



ELEMENTARY HANDBOOK

2018 – 2019

ASSAWOMPSET ELEMENTARY SCHOOL, GRADES K-3

232 Main Street

Lakeville, MA 02347

(508) 947-1403

FAX (508) 947-7068

FREETOWN ELEMENTARY SCHOOL, GRADES PK-3

43 Bullock Road

East Freetown, MA 02717

(508) 763-5121

FAX (508) 763-3986

Web address: www.freelake.org

CENTRAL ADMINISTRATION

98 Howland Road
Lakeville, MA 02347
508-923-2000
FAX: 508-923-0934

Superintendent of Schools.....	Richard Medeiros.....	508-923-2000
Director of Curriculum.....	Dr. Marlene Correia	508-923-2000
Director of Finance	Ashley Lopes	508-923-2000
Director of Student Services	Elizabeth Kurlan	508-923-2000
Food Services Director.....	Andrea Fay.....	508-947-2660

SCHOOL COMMITTEE MEMBERS

Chairperson:	Carolyn Gomes	cgomes@freelake.org
Vice Chair:	Jean Fox	jfox@freelake.org
Secretary:	Sherry Barron.....	sbarron@freelake.org
District Clerk:.....	Derek Gracia	dgracia@freelake.org
Member:	Robert Clark.....	rclark@freelake.org
Member	Will Sienkewicz, Jr.	wsienkewicz@freelake.org
Member:	Laura Ramsden	lramsdn@freelake.org
Member:	Steve Owen	sowen@freelake.org

McKinney-Vento Homeless Education

The federal McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency.

Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.

Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing.

Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them; and if a homeless student arrives without records, the school district's designated Homeless Education Liaison must assist the family and contact the previously attended school system to obtain the required records.

For more information, please click a link to the left or contact the office directly at 508-923-2000. McKinney-Vento District Contact:

Director of Student Services
Elizabeth Kurlan
Freetown-Lakeville Regional Schools
98 Howland Road
Lakeville, MA 02347
Phone: 508-923-2000
Fax: 508-923-0934

Managing Life Threatening Food Allergies

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, including sports, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written parent consent and medication orders by the first day of each school year.
- Provide properly labeled medications and replace medications promptly after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - Safe and unsafe foods
 - How to read labels (age appropriate)
 - Strategies for avoiding exposure to unsafe foods or possibly unsafe foods symptoms of allergic reactions - how and when to tell an adult they may be having an allergy-related problem- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
 - Provide emergency contact information that is up to date (parents should be available for notification in an emergency).

School's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students may not be excluded from school activities solely based on their food allergy.
- Identify a core team of, but not limited to, school nurse, teacher, principal, school food services and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understand food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. In states where regulations permit, medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed

to carry their own epinephrine, if age appropriate after approval from the student’s physician/clinic, parent and school nurse, and allowed by state or local regulations.

- Delegate and train school personnel to administer medications in accordance with Massachusetts state regulations.

Department of Public Health regulations governing the administration of emergency medications

- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Recommend that all school buses have communication devices in case of an emergency.
- Enforce a “no eating” policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing of medical information about the student.
- Take threats or harassment against an allergic child seriously.

ABSENCES

It is important that students acquire the habit of regular attendance. A student who is absent must bring a note from his/her parents/guardians. Parents/guardians are encouraged to promote good attendance and to refrain from making plans, which will interrupt the educational process. When parents/guardians request assignments for absentees, they understand that this work will not replace a full day of teacher classroom instruction.

STUDENT ABSENCE NOTIFICATION POLICY

BEFORE SCHOOL:

Whenever your child is absent from school, please call the designated telephone number below during the designated times or call/send a note any time before the day of the absence. Please leave a message with your child's full name, the reason for the absence, and the anticipated date(s) of absence. It is not necessary to send in a note once your child has returned to school, unless there have been five or more consecutive days of illness, which then may warrant a doctor’s note. Any family of a student whose absence has not been reported will be contacted by the school office the morning of the absence to make you aware and to remind you of our policy.

<i>School</i>	<i>Designated Time:</i>	<i>Phone Number:</i>
<i>Assawompset Elementary School:</i>	8:00 A.M. - 9:15 A.M.	508-947-1403
<i>Freetown Elementary School</i>	8:00 A.M. - 9:15 A.M.	508-763-5121

TARDY STUDENTS

GRADES PK - 3:

Students arriving late to school must report to the main office with their parent to be signed in. The family of any student that is tardy 5 or more days in a given term, may be required to meet with the building principal (or his/her designee) to discuss the reasons for such tardiness and develop an action plan.

ABSENT STUDENTS:

A letter may be provided to parents that documents the dates a child has been absent or late to school. If the amount of unexcused absences or tardies exceeds 5 school days, a meeting may be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian and possibly the student to develop an action plan to improve the student’s attendance.

Please note that when a student has been absent for five (5) or more consecutive days, parents must obtain a doctor’s note and submit it to school. If a student is absent for eleven or more days per term, school officials may file a CRA (Child Requiring Assistance) petition with the Juvenile Court which could result in a hearing before a Juvenile Court Judge. Prior to the filing of a CRA, families and students will be required to work with school administrators to improve the student’s attendance. Chronic absenteeism may also lead to academic failure for the year and retention of the student per the discretion of the building principal.

An Excused Absence/Tardy includes:

- Documented illness or injury
- Medical or dental appointments
- Bereavement/family funeral

- Major religious observations
- Extraordinary family circumstances (excused at the discretion of the principal)

An Unexcused Absence/Tardy is any absence or tardy that is not covered by the aforementioned definition of “Excused Absence/Tardy”. Examples of an unexcused absence may include, but may not be limited to: family vacations, undocumented absences, non-emergency family situations.

BULLYING POLICY

The Freetown – Lakeville Regional School District is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying. An aggressor is a student who engages in bullying, cyberbullying, or retaliation.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the target or damage to the target’s property
- Places the target in reasonable fear of harm to him/herself, or of damage to his/her property
- Creates a hostile environment at school for the target
- Infringes on the rights of the target at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- Wire
- Radio
- Electromagnetic
- Photoelectronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected

For the purpose of this policy, whenever the term “bullying” is used it is to denote either bullying, or cyberbullying.

Bullying is prohibited:

- On school grounds
- On property immediately adjacent to school grounds
- At school-sponsored or school-related activities
- At functions or programs whether on or off school grounds
- At school bus stops
- On school buses or other vehicles owned, leased or used by the school district; or
- Through the use of technology or an electronic device owned, leased or used by the Freetown and Lakeville public schools;

Bullying and cyberbullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Freetown and Lakeville school district if the act or acts in question:

- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are encouraged to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged aggressor of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form, which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall begin immediately upon report and be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

Target Assistance

The Freetown and Lakeville Public Schools shall provide in-school counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressor, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Freetown-Lakeville Public Schools website.

BUS CONDUCT

School buses are considered to be an extension of school. Therefore, school rules apply to bus behavior. Students are to approach the bus in an orderly fashion and only when it is completely stopped. There is no pushing or shoving while getting on or off the bus. There is no throwing of objects, objectionable language, bullying and/or disorderly conduct. Students will follow the rules and directions of the bus driver, including the assignment of seats. Students are expected to ride their designated bus to and from school. The bus driver will inform the school administration of any complaint or infraction of the bus rules.

CAFETERIA/LUNCH/SNACKS

Breakfast and lunch is available to all students for a nominal cost. Orders for lunch are placed each morning. Students may also bring their lunch to school. All students may purchase milk. Applications and regulations pertaining to free and reduced-price lunches are available in September and available online throughout the school year. The option of prepaying for lunches is available and encouraged through the **Payforit.net** pay system. See the school website for details. Students who forget their breakfast or lunch money may borrow from the cafeteria and repay the next day. All students are encouraged to bring a healthy snack each day.

CHANGE OF ADDRESS / INFORMATION / EMERGENCY CONTACT

Any change of address and/or telephone numbers should be provided to the school office in writing. Whenever a change in address or telephone number occurs, it is the parent's responsibility to update a new emergency contact information form. When moving from the school district, parents must notify the school office in writing and complete a record release form.

CONFERENCES

A close relationship between home and school is necessary for the educational development of children. Parents are encouraged to communicate with their children's teachers. Parents and teachers may request conferences at any time. Scheduled conferences occur after the first trimester in December for all grade levels. Additional conferences with any member of the staff may be requested by contacting the staff member directly.

CORI AND FINGERPRINTING

All volunteers shall complete a CORI form through the FLRSD prior to volunteering in the school. Those volunteers not working under the direct supervision of school staff must also complete a background check via fingerprinting. Parents are advised to complete both the CORI and fingerprinting check with enough time to ensure processing prior to volunteering for a school event or field trip.

CURRICULUM

FLRSD has curriculum in the core content areas that reflect the Common Core Standards for ELA and Mathematics as published by DESE. The Common Core articulates a vision of teaching and learning in each discipline as well as content learning standards that outline the specifics of what Massachusetts students are expected to know and be able to do at each grade level PK-12. Core materials and resources are carefully selected to compliment curriculum implementation and assessment. Professional development includes a variety of activities including the important component of in-service time, which provides for professional growth of the staff in curriculum planning, implementation, assessment, and instructional improvement.

DIGITAL TECHNOLOGY ACCEPTABLE USE POLICY

The Freetown and Lakeville Public Schools shall provide access for employees and students to the computer network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the computer network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The computer network will be used to increase communication (staff, parent, and student), enhance productivity, and assist

staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The computer network will also be used to provide information to the community, including parents, governmental agencies, and businesses.

The Superintendent or designee shall implement, monitor, and evaluate the district's computer network for instructional and administrative purposes.

Access to the computer network, including external networks, shall be available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

The Freetown and Lakeville Public Schools use *Child Internet Protection Act (CIPA)* certified upstream filtering to block sites that have no educational value, or may contain visual depictions deemed to be obscene, child pornography, or harmful to minors. For adult usage, the filtering may be disabled for bona fide research or other lawful purposes.

Access to the computer network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges (other than in connection with directly supervised use during classroom instruction) and other disciplinary actions consistent with the policies of the Freetown and Lakeville Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Freetown and Lakeville Public Schools.

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Freetown and Lakeville Public Schools as well as with law and policy governing copyright.

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes. Copies of all information created, sent or retrieved are stored in the school's backup/archive files. While the administration does not intend to review back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems appropriate in the ordinary course of its business, including but not limited to ensuring proper use of resources and conducting routine maintenance. Where appropriate, communications including text and images may be disclosed to law enforcement and other third parties, without prior consent of the sender or receiver.

The Freetown and Lakeville Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. The Freetown and Lakeville Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

ADMINISTRATIVE PROCEDURES

1. The district will provide each user with copies of the Acceptable Use Policy and Procedures.
2. The district will provide training to users in the proper use of the computer network.
3. Access will be granted to employees with a signed access agreement and permission of their supervisor.
4. Access will be granted to students with a signed access agreement and permission of the building administrator or their designee(s).
5. Account names will be recorded on access agreements and kept on file at the building level.
6. Passwords shall be issued when a network account is created. For staff accounts, the staff member can change the password at any time. For student accounts, the student cannot change the password. Only a network administrator may reset a student account password.
7. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
8. Students completing required coursework would have priority for after hour's use of equipment.
9. Principals or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
10. Principals or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the computer network. All such agreements are to be maintained at the building level.
11. Principals or their designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
12. Principals or their designee shall be responsible for establishing appropriate retention and backup schedules.
13. Principals or their designee shall be responsible for establishing disk usage limitations, if needed.
14. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
15. System users should purge electronic information according to district retention guidelines.
16. System users may re-distribute copyrighted material only with written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy, and administration procedures.
17. System administrators may upload / download public domain programs to the computer network.
18. System administrators are responsible for determining if a program is in the public domain.

19. Commercial use of the computer network is prohibited
20. Copyrighted software or data shall not be distributed or placed on the district computer network without permission from the holder of the copyright and the system administrator.
21. The computer network may not be used for illegal purposes, in support of illegal activities, or for any
22. Activity prohibited by district policy.
23. System users shall not use another user account.
24. Any malicious attempt to harm, improperly access, or destroy equipment, material data, or programs is prohibited.
25. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
26. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
27. Forgery or attempted forget prohibited.
28. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
29. Use appropriate language; swearing, vulgarity, ethnic or racial slurs and other inflammatory language is prohibited.
30. Pretending to be someone else when sending/receiving messages are prohibited.
31. Transmitting or viewing obscene material or vulgar material that lacks education value is prohibited.
32. Unauthorized disclosure, use and dissemination of personal identification information (address, telephone number, photographs, etc.) regarding minors are prohibited.
33. The district will cooperate fully with local, state, or federal officials in any investigation concerning or related to misuse of the district's computer network.

A user who violates district policy or administrative procedures will be subject to suspension or termination of computer network privileges and will be subject to appropriate disciplinary action and/or prosecution.

DISCIPLINE

All individuals involved in the schools must share the responsibility for creating and supporting a positive school environment. The responsibility for discipline, therefore, lies with all of us – parents, teachers, principals, and students. School rules have been carefully developed with reasonable consequences if rules are not followed. Parents will be notified at the discretion of the teacher and/or principal when a student violates a rule. Flagrant verbal or physical opposition to authority and/or other students, habitual bad conduct or improper language, willful destruction/damage/defacement of school property, possession of harmful materials, and behavior which interferes with the orderly processes of the school may, at the discretion of the principal, result in after-school detention or suspension. Parents will be contacted and must arrange for transportation for all after school sessions.

DISCRIMINATION POLICY

Freetown-Lakeville Regional 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 gender identity, homelessness 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, or exclude students on the basis of marriage or pregnancy, in accordance with M.G.L. c.76, §5; M.G.L. c.71, §84; and/or M.G.L. c.151B.

To file a complaint alleging discrimination or harassment by the school on the basis of race, color, national origin, sex, disability, age, sexual orientation, or religion or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, or applicable state laws and their respective implementing regulations, please contact the Title IX/Chapter 622 Coordinator for the Freetown-Lakeville Regional Schools, as listed on page 3.

Inquiries concerning the applicability of the aforementioned federal laws and regulations to the school also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695.

1. A grievant may file a complaint with OCR, generally,
2. Within 180 calendar days of alleged discrimination or harassment, or
3. Within 60 calendar days of receiving notice of the school's final disposition on a complaint filed through school, or
4. Within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or Instead of filing a complaint with school. Inquiries relative to state law may be referred to the Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148-502 (telephone 781-338-3300) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-727-3990.)

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 school's, 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.

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.

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 parents

In the event the student refuses to surrender the substance:

- contact the parents;
- 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 parents 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 parents cannot be reached.
2. if parents are unwilling or unable to pick up the student.

II. STUDENTS VIOLATING 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:

- law enforcement will be involved.
- the Assessment Team will be notified and will meet at the earliest possible time to discuss appropriate support systems for the student and family.
- parents will be asked to meet with the school Assessment Team to consider the best means of helping the student.
- 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 that positive steps have been taken to find appropriate solutions to the drug related problems.

In the event the parents 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 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 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 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 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 are an important factor in helping the individual student and may be involved if it is considered appropriate.

EARLY DISMISSAL

Emergencies and other unforeseen circumstances may require early dismissal. If parents wish to pick children up from school, they are requested to notify the school in writing. Parents who pick up their children during the school day or prior to regular dismissal are required to sign the student out in the office with proper identification at pickup.

ASSAWOMPSET ELEMENTARY SCHOOL ONLY:
MORNING DROP OFF PROCEDURES

TIME: 9:00 A.M. to 9:20 A.M.

For the safety of all children, the following guidelines will be enforced during morning drop off beginning immediately:

- No cars are allowed to park in any parking spot located near the playground during, or immediately before, the morning drop off period.
- Cars must form a line on the right side of the entrance and wait their turn to let off their children.
- Cars dropping off students are not to pass any cars or buses at any time and must wait to move forward in the line of traffic.
- All students are to exit the passenger side of their vehicles onto the sidewalk near the cafeteria only.
- It is strictly prohibited to allow students to exit their vehicles on the driver side, playground side, due to passing buses and vehicles.
- Parents are to remain in their cars at all times as this process is a “rolling drop off” to keep the traffic moving. Goodbyes can take place in the car as we must all be vigilant and respectful to the remaining line of cars.
- Any parent needing to enter the school must park in the visitor’s lot and enter through the front entrance doors.
- Thank you for your participation in enforcing these guidelines. It is the goal of the Assawompset Community to ensure the safety of our students at all times.

EMERGENCY SCHOOL CLOSINGS

If school is cancelled or delayed because of any emergency, the school department will utilize **One Call Now** to notify all staff and students. This announcement will also be posted on television, radio stations and district website.

FIELD TRIPS

All field trips are planned as part of the curriculum and are intended to enhance educational opportunities for students. The principal approves all field trips. Students are required to return a signed parental permission slip prior to participating in any school field trip. When on field trips, all school rules and expectations are expected and enforced. All chaperones for field trips must have a current CORI and fingerprinting on file in the Freetown-Lakeville Regional School District.

FOOTWEAR

For safety purposes, students must wear appropriate footwear that will ensure the safety of all students. Shoes, sneakers, and boots are permissible. Sandals/flip flops are permissible with the agreement that there is a strap or backing to the flip-flop or sandal to ensure the sandal/flip-flop is securely fastened on the child’s foot.

FIRE DRILL / EVACUATION PLAN

Each classroom and common area has a Fire Drill / Building Evacuation plan. When the alarm sounds all students and staff are required to exit the building in a quiet, orderly manner and to proceed to a designated area. The first of four fire drills is held during the first week of school.

HARASSMENT (Student to Student)

Harassment of students by other students will not be tolerated in the Freetown-Lakeville Regional School District. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s education or of a student’s participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student’s performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one’s grades, achievements, or other school matter
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

HAZING

The Freetown-Lakeville Regional Schools prohibits the practice of “hazing” in the public schools may result in suspension/expulsion. School administrators are expected to report occurrences to proper authorities.

CH. 269, S. 177 CRIME OF HAZING; DEFINITION; PENALTY

Whoever is the primary organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment. The term “hazing” as used in this section and in section eighteen 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 person or simply intimidating another student to do something which they would not normally do. 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.

CR 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.

HEALTH REGULATIONS

Medication Policy: The school nurse shall not administer medications to students except when a doctor determines that it is necessary for the medication to be given during school hours. This applies to both prescription drugs and over-the-counter preparations. Students are not allowed to carry any medication (prescribed or over-the-counter) on their person. All medications must be kept in the nurse’s office. If the nurse is to administer medication in school, the parents must supply the following:

1. A written, signed and dated request from the parent or guardian, with instructions for administering the medication from the student’s doctor (form available at Health Office).
2. The medication in the original pharmacy container.

School Nurse Offices: Assawompset Elementary, 508-947-1403 Ext. 4104

Freetown Elementary, 508-763-5121 Ext. 5104

SCHOOL HEALTH POLICIES

1. Students must have teacher permission to go to the health office unless it is an emergency.
2. The school nurse will make the determination if a student is ill enough to be dismissed and will call the parent/guardian to make transportation arrangements.
3. Student absences of five or more consecutive school days or absences resulting from a communicable illness require a physician’s note to return to school.
4. Transportation of students who are injured or ill: The nurse shall not assume responsibility for the Transportation of students. It is the parent’s responsibility to transport their ill child. The parent should arrange for transportation of their child if they are unable to do so themselves. The Fire Department EMTs or Police Department shall transport children who require emergency transport if the parent cannot be reached.

HOME/SCHOOL COMMUNICATION

Parents are an integral part of our school and as such we strive to keep them involved and informed. An open house is scheduled at the beginning of the school year. A calendar of school activities and notices is posted monthly on our school website.

HOMEWORK

Homework is an important component of education. The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student. Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others. Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and/or the student. The information for any homework assignment should be clear and specific so that the student can complete the assignment. Parents are responsible for making

homework a family priority; providing a quiet, distraction-free, well-lit, well-supplied place to work; motivating children; and supporting them through the successful completion of all tasks.

LOST OR DAMAGED SCHOOL PROPERTY

Parents are responsible for paying for any school property (including textbooks, library books, etc.) lost or damaged by their children.

NON-CUSTODIAL PARENT NOTIFICATION

As required by M.G. L c71, 34FL a non-custodial parent may have access to student records unless (1) the parent has been denied legal custody based on a threat to safety of the student or the custodial parent, (2) The parent has been denied visitation or has been ordered to supervised visitation or (3) the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modify the protective order) specifically allows access to the information contained in the student record. In order to obtain access, the non-custodial parent must submit written request for the student record to the School Principal. Upon receipt of the of the request, the school must immediately notify the custodial parent by certified mail and first class mail in English and the primary language of the custodial parent, that it will provide the non-custodial parent access after 21 days, unless the custodial parent provides the Principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603CMR23.07. The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non- custodial parent. Such records must be marked to indicate that they shall not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to M.G. L c.71 34H, the school shall notify the noncustodial that it shall cease to provide access to the student record to the non-custodial parent.

- Inspection of Materials. Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the *Superintendent of Schools or School Principal*. The *Superintendent of Schools or School Principal will* respond to requests within ten calendar days. Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.
- Protections of Student Privacy. The superintendent will insure that procedures are in place to protect student privacy in the administration of protected information surveys and in the collection, disclosure or use of personal information for marketing, selling or other distribution purposes.

Parents or eligible students who believe their rights under the PPRA have been violated may file a complaint within the district by contacting the Freetown-Lakeville Regional School District Administration Office. Complaints may also be filed with: Family Policy Compliance Office, U.S. Dept. of Ed., 400 Maryland Avenue SW, Washington DC 20202.

SCHOOL COUNCIL

A school council is a representative, school building-based committee composed of the principal, parents, teachers, and community representatives, as required by the Education Reform Act of 1993. Our school council meets regularly throughout the year in open session and all members of our school community are invited to attend. The council assists the principal in adopting educational goals for the school, identifying the educational needs of students, reviewing the annual school building budget, and formulating a school improvement plan.

SCHOOL HOURS

Assawompset Elementary

Grades K-3

9:20 A.M. - 3:20 P.M.

Pre-K AM Session

Freetown Elementary

Grades K-3

9:15 A.M. - 3:15 P.M.

9:15 A.M. – 11:50 A.M.

Pre-K PM Session

12:45 P.M. – 3:15 P.M.

SCHOOL RULES

A positive school atmosphere is necessary to provide an effective educational program for each child. A good school climate is the result of the administrators, teachers, students, and parents working together.

On the bus, students are expected to:

- Wait for the bus in an orderly manner
- Board and depart the bus only after it has fully stopped
- Cross in front of the bus
- Be quiet and orderly
- Sit at all times; never stand or place arms, legs, bags in the aisle or out of the window

- Respect the bus and belongings of other students; never throw things or cause a disturbance
- Follow directions
- No food may be eaten on the bus

In general, students should remember that the bus is an extension of the school. The same rules of good behavior, consideration, respect, and cooperation are always in effect. Students reported for misconduct on a bus may lose the privilege of riding on the bus for a period of time to be decided by the principal.

In the classroom, students are expected to:

- Speak in an acceptable manner
- Move in a careful way
- Follow directions¹⁷
- Respect the property of the school, teachers, and others

In general, students are expected to behave in a way that promotes learning and does not interfere with teaching and learning.. Teachers and students in each classroom set up rules and consequences that promote an optimum learning situation for all. Students reported for misconduct will speak with the principal. Parents will be notified when it is deemed necessary.

In the halls, students are expected to:

- Remember that classes are in session
- Walk quietly and to the right
- Go directly to their destinations
- Respect the property of the school, teachers, and others

In general, students should be quiet, careful, and courteous in the halls. They should be considerate of classes that are in session and try not to disturb teachers and students who are working.

On the playground, students are expected to:

- Play carefully, and in a manner that will not cause harm to self or others
- Use the rules of the games
- Follow directions
- Walk to their class line when the bell is rung or other signal is given
- Respect the property of the school, teachers, and others

In general, students are expected to abide by the rules of the playground, to cooperate with the teachers on duty, and to be considerate. Students who do not follow the rules may be required to remain inside during recess for a period of time to be determined by the principal.

In the cafeteria, students are expected to:

- Pass through the serving area in a quiet, orderly manner
- Remain seated at their assigned tables
- Talk in an acceptable manner
- Respect the property of the school, teachers, and others
- Clear tables and place trash in the proper receptacles before leaving
- Listen carefully and line up quietly when the bell is rung or other signal given for dismissal from the cafeteria

In general, students are expected to abide by the rules of the cafeteria. Students reported for misconduct or maybe required to have lunch in another area or referred to the principal.

STUDENT PLACEMENT

The process of assigning students to a particular class is one, which involves many factors before an ultimate decision is made by the principal. In addition to receiving input from teachers and other school. Personnel, parents are welcome to share information, which may be relevant to their children’s placement needs, but should not include requests for placement in a specific classroom.

STUDENT RECORDS

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 the 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 sending written notice to the Superintendent of Schools.

- a. The right to access the student’s education records. Parents or eligible students should submit a request for access to the school principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H provides

specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the school principal.

- b. The right to request amendment of the student's education records. Parents or eligible students should direct requests to the principal, clearly identifying the part of the record they wish to have amended and why.
- c. 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 Freetown-Lakeville Regional School District and who need access to a record in order to fulfill their duties. The Freetown-Lakeville Regional School District also disclose 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 form such school officials.

- d. In addition, the Freetown-Lakeville Regional School District has a practice of releasing directory information without consent. Directory information consists of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors, and awards, and post-high school plans. 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 school principal. Absent receipt of a written objection by October 15 of each school year, the directory information will be released without further notice or consent.
- e. As required by federal law, the Freetown-Lakeville Regional 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 school principal. Absent receipt of a written objection from the parent or eligible student by October 15 of each school year, this information will be released without further notice or consent.

You have 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, and 400 Maryland Avenue SW, Washington, DC.

TARDINESS

A student is tardy after the opening times stated under school hours.

TOBACCO POLICY

The Education Reform Act of 1993 prohibits the use of any tobacco products within the school buildings, the school facilities, on school grounds, or on school buses by any individual. 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.

TOYS

Students are asked to keep all toys, including electronic devices as well as trading cards at home unless requested to be brought into school by a teacher for a specific project.

VISITORS AND VOLUNTEERS

In order to maintain a safe and secure school environment, all doors will be locked during school hours. Visitors should report to the school office immediately upon entering the building and should sign in at the office. The office staff will assist/announce all visitors.

Parents often volunteer at school as classroom helpers, room parents, library assistants, or field trip chaperones. All volunteers must have an up to date CORI and fingerprinting on file with the FLRSD in order to participate at any school event. Volunteers should also sign-in before starting their tasks. Visitors and volunteers are asked to wear an identification badge while in the school.