)The **right to file a complaint** concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.