



***Student Handbook
2008 – 2009***

George R. Austin Intermediate School

Grades 4-5

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Live, Learn, Dream...

George R. Austin Intermediate School

2008-2009

The Freetown-Lakeville School Districts do not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, or homelessness.

The Student Handbook is posted on the website each year and a copy will be sent home by request. Students and parents/guardians are expected to review the handbook together. This handbook has been approved by the Regional School Committee and the Lakeville School Committee and copies are on file with the Massachusetts Department of Education. It should be noted that any item in this handbook may be subject to revision.

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Austin Intermediate School Mission Statement

The mission of Austin Intermediate is to provide a challenging intermediate education to enable our students to realize and reach their potential and to acquire knowledge and skills needed to be productive citizens. In a changing and diverse world, we acknowledge that learning is best achieved through collaboration of students, parents/guardians, teachers, administration, and community.

Beliefs:

- We believe that we will strive to create a safe and positive learning environment.
- We value individual differences in learning styles, abilities, and interests.
- We encourage and foster open communication.
- We believe integrity, respect, and character are integral parts of our students' development.
- We believe in the encouragement of discovery based learning to promote the development of creativity and critical thinking skills.

Goals:

- Our goal is to become a unified intermediate school to enhance the culture and the climate for our staff and students.
- Our goal is to provide a learning environment that fosters individual life long learners.
- Our goal is to develop ongoing communication opportunities through interactive and cooperative involvement among students, teachers, family, administration, and other community resources.
- Our goal is to recognize and reward positive character development and self esteem.
- Our goal is to provide experiential and developmental educational opportunities.
- Our goal is to improve achievement for all students.

District-Wide Mission Statement

The Freetown and Lakeville School District exists to provide all children with a safe haven to develop intellectually, emotionally, artistically, socially and athletically in an environment that stresses tolerance and understanding. This environment fosters respect for the diversity of our school community. We are also mindful of our responsibility to establish an ethical approach to learning in all of our students. Our communities recognize and respond to the diverse human needs of students and consider developmental differences, individual strengths, human frailties and ambitions of our students and families. As we focus on student learning, we recognize the reality that our students must be life-long learners who are enabled to succeed in a global society as invested citizens.

Basic Guidelines For Students

Students must:

- show respect to everyone and their space
- recognize that we are all unique individuals who should strive to apply our talents to make our school a better place
- be honest in actions and relationships with others
- use proper language and refrain from obscene language and swearing
- walk in the building
- not fight or be involved in any form of physical confrontations
- not chew gum
- not bring toys/electronic devices (such as, but not limited to squirt guns, radios, MP3 players, laser pointers and skate boards) to school
- not forge any signatures or plagiarize anyone else's work
- must walk on the right hand side of corridors at all times for safety reasons
- not sell or buy items in the school building or on school grounds
- not pass notes while class is in session
- not threaten people or their property
- accept the consequences if mistakes are made
- follow acceptable use policy for the internet

Please Note:

1. All school rules apply to extracurricular/school-related activities and programs.
2. Permission slips will also be required by all grade levels for special after school activities.
3. Verbal threats, harassing phone calls, and damage to personal property of school personnel (in and out of school) are subject to disciplinary action.
4. The student has two school days, for every day suspended, to make up all work missed while on suspension and submit the work to the appropriate teacher or receive a zero for the work not completed.

School Hours

The official school hours are: 8:00 AM – 2:10 PM.

During any school year a number of half days are scheduled. On these days, children will be dismissed at 11:00 AM. When school is in session, the Main Office is open from 7:00 a.m. - 3:30 p.m. (these hours are subject to change).

Attendance and Health

Attendance

Massachusetts State Law requires attendance for all children ages six to sixteen. Further, parents or guardians can be found to be in violation of the state's truancy laws if they permit a child to miss school for a period in excess of seven consecutive school days. Excessive absenteeism deprives a child of his/her education.

If your child will not be in school a note, signed by the student's parent/guardian, is required for each day or group of successive days that the student is absent from school. The note is expected the day the student returns. Massachusetts statute indicates that no student should be absent from school without a valid excuse, within a six month period, for more than seven full days or fourteen half days. Any child with an excused absence will have 2 days, for each missed day absent, to make-up missed work.

Parents are discouraged from planning vacations during the school calendar. It is our policy that work will not be provided for students on vacations and work will need to be made up after school or on the students' time when they return. If you do plan a vacation when school is in session, please notify us in writing prior to your departure. **Teachers will not prepare work for students in advance.**

Tardiness

Children arriving after the school day has started must report to the school office with their parent/guardian. Excessive tardiness is disruptive to the child, teacher, and classmates. Please make every effort to have the children at school on time.

Early Dismissal

In the event that a student must be dismissed early from school, a note written and signed by a parent/guardian, STATING THE REASON, AND NAME OF THE PERSON PICKING THE STUDENT UP, should be brought to the office before school begins. When a student is dismissed, the parent/guardian must pick up and sign the student out at the office.

Truancy

Any student who is absent from school, unexcused, will be considered truant. Continual truancy may possibly result in a parent conference, other disciplinary action, and possible court referral.

Illness

Children who are ill should not be sent to school. This simply spreads the illness to other children while the sick child is not able to participate in the learning activities. The parent or family physician should take care of injuries that occur at home.

Any medication to be taken during school hours must be left with the nurse and taken only in the Health Room. Medication must be in its original container and labeled with the student's name, doctor's name, name of drug, pharmacy and dosage and time to be taken. No medication may be given by the nurse without a MD's prescription order on file in our office. This includes aspirin, Tylenol, Advil and other over the counter medications. No medication of any kind may be taken without permission from the school nurse. Failure to comply may result in serious disciplinary action (e.g. suspension). This policy is for the health, safety, and protection of all students.

The school nurse will send home any child he/she feels is ill, using the following guidelines:

- Temperature of 99.6 or above
- Vomiting
- Continuing malaise after rest and quiet
- Discovery of pediculi (head lice)
- Positive Strep Culture
- Any other medical or emergency conditions unable to be resolved within the framework of allowable treatments.

Similarly, certain communicable diseases require exclusion from school for a particular period:

- Pediculi (Head Lice): Child must be checked by school nurse and determined to be free of NITS before return to school.
- Chicken Pox: Child must be excluded for seven days after last eruption or receipt by school nurse of permission to return to school from child's doctor. We report these cases to the Board of Health.
- Strep Throat: Child is excluded and may return after 24 hours of medication or earlier with permission from doctor.
- Conjunctivitis: Child must be excluded and may return with a doctor's permission 24 hours after treatment is begun. If the child has a noted history of allergic conjunctivitis he/she is not considered contagious.

After having been absent with a contagious disease for five days or more, a child must report to the school nurse with a doctor's note allowing return.

Recess

Notes requesting that a child stay in at recess are referred to the school nurse and must be based on medical needs. It is expected that all children will go out to recess. We have no one available to supervise the children who stay inside. Students deemed to not have appropriate clothing for recess (such as proper coat and cold weather gear) will be held in during recess.

Screenings, Physicals, and Immunizations

The Massachusetts Department of Public Health requires that all children need to be properly immunized. Students not properly immunized will not be permitted to attend school.

Physicals are required of all new students. Examination forms are available on request from the school nurse.

Screening programs include vision, hearing, scoliosis, height and weight.

Allergies

A growing number of children have significant allergies (bees, peanut, and tree nut). In an effort to protect these children from a life threatening reaction, emergency plans are in best place and shared with appropriate staff.

The cafeteria closely monitors its menus with the needs of these children in mind.

Report Cards

A Report Card is issued quarterly to keep parents/guardians informed concerning the student's academic progress.

4th Grade:

Progress

4 Exceeds Grade Level Standards

Understands all concepts taught. Grasps, applies, and extends key concepts, processes, and skills with great ease. Can locate information, use resources, and apply knowledge to solve problems. Can produce related products that are unique and demonstrate in-depth thought. Errors are infrequent and minor.

3 Meets Grade Level Standards

Understands concepts taught. Regularly demonstrates proficiency in the majority of the standards. Produces organized work demonstrating a high degree of thought. Grasps and applies key concepts, processes, and skills with limited errors.

2 Approaching Grade Level Standards

Understands some concepts taught. Beginning to grasp key concepts, processes, and skills. Produces work that is still not yet within the expected standards. Errors are evident.

1 Below Grade Level Standards

Consistently needs help understanding concepts. Has difficulty applying knowledge. Produces work that is poorly organized and errors are frequent and major.

Effort

C=Consistently Shows Effort

O=Occasionally Shows Effort

S=Seldom Shows Effort

NA=Not Applicable

5th Grade:

The marking system is as follows:

A+ 97-100	C+ 77-79
A 93 - 96	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 65-66
B- 80-82	F 64 & below

Conduct and Effort

1 = Excellent

2 = Good

3 = Fair

4 = Poor

1. Parents/guardians must sign the report card envelope to verify that the report card has been seen by the parent(s). The signed report card envelope must be returned within three (3) school days or the student may be subject to disciplinary action.
2. The student's final report card will be sent home on the last day of school.

Students have two weeks to make-up all incomplete work. After this time, the incomplete grade becomes an F.

Parent Conferences

A very important part of a school program is parent-school communication. Conferences may be arranged with any classroom teacher, team of teachers and/or administrator. Parents/guardians may request a conference by calling our school's main number at 508-923-3506 and entering the teacher's extension. Teachers may also request conferences when they feel it is necessary.

Austin Pride Awards Program

What Is It?

Austin Pride is an incentive program to encourage students to improve attendance, grades, behavior, and promote reading, citizenship, extracurricular activities, and community service.

Who?

All students enrolled at our intermediate school.

How Does It Work?

Students will earn entry slips each quarter in the following areas:

1. **Attendance-** One entry slip for perfect attendance with no tardies or early dismissals.
2. **Grades-** One entry slip for an A or 3/4 on a report card.
One entry slip for raising a grade in any subject one full grade in a term.
3. **Behavior-** One entry slip for each student with all 1's in conduct, no lunch detentions, detentions or suspensions.
4. **Extracurricular Activities** One for each extra activity that the students participates in after school (documented by the activity coach or leader).
5. **Community Service** One entry slip for a documented volunteer community service documented by parent or activity leader.
6. **Reading** One entry slip for every book read. (documented)
7. **Extra Nomination** Every quarter staff members may recognize students with an entry nomination.

When and Where?

Assemblies will be held at the end of each quarter to draw the names of the quarterly winners in each category.

School Cancellations/Early Dismissal

Although it is difficult to guarantee an exact time when No School Announcements will be made, Intermediate School cancellations are usually broadcasted between 6:30 a.m. to 7:15 a.m. The following carry No School Announcements for Freetown-Lakeville Regional Schools, which includes the Austin Intermediate School:

One-Call Now:

- This phone system allows a call to go home notifying Parents/guardians of a school cancellations.
- Please be sure to keep the office updated with new phone numbers.

Radio Stations:

- Boston WBZ 1030 AM, WHDH 85 AM
- Fall River WSAR 1480 AM
- New Bedford WNBH 1340 AM
- WBSM 1420 AM
- WRKO 680 AM

WBMX Television Stations:

- Ch. 4 WBZ
- Ch. 5 WCVB
- Ch. 6 WLNE
- Ch. 7 WHDH
- Fox 25

Online:

- www.freelake.org
- www.cancellations.com

Sometimes school is delayed, rather than canceled. If opening of school is delayed, the buses will run one hour or more later depending on the announcement. No matter the delay, dismissal will be at the same time. In instances of an emergency or inclement weather, the Superintendent may decide to dismiss early on a given day. The same phone system, radio and TV stations will be contacted. The message will be: "All schools of Freetown and Lakeville, and the Freetown-Lakeville Regional School District will be dismissing early." All families should have an early dismissal contingent plan.

School Insurance

At the beginning of the school year, all students receive a student insurance form. You have a choice of whether or not to purchase the insurance, but either way the form needs to be returned to the office.

Personal Information

It is important that we keep our records up to date. Please keep us informed of any change of address, phone number, guardianship, etc. At the beginning of each school year, each child should return an updated personal information and health form to the school nurse.

Appropriate Dress Guidelines

Since this is an academic institution, it is expected that all persons associated with the school will dress in a manner that is appropriate for a formal educational environment. The following are offered as suggestions for appropriate dress:

- Clothing should fit properly and shall not be unreasonably tight or baggy.
- Halter-tops, short skirts, flip-flops, other beachwear are not considered appropriate. Bare midriffs, bare shoulders or back is prohibited.
- Any clothing with inappropriate words is not allowed.
- Hats and coats are not to be worn in the school.
- Pajamas and/or slippers are not considered appropriate school attire.
- Students are encouraged to wear layers to school as temperatures throughout the day may vary.

In the event that a child arrives at school dressed inappropriately, the parent will be contacted for a change of clothing.

Visitors

For the security of our children, all visitors to the school must report to the school office. All visitors must sign in and receive a visitors' pass. Should a student need to be contacted, we prefer to call students to the office rather than have classrooms disrupted. We enjoy and encourage parent and community participation but ask that everyone adhere to these guidelines in order that we know who is in the building and where they plan to visit.

After School Activities

Students may only remain after school for school sponsored and supervised activities, programs, and services. Students staying after school must notify their parent's 24-hours in advance and must stay in their respective areas until notified by the office or supervisor to leave. Therefore, students should be picked up immediately following their after school activity. It is a privilege to attend after school activities and a student cannot attend if they were absent from school that day or the student had a detention assigned for a discipline reason.

Student Lunch Program

A 20-minute lunch break is provided daily. Hot, well-balanced meals are available to all. Milk may be bought separately. Free and reduced lunches are available to those who qualify. Applications and eligibility information will be furnished at the start of the school year.

Soliciting

Students representing an organization outside the school or themselves may not solicit in the building.

School Property

All students are responsible for the care of their locks, lockers, books, computers and other school property. Damage, loss, and/or destruction of school property, must be paid for by the student(s) who cause the loss or damage. All debts will be paid prior to issuance of report cards.

Lost and Found

The school maintains a lost and found collection in the cafeteria. We encourage children and their families to inspect this collection periodically. Any items in the lost and found are donated to charity during each school vacation.

Student Use of Phones

If a serious need arises, classroom teachers are to let the student use the classroom phone and assist them in making necessary calls. If the phone call is long distance, the phone in the teacher's rooms is available for these calls. Students are not permitted to use cell phones at any time during the school day.

Bicycles

Students may not ride bicycles to school. This is based on a concern for student safety on the way to school, in the driveway, parking area and bus loading areas.

Pets

Please do not allow children to bring pets to school unless arrangements have been made with the classroom teacher or school administration.

Electronic Devices

Electronic device, such as games and cell phones, are not permitted at school. Should a student bring an electronic device with them to school for use outside the school day, it must remain in the student's backpack for the duration of the school day.

Transportation and Dismissal

The district provides school bus transportation for all students who attend the Intermediate School. This service, however, does not constitute a right; it is a privilege that can be denied whenever a student continuously or seriously misbehaves on a school bus.

Bus Discipline

The bus driver is responsible for maintaining order on the school bus. If a child's behavior is poor or causes the driver to be distracted, the driver will submit a report to the school office. A copy of the form is sent home. If the child causes more problems, a second form is sent home. If the situation continues and the child is given a third report form, he/she may be suspended from riding the bus for a period of three days. Longer bus suspensions will be given for additional offenses. If a particularly serious incident occurs, an immediate suspension from the bus may be given with a written or oral notification to the parents/guardians.

Bus Regulations

1. Previous to Boarding

- A. Be on time at your bus stop.
- B. Stay off the road while waiting for the bus.
- C. Wait until the bus comes to a complete stop before boarding.
- D. Do not crowd or push getting on the bus.

2. While on the Bus

- A. Keep hands and head inside the bus.
- B. Only the driver is allowed to open the bus windows.
- C. Do not throw things or litter the bus.
- D. Do not shout or make unnecessary noise.
- E. Do not damage the bus. You will have to pay for any damage.
- F. Do not tamper with any of the equipment.
- G. Do not leave books, lunches, or articles on the bus.
- H. Do not leave articles in the aisle.
- I. Help look after the safety of younger children.
- J. Do not leave your seat while the bus is in motion.
- K. Do not throw anything out of the bus windows.
- L. Be courteous to fellow riders, the bus driver, and passers-by.
- M. Be completely quiet when the bus comes to a railroad track.
- N. Don't ever leave the bus unless the driver tells you to.
- O. Do not smoke on the bus.
- P. Sit where the driver tells you.
- Q. Profanity is never accepted.

R. No eating or drinking on the bus.

3. After Leaving the Bus

- A. Cross the road immediately, at least ten feet in front of the bus, when you are sure that no traffic is coming from either direction.
- B. Help younger children.
- C. Be alert to danger signals from the driver.

4. Extra-curricular Trips

- A. All above rules apply.
- B. Pupils will obey the chaperones.

Dismissal

Any child being picked from school will be dismissed to the cafeteria. All students must be signed out if they are being picked up. **Students are not permitted to walk to the pick-up circle unescorted.** If your child will be picked up by an adult other than their parent or guardian a note must be sent to school with the child and given to the office in the morning.

Bus Transfers

If your child intends to take a different bus on a particular afternoon, a note written and signed by the parent must be presented to their teacher prior to the beginning of school. The note will be filed in the office and your child will receive a one-day bus transfer to present to the bus driver. In the event that too many changes in a given day would overload a particular bus, the Administration reserves the right to deny the requested change and will inform the parents with a written or oral notification.

NO BUS TRANSFERS WILL BE HONORED ON DAYS WHEN STUDENTS ARE DISMISSED EARLY SUCH AS ON A HALF-DAY WITHOUT PRIOR ADMINISTRATIVE APPROVAL.

If a permanent change is made, then one note may be sent at the beginning of the school year. Otherwise, a note must come in every morning. Failure to provide written notification will result in the child being transported home on his regularly scheduled bus. **Phone calls will not be accepted.**

Internet

Each student will receive an Internet Acceptable Use Policy. This must be signed by the student and his/her parent/guardian prior to using the Internet at school. Failure to follow the Internet Acceptable Use Policy could subject the student to disciplinary action and loss of internet privileges at school.

Internet Common Sense Rules

- Be polite.
- Use appropriate language. Offensive, obscene, defamatory, threatening, discriminating, harassing, or inflammatory language will not be tolerated in public or private messages.
- Adhere to copyright agreements.
- Avoid deliberate or inadvertent spread of computer viruses.
- Do not use another person's files.
- Do not destroy, abuse, modify, or improperly access the school's hardware or software.
- Do not illegally distribute software.
- Do not place unlawful information on the Internet.
- Do not use the Internet for commercial purposes, product advertisement, or political lobbying.
- Do not access, download, store, send or print files that are profane or obscene.
- Checking personal email is prohibited.
- Do not post personal information. This includes yours or another person's home phone number, address, or photographs.
- Do not interfere with, harm or modify the work of other users.
- Do not discuss highly sensitive or confidential school information in email communications.
- Do not share or use other students' passwords.

Freetown-Lakeville School District Harassment Policy

The Freetown, Lakeville, and Freetown-Lakeville School Districts shall provide a learning environment that promotes and encourages an appreciation of diversity. Individual differences of students, within School District policy and procedures, are appreciated and respected. All students can expect to learn and thrive without encountering harassment about individual differences.

This policy applies to bias crimes, civil rights violations, bias incidents and bias-related harassment occurring on school premises or property, or in the course of school-sponsored activities, including those outside of school if there is a detrimental effect on the school or educational climate.

Creation of a hostile environment is defined as engaging in prohibited activities that tend to degrade a student's self-esteem and/or ability to learn and thrive in school and school-related activities. Prohibited activities include, but are not limited to, harassment about race, gender, sexual orientation, handicap, religion, ethnic or social group appearance, dress, learning style, interests, or behaviors.

Bullying behaviors are also prohibited. Such behaviors include, but are not limited to, teasing, verbal harassment, unwanted touches, physical attack, intentional damage or theft of personal property and/or ostracism. Anyone who has been subject to or has

observed any of these behaviors or situations is encouraged to come forward and report such incidents.

All reports of such conduct will be investigated and actions will be taken under the guidelines of an individual school's disciplinary code. The administration will act to investigate all complaints, formal or informal, verbal and/or written harassment (including electronic), of sexual or bias-related harassment or violations of civil rights and take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy. Guidance and/or counseling to all parties to the incident shall be made available.

CH. 269, S. 17. Crime of Hazing; Definition; Penalty

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c.536: amended by St.1987, c.665.

Restraint Policy

Massachusetts has adopted regulations which are designed to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraints is defined as "the use of bodily force to limit a student's freedom of movement" and is expressly prohibited as a means of punishment, and as a response to: property destruction, disruption of school order, a student's refusal to comply with school or a staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm.

As a result, the Freetown, Lakeville and Freetown-Lakeville Regional Public Schools do not endorse the use of physical restraint except when a teacher, employee or agent of the public education program must use reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The School Committees shall develop written procedures which shall be reviewed annually to establish methods for preventing student violence, self injurious behavior and suicide, including the escalation of potentially dangerous behavior occurring among groups of students or with an individual student. The policy regarding restraint shall also describe and explain the school's program or method of physical restraint, a description of school's training requirements, reporting crimes and follow up procedures, and a procedure for investigating complaints regarding restraint practices.

Freetown and Lakeville Schools Policy Dealing With Sexual Harassment

Massachusetts General Laws, Chapter 151C, Section 1 (e): Sexual harassment means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or ejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse.
2. Subtle pressure for sexual activity.
3. Inappropriate patting or pinching.
4. Intentional brushing against an employee's (co-workers)/student's body.
5. Demanding sexual favors accompanied by implied or overt threats of educational status.
6. Any sexually motivated unwelcome touching.

Sexual Harassment Investigator

Each school shall designate a Sexual Harassment Investigator to whom all reports of harassment shall be first reported. The Sexual Harassment Investigator will use the reasonable man/woman standard. That is, would a reasonable man or a reasonable woman perceive the conduct of the respondent as sexual harassment?

Reporting

If a person has been sexually harassed by another person, the harassed person shall bring the matter to the attention of the Sexual Harassment Investigator.

The Sexual Harassment investigator shall:

1. Notify the student and his/her parent(s)/guardian(s) or staff member that a claim of sexual harassment has been referred to the Sexual Harassment Investigator for an investigation.
2. Notify the proper authorities, if the situation warrants such obligation.
3. Notify the respondent of the charge against him/her.
4. Interview the complainant with parent(s)/guardian(s) and/or legal representation present (as appropriate).
5. Interview the respondent with union representation or legal representation present, if requested.
6. Interview the employee who notified the investigator of the claim of sexual harassment.
7. Interview any witnesses to the sexual harassment.
8. Submit a written determination to the Principal.

The Sexual Harassment Investigator shall document the statements of the complainant, the respondent, and the witnesses, as to

- (a) The date(s) of the alleged incident(s);
- (b) The dates of the meetings with the interested parties; and
- (c) The persons present at the meetings.

Complainants, respondents, and witnesses shall have the opportunity to review their statements and confirm that the Sexual Harassment Investigator has reported their statements and the meetings accurately. The parties shall then sign their statements. In the case of a minor student, the student's parent(s)/guardian(s) shall co-sign the statement.

The Principal shall:

1. Notify the complainant and the respondent that determination has been made; and,
2. Determine whether action need be taken. Action shall consist of, but not limited to:
 - a. Warning;
 - b. Suspension.

If action is taken, the Principal shall follow normal due process procedures and shall notify the Superintendent of Schools in the same manner as s/he would in other serious matters.

Appeal Process

Once the investigation is completed, the Principal will approve the written report and recommend disciplinary action. This information will be shared with both the complainant and the person or persons accused of harassment, condemnation of sexual harassment or retaliation. The recommended disciplinary action will be implemented

immediately. The individual shall notify the Superintendent in writing of a request for an appeal no later than five calendar days following the recommendation for disciplinary action. The Superintendent shall hold the hearing with the individual or a student and student's parent or guardian within three calendar days of the request for an appeal. At the hearing the individual shall have the right to present oral and written testimony on his/her behalf and shall have the right to counsel. The Superintendent shall render a decision on the appeal within five calendar days of the hearing, and may sustain, alter, or revoke the recommended disciplinary action. Such final decision shall rest with the Superintendent.

Expulsion

Chapter 71, Section 37 H of the Massachusetts General Laws states:

1. Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student, who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his/her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for

admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Discipline of Students with Special Needs

Under the IDEA reauthorization additional provisions must be implemented for students found to be eligible for special education services and who have an Individualized Educational Plan (IEP).

Any time the school wishes to remove a student from his or her current educational placement for more than 10 consecutive school days in any school year, or if a student is removed for disciplinary reasons for more than a total of 10 days in any school year when a pattern of removal is occurring, this is a “change of placement”. A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include the following:

- Prior to any removal that constitutes a change in placement, the school district must convene a Team meeting to develop a plan for conducting a functional behavior assessment that will be used as a basis for developing specific strategies to address the student’s behavior. If a behavior plan has been previously developed, the Team will review it to make sure it is being implemented appropriately, and will modify if necessary.
- Prior to any disciplinary removal that constitutes a change in placement the school district must send parent / guardian a full statement of procedural rights (Notice of Procedural Safeguards) and inform parent / guardian that the Team will consider whether or not the behavior that forms the basis for removal is related to the student’s disability. This consideration is called “manifestation determination”.

If the Team determines that the behavior is related to the student’s disability, then the student may not be removed from the current educational placement (except in the case of weapon or drug possession or use, or serious bodily injury to another) until the IEP Team develops a new IEP and decides upon a new placement and there is parent consent to the new IEP and placement.

If the Team determines the behavior was not related to the student’s disability, then the school may suspend or discipline a student according to the schools discipline policy. For any period of removal exceeding 10 days the school district must provide the student with educational services that allow him/her to make educational progress. The school district must determine the educational services necessary and the manner and location for providing those services.

Firearms and Weapons

It is a violation of State Law for anyone except duly appointed law enforcement officers to possess firearms/weapons on school property. All instances of someone carrying a firearm/weapon onto school property for whatever reason will be immediately reported to the local police department.

Reporting Dangerous Weapons

In accordance with Chapter 71, Section 37L of the Massachusetts General Laws, "...any school department personnel shall report in writing to their immediate supervisor (principal) an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said Superintendent, police chief, and representative from the department of social services, together with a representative from the office of student service or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

Hoax Bomb

H.3423 'An Act relative to the transport, use or placement of a hoax device'. The law makes it a crime in and of itself to use, transport or plant a hoax bomb and is punishable by up to 5 years in prison and/or a \$5000 fine.

Drugs and Alcohol

Philosophy

The primary purpose of the Freetown-Lakeville Public Schools is to provide those services and facilities which create an environment that encourages each student to identify and achieve his or her full potential. Drug and alcohol use and abuse among students interferes with the students, and the schools, achievement of this purpose. The Freetown-Lakeville Public Schools are committed to designing programs that educate the students regarding the harmful effects of drug and alcohol abuse. To these ends, the following Drug and Alcohol Policy will be enforced by all school personnel.

Definition of Terms

Drug: A substance which by its chemical nature alters the function of the living organism. A drug is any chemical substance, including alcohol that alters mood,

perception or consciousness and is misused to the apparent injury of self or society. A drug is a controlled substance as designated by Chapter 94C of the Massachusetts General Law.

Assessment Team: The Assessment Team is a group of key school personnel, functioning as an evaluative support service to the student and the family at risk.

Administrator: Principal, Assistant Principal.

Procedures:

I. Suspected Users of Drugs

Whenever a school personnel member has reason to suspect that any student is under the influence of or in possession of, selling or distributing a drug in school, on school grounds or during any school sponsored activity, she/he will orally and in writing (a referral form) notify a building administrator.

The school administrator will then question such student for the purpose of determining:

- The kind and amount of drug consumed and/or involved;
- When, where and from whom such drug was obtained last and/or the quantity consumed, sold or distributed;
- Whether the student still has in his/her possession or subject to his/her immediate controls more of such drug. If a search is necessary to determine possession, the following will occur:

- a witness will be present at all times;
- a search of the student's person, the area under his/her immediate control, and his/her locker;
- seize and retain possession of any drug still in the possession, or subject to the immediate control of the student, or found in the locker.

In the event that a school personnel member observes a student with a substance that might be intended for drug use, or in passing or selling such a substance to another student, will require the student to accompany him/her to an administrator with the substance either in the teacher's or student's possession. The teacher will not accuse the student of having drugs in his/her possession since the substance has not been legally identified.

The administrator will:

- require the student to turn over the substance;

Upon receiving the substance:

- initial and date the container in which the evidence is placed for safekeeping
- immediately contact the police and release the evidence;
- contact the parent/guardians

In the event the student refuses to surrender the substance:

- contact the parent/guardian;
- contact the police;
- conduct a search with the police present, if necessary;

- in each case, retain his/her responsibility to safeguard the interest of the student and his/her by keeping them informed at all stages of the procedure.

In the event the student appears to be under the influence, the administrator will:

- inform the student that s/he is suspected of possessing, using, selling or distributing a drug
- determine if the student is in need of immediate attention and if so, refer him/her to the school nurse, call an ambulance, and or call the police

When the use of alcohol is involved, the police may be requested to take protective custody of a student (as permitted by the Massachusetts General Law, 111B):

1. if a parent or guardian cannot be reached.
2. if a parent or guardian are unwilling or unable to pick up the student.

II. Students Violating the Drug and Alcohol Policy

When the facts have been reasonably established that the student has violated the Drug and Alcohol Policy (in school, on school grounds or during any school sponsored activity), the administrator shall suspend the student for a period up to ten (10) days and/or recommend expulsion to the regional school committee. In addition:

1. law enforcement will be involved.
2. the Assessment Team will be notified and will meet at the earliest possible time to discuss appropriate support systems for the student and family.
3. parents/guardians will be asked to meet with the school Assessment Team to consider the best means of helping the student.
4. following any instance of suspension and prior to a student's readmission to school, it is important that the administrator be assured by both the student and his/her parents/guardians that positive steps have been taken to find appropriate solutions to the drug related problems.
5. in the event the parents/guardians do not cooperate with the school authorities in the adoption and execution of a specific plan for helping the student, a "Child in Need of Services" petition may be filed in the Juvenile Court. This petition will allege that the student lacks the proper attention of his/her parents/guardians or that the student's behavior violated the lawful and reasonable regulations of his/her school. The "Child in Need of Services" is to be filed by the truant office, police officer, a parent/guardian.

Any student found to have distributed or sold drugs will be treated in the same manner as a student who has violated the drug policy for the second time.

When the facts have been reasonably established that the student has violated the Drug and Alcohol Policy for the second time, the administrator shall suspend the student for ten (10) days. The principal, depending on the severity of the incident, may recommend expulsion to the regional school committee. In addition:

- law enforcement will be involved;
- parents/guardians will meet with the Assessment Team to review the case.

The Assessment Team will give the student the option:

- a. entering and completing an approved treatment program.
- b. if the student chooses not to enter a program, s/he will be referred to the School Committee for the purpose of exclusion from the Freetown-Lakeville Schools.

During any period of suspension or expulsion, the student is prohibited from coming onto any school property, except for the purpose of keeping appointments. The student and his/her parents/guardians will be given a hand delivered written notice that the coming onto school property is a violation of this policy and will be considered a criminal trespass in accordance with Section 10 of Chapter 266 Massachusetts General Laws. A copy of the hand-delivered written notice will be sent to the police.

III. Violations of Drug and Alcohol Policy

The administrator, immediately after finding a student to have violated the Drug and Alcohol Policy, will furnish the police department with a complete report, including the controlled substances and other physical evidence obtained. To the extent permitted by law, the police department will inform the school department of the disposition of the case. A copy of this report will at the same time be submitted to the Superintendent of Schools.

IV. Search of Students and School Property

All parents and guardians and students must understand that:

1. Every administrator may conduct a search of a student and his or her belongings on school premises if s/he has reasonable grounds to believe that the student has in his/her possession any item, the possession of which constitutes a criminal offense under the laws of the Commonwealth of Massachusetts or violates the written policies of the Freetown-Lakeville School District.
2. Every administrator may conduct a search of the physical plant of the school and appurtenance thereof, including student lockers since lockers are school property. Any and all means, within the law, will be used to obtain evidence.

V. Students Seeking Voluntary Drug Assistance

The school will provide, without penalty, assistance to any student voluntarily seeking drug and alcohol treatment or advice. If a student voluntarily seeks information or assistance about illegal substance uses and has not been apprehended for any such violation by school authorities, or staff, will take the following actions:

1. The Assessment Team will immediately consider the best possible resources for helping the student
2. Parents/guardians are an important factor in helping the individual student and may be involved if it is considered appropriate

Tobacco Use

The use of tobacco products is not permitted in the building, on the grounds, or on school buses by anyone including school personnel. A staff member who is aware of any abuse of this policy is to report that abuse in writing, to the building principal, so that appropriate action may be taken.

Physical Education

1. Physical Education is a mandatory subject of instruction in Massachusetts public schools and is required to be taught to all students in all grades.
2. A physician's certificate (note on a physician's stationery signed by the physician) must be presented for a lengthy absence from physical education; for a period longer than five consecutive class periods. The student must present the medical excuse directly to the physical education instructor, who must immediately honor the certificate and who will, before the end of the next school day, submit the medical excuse to the school nurse for filing.
3. For shorter absences from physical education (less than five class periods) a note from a parent is sufficient. This note must be presented by the student directly to the physical education instructor, who must immediately honor the note and who will before the end of the next school day, submit the note to the school nurse for filing.
 - a. The school nurse may write one excuse per student per term in the event a student becomes ill during the school day.
 - b. Students without a parent note or doctor's excuse, and who are not dressed for physical education, will receive a zero (0) for each class missed, which will be averaged into the overall grade.
4. In the interest of cleanliness, freedom of movement, and the promotion of good health standards, students will be expected to change in to appropriate athletic clothing including proper sneakers. Locker room facilities equipped with lockers are available for this purpose. Consequences will result in failure to be properly prepared for class.
5. All students will participate in three terms of Physical Education and one term of Health Education.

Health Education

Health Education is presently scheduled along with Physical Education classes. Students in the fifth grade receive health education for one six to eight week term.

Massachusetts General Law Chapter 71, Section 1 states that “no pupil shall be required to take or participate in instruction on disease, its symptoms, development and treatment, whose parent or guardian shall object there to in writing on the grounds such instruction conflicts with his/her sincerely held religious beliefs, and no pupil so exempt shall be penalized by reason of such exemption.” A waiver for a particular Health unit could be granted providing the parent or guardian follows the procedure as stated in the law notifying both the pupils Health Education instructor and Building Principal.

Freetown-Lakeville Regional School Committee Policy Parental Notification Relative to Sex Education

In accordance with General Laws Chapter 71, Section 32A, the Freetown-Lakeville Regional School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning or each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administration(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

- a. exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
- b. inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

Policy adopted: 6/25/97

Student Support Services

It is the policy of the Freetown and Lakeville Public schools and the Freetown and Lakeville Regional School District to provide a full array of services for students, wherever possible, through the utilization of both internal and external support resources, in order to promote social and emotional growth and well being. In those cases where individual students are at-risk or in crisis, we will endeavor to provide needed supports to address the student's problem and to normalize, insofar as possible, the student's learning situation. In those cases where a death occurs within the school community, we will address those problems and issues raised by that death among the students, staff and parents. The procedures that will be followed when these circumstances arise have been listed in the "Crisis Handbook" which has been adopted by the above school departments.

Special Education:

The George R. Austin Intermediate School provides a continuum of services and programs to meet the individual needs of students requiring Special Education. If your child is experiencing school difficulties and you suspect they may have a disability you may request an evaluation to determine if there is a disability and if your child is eligible for special education and, if eligible, to assist in determining the appropriate special education and related services that may be necessary. You may make this referral for an initial evaluation through the principal, or to the Director of Special Education. If you would like additional information regarding special education, please contact our Special Education Chairperson, Ms. Karin Wallace at extension 3026.

CHAPTER 622:

It is a policy of the Freetown-Lakeville Regional School District, Freetown and Lakeville Public Schools to comply with Chapter 622 which prohibits discrimination on the basis of race, color, religion, and national origin.

Chapter 622 makes it clear that all aspects of public school education must be fully open and available to members of both sexes and all minority groups. No public school may exclude a child from any course, activity or resource available in that school on account of race, color, religion or national origin of that child.

TITLE IX:

It is a policy of the Freetown-Lakeville Regional School District, Freetown and Lakeville Public Schools to comply with the Title IX which prohibits discrimination on the basis of sex.

Title IX states that: "No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

SECTION 504:

It is a policy of the Freetown-Lakeville Regional School District, Freetown and Lakeville Public Schools to comply with Section 504 which prohibits discrimination on the basis of mental or physical handicap for students and employees.

Section 504 of the Federal Rehabilitation Act of 1973 provides that: "No otherwise qualified handicapped individual in the United States shall, solely by reason of his/her or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The 504 contact person at the George R. Austin Intermediate School is Patty Boornazian-Macdonald. She may be reached at ext 3022.

The 504 Coordinator for the Freetown-Lakeville Public Schools is Anne St. Pierre, Director of Special Education. She may be reached at the Central Office, 508-923-2000.

Grievance Procedure

Any grievances from parents/guardians, students or employees based on instances of possible non-compliance with title VI, Chapter 622 Title IX or section 504 should be reported to the Director of Business, Freetown and Lakeville Public Schools on grievance forms which are available in the Director of Business office, Superintendent's Office, or Principal's Office.

If a student, parent or an employee in the Freetown and Lakeville Public Schools feels a violation of any of these laws exists, he or she should take the following action:

- 1) Contact the Principal of the school, or the immediate supervisor, in writing, to inform him or her of the existence of a possible violation with the details of the case. Request that the discriminatory situation be corrected as soon as possible.
- 2) If the matter is not resolved at the conference or in the written communication within five (5) working days, the aggrieved individual should present his or her complaint in writing, to the Director of Business.
- 3) The Director of Business within five working days after receipt of the written complaint will meet the individual filing the complaint, in an effort to resolve the matter.
- 4) If the complaint is still unresolved within five (5) working after said meeting with the Director of Business, the aggrieved individual should present the complaint, in writing, to the Superintendent of Schools and so notify the Director of Business.
- 5) The Superintendent of Schools and the Director of Business shall meet with the aggrieved individual in an effort to resolve the complaint. If the complaint is still unresolved after five (5) working days, the individual should now present the complaint, in writing, to the School Committee and so notify the Director of Business.
- 6) Upon receiving the complaint, the matter shall be placed upon the agenda of the School Committee for consideration at the next regular School Committee

meeting. The school committee shall meet with the individual filing the complaint in an effort to resolve the matter. All meetings under this procedure with the School Committee shall be held in accordance of the open meeting law in the Commonwealth of Massachusetts, if appropriate, and shall include only parties in the interest and their designated or selected representative.

- 7) If the complaint cannot be resolved by and between the School Committee and the person filing the complaint the matter may be submitted to :
U.S. Department of Education, Office of Civil Rights Region 1, Room 222, John W. McCormack Post Office and Court House Building, Post Office Square
Boston MA 02109; or
The Massachusetts State Department of Education, 350 Main Street, Malden, MA 02148

Under Chapter 622, it is possible to file a grievance with respective School Committee.

NOTE: Parents/guardians, students and employees may file a complaint at any time with the Office of Civil Rights or State Department of Education.

*Policy Manual Section ACAB

*Policy Manuals available for review in the Building Principals Office or the Office of the Superintendent

District Policy for Homeless Students

McKinney Vento Homeless Assistance Act

District Liaison: Ms Anne St. Pierre, Director of Special Education
508-923-2000

Homeless Students: 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, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Protection of Pupil Rights Amendment

PPRA affords parents/guardians and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parent; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.
- Freetown-Lakeville has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Freetown-Lakeville will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Freetown-Lakeville will also directly notify parents/guardians and eligible students, (such as) through either U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in: Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by U.S. Department of Education (ED).
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians and students over 18 year of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Freetown-Lakeville Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

No Child Left Behind (NCLB)

The No Child Left Behind Act (NCLB) allows Parents or Guardians to request information about the professional qualifications of their child's classroom teachers. The parent/guardian will be provided with the following information on request:

- Whether the teacher has met state certification or licensing requirements for the classes being taught by the teacher;
- The teacher's degree major and other graduate degrees or certifications held by the teacher identified by field or discipline; and
- Whether the child is receiving services from paraprofessionals, and if so, their qualifications.

Parents/Guardians can request this information from the school principal.

POLICY FOR OBTAINING CORI INFORMATION

Policy for Obtaining CORI Information for all Current Employees, Prospective Employees, Volunteers, Laborers, Contractors, Subcontractors, Transportation Providers and all Others who May Have Unmonitored Contact with Children in Order to Further Protect the School Children of the Freetown-Lakeville Public Schools, the Freetown Public Schools and the Lakeville Public Schools.

In accordance with General Laws c. 71, § 38R, as well as G.L. c. 6, § 172I, the Freetown-Lakeville Regional School Department, the Freetown School Department and the Lakeville School Department ("the School Departments") are enacting the following policy relative to obtaining Criminal Offender Registry Information ("CORI") in order to further protect their school children. All current and prospective employees, volunteers, individuals who provide school related transportation to children, contractors, subcontractors, and laborers who may have direct and unmonitored contact with children will be subject to mandatory CORI checks at least once every three years in accordance with this policy. Pursuant to a Department of Education CORI Law Advisory dated February 17, 2003, "Direct and unmonitored contact with children" means contact with a child when no other CORI cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

Pursuant to G.L. c. 71, § 38R, the School Departments believe that the most effective and responsible way to ensure and protect the safety of their students and employees is to maintain a "zero tolerance policy" with respect to any individual who has been convicted of a crime as an adult. Since approximately 1997, the School Departments have maintained a "zero tolerance" practice of not hiring any individual who has received an

adult criminal conviction. As a result of the recent amendments to General Law's c. 71, § 38R and G.L. c. 6, § 172I, the School Departments hereby adopt the following policy:

1. All contractors, subcontractors, and laborers who have been commissioned by the school committee to perform work on school grounds and who may have direct and unmonitored contact with children will be subject to CORI checks. Within thirty days of the effective date of this Policy, all contractors and subcontractors must submit a list of names to the Superintendent of all workers who will be performing work on school grounds and who may have direct and unmonitored contact with children. All such workers will be required to fill out a CORI authorization form. Any worker who refuses to fill out a CORI authorization form will be prohibited from working on school grounds. Additionally, any new worker hired by a contractor or subcontractor to perform work on school grounds and who may have direct and unmonitored contact with children must have his/her name submitted to the Superintendent prior to being allowed to work on school grounds. All new workers that are otherwise qualified in all respects will be required to fill out a CORI authorization form as the last step in the screening process. Any new worker who refuses to fill out a CORI authorization form will be prohibited from working on school grounds. Finally, if the CORI report for any worker or laborer of any contractor or subcontractor reveals any adult criminal convictions, such worker or laborer will be prohibited from working on school grounds.

2. All contractors, subcontractors, or taxicab companies that have contracted to provide school related transportation to children will be subject to CORI checks. Within thirty days of the effective date of this policy, all contractors, subcontractors, or taxicab companies must submit a list of names to the Superintendent of all individuals that provide school related transportation to children. All such individuals will be required to fill out a CORI authorization form. Any individual who refuses to fill out a CORI authorization form will be prohibited from providing school related transportation to children. Additionally, any new individual hired by a contractor, subcontractor, or taxicab company to provide school related transportation to children must have his/her name submitted to the Superintendent prior to being allowed to perform such work. All new workers that are otherwise qualified in all respects will be required to fill out a CORI authorization form as the last step in the screening process. Any new worker who refuses to fill out a CORI authorization form will be prohibited from transporting children for school related purposes. Finally, if the CORI report for any individual of any contractor, subcontractor, or taxicab company reveals any adult criminal convictions, such individual will be prohibited from providing any school related transportation to children.

3. Any volunteer for the School Department who may have direct and unmonitored contact with children will be required to undergo a CORI check at least once every three years. All such volunteers will be required to fill out a CORI authorization form. Any volunteer who refuses to fill out a CORI authorization form will be prohibited from volunteering on school grounds. Additionally, if the CORI report for any volunteer reveals any adult criminal convictions, said individual will be prohibited from volunteering on school grounds. Any prospective volunteer for the School Department who may have direct and unmonitored contact with children will be required

to undergo a CORI check prior to being allowed to volunteer on school grounds. All prospective volunteers that are otherwise qualified in all respects will be required to fill out a CORI authorization form as the last step in the screening process. Any prospective volunteer who refuses to fill out a CORI authorization form will be prohibited from volunteering on school grounds. Additionally, if the CORI report for any prospective volunteer reveals any adult criminal convictions, said individual will be prohibited from volunteering on school grounds.

4. Prospective Employees – all prospective employees of the School Departments who may have direct and unmonitored contact with children will be required to undergo a CORI check prior to being offered employment with the School Departments. All applicants that are otherwise qualified in all respects for the position will be required to fill out a CORI authorization form as the last step in the screening process. Any applicant who refuses to fill out a CORI authorization form will be prohibited from working on school grounds and will not be considered further for employment with the School Departments. Additionally, if the CORI report for any applicant or prospective employee reveals any adult criminal convictions, said individual will be prohibited from working on school grounds and will not be considered further for employment with the School Departments.

5. Employees – Although the School Departments believe that “zero tolerance” is the safest way to ensure the safety of their students, the School Departments recognize that most employees have attained a property interest in their respective positions, which does not exist for prospective employees, volunteers, contractors or subcontractors. Consequently, the School Departments recognize that they must adhere to certain procedural requirements and meet certain standards prior to issuing any disciplinary action against any employee. Accordingly, the School Departments set forth the following procedures and standards for its employees:

- A. All employees of the School Departments are required to undergo periodic CORI checks, but not less than once every three years.
- B. Employees will receive thirty (30) days notice from the Superintendent prior to a CORI check being performed. Upon being notified, employees are required to sign a CORI authorization form. Refusal by any employee to sign a CORI authorization form will be deemed just cause for termination of the employee’s employment.
- B. If an employee’s CORI report reveals any adult criminal convictions, the following factors will be considered in determining whether or not there are grounds for discipline up to and including termination of an individual’s employment:
 - (1) Whether or not a conviction was a felony or a misdemeanor;
 - (2) The nature of the offense, including, but not limited to:
 - a. Whether or not a conviction was for a violent crime;
 - b. Whether or not a conviction involved any offenses against children or minors;

- c. Whether or not the conviction involved any drug or narcotics related offenses;
- (3) The date of the conviction;
- (4) The type of sentence;
- (5) Whether or not there are subsequent or repeated convictions and/or a pattern of criminal behavior;
- (6) Whether or not the individual successfully completed probation;

If it is determined that any one of the above-referenced factors, or any combination or such factors, provides cause for discipline up to and including termination of the employee's employment, the employee will receive the proper notice and hearing as required by any applicable law, contract or collective bargaining agreement.

D. If requested, CORI information will be shared with the individual to whom it pertains. Individuals will also be advised that they can obtain a copy of their own report at no cost by submitting a personal request to the CHSB.

E. Sealed records will not be considered in disciplining employees.

F. If the School Departments are notified that an employee is challenging the accuracy of his/her CORI report, the employee will be given a reasonable period of time, but not more than thirty (30) days to clear up the alleged inaccuracies of the report. The School Departments reserve the right to place the employee on administrative leave during this period if they believe that the employee poses a risk to their students.

G. Any employee who is convicted of a crime after May 1, 2003, must notify the Superintendent immediately. The School Departments reserve their right to determine whether or not such conviction is grounds for discipline up to and including termination of the employee's employment. Failure to report such a conviction will be deemed just cause for termination.

H. All CORI reports will be kept in confidential folders separate from personnel files in a secured location, where there will be no access to support staff. CORI information will not be kept for more than three (3) years.

I. Results of all CORI checks will only be disclosed to authorized personnel and the respective individual, and will not be used for any purpose other to further the protection of school children.

Parent-Teacher Organization

There is an active Parent-Teacher Organization at the Austin Intermediate School whose purpose is to support school programs and activities. Meetings are held the second Monday of the month in the Media Center at 7:00 p.m. More information about the

organization, its objectives and activities will be distributed during the school year.
P.T.O. officers for the 2008-2009 school year are:

Co-Chairperson	Lia Fabian
Co-Chairperson	TBA
Volunteer Coordinator	TBA
Treasurer	TBA
Assistant Treasurer	TBA
Recording Secretary	TBA
Corresponding Secretary	TBA

School Committee Contact Information

Lakeville School Committee:

Mr. David Goodfellow
Mrs. Carolyn Gomes
Mr. David McQueeney
Mrs. Lorraine Carboni
Mrs. Charlene Shea

Regional School Committee:

Mr. Robert Clark
Mrs. Charlene Shea
Mr. Robert Canessa,
Mrs. Lorraine Carboni
Mr. David W. Brown
Mrs. Jean Fox