

# FAIRHAVEN PUBLIC SCHOOLS



## PARENT/STUDENT ELEMENTARY HANDBOOK

**2018-2019**

**EAST FAIRHAVEN SCHOOL      508-979-4058**

**LEROY WOOD SCHOOL      508-979-4073**

**FAIRHAVEN PUBLIC SCHOOLS 508-979-4000**

[www.fairhavenps.org](http://www.fairhavenps.org)

**Fairhaven School Committee**

**Brian Monroe, Chair**

**Pamela Kuechler, Vice Chair**

**Donna McKenna**

**Mike McNamara**

**Stasia Powers**

**Colin Veitch**

**Fairhaven Public School Elementary School Student Handbook  
2018-2019  
TABLE OF CONTENTS**

<b>DISTRICT VISION, MISSION STATEMENT AND CORE VALUES.....</b>	<b>4</b>
<b>EVERY STUDENT SUCCEEDS ACT.....</b>	<b>4</b>
<b>GENERAL INFORMATION.....</b>	<b>5-13</b>
SCHOOL HOURS.....	5
BREAKFAST PROGRAM.....	5
MORNING DROP OFF.....	5
AFTERNOON PICK UP.....	6
ABSENT FROM SCHOOL.....	7
TARDY FOR SCHOOL.....	8
DISMISSED FROM SCHOOL .....	8
COMMUNICATION.....	8
DISTRICT/SCHOOL WEBSITE.....	8
SCHOOL CANCELLATIONS.....	9
SCHOOL MEAL PROGRAMS.....	9
BREAKFAST PROGRAM.....	9
LUNCH.....	9
NUTRITION GUIDELINES.....	9
FUNDRAISING.....	9
HEALTH AND WELLNESS.....	10
HEALTH RECORDS/PRESCRIPTION MEDICATIONS.....	10
ILLNESS.....	11
SCHOOL REGISTRATION INFORMATION.....	11
STUDENT RESIDENCY.....	11
SCHOOL ATTENDANCE AREAS.....	12
BUS TRANSPORTATION.....	12
HOMELESS STUDENTS.....	12
INITIAL ENTRANCE AGE.....	13
KINDERGARTEN SCREENING.....	13
HOMEROOM ASSIGNMENTS.....	13
EMERGENCY PROCEDURES.....	13
EMERGENCY/HEIGHTENED DISMISSAL.....	13
<b>EXPECTATIONS.....</b>	<b>14-17</b>
SCHOOL EXPECTATIONS.....	14
CLASSROOM EXPECTATIONS.....	15
CLASS CELEBRATIONS.....	15
DRESS STANDARDS.....	15
CAFETERIA.....	16

PLAYGROUND.....	16
BUS.....	16
ELECTRONIC DEVICES AND CAMERAS.....	16
COMPUTER USER POLICY AND CONTRACT.....	17
SUSPENSIONS.....	17
DISCIPLINE AND STUDENTS WITH DISABILITIES.....	17
CIVIL RIGHTS, HARASSMENT, BULLYING, DISCRIMINATION, HATE CRIMES.....	17
 <b>ACADEMIC INFORMATION.....</b>	 <b>17-19</b>
STATEWIDE ASSESSEMENT.....	17
DISTRICT ASSESSMENTS.....	18
PROGRESS REPORTS.....	18
HOMEWORK/MAKE-UP WORK.....	18
PROMOTION/RETENTION.....	19
SPECIALISTS.....	19
LIBRARY.....	19
FIELD TRIPS/STUDENT TRAVEL.....	19
 <b>DISTRICT POLICIES.....</b>	 <b>20-30</b>
DISCIPLINE AND STUDENTS WITH DISABILITIES.....	20
PROMOTING CIVIL RIGHTS AND PROHIBITING HARASSMENT, BULLYING, DISCRIMINATION, AND HATE CRIMES.....	20
PHYSICAL RESTRAINT AND TIME OUT PROCEDURE.....	28
STUDENT RECORDS.....	29
VIDEOTAPING/PHOTOGRAPHING/WEBPAGE PUBLISHING.....	30
SMOKING.....	30
EQUAL EDUCATIONAL OPPORTUNITY.....	30
 <b>APPENDIX</b>	
Discipline and Students with Disabilities	
Ferpa Laws	
PPRA Laws	

## **DISTRICT MISSION STATEMENT**

The Fairhaven Public Schools, in partnership with families and the community, will ensure high-level learning for all children in a safe environment, so each may become independent, productive, and successful.

### **District Goals**

#### **PARTNERSHIP WITH FAMILIES AND COMMUNITY**

To create channels of communication that engage families and members of the community in our children's education.  
To promote/acknowledge the district's accomplishments.  
To increase community support and resources.

#### **ENSURE HIGH-LEVEL LEARNING**

To recruit and retain highly effective staff.  
To provide relevant professional development in support of our mission.  
To develop a unified, sequential curriculum which exceeds mandated standards.  
To provide current technological tools, textbooks, and supplies which are integrated throughout the curriculum and the district.  
To reduce class size to obtain an optimum learning environment, especially at the K-3 level.  
To establish an early foundation of success that focuses on early literacy, in grades K-3, which leads to reading for learning. (our children must learn to read so they can read to learn)

#### **SAFE AND SECURE ENVIRONMENT**

To create an environment of safety, order and discipline.  
To create a culture that reinforces responsible student decision making.  
To provide an appropriate physical environment suitable for various instructional needs.

#### **INDEPENDENT, PRODUCTIVE AND SUCCESSFUL**

To create academic pathways beginning at Grade 7.  
To continually promote and increase student membership in co-curricular activities.  
To cultivate programming that promotes social responsibility.

#### **EVERY STUDENT SUCCEEDS ACT**

The Every Student Succeeds Act (ESSA) is an opportunity to take stock of Massachusetts' policy framework. While in many respects ESSA rebalances the federal-state relationship, the reauthorized Act largely continues Congress' interest in ensuring that the nation's investment in elementary and secondary education is in service of our most vulnerable youth. The Every Student Succeeds Act removes the highly prescriptive, one-size-fits-all Adequate Yearly Progress (AYP) metric that existed under the No Child Left Behind (NCLB) version of the Elementary and Secondary Education Act. Nonetheless, the reauthorized act maintains the requirement for statewide assessment in reading/English language arts and Mathematics in grades 3-8 and once in high school as well as in science once each in the following grade spans: 3-5, 6-8, and high school.

In addition, ESSA requires states to:

- set progress measures and long-term academic and graduation goals for all students as well as for each group of students, with greater progress expected for groups that are further behind;
- report annually on school and district progress and achievement toward those goals;
- identify and intervene in the lowest performing schools; and
- evaluate and report the degree to which "low income and minority students... are not served at disproportionate rates by ineffective, out-of-field, or inexperienced teachers.

## **GENERAL INFORMATION**

### **SCHOOL HOURS**

#### **K-5 School Day**

**8:40 a.m. - 2:50 p.m.**

School doors will open to students at 8:30 a.m. Students should not arrive to school for the regular school day before 8:30 a.m. as there is no supervision before this time.

#### **K-5 Early Release**

8:40 a.m. - 12:00 p.m.

#### **PreK am session**

8:40-11:10 a.m.

#### **PreK pm session**

12:00-2:30 p.m.

### **BREAKFAST PROGRAM**

A student being dropped off to attend the breakfast program (eating the school provided breakfast) must arrive after 8:00 a.m. and before 8:30 a.m. to participate. Bus riders may go directly to breakfast from bus drop off in the morning to participate.

### **MORNING DROP OFF**

#### **EAST FAIRHAVEN ONLY**

#### **MORNING DROP OFF PROCEDURES**

TIME: 8:30 a.m. to 8:40 a.m.

- Parents who drive their children to school may drop them off at the front drop off lane; between 8:30 & 8:45 a.m. Students will be allowed into the school beginning at 8:30am. Arrivals before 8:30 are discouraged, as direct supervision is not provided.
- Early arrival for breakfast is between 8:00 - 8:30am. This arrival time is only for students who are having breakfast.
- Please pull your car all the way up to the end of the drop-off lane so that other cars may pull in behind. This will ensure that cars do not back out onto the street.
- If you are walking your child in, please park in the parking lot and cross over to the sidewalk by using the crosswalk.
- Please stay in your car while unloading your children and please avoid letting them out of your car on the driver side.

#### **WOOD SCHOOL ONLY:**

#### **MORNING DROP OFF PROCEDURES**

TIME: 8:30 a.m. to 8:40 a.m.

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

#### **Option 1: “Park and Walk”**

- Caregiver will park car in the parking lot and walk student to the crosswalk.

- Students MUST be accompanied by an adult all the way to the crosswalk. Do not allow children to exit parked cars alone and manoeuvre through the lot with an adult.
- It is strictly prohibited to drop a child in the parking lot from the car without parking.
- School personnel will wait for a safe moment and safely cross your child to the main entrance.
- If no school personell is at the cross walk please safely cross your child to the main entrance.

**Option 2: “The Chute”**

- Cars must form a line on the right side of the access road/drop off lane and wait their turn to let off their children.
- A line of cars will pull up the sidewalk in front of the school. All cars pulled up to the sidewalk simultaneously drop children off.
- 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 due to the possibility of passing 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.
- Cars dropping off students are not to pass any cars, vans, or busses at any time and must wait to move forward in the line of traffic.
- Any parent needing to enter the school must park in the visitor’s lot and enter through the front entrance doors and go immediately to the main office.

For the safety of the students and staff all families, daycare providers, and visitors should follow the entrance, dismissal, and parking process communicated by each individual school. Thank you for your participation in enforcing these guidelines. It is the goal of the East Fairhaven and Wood School community to ensure the safety of our students at all times.

**AFTERNOON PICK UP**

**EAST FAIRHAVEN ONLY**

**AFTERNOON PICK UP PROCEDURES**

TIME: Approx. 2:55 p.m.

- Students who will be picked up at the end of the day must provide a note to their homeroom teacher. This is required for all students. For weekly or yearlong pickup arrangements, a blanket note will suffice if it is not noted on the Transportation Form. Any changes to that form, daily or otherwise, must then be in writing.
- If you are picking up your child, please park in the parking lot and cross over to the sidewalk by **using the crosswalk**.
- Afternoon dismissal begins at 2:55 p.m. Parents of Kindergarten students will need to greet their child and sign them out at the side door under the overhang by the circular drive. Parents of students in gr. 1-5 can pick up their children at the back door by the cement wall near the big toy play area.

## **AFTERNOON PICK UP**

### **WOOD SCHOOL ONLY**

#### **AFTERNOON PICK UP PROCEDURES**

TIME: Approx. 2:55 p.m.

- Students who ride a bus will be loaded on to their assigned bus by a staff member each day.
- Students being picked up by a caregiver will exit the building supervised by staff.
- Students will be walked to the front of the building to the access road and dropped off to caregivers near the assigned area (area marked by child's grade level)
- Caregivers must be prepared to show a valid ID.
- Caregivers not listed as approved adults will not be able to pick up students.
- Dismissal will begin with Grade 5 and follow a descending pattern (5, 4, 3, 2, 1, K)

For the safety of the students and staff all families, daycare providers, and visitors should follow the entrance, dismissal, and parking process communicated by each individual school. Thank you for your participation in enforcing these guidelines. It is the goal of the East Fairhaven and Wood School community to ensure the safety of our students at all times.

## **ABSENT FROM SCHOOL**

If your child is going to be absent from school, you must call in the absence by 9:30 a.m. or by 12:30 p.m. for afternoon pre-K programs. The school telephone number is on the front of this handbook. Learning will end each day at 2:50 p.m. and dismissal procedures will begin promptly after this time. Please note student dismissal will be 5-10 minutes later in the 2018-2019 school year. Students will not exit the building until approximately 2:55 p.m. at earliest.

Students may be excused from school attendance for the following reasons:

- Illness or injury that prevents the student from attending school verified by a physician's note
- Bereavement in family
- Weather so inclement as to endanger the health of the child (per authorization of the Superintendent of Schools)
- Observance of major religious holidays
- Court Appearances
- Nurse Dismissals
- Suspensions

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement, certifying such absences are justifiable.

It is the policy of the Fairhaven Public Schools and a law of the Commonwealth of Massachusetts that every student under sixteen years of age may not be absent more than seven (7) unexcused day sessions in any six (6) month period. (MGL Chapter 76, Section 2) (Chapter 76, Section 1B and Chapter 76, Section 18). Parents are required under the law to ensure regular attendance of their children and are subject to a fine for failing to comply with the law. The 2018-2019 FPS School Calendar is always available on our website at [fairhavenps.org](http://fairhavenps.org) under the 'calendar' tab to help parents plan ahead for doctors' and dentists' appointments, vacations, etc. Vacations scheduled during school time are strongly discouraged. Absences occurring as a result of vacations will be considered "unexcused." Students may not be given written assignments in advance for family vacations taken during the school year.

## TARDY FOR SCHOOL

A student is considered **tardy** when not in school by **8:40 a.m.** A parent/guardian must accompany the tardy child(ren) into school to sign them in at the school's office and state the reason for the tardiness. A K-5 student who enters school after 11:15 a.m. or is dismissed before 11:15 a.m. is considered absent for the day.

## DISMISSED FROM SCHOOL

A student is considered **dismissed early** when leaving school before **2:50 p.m.** A parent/guardian must sign the dismissed child out of school in the school's office. A note should accompany the child to provide the classroom teacher with an explanation for the dismissal and be sent to the office. If an emergency arises and requires a change in dismissal information for your child, please contact the office as soon as possible. It is very difficult to make changes in a child's dismissal at the end of the day due to the busy nature of dismissal therefore this should only occur in the rarity of an emergency. Please do not call to change a child's dismissal after 2:00pm on the day the child is being dismissed.

While it is understandable that on occasion arriving late to school or dismissing your child early from school is unavoidable, this should be the rare exception and not the rule. Please see the Fairhaven Public School Policy-JH pertaining to student absences and excuses available on our district website.

"Child requiring assistance", a child between the ages of 6 and 18 who: (i) repeatedly runs away from the home of the child's parent, legal guardian or custodian; (ii) repeatedly fails to obey the lawful and reasonable commands of the child's parent, legal guardian or custodian, thereby interfering with their ability to adequately care for and protect the child; (iii) repeatedly fails to obey the lawful and reasonable regulations of the child's school; (iv) is habitually truant; or (v) is a sexually exploited child.

## COMMUNICATION

### DISTRICT/SCHOOL WEBSITE

The Fairhaven Public Schools website, [www.fairhavenps.org](http://www.fairhavenps.org), contains general information about the school district as well as school-specific information (ex. Staff, school calendars, specialist schedules, special programs, and events, etc...). All policies and regulations are available on the district website.

### SCHOOL CANCELLATIONS

School cancellations due to inclement weather will be shared on WBSM Radio, FUN 107, WBZ- TV4, 6,10,12, Standard Times, Fox 25, WHDH 7, and NECN. Information on any school cancellation is also posted on the district's website ([www.fairhavenps.org](http://www.fairhavenps.org)), Twitter, and Facebook. The district also utilizes a reverse 911 system for notification of school closure or unexpected early release. Elementary Schools do not release any student unless there will be someone to meet the student at the bus stop or be home to supervise. If school is cancelled during the day for any reason, students who normally walk home will need to be picked up by someone on the emergency dismissal form. Bus students will be released as usual. It is therefore **very important** that parents or guardians keep current their child's transportation schedule and family/emergency contact information. Providing this information will enable us to respond effectively in any situation.



## SCHOOL MEAL PROGRAMS

### BREAKFAST PROGRAM

All elementary schools serve breakfast beginning at 8:00 a.m. and ending at 8:30 a.m. A student being dropped off to attend the breakfast program must arrive after 8:00 a.m. and before 8:30 a.m. to participate. There is no supervision before 8:00 a.m. Monthly breakfast menus are available online at [www.fairhavenps.org](http://www.fairhavenps.org) under each school's website. Parents are invited to pre-pay their child's account by personal check (checks to be made out to Fairhaven School Lunch). The price for a daily breakfast is \$1.50 and \$.30 for the reduced rate. A healthy breakfast is invaluable to academic success. Any student taking a bus that arrives after 8:30 a.m. will still be provided breakfast.

### LUNCH

Monthly lunch menus are distributed to students at the end of the previous month and are also available online at [www.fairhavenps.org](http://www.fairhavenps.org). The price for daily lunches is \$2.75 per day. Reduced lunch price is set at \$.40. A la Carte items are also available. All parents are encouraged to apply for the Free/Reduced lunch program. Applications are available either at the child's school or at the Administrative Center at 128 Washington Street. No child will go without a lunch if he/she has forgotten to bring lunch or money. He/she will receive a peanut butter and jelly with fruit and milk. Elementary students will be allowed to charge a maximum of \$10.00 (for the reimbursable meal only). These meals will include only menu items part of the reimbursable meal. After the balance exceeds the threshold, the student may be given a designated menu alternate. Sample: peanut butter and jelly, veggie sticks and fruit and milk.

Parents are invited to pre-pay their child's account by personal check (checks to be made out to Fairhaven School Lunch) or via the Nutrikids System online. Your child will be given a letter with specific login information in September.

### NUTRITION GUIDELINES

The "Act Relative to School Nutrition," signed into law on July 30, 2010, requires the Massachusetts Department of Public Health to establish standards for competitive foods and beverages sold or provided in public schools during the school day. The nutrition standards and the associated regulations went into effect on August 1, 2012 unless otherwise noted. Detailed information on the law is available at [www.mass.gov/massinmotion](http://www.mass.gov/massinmotion).

## FUNDRAISING

Public schools, as an integral part of the community, can properly participate in fundraising activities to support charitable causes and vital community organizations and programs. In general, the School Committee discourages door-to-door solicitations by students for fund-raising activities.

Fundraising in the community by students for school activities is to be approved by the Principal. The principal will annually establish a schedule of approved fund-raising activities for student groups and activities.

Projects cannot be exclusionary or discriminatory in nature and must be available to any student or group of students who wish to participate. Students unable to participate in money-making projects will not be excluded from resulting benefits of the fundraising.

## HEALTH AND WELLNESS

### HEALTH RECORDS/PRESCRIPTION MEDICATIONS

A Massachusetts school health record is kept on each student. In order to maintain an up-to-date record on a student, it is important for the school nurse to have current and past health information on a child. If a student has a doctor's visit planned, please notify the school nurse. She will then give you a form for your child's physician to fill out and then return to her. In this way, any new immunizations received at the time of the visit or pertinent health information is able to be recorded on the student's health record and information is kept current. This ongoing cooperation between parent/guardian and the health service office of your child's school enables the school nurse to provide proper care for your child if the need should arise.

**The Massachusetts Department of Public Health regulations state that physicals are required for entering school and in grades 4, 7, and 10.** Parents are given physical forms to be filled out by the physician upon registration for kindergarten or grade one. Students are notified in grades 4, 7, and 10 that their physicals are due. Many physicals are planned over the summer vacations. Parents can obtain a physical form from the school nurse if an exam date falls during this time. The completed form can then be returned to the school nurse in the fall when the student enters grades 4, 7, or 10. All students are required to present (physician certified) Immunization Records prior to entering the school system. These immunizations can be obtained from your family physician. All records are kept permanently and are available at the nurse's office for any future reference.

Requirements for entrance to school are:

**Preschool:** Hepatitis B - 3 doses, DTaP – 4 doses, Polio – 3 doses, Hib – 1 to 4 doses, MMR – 1 dose, Varicella – 1 dose

**Kindergarten:** Hepatitis B – 3 doses, DTaP – 5 doses, Polio – 4 doses, MMR – 2 doses, Varicella – 2 doses

**Grade 7entrance:** MMR – 2 doses, Varicella – 2 doses, Tdap – 1 dose

Please refer to the Massachusetts Department of Public Health website ([www.mass.gov](http://www.mass.gov)) for further explanation of immunization requirements.

**The records of required immunizations must be kept current and provided to the principal or school nurse before a child will be allowed to attend school.** A mandatory preschool vision screening is required within 12 months prior to their entry into kindergarten. A lead test and result of the test if also required for preschool/kindergarten entrance.

No student shall self-administer or carry any type of medication or narcotic in, or on, school property, at any time. Students, for whom medication has been prescribed, and who must take medication during the school day, shall report to the nurse before school **with a parent/guardian** and the medication to be taken **in the original prescription bottle** with written instructions signed by a doctor, reason for the medication, name of medication, and doctor's name, together with a note from the parent or guardian stating the reasons for the medication and requesting that the school provide the opportunity for taking the medication as prescribed. All forms necessary are available in the health office and on the Fairhaven Public School website ([www.fairhavenps.org](http://www.fairhavenps.org)) under Health Services.

Please remind your child it is his/her responsibility to remember the time medication is to be taken and to go to the office for it at that time. Any medication prescribed to be given three (3) times a day should not be sent to school. It can be given at home before school, after school, and at bedtime, unless otherwise specified by the physician. Prescribed inhalers may be kept in the student's possession for quick access in case of need. This has been requested by the American Academy of Allergies and Immunology and Allergy Associates, Inc. Please have the student report to the nurse to make her aware that he/she is carrying an inhaler.

During the warmer months it is suggested that sunscreen and/or insect repellent containing DEET be applied to your child before school at home.

### ILLNESS

To try to minimize the spread of illnesses among students and staff, parents/guardians are asked to keep the following guidelines in mind if your child shows signs of illness:

Children should remain home for any of the following conditions:

- A contagious illness like chicken pox, flu or strep throat
- A fever that causes chills, sweating, or muscle aches, or a temp over 100 within the last 24 hours
- If a child is seen by a doctor and started on antibiotics or medication for a contagious illness, he/she may return to school after being on the medication for at least 24 hours.
- Chicken Pox: A child may not return to school until the sixth day after the rash first appeared or the rash is completely dry and crusted over.
- Vomiting or diarrhea: A child may return to school if no vomiting or diarrhea has occurred within 24 hours.
- Red or pink eyes, or draining from the eyes: A child may return to school when no drainage, crusting or red eyes is present and/or when he/she has been on medication for 24 hours.
- A rash or skin condition not diagnosed by a doctor.
- Head lice or nits (eggs): A child may return to school after being treated with a medicated shampoo and combing. The child must be checked by the school nurse with the parent present before reentry.
- Remain home until Fever free (100 or less) for 24 hours without the use of Tylenol or ibuprofen.

This is a guideline. The school nurse reserves the right to dismiss students, who in her professional opinion, are possibly contagious or are too ill to be in school. She/he is there to provide a healthful and safe school environment that facilitates learning.

### SCHOOL REGISTRATION INFORMATION

#### STUDENT RESIDENCY

Massachusetts State Law requires that all students attending the public schools must attend school in the district where they actually reside. (*Chapter 76, Section 6, M.G.L.*) Since the town of Fairhaven does not participate in the School Choice provision of the Education Reform Law, only students who reside with a parent or legal guardian or a DSS approved foster parent are eligible to attend Fairhaven Schools.

## SCHOOL ATTENDANCE AREAS

1:1 Students enrolled in Fairhaven Public Schools shall be assigned as follows:

1:1.1 Wood School

Students west of 240 and south of Route 195, including all streets off Sconticut Neck Road and including all of West Island shall be assigned to Wood School

1:1.2 East Fairhaven School

Students east of Route 240 and north of Route 195 shall be assigned to East Fairhaven School.

Please note that continued attendance for students whose residence has changed after the second marking period, may be granted by the Superintendent or his/her designee for the remainder of the school year only, when such continued attendance would be in the best interest of all parties.

## BUS TRANSPORTATION

Fairhaven Public Schools utilize a guideline of all children in grades kindergarten through twelve who reside more than one and one-half miles from the school they are entitled to attend to be eligible riders. The assigned bus number and bus stop is the only bus an eligible rider will be allowed to ride and the only bus stop an eligible rider can use. Students may not ride a bus or utilize a bus stop that they have not been assigned for any reason including playdates, child care, etc. Also, students in K-2 will not be dismissed from the bus if a designated adult is not present. Each year a list of designated adults will be collected from parents/guardians and shared with the transportation provider. (For more information, see Policy EEAA available on our district website)

## HOMELESS STUDENTS

The district will work with homeless students and their families to provide stability in school attendance and other services for which they are eligible. (For more information, see FPS Policy JFABD available on our district website)

## INITIAL ENTRANCE AGE

Children who will be five (5) years of age on or before August 31<sup>st</sup> of the school year during which they wish to enroll will be eligible to enter kindergarten.

Children who will be six (6) years of age on or before August 31<sup>st</sup> of the school year during which they wish to enroll will be eligible to enter first grade.

## KINDERGARTEN SCREENING

A screening instrument will be administered during the spring prior to entering school. Students entering after the opening of school shall be screened within two weeks of entry.

## HOMEROOM ASSIGNMENTS

Many factors are taken into consideration when assigning students to a homeroom for the upcoming school year such as: academic standing, learning style, social/emotional development and peer interactions. Requests for a particular classroom teacher will only be considered in rare instances where

there are extenuating circumstances. Any such requests must be submitted in writing to the principal prior to May 1 for scheduling purposes.

### EMERGENCY PROCEDURES

School personell review emergency procedures throughout the year to ensure the safety for all students and staff. Our schools work collaboratively with Fairhaven emergency response teams regularly to update and review procedures.

### EMERGENCY/HEIGHTENED DISMISSAL

If a situation arises when students must be dismissed early and/or under heightened security due to safety issues within the school or community, the school will not release any student unless we can confirm that there will be someone to meet the student at the bus stop. In the case of students who normally walk home, they will need to be picked up by someone on the emergency form or another authorized adult.

In this regard, the school will take the following actions to ensure the safety of our students:

- The district currently utilizes a reverse 911 system in the event of an emergency or inclement weather. Parents will be called using the contact information supplied parents/guardians. It is, therefore, very important that parents and guardians keep their child(ren)'s transportation schedule as well as their family/emergency contact information, including all phone numbers, current. Providing this information will enable us to respond effectively in any situation.
- If there is no answer, parents will be called at their place of employment and/or cell phone number(s). If we are still unable to personally reach the parent/guardian, emergency contact phone numbers listed on the Emergency Form will be called. If we are still unable to reach a parent/guardian or other responsible/trusted adult, the child will be held at the school until a responsible guardian/authorized adult is notified. Under no circumstances will a voice message left on an answering machine be considered sufficient notification.

### EXPECTATIONS

The East Fairhaven Elementary School and LeRoy L. Wood Elementary School strive to create a school and classroom environment that is safe, challenging and joyful for all students. In doing so we believe common and clear expectations that are consistently taught, modeled, and reinforced are essential. Within the first 6 weeks of school students will practice and learn school and classroom expectations.

### SCHOOL EXPECTATIONS

1. There will be no gum chewing anywhere within the school including the cafeteria and playground.
2. **No toys, games, radios, iPods, cameras, mp3 players, laser pointers, smart watches, or electronic equipment will be allowed in the school without the express permission of the teacher or the principal for a specific educational purpose.** Such items will be confiscated and kept until a parent comes in to claim them or until the end of the school year.
3. Skateboards, scooters, and roller blades are not allowed on school property. No bicycles may be ridden on school property until the last bus has left the school. Riders must walk their bikes to the margin of the school property. Bikes are not to be ridden on the sidewalks around the school

- at any time. County policy prohibits the riding of bikes, roller blades/skates, go-carts, scooters, and skateboards on any school property during school hours.
4. Bikes ridden by students are to be parked in the assigned parking areas. This is a privilege and, if abused, the right to ride a bike may be taken away. It is recommended that bikes be locked during school hours. By law, all children riding bicycles are required to wear a bike helmet.
  5. For the safety of all, dogs and other pets are not allowed on school property from 8:30am-3:10pm.
  6. There will be no borrowing, lending, giving, or taking of any sum of money for any reason, at any time, within the building or on the playground. No trading or selling of items is permitted.
  7. Pupils shall not write upon nor otherwise mark the building or any piece of school property including furniture, books or other instructional materials. Pupils determined to have done so, may be responsible for cleanup and/or replacement of the vandalized item. Students /parents will be responsible for replacement or reimbursement for unreturned library books or textbooks. Vandalism to school property may result in a suspension from school. Pupils who discover any vandalism or graffiti should report it immediately to the teacher or office.
  8. Pupils will show courtesy to the teachers, all other adult staff members, and fellow pupils. Direct disobedience or disrespect to a staff member may result in suspension from school.
  9. Any aggressive behavior, verbal or physical, is prohibited and may result in suspension from school.
  10. The use of profane, obscene, or crude language or gestures is prohibited in the classroom, in the school, at recess, and any other school sponsored event. Violations may result in suspension from school.
  11. Possession of any drugs or alcoholic beverages is prohibited and may result in suspension from school. (See FPS Drug & Alcohol Policy 5114.1 for further explanation and sanctions for Elementary Students Grades K – 5 available on our district website).
  12. No item that might be reasonably construed as a weapon shall be permitted in school. This includes firearms, guns, ammunition, knives (including pocket knives or “jackknives”), Chinese stars and/or other “martial arts” devices, Mace or other gas dispensers, any sharpened item or club, etc. Violation of this may result in a suspension from school and a referral to the police.
  13. The forging of parents’/guardians’ names on any document by a student is prohibited.
  14. Stealing is prohibited, as is borrowing something without the owner’s permission.
  15. The possession of fireworks, including caps and cap-like devices, is prohibited anywhere on school property.
  16. Pupils may not leave school property for any reason. Once arriving on school property, it is a violation of school rules to leave the property until dismissed.
  17. From time to time, it will be necessary to keep pupils after school to complete work or for disciplinary reasons. Parents will be called only if the pupil will miss the bus or if, in the case of walkers, they will be kept after 3:05 p.m. Students may be suspended if parents refuse the detention. A student is considered to be insubordinate if he/she refuses to appear for disciplinary purposes.
  18. Cheating, in any form, is dishonorable and will be considered a serious infraction of school rules.
  19. The Fairhaven Public School District follows state and local laws and regulations regarding threats. All threats must be reported and will be investigated. If an individual is suspected of posing a threat toward school staff and/or students, protocols from Policy JICFB will be followed.

20. In the event of an investigation of violation of school rules, students may be interviewed by the building principal or principal designee. Schools must also produce children for police investigations. Parents may be called following the questioning and/or removal by the police.
21. Schools are required to report crimes. All school personnel are mandatory reporters to the Department of Social Services in cases of child abuse and neglect.

### CLASSROOM EXPECTATIONS

Class environments will be safe, joyful, and challenging. During the first 6 weeks of school, each classroom will create their classroom rules/expectations. These expectations will be interactively modeled, practiced, and reinforced by the classroom teacher. These rules will be posted in the classroom and reinforced by the classroom teacher. Teachers will communicate these rules home to parents within the first six weeks of school.

Students are responsible for taking care of themselves, taking care of one another, ensuring classroom materials are treated with respect and cared for, and following class rules to ensure the learning environment is conducive to learning for all students. Infractions of the classroom rules will result in one of the following consequences: 1-Loss of Privilege 2- Restorative Action 3-Apology of Action.

### CLASS CELEBRATIONS

1. All elementary schools will adhere to food-free celebrations during school hours.
2. Party invitations may not be distributed in class unless all class members or all girls or all boys are invited.
3. Birthday celebrations will not be held during school hours. Although students may be recognized by their classmates and teacher on such special occasions, no birthday celebrations will include food.

### DRESS STANDARDS

Any articles of clothing that interfere with the learning environment are prohibited. Parents will be called with a request for a change of clothing.

Warm weather clothing should be school-appropriate rather than beachwear such as bathing suits, halter-tops, bare midriffs, etc. During warm weather, shorts may be worn. Shorts, skorts, skirts, and dresses must be at fingertips length when arms are extended down. For safety purposes, the wearing of unsafe footwear, *including flip flops* will not be allowed. Appropriate footwear should have a strap worn around the heel to secure the shoe to the foot. Appropriate footwear should be worn for physical education class. Hats will not be worn in school. Expensive accessories (watches, jewelry, etc.) should not be brought to school.

### CAFETERIA

1. Pupils may talk in a conversational tone during lunch. If children are unable to maintain an acceptable noise level, the conversational privilege may be suspended for the remainder of that lunch period.
2. Children may not leave the cafeteria without express permission of a teacher or authorized staff person. Children may be allowed to leave the cafeteria after eating to engage in educational activities if authorized by a teacher or the principal.
3. Cafeteria manners will be observed. The use of favorable table manners will be enforced.

4. Outside meals from local restaurants brought in to school for children after the start of the school day will not be permitted. Soda and/or caffeinated drinks are not allowed in the cafeteria.
5. Failure to comply with cafeteria procedures may result in eating lunch in another area, detention, in-school suspension, or other consequences determined by administration.

### PLAYGROUND

1. No physical contact is allowed on the playground.
2. Children must use extra caution when using playground equipment.
3. Snowballs, stones, or other dangerous objects shall not be thrown on school property.
4. Since there is no adult supervision on the playground (or in the building) before 8:30 a.m. and after 12:00 p.m. on early release days or 2:50 p.m. on regular school days, children should not arrive before or after those times. Children who arrive before 8:30 a.m. and stay after noon on early release days or 2:50 p.m. on all other school days do so at their parents'/guardians' risk.

### BUS

Proper bus conduct is a priority for student safety. It is imperative that students board the bus in an orderly and quiet manner, speak in conversational tones, and refrain from changing seats unless directed by the driver, and remains seated until the bus comes to a complete stop. There is no food, drink or use of electronic devices allowed on the school bus. The following will result in the issuance of a violation notice: hitting, shoving, taking of clothing, school supplies, or other personal possessions, or throwing of items in, at, or from the bus. Any behavior that threatens the safety and/or wellbeing of riders on the school bus will result in disciplinary action and could result in loss of bus privilege. Bus pupils receiving multiple bus violation notices will result in removal from riding the bus. Amount of time will be at the discretion of the school principal or his or her designee.

### ELECTRONIC DEVICES AND CAMERAS

Cell phones must be turned off and stored in student backpacks for after school use only. The phone may not be used anytime during school hours or on school buses. In addition to cell phones, electronic devices, including but not limited to, smart watches, tablets, etc. are prohibited in school. Electronic devices used in any manner during school hours, or on a bus, without the expressed consent of school administration will be confiscated and picked up by a parent or guardian. Photography and video use is not permitted at anytime, anywhere, without prior approval of a classroom teacher and/or an administrator. Failure to comply may result in up to and including suspension(s).

### COMPUTER USER POLICY AND CONTRACT

See FPS Policy 5131A – Students Acceptable Use Policy for All Internet and School Computers included in this student handbook and is also available on our district's website. Please note that the Internet Contract must be returned to your child's classroom teacher.

### SUSPENSIONS

The principal or vice principal has the right to suspend any student for a period of time up to, but not exceeding, ten (10) days. No student shall be suspended unless the parent or guardian has been notified by telephone, mail, or personal contact at the time the suspension is to take effect. A conference with the student, his/her parent/guardian, and the principal or his/her designee shall be held as soon as possible, prior to the student returning to school. (Information can be found in FPS Policy 5114 available on our district website)



## DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Please reference the back of this handbook for further information.

## PROMOTING CIVIL RIGHTS AND PROHIBITING HARASSMENT, BULLYING, DISCRIMINATION, AND HATE CRIMES

*The Fairhaven School District strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools.* The Fairhaven School District prohibits all forms of harassment, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, **gender identity**, sexual orientation, age, or disability **and ensures that all its students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.** The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to our School District. The District also prohibits bullying or harassment of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, **gender identity**, sexual orientation, age or disability. The District will also not tolerate retaliation against persons who take action consistent with this Policy. Students who believe they have been discriminated against should contact the principal *or* designee. For more information please see the ‘District Policy’ section of this handbook.

## ACADEMIC INFORMATION

### STATEWIDE ASSESSEMENT

The State of Massachusetts requires the administration of the Massachusetts Comprehensive Assessment System (MCAS) in all public schools. The Fairhaven Public Schools administers this test as directed by the Massachusetts Department of Elementary and Secondary Education. All elementary students in grades 3-5 participate in MCAS testing each year. Schools will communicate to families specific testing schedules.

### DISTRICT ASSESSMENTS

Two district assessments are administered to elementary students. The purpose of these assessments is to gain real time academic growth and progress information that informs instruction and intervention. The DIBELS, an assessment of basic literacy skills, is administered to all students in grade K-2 three times per year. The mathematics i-Ready assessment is administered to all students in grades 1-5 three times per year. The English Language Arts i-Ready assessment is administered to all students in grades 2-5 three times per year.

### PROGRESS REPORTS

Fairhaven Elementary Schools uses a standards based reporting system. Standards based reporting focuses on mastering content “standards” instead of averages and percentages. It is a report of what students know and are able to do at that moment in time. There is a balance of formative and summative assessments (mounting evidence). This report serves as a record keeping system that informs instruction. This system encourages student reflection and responsibility for learning.

### **Performance Levels \***

E	Exceeds Grade Level Standard
M	Meets Grade Level Standard
P	Progressing Toward Grade Level Standard
B	Beginning to Develop Grade Level Standard
N/A	Not Yet Taught or Assessed

\*based on the expectations at that moment in time

Parents should expect to receive their children's progress reports on the following dates. Please note that progress report envelopes must be signed by a parent/guardian and returned to your child's teacher each marking trimester.

### **Grades K-5**

November 27, 2018

March 8, 2019

Last Day of School

If academic concerns present themselves, midterms can be expected during the weeks of October 15th, January 21st, and April 29th.

If you do not receive your child's progress reports, please ask your child or call the school directly to have a new one issued. Additional school reports must be requested, in writing, to the school principal. The request to the principal must include the name, address, and relationship to the student for which a record/report is to be sent.

### **HOMEWORK/MAKE-UP WORK**

Teachers believe homework is important because it teaches responsibility, organization, and encourages the practice of academic skills being taught in class. It is an expectation at all grade levels that nightly reading is a priority. Individual grade level homework expectations will be communicated home at the beginning of each school year by your child's classroom teacher.

Teachers feel that parents are the key to making homework a positive experience for their children. Therefore, we ask that you make homework a priority by providing the necessary supplies and a quiet homework environment, praise and support and contact the teacher if you notice a problem.

Make-up work will be prepared by teachers after one full school days notice following an absence of two days. When unexcused absences occur due to vacations, teachers may use discretion in preparing assignments.

### **PROMOTION/RETENTION**

Each elementary student will be considered for non-promotion on an individual basis. This will occur at a meeting called by the elementary school principal, and will include teachers, parents, and/or support staff. Non-promotion issues may include, but not be limited to failure to achieve grade level benchmarks and failure of reading and/or math for two (2) consecutive years. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each

student's parents/guardians, but the final decision will rest with the building Principal. (For further information refer to FPS Policy IKE available on our district website)

### SPECIALISTS

Students will have a specialist period of instruction daily on a rotating schedule, which will be provided to parents at the beginning of the school year. Please have your child(ren) dress appropriately on physical education days and art friendly clothing (smock or old clothes) on art education days. The specialist schedule can be found on your child's school website.

### LIBRARY

Students visit the library as a class each week on a designated day. Borrowed books are collected weekly, prior to going to the library. Only students who have returned books are allowed to borrow for the next week. Parent volunteers are always needed in this area. If you are interested in playing a part in this weekly experience, please contact your child's school.

### FIELD TRIPS/STUDENT TRAVEL

Field trips and student travel are to be Massachusetts Curriculum Framework-driven learning experiences. They should provide opportunities that introduce, culminate, or enrich a theme, goal, or objective. All fundraising activities must receive prior approval from the Superintendent of Schools or his/her designee. All students going on a field trip will be required to have a parent consent form signed and returned to school.

Field Trip – A field trip is defined as a school-sponsored extension of the classroom that involves a curriculum-related activity for students who travel to a location outside the school grounds under the supervision of one or more staff members and an approved number of chaperones for a given day. (For more information, see FPS Policy IJOA available on our district website)

Student Travel – Student travel is defined as an extension of the classroom that involves a curriculum-related activity, which extends beyond 12:00 midnight of a regular school day, any multi-day trip sponsored by a school organization which has been sanctioned by the School. (For more information, see FPS Policy JJH available on our district website)

When pupils demonstrate poor behavior and/or self-control in the classroom or within the building, they may be excluded from field trips and other school activities. This is for good order, their safety, and the safety of their classmates. Parents will be informed, in advance, of such action. Field trip bus behavior is very important. Improper bus behavior on field trips will result in disciplinary action that may include exclusion from participation in future field trips and/or require a parent/guardian to provide transportation to and from the field trip.

All parents chaperoning field trips, must have an approved CORI on file at the school. Since assigned chaperones are assisting with the supervision of school students during the field trip, additional children/siblings are not permitted on the field trip. All chaperones will ride the transportation provided by the school.

## DISTRICT POLICIES

### DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Please reference the back of this handbook for further information.

### PROMOTING CIVIL RIGHTS AND PROHIBITING HARASSMENT, BULLYING, DISCRIMINATION, AND HATE CRIMES

*The Fairhaven School District strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools.* The Fairhaven School District prohibits all forms of harassment, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, **gender identity**, sexual orientation, age, or disability **and ensures that all its students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.** The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to our School District. The District also prohibits bullying or harassment of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, **gender identity**, sexual orientation, age or disability. The District will also not tolerate retaliation against persons who take action consistent with this Policy. Students who believe they have been discriminated against should contact the principal *or* designee.

### BULLYING

Bullying and harassment are major distractions from learning. The grades of the victims can suffer. Fear can lead to chronic absenteeism, truancy, or even dropping out of school. Bystanders feel both guilty and helpless for not standing up to the bully.

As a rule, bullying behavior starts in elementary school and peaks in the middle school years. Most bullying by students starts out verbally – teasing and put-downs – and may become progressively worse and assume physical dimensions. Bullying of any type has no place in a school setting. The Fairhaven Public Schools will work to maintain a safe and secure environment conducive to high-level learning.

We recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The Department issues this update<sup>1</sup> to reflect Chapter 86 of the Acts of 2014, <https://malegislature.gov/Laws/SessionLaws/Acts/2014/Chapter86>, which amended G.L. c. 71, §37O, the anti-bullying statute, and was signed into law on April 24, 2014. G.L. c. 71, §37O, as amended, requires school districts, charter schools, approved private day or residential schools, and collaborative schools to “recognize” in their bullying prevention and intervention plans that certain enumerated categories of students may be more vulnerable to being targets of bullying based on actual or perceived differentiating characteristics. Such districts and schools must also include in the plan the specific steps they will take to support these vulnerable students and provide all students the skills, knowledge and strategies they need to prevent or respond to bullying or harassment. Under the new law, school districts, charter schools, approved private day or residential schools, and collaborative schools must notify parents and guardians of targets of bullying of the availability of the Department’s problem resolution system and assist these parents and guardians in understanding the problem resolution process. Chapter 86 also addresses the data reporting and collection obligations of school districts, charter schools, approved private day or residential schools, and collaborative schools, requiring them to collect and report the following data to the Department: 1) the number of reported allegations of bullying or retaliation; 2) the number and nature of substantiated incidents of bullying and retaliation; 3) the number of students disciplined for engaging in bullying or retaliation, and 4) other information required by the Department. 3 (The Department is required to analyze the data and to issue a report annually to the legislature which contains statewide aggregated data on the nature and frequency of bullying in schools.) Additionally, Chapter 86 requires school districts, charter schools, approved private day or residential schools, and collaborative schools, to administer a Department-developed student survey at least once every four years to assess “school climate and the prevalence, nature and severity of bullying in schools.”<sup>4</sup> (The Department will use survey results to, among other things, assess the effectiveness of bullying prevention curricula and instruction and identify long-term trends and areas of improvement, and will make its findings available to school officials.) The law also authorizes school districts, charter schools, approved private day or residential schools, and collaborative schools to adopt an anti-bullying seal to represent its commitment to bullying prevention and intervention.

These requirements are included in the district’s Bullying Prevention and Intervention Plan (“the Plan”), which was approved by the Fairhaven School Committee in December 2010 and revised December 2013. The Plan includes the requirements of the new law, and also information about the policies and procedures that the school district will follow to prevent bullying and retaliation, or to respond to it when it occurs. In developing the Plan, the district consulted with school and local community members, including parents and guardians.

The complete Bullying Prevention and Intervention Plan of the Fairhaven Public School district can be found on the district’s website at [fairhavenps.org](http://fairhavenps.org).

#### Definitions

Aggressor is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or

gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Harassment includes, but is not limited to, conduct when related to a person's sex (gender), race, color, national origin, religion, age, handicap and/or disability and sexual orientation and when such conduct is unwelcome by the recipient. In order to give rise to a complaint, harassment must be sufficiently severe, persistent, or pervasive that it adversely affects a student's education by creating an intimidating, hostile or humiliating environment. For a one-time incident to rise to the level of harassment, it must be severe. See FPS Policy 5147 for more information.

Hot Spot is any location in or around school grounds that tends to be a common area where bullying/harassment will commonly occur.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, custodians, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

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

### Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,

- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying 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.

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

### Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. Incident Reporting Forms can also be found in the Appendix, on the district's website and are available in each school.

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

As a way to collect data, at least once every four years beginning with 2015/16 school year, the district will administer a Department of Elementary and Secondary-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the school or district will annually report bullying incident data to the Department.

The entire Bullying, Cyberbullying and Retaliation policy can be viewed in the policy section of this handbook and School Committee policy section of district website.

### Bullying Prevention File: JICFB

The Fairhaven School Committee believes that preventing bullying, cyberbullying, harassment, and/or retaliation is critical for creating and maintaining a safe, secure and positive school climate and culture,

which in turn supports high level learning, increases school engagement, respects the rights of all individuals and groups, and purposefully builds community.

“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
- photo-electronic 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 cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying 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 cyber-bullying.

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 public



schools;

Bullying and cyber-bullying 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 Fairhaven 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 obligated 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 perpetrator 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 an Incident Reporting Complaint Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses. The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

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 perpetrator, 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 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.

#### Problem Resolution System

Chapter 86 of the Acts of 2014 amended Section 37O of chapter 71 of the General Laws to include (g) (v): The Plan shall inform parents or guardians of the target about the Department's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. This information will be made available in both hard copy and electronic formats: Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

#### Target Assistance

The Fairhaven Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, 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 Fairhaven Public Schools website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
603 CMR 26.00  
MGL 71:37O  
MGL 265:43, 43A  
MGL 268:13B  
MGL 269:14A

CROSS REFS.: AC, Nondiscrimination  
ACAB, Sexual Harassment  
JBA, Student-to-Student Harassment  
JICFA, Prohibition of Hazing  
JK, Student Discipline Regulations

S.C. Adopted 12/8/2010

The entire Bullying, Cyberbullying and Retaliation policy can be viewed in the policy section of this handbook and School Committee policy section of district website.

## PHYSICAL RESTRAINT AND TIME OUT PROCEDURE

### PHYSICAL RESTRAINT PROCEDURES

Physical restraint is defined as the use of bodily force to restrict a student's freedom of movement

1. Physical restraint shall only be used as an emergency procedure when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, the Fairhaven School Committee has enacted the following procedures to ensure the proper use of physical restraint and to prevent or minimize any harm to the student as a result of the use of physical restraint. These procedures shall be annually reviewed, provided

to the school staff, and made available to parents of enrolled students. None of the foregoing paragraphs or the procedures that follow precludes any teacher, employee or agent to the Fairhaven School Department from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm.

## TIME OUT PROCEDURES

Time out from reinforcement ("time out") is a procedure in which a student self selects or is staff directed temporarily to a place in a different, less-rewarding situation or setting, away from the learning activity or classroom, whenever he or she engages in undesirable or inappropriate behaviors, often defined in the student's Behavior Intervention Plan ("BIP"). (Cooper et al 2007, p.360) Time out is not a place it is an event. For time outs to be most effective, it is imperative that timeouts are absent of all possible reinforcing events. Typically, timeout is used in tandem with positive discipline techniques. For example, time out might be employed to reduce the frequency of a student's negative behaviors while an individualized reward system might be put in place to increase the frequency of appropriate student behaviors. Time out is intended to reduce the frequency of a target behavior, as defined in BIP, and can result in unintended negative effects on the student. Subsequently, students should be carefully monitored when timeout is being used. All incidents in which the student is timed out should be recorded in writing on a time out log. Time out procedures should be explained to students prior to a time out being administered. The time out space must be clean, safe, sanitary, and an appropriate space for calming. The time out shall cease as soon as the student has calmed.

For more information regarding either physical restraint or timeout procedure please refer to ADMINISTRATIVE REGULATION JKAA-R that can be found on our district website [www.fairhavenps.net](http://www.fairhavenps.net)

S.C. Originally Adopted: July 26, 2006  
S.C. Received/Revised: December 15, 2015  
S.C. Received/Revised: January 13, 2016  
S.C. Received/Revised: September 27, 2017  
S.C. Received/Revised: January 25, 2018

## STUDENT RECORDS

The following is a summary of provisions of the Massachusetts Education Laws and Regulations (603 CMR 23.00) pertaining to student records:

A student's record is that information that includes the permanent record (transcript), and the temporary record. The permanent record is made up of personal data, courses taken, grades, credits and class rank. The temporary record is made up of personal data, progress reports, test scores, extracurricular activities and other relevant information. The temporary record of each student shall be destroyed five (5) years after the student transfers, graduates, or withdraws from the school system. (7 years if the student was involved in special education,) The school principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school.

### ***Inspection of Record***

A parent of a student under the age of 14 has the right to inspect all portions of the student record upon request. The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

### ***Access to Record***

With few exceptions, no individuals or organizations except the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student. The Fairhaven Public Schools may choose to release or transfer a student's records to authorized school personnel of the school to which a student seeks or intends to transfer without a signed records release. This is consistent and in accordance with Massachusetts records law. Non-custodial parents may have access to the student records in accordance with the regulations.

### ***Destruction of Records***

The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

### ***Amendment of Record***

The parent and student have the right to add relevant comments, information or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and the student have a right to conference with the principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

## **VIDEOTAPING/PHOTOGRAPHING/WEBPAGE PUBLISHING**

At the beginning of each school year, the Fairhaven School District Publishing Permission Form will be sent home with each student in the district. Parents/guardians must indicate on the form if they grant or deny permission for their child's name and/or picture to appear in a newspaper, school publication, or on a school web page. If a parent/guardian fails to complete the form, the district will treat that act as a DENIAL of consent, until otherwise notified, in writing, by the parent/guardian. (For further information refer to FPS Policy 1112.2 attached and also available on our district website)

The Fairhaven Public Schools hope that parents will use caution when uploading and/or posting pictures of other students to a public website.

## **SMOKING**

Smoking, the use of any tobacco products, or the visible possession of any smoking materials (cigarette, lighter, matches, etc.) is prohibited in the buildings and on the grounds of all schools and during any

school sponsored activity or event. Smoking or the possession of smoking materials or matches on school property is prohibited and may result in suspension from school. Please refer to School Committee policy POLICY 4111.1 for more information.

#### EQUAL EDUCATIONAL OPPORTUNITY

No person, legally enrolled in the Fairhaven Public Schools, shall on the basis of sex, race, ethnic derivation, color, marital status, handicap, or sexual orientation, be excluded from enrollment of participation in, denied the benefits of, or otherwise be subjected to discrimination under any academic, extra-curricular, or training program or activity operated by the Fairhaven Public School System. (For more information, see FPS Policy 5111.12 available on our district website)

## APPENDIX

### DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under section 504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- 1) The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
- 2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education (FAPE) during the period of exclusion.
- 3) If building administrators, the parent/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
- 4) If building administrators, the parent/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardian(s) consent to a new placement or until the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- 5) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents

a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School 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 School official 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 are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 School 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 Board; a person or company with whom the School 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**



### **Protection of Pupil Rights Amendment (PPRA)**

Protection of Pupil Rights Amendment (PPRA) affords parent/guardian 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/guardian;
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/guardian; 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.

These rights transfer to from the parent/guardian to a student who is 18 years old or an emancipated minor under State law.

The Fairhaven Public Schools has developed policies, in consultation with parent/guardian, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Fairhaven Public Schools will directly notify parent/guardian of these policies at least annually at the start of each school year and after any substantive changes. The Fairhaven Public Schools will also directly notify, such as through U.S. Mail or email, parent/guardian of students who are scheduled to participate in the specific activities or surveys noted below and

will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The Fairhaven Public Schools will make this notification to parent/guardian at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parent/guardian will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parent/guardian will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- 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 ED.

- Any non-emergency, invasive physical examination or screening as described above. Parent/Guardian who believe their rights have been violated may file a complaint with:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901