



# **Leicester Primary & Memorial Family Handbook**

**2018-2019**

This Handbook is available on the School District's website at <http://www.leicester.k12.ma.us>. Hard copies are also available upon request at the Primary and Memorial School Main offices.

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## **A Message from the Principals**

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Dear Primary and Memorial School Families,

Welcome to the Primary and Memorial School communities! We take pride in our connections to students as well as their families while providing an excellent education for all of our children. We are pleased to provide you with this handbook, a vital communication link between school and home. Enclosed you will find explicit policies and procedures in detail throughout and we request that you share these with your children as we start our new year together. Be sure to keep a copy of the handbook handy and use it as a reference for all your unanswered questions.

It is our experience that children are most likely to succeed when there is a strong partnership between home and school. The partnership is formed through open communication and cooperation. We look forward to working with you in support of the students we share; we will strive to challenge them, and help them meet academic and social goals. To help broaden our community outreach we are working diligently to ensure that there are smooth transitions from Primary School to Memorial School. Our goal is to make all transitions in your child's life less stressful and filled with excitement as we move forward.

We are delighted that you are part of our community and wish you and your child a happy and successful educational experience this school year.

Sincerely,  
Anthony DiFonso - Principal, Primary School  
Tina Boss - Principal, Memorial School

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## **Mission/Core Values and Beliefs**

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### **MISSION**

Challenging students to develop skills, knowledge, and character to become contributing citizens of our community

### **VISION**

Recognized by the community as its greatest asset, the Leicester Schools engage every child in rigorous and student centered learning in a safe and technology rich environment

### **BELIEFS**

All students can learn in different ways, in different settings, at different rates, for different futures

We must provide a safe and caring environment that promotes 21st Century learning that is rigorous, future focused, and engaging  
Positive relationships among parents, community, and schools promote shared responsibility for student success  
Teachers who are models of continuous learning and improvement inspire, motivate, and empower children

Our schools are vital to the growth and success of the community



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## ATTACHMENTS:

- A. Anti-Bullying Policy
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- C. Policy Against Harassment and Discrimination for Students
- D. Acceptable Use Policy for Technology
- E. Relevant Discipline Laws
- F. Code of Conduct



## DIRECTIONS ON PARENT ACCESS TO POWERSCHOOL



## ACADEMIC INFORMATION

### **A. Homework Policy - Primary School**

It is suggested that approximately 10--20 minutes be spent daily on informal homework assignments such as: completion of classwork, lists of vocabulary words, spelling lists, math facts, practice papers, and other assignments at the teacher's discretion.

### **B. Homework Policy - Memorial School**

Research states that students should be participating in approximately 10 minutes of homework per grade level. 3rd graders should have approximately 30 minutes of homework, 4th graders, 40 minutes and 5th graders, 50 minutes. Homework should be high quality, meaningful and support learning in one of the following ways: pre-learning, checking for understanding, practicing and processing. Beyond the assigned homework, it is strongly recommended that a portion of your child's leisure time be spent reading a book, magazine, or other publication at their reading level.

### **C. Report Card Policy**

Report cards are issued three times a year, at the end of each 60-day marking period. A grade of 60 or above is passing. Your teacher may include comments on the progress report or report card; these comments are good indicators as to your success. If you or your parents have concerns regarding your grade, both you and your parents are encouraged to speak with your teacher.

Grades and Progress Reports will all be released electronically through **PowerSchool**. If you would like a paper copy printed, please notify the schools Main Office.

Information regarding creating and using a PowerSchool account is attached to this Handbook and also available on the School District's website.

### **HONOR ROLL - Memorial School**

High Honors..... 90 and above in all subjects

Honors..... 80 and above in all subjects

### **D. School Committee Policies on Academics**

School Committee Policies on the following topics are attached to this Handbook and also available on the School District's website:

- Support Services Programs
- Title I Program
- English Language Learners
- Summer Schools



## ATTENDANCE

### **A. Attendance Policy/Excused Absences**

The faculty and administrators of the Leicester Public Schools want to provide the best education possible for your child. In order to ensure the academic success of your child, your cooperation in encouraging regular attendance is essential. Please be aware that another essential purpose of this policy is to provide a safe educational environment for our students. Massachusetts State Law requires that school be in session for 180 days. The law further states that except for specific reasons, students must be in attendance.

The School Committee's policy for Absences and Excuses states: students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; and observance of major religious holidays. Family vacations are not considered excused absences. A principal or designee may also excuse absences for other legitimate reasons.

The School Committee's policy for Exclusion and Exemptions from School Attendance is attached to this Handbook.

#### **What do I need to do if my child is absent?**

In the event that your child is going to be absent from school, parents need to report the child's absence to the school nurse or main office between the hours of 7:00 a.m. and 8:00 a.m.

**Primary School**, please call 508-892-7050 option 4.

**Memorial School**, please call 508-892-7048 x401

### **B. Class Attendance**

Students are expected to be present each day school is in session. Students who are absent more than 20 days for any unexcused reason may result in retention.

When a student is absent due to illness, if the administration suspects abuse, one or more of the following may occur:

1. A physician's note will be required.
2. A conference will be held with a building administrator.
3. Court proceedings will be initiated.

Other absences due to extenuating circumstances may be excused if arrangements are made and approved in advance with the administration. Upon returning to school, the student must bring a dated note from the parent/guardian stating the reason for the absence. Notes are due within 3 days.

When a child is out of school for more than five (5) consecutive days, or for a contagious illness, a note from the attending physician is required before the student can be re--admitted to school. The following are considered unacceptable reasons for absence from school:

**Truancy:** Truancy results when the student is absent from school grounds without permission.

**Vacations:** It should be specifically noted that personal and family vacations are not to be considered an acceptable reason for absence from school.

**Medical Appointments:** Medical appointments that are not of an emergency nature such as annual or routine checkups.

**Participation in non-school related activities:** Participation in non-school related activities such as beauty pageants, athletic tournaments and private lessons.



## BEHAVIOR

### A. Student Conduct

#### ❖ Classroom

In our discussions with students, we emphasize four basic expectations that cover the different aspects of the school day. These are, BE SAFE, BE RESPONSIBLE, BE RESPECTFUL, and BE A LEARNER. In conversation with students, we outline how these concepts are demonstrated in different aspects of the school. We continually strive to teach students the behavior that we want them to display. This is a process for all children and there will be times students make mistakes or act inappropriately. The great majority of behaviors are correctable with teacher redirection. This occurs daily in all our classrooms. Some other behaviors disrupt other students or are in the beginning stages of developing into a pattern that can impact the culture of the class and they cross the line into not being safe, responsible, or respectful. In these cases, teachers and or administrators will reach out to parents to enlist their help in reinforcing the behaviors we need to see in school. In some of these instances, a natural/logical consequence may be the result of poor student choices. The elementary schools will always follow district guidelines in disciplinary actions. The grades K-5 Code of Conduct is attached to this Handbook.

#### ❖ School Bus

The school behavioral expectations regarding safety, responsibility, and respectfulness all apply on the school bus. Students are expected to stay seated, keep their voices at a reasonable level, keep their limbs to themselves, and follow all adult directions while on the bus.

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children

whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges.

If there is misbehavior on the bus beyond what the drivers can handle, the school will be notified to write a bus slip for the child in question. An administrator then addresses the issue with the child and in the case of multiple issues his/her family will be notified. Students who get written up more than twice in a term will lose bus privileges for up to 3 days.

### ❖ **Primary School Behavior Expectations**

The Primary School Behavior Expectations are attached to this Handbook.

### ❖ **Memorial School Behavior Expectations**

The Memorial School Behavior Expectations are attached to this Handbook.

## **B. Dress Code**

Please dress your children appropriately for the weather conditions. We strive to get students outside for recess as long as the weather is permissible. They do go outside during the winter months, so be sure to send them with hats, mittens, and warm jackets when it is cold. Additionally, after many years, we have learned that some clothing choices do not work well at school:

- Avoid sending students to school wearing long dresses. They tend to trip on them going down stairs or on the playground
- Backless shoes cause accidents on the playground as well.
- Avoid sending students to school with stringed ties in sweatshirts or jackets and items dangling from backpacks. These items get caught on equipment and can cause injury.
- While it is hot in the buildings in the early fall and late spring, we ask that students refrain from wearing tank tops that have spaghetti straps (thinner than 2 fingers) and “short--shorts” that hit above the student’s fingertips with arms at their sides.
- Finally, clothing depicting violence, offensive language, or generally inappropriate information for school is not allowed. Students will be asked to cover these items up or if necessary, parents will be called to bring a change of clothes to school

## **C. Electronics/Toys**

Please refrain from allowing your child to bring electronics or toys to school. The school cannot be held responsible for student's personal belongings being broken or stolen. If a student brings in something from home we deem not appropriate for school use, the school may have the parent report to the school to pick up the item.





## EXTRA-CURRICULAR

### **A. Before and After School Program**

The before and after school programs provide quality care for children in kindergarten through second grade at Primary School and grades three through five at Memorial School.

**Primary School times:** 7:15 am start time and 5:30 pm end time Primary School contact people: Joanne Hovagimian, hovagimianj@lpsma.net or Shawna Tibbetts, tibbetts@lpsma.net

**Memorial School times:** 7:00 am start time and 5:00 pm end time Memorial School contact person: Michelle Hammond - memorialbeforeandafterschool@lpsma.net

### **B. Memorial School Band & Chorus**

Memorial School has both a beginner and intermediate band with practices held before school during the week. Chorus practice is held after school once per week. Please contact Alyssa Dagenais at dagenaisa@lpsma.net for more information



## GENERAL INFORMATION

### **A. Building Visitor Procedure**

All visitors must report to the school office to sign in with a staff member and receive a visitor's badge.

The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.

3. For security purposes it is required that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June. Additionally, guests are not allowed to visit classrooms during state testing.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff at least 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

We keep our doors locked for the safety of both students and staff. You are asked to ring the bell outside the front door and we will ask why you are requesting entrance. These procedures have been established for the safety of our students. We are “parent friendly” but take the task of protecting all children and adults in our building seriously. Thank you in advance for your cooperation.

## **B. Volunteer Information**

The elementary schools truly appreciate any help from our parent/community volunteers. If you have a desire to volunteer at either elementary school, please call the main office of either school directly. Please note that for safety and security, all volunteers will need to complete a CORI check before they can begin to help out. These forms can be filled out at the main school office or at Central Office.

## **C. School Contact Information**

Primary School

Main Office and Administration		
Name	Position	Email
Emily Soltysik	Principal	soltysike@lpsma.net
Courtney Bachand	Asst. Principal	bachandc@lpsma.net
Melissa Ledbetter	School Nurse	ledbetterm@lpsma.net
Sue Rowland	Health Assistant	rowlands@lpsma.net
Joanne Hovagimian	Lead Secretary & B/A School Coordinator	hovagimianj@lpsma.net
Michelle Cote	PreK Secretary	cotem@lpsma.net

170 Paxton Street, Leicester, MA 01524  
Phone (508) 892-7051~Fax (508) 892-7053

Memorial School

Main Office and Administration		
Name	Position	Email
Tina Boss	Principal	bosst@lpsma.net
Joanne Forsythe	Asst. Principal	forsythej@lpsma.net
Sherri Bullock	School Nurse	bullocks@lpsma.net
Neile Connery	Lead Secretary	conneryn@lpsma.net
Michelle Hammond	Before/After School Coordinator	memorialbeforeandafterschool@lpsma.net

11 Memorial School Dr., Leicester, MA 01524  
Phone (508) 892-7048 ~ Fax (508) 892-7052

**D. School Hours**

**Primary School for grades K, 1 & 2**

**Primary School Hours:**8:45am--3:15pm

**K, 1 & 2:** Buses are unloaded at 8:35am and students report directly to their classroom. Students who arrive to school after 8:45am must report to the office for a late slip.

**Pre-K:** hours are 8:45 am--11:30 am, and 12:30pm--3:00pm for half day classes. Full day classes run 8:45 am--3:00pm.

**Memorial School Hours:** 8:15am--2:40pm

Students not in their homeroom by 8:15 are marked tardy.

### **E. School Delays, Cancellations, and Early Dismissals**

If the conditions warrant a delay or cancellation, a decision will typically be made by 5:45AM. The information will be posted on TV station Channel 5 and on Radio Stations WSRS 96.1 FM and WTAG 530AM.

Channel 5 offers a service whereby parents can sign up for either e-mail or telephone (home/cell) notification of school dismissals free of charge.

If you are interested in signing up, go to. [www.thebostonchannel.com/closingsignup/index.html](http://www.thebostonchannel.com/closingsignup/index.html)

Additionally, the superintendent has a Twitter and Facebook page (Marilyn Tencza for Twitter and Leicester Public Schools for Facebook) which will be updated with this information as soon as it is available.

If the weather unexpectedly worsens after a delay has been called, the District will make a call notification announcement informing parents of the change to a cancellation; the same TV and radio stations will be updated as well. When there is a two-hour delay, there will be no morning preschool sessions.

The same notification procedure will be used for early dismissals. Schools will be dismissed in the following order: High School, Middle School, Memorial School and then Primary School. Please make sure you have a plan for your child in the event of an early dismissal.

As always, the decision to cancel or delay is a difficult one that is made with the best available information at the time and always keeping in mind the safety of our students. As a parent, if you disagree with the decision that was made and feel it is unsafe to send your child on the bus, you have the option to keep your child home or transport him/her in your own vehicle.

### **F. Student Records**

The Leicester Public Schools complies with applicable federal and state laws and regulations pertaining to student records. Those laws and regulations are designed to ensure a parent's and eligible student's rights to access, inspect, and to request amendment of the child's student record.

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be

destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth," and under M.G.L.c.71, s.34F which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

(1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.

(2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.

(3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.

(4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

#### Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

(1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.

(2) Administrative office staff and clerical personnel, including operators of data processing equipment, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer media, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents

or eligible student from exercising their right, under federal law, to inspect and review the records.

(b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.

(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of



Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or

2. the parent has been denied visitation, or

3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

### **G. Acceptable Use Policy for Technology**

Leicester Public Schools provides student users and staff access to the district's electronic network.

The Leicester Public Schools Acceptable Use Policy is attached to this Handbook and also available on the School District's website.

## **H. Communication/Newsletters**

At both of the elementary schools we strive to go paperless to the greatest extent possible. There will be occasional notices and communications sent home with your child or through the mail, so please keep a look out for these in your child's homework folder. We utilize the web page for the most up-to-date information, class pages, and monthly newsletters. Finally, the elementary schools will also make use of an automated phone/email system to alert you to important messages that need to be communicated in a timely manner.

## **I. Parent/Teacher Conferences/Communication**

Parent/teacher conferences are held in late fall. Should you wish to meet with your child's teacher at other times, you may write a note to the teacher, email, or call the office and the teacher will get back to you. Staff email is the last name and first initial followed by @lpsma.net. (ex. Jane Smith smithj@lpsma.net)

## **J. School Council**

School council is mandated by the Education Reform Act. Both Primary and Memorial Schools have a school council. The school council's function is to help develop the yearly school improvement plan and address school community issues. Nominations and elections are held in the fall. The school council consists of administration, teachers, community members, and parents. If you would like more information on School Council, please call the main office of either school.



# **HEALTH, SAFETY & TRANSPORTATION**

## **A. LPS Health Policies**

The LPS district policies related to the nurse's office are available on the School District's website.

They are:

- Administering medicine to students
- Communicable Diseases
- Head Lice
- Physical examination of students
- Protocol for administering medication to students
- Protocol for administering over-the-counter medications
- Nurse Coverage on Field Trips

## **B. Guidelines For Keeping Sick Children Home From School**

Each day many parents are faced with a decision: Should they keep their sick children at home or send them off to school? Often the way a child looks and acts can make the decision an obvious one. The following guidelines should be considered when making the decision:

**Fever.** A child should remain at home with a fever greater than 100°. A child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

**Diarrhea/Vomiting.** A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom-free for 24 hours, unless otherwise specified by the school nurse or licensed health care provider.

**Conjunctivitis.** Following a diagnosis of conjunctivitis, a child may return to school 24 hours after the first dose of prescribed medication.

**Strep Throat.** Following a diagnosis of strep throat, a child may return to school 24 hours after the first dose of prescribed medication.

**Rashes.** Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized a child's return to school.

**Colds.** Consider keeping your child at home if he/she is experiencing discomfort from cold symptoms, such as nasal congestion and cough. A continuous green discharge from the nose may be a sign of infection. Consider having a child seen by your health care provider.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows a child opportunity to rest and recover.

## **C. Student Drop off/Dismissal Procedures**

### **❖ Primary School for grades K, 1 & 2**

**Primary School Hours:** 8:45am--3:15pm

**K, 1 & 2:** Buses are unloaded at 8:35am and students report directly to their classroom. Students who arrive to school after 8:45am must report to the office for a late slip.

**Pre-K:** hours are 8:45 am--11:30 am, and 12:30pm--3:00pm for half day classes. Full day classes run 8:45 am--3:00pm.

**Drop Off:** Parents will drive into the Leicester High School driveway and at 8:35 will proceed to the walkway that connects the driveway of LHS to the rear playground of Primary School. Faculty will put out a flag letting you know there is someone ready to meet your child at the door. It is very important that you do not allow your child to proceed down the walkway unattended until the staff person assigned opens the door to the building.

**Dismissal:** Students will be picked up in the same fashion as the drop off using the LHS driveway and walkway. Students will be dismissed and signed out from the rear door of the playground.

## ❖ **Memorial School Drop Off/Dismissal Procedures**

**Memorial School Hours:** 8:15am--2:40pm

**Drop Off:** Drop-off door opens at 8:00am. Parents will drive to the right of the parking lot and follow the two lanes of traffic. Staff members will open the vehicle doors and assist children out of vehicles when it is safe to do so. Please **do not** allow your children to open the doors and/or exit the vehicle on their own. Students who are not in their classroom by 8:15 are marked tardy.

**Dismissal:** Parents will use the same routine as drop off and staff will bring students to your vehicles. If you need to dismiss your student prior to the end of the school day, please notify the office prior to picking your child up so that we have them ready for you. You may send a note to the teacher or call the main office to notify us.

### **D. Parking Lot Safety**

The safety of our students is our top priority and it is imperative that we are responsible and aware of our surroundings while driving through our parking lot.

**Speed Limit:** Vehicles should not exceed **10 miles per hour** in our parking lots. Please note that Memorial School's recess takes place on a portion of our lot and is blocked off by cones during this time. Please use caution when approaching the lot from Memorial Drive.

**Idling Vehicles:** Due to state law, vehicles are not allowed to idle on school grounds within 100' of the building.

**Smoking:** It is against Massachusetts state law to smoke on school property. Please refrain from smoking in your vehicle during parent drop off/pick up.

### **E. Bus Company Information**

For safety's sake, all of the buses are equipped with 2--way radios. Drivers regularly speak to school administrators about transportation issues. Bus schedules and routes are posted on the district's website prior to the start of the school year under the Transportation tab or are available by contacting the Director of Finance and Operations at (508) 892-7040.

Please contact AA Transportation if you have questions or concerns at (508) 892-3898.

### **F. Foodservice Policies**

Please send your child to school with a snack, drink and a packed lunch or money to purchase a lunch every day. Charging lunches is not permitted.

Our food services continue to improve the taste and nutritional offerings of the meals available to students. Monthly menus are published on the website and sent home with students. Breakfast

and lunch are available daily for all students. Families are encouraged to apply for reduced/free lunch programs and will be awarded this status if they meet program qualifications.

More information on school lunches, breakfast, and myschoolbucks.com (our program to pre-pay for your child's school breakfast/lunch) can be found on the District and Memorial School web page under the Foodservices tab on the left side of the page or by contacting the Director of Food Services at (508) 892-7030 ext. 1190.

The School Committee's Policy for School Meal Charges is available on the School District's website

The School Committee's Policy for Free and Reduced Price Food Service is available on the School District's website.

### **G. Wellness Policy**

The School Committee's Policy for School and District Wellness Program is available on the School District website.

### **H. Emergency Plans**

The School Committee's Policy for Emergency Plans is available on the School District website.

### **I. Evacuation Plans**

The School Committee's Policy for Evacuation Plans is available on the School District website.



## **BULLYING/HARASSMENT**

### **A. Anti-Bullying General Statement of Policy**

It is the policy of the Leicester Public Schools to maintain educational environments that are free from bullying, cyberbullying, and retaliation. It shall be a violation of this policy for a student in the Leicester Public Schools or District staff member to bully a student through conduct or communication of a bullying nature and/or to retaliate against any individual for reporting bullying or cooperating with an investigation thereof. Individuals who engage in bullying, cyberbullying, or retaliation will be subject to a range of disciplinary sanctions including, but not limited to, reprimand, detention, suspension, termination, expulsion or other sanctions as determined by the school administration. Individuals who engage in bullying may also be required to participate in remedial activities designed to develop the skills and proficiencies necessary to avoid engaging in further bullying behavior(s). A copy of the School's Anti-Bullying Policy is attached and also available on the School District's website.

### **B. Bullying Prevention and Intervention Plan General Statement**

The Leicester Public Schools' Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying, cyberbullying and retaliation that may compromise the safe learning environment for any student. The District is committed to working with students, staff, families, law enforcement agencies, and the community to address and prevent bullying and harassment within our schools. In consultation with these constituencies, we have established this Bullying Prevention and Intervention Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. (A copy of the School's Bullying Prevention and Intervention Plan is attached and is also available on the School District's website, together with the Bullying Prevention and Intervention Incident Reporting Form.)

### **C. Discrimination/ Harassment**

#### Statement of Non-Discrimination and Harassment of Students

The Leicester Public School District does not discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity, or disability, in the operation of the educational programs, activities, or employment practices in its programs and activities. The Leicester Public Schools complies with all applicable state and federal laws and regulations, including but not limited to, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, §5, and c.71B.

In addition, the Leicester Public Schools is committed to maintaining a school environment free of harassment and has non-tolerance for harassment based on race, color, sex, age, religion, sexual orientation, gender identity, disability or homelessness. Harassment by administrators certified and support personnel, students, vendors and other individuals at school or at school-sponsored events are unlawful and strictly prohibited. The Leicester Public School System requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

A copy of the School District's Policy Against Harassment and Discrimination for Students is attached to this Handbook.

## ATTACHMENT A

### ANTI-BULLYING POLICY

It is the policy of the Leicester Public Schools to maintain educational environments that are free from bullying, cyberbullying, and retaliation. It shall be a violation of this policy for a student in the Leicester Public Schools or District staff member to bully a student through conduct or communication of a bullying nature and/or to retaliate against any individual for reporting bullying or cooperating with an investigation thereof. Individuals who engage in bullying, cyberbullying, or retaliation will be subject to a range of disciplinary sanctions including, but not limited to, reprimand, detention, suspension, termination, expulsion or other sanctions as determined by the school administration. Individuals who engage in bullying may also be required to participate in remedial activities designed to develop the skills and proficiencies necessary to avoid engaging in further bullying behavior(s).

The Leicester Public Schools has established separate discrimination or harassment policies that include categories of students and staff. Nothing in this policy shall prevent the Leicester Public Schools from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law.

#### A. Definitions

**Bullying:** The repeated use by one or more students or members of a school staff, including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals, of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy, bullying shall include cyber-bullying.

**Cyber-bullying:** 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 (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of 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 clauses (i) to (v), inclusive, of the definition of bullying.



Hostile Environment: 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 the target's education.

Target / Victim: A student who has been subject to bullying or retaliation by another student or group of students.

Aggressor/ Perpetrator: A student or a school staff member who engages, either individually, or as part of a group, in bullying, cyberbullying or retaliation.

Local law enforcement agency: local police department

Principal: The administrative leader of a Leicester public school or his/her designee for the purposes of investigating and responding to reports of bullying, cyberbullying or retaliation.

Retaliation: Intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

## B. Prohibited Behavior(s)

The Leicester Public Schools is committed to maintaining learning environments that are free from bullying, cyberbullying, and retaliation. Bullying, cyberbullying and/or retaliation by a student is strictly prohibited and may result in the imposition of disciplinary sanctions by school administration.

For purposes of this policy, bullying is prohibited:

1) on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program (whether 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, or through the use of technology or an electronic device owned, leased or used by a school district or school; and

2) 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 a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. This prohibition shall not be construed, however, as requiring district schools to staff or supervise any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also strictly prohibited and may result in suspension or expulsion from school.

### C. Reporting Requirements

In furtherance of this policy and in accordance with M.G.L. c.71, §37O, a school staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, will immediately report to the school principal any instance of bullying, cyberbullying or retaliation that the staff member has witnessed or has become aware of.

### D. Investigations

Upon receipt of such a report or complaint of bullying, cyberbullying or retaliation, the principal will promptly commence an investigation. If the principal or a designee determines that bullying, cyberbullying, and/or retaliation has occurred, the principal will:

- (i) notify the local law enforcement agency if the principal reasonably believes that criminal charges may be pursued against an aggressor;
- (ii) take appropriate disciplinary and corrective action;
- (iii) notify the parents of the aggressor of the investigative findings;
- (iv) notify the parents of the target of the investigative findings and, as consistent with state and federal law, notify the target's parents of the action taken to prevent any further acts of bullying or retaliation;
- (v) take appropriate action to protect the target and witnesses from further bullying or retaliation.

### E. Bullying Prevention and Intervention Plan

The superintendent will develop and implement a Bullying Prevention and Intervention Plan to address bullying prevention and intervention in district schools.

#### (i) Development of the Plan

The plan shall be developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, local law enforcement agencies, students, parents and guardians. The consultation shall include notice and a public comment period. The plan shall be updated biennially.

#### (ii) Contents of the Plan

The District-wide Bullying Prevention and Intervention Plan shall include:

- (a) descriptions of and statements prohibiting bullying, cyberbullying and retaliation;
- (b) procedures for students, staff, parents, guardians and others to report bullying or retaliation;

- (c) a provision that reports of bullying or retaliation may be made anonymously but that no disciplinary action shall be taken against a student solely on the basis of an anonymous report;
- (d) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action;
- (e) procedures for promptly responding to and investigating reports of bullying or retaliation;
- (f) information regarding the range of disciplinary actions that may be taken against an aggressor;
- (g) a provision for assessing and monitoring the target's need and the needs of witnesses for protective interventions;
- (h) procedures for notifying the parents of a target and an aggressor of the investigative findings and actions to be taken;
- (i) provision for the notification of local law enforcement agencies if the principal reasonably believes that criminal charges may be pursued against the aggressor;
- (j) provision for annual and ongoing professional development to build the skills of all staff to prevent, identify, and respond to bullying. The content of such professional development training(s) shall be in accordance with the requirements of M.G.L. c.71, §37O;
- (k) provision for the implementation of an evidenced-based anti-bullying curriculum in grades K-12 and for informing parents regarding the curriculum contents and strategies for reinforcing the curriculum at home.

### (iii) Implementation of the Plan

It shall be the responsibility of the building principal to implement and adhere to the District's Bullying Prevention and Intervention Plan within his/her school except when a reported bullying incident involves the principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

### (iv) Public Notice

A summary of the Bullying Prevention and Intervention Plan shall be included in each school's student handbook and shall be posted on individual school and district websites. The Leicester Public Schools shall also provide all school staff annual written notice of the Plan.

Legal Refs: M.G.L. c.71, §37O (as amended by Sections 72-74 of Chapter 38 of the Acts of 2013; 603 CMR 49.00

## **ATTACHMENT B**

### **BULLYING PREVENTION AND INTERVENTION PLAN**

A safe learning environment is one in which every student is provided with the opportunity to develop emotionally, academically, and physically in a supportive atmosphere free of intimidation and abuse. Bullying of any type has no place in our schools. The Leicester School Committee and the Leicester Public Schools expect that all members of the school community will treat each other in a civil manner and with respect for differences.

The Leicester Public Schools is committed to providing all students with a safe learning environment that is free from bullying, cyberbullying, and retaliation. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate harmful and disruptive behaviors that can impede the educational process in our schools. While any student could be subject to bullying and harassment, the District recognizes that certain students, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying. The Leicester Public Schools will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and to provide all students with the skills, knowledge, and strategies to avoid and respond to bullying.

The Leicester Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to restore a safe learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying.

The Leicester Public Schools' Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying, cyberbullying and retaliation that may compromise the safe learning environment for any student. The District is committed to working with students, staff, families, law enforcement agencies, and the community to address and prevent bullying and harassment within our schools. In consultation with these constituencies, we have established this Bullying Prevention and Intervention Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation.

#### The Leicester School Committee's Anti-Bullying Policy

It is the policy of the Leicester Public Schools to maintain educational environments that are free from bullying, cyberbullying, and retaliation. It shall be a violation of this policy for any student or member of a school staff, including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals in the Leicester Public Schools to bully a student through conduct or communication of a bullying nature and/or to retaliate against any individual for reporting bullying or cooperating with an investigation thereof. Individuals who engage in bullying,

cyberbullying, or retaliation will be subject to a range of disciplinary sanctions including, but not limited to, reprimand, detention, suspension, expulsion or other sanctions as determined by the school administration. Individuals who engage in bullying may also be required to participate in remedial activities designed to develop the skills and proficiencies necessary to avoid engaging in further bullying behavior(s).

For purposes of this policy, bullying is prohibited:

- 1) on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program (whether 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, or through the use of technology or an electronic device owned, leased or used by a school district or school; and
- 2) 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 a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. This prohibition shall not be construed, however, as requiring district schools to staff or supervise any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also strictly prohibited and may result in suspension or expulsion from school.

#### Definitions

**Bullying:** The repeated use by one or more students or school staff members, including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy, bullying shall include cyber-bullying.

**Cyber-bullying:** 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 (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of 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 clauses (i) to (v), inclusive, of the definition of bullying.

**Hostile Environment:** 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 the target's education.

**Target / Victim:** A student who has been subject to bullying or retaliation by another student or group of students.

**Aggressor/ Perpetrator:** A student or a member of a school staff including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals who engages, either individually, or as part of a group, in bullying, cyberbullying or retaliation.

**Local law enforcement agency:** local police department

**Principal:** The administrative leader of a Leicester public school or his/her designee for the purposes of investigating and responding to reports of bullying, cyberbullying or retaliation.

**Retaliation:** Intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

## I. Complaint and Investigation Procedures

### A. Reporting bullying or retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. Reports made by students, parents, guardians, or other individuals who are not school or school district staff members, may also be made anonymously, although no student shall be subject to discipline solely on the basis of an anonymous complaint. The Leicester Public Schools will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a voicemail box, a dedicated mailing address, and an email address. Use of an Incident Reporting Form is not required as a condition of making a report.

Each school within the District will include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents and will post a copy of the Incident Reporting Form on the school's website. Incident Reporting Forms will also be available in the school's main office, the counseling office, the school nurse's office, and other locations determined to be appropriate by the principal or designee. The Incident Reporting Form will be made available in the primary language of the student's household.

### 1. Reporting by Staff

A staff member will promptly report to the principal any instances of bullying or retaliation witnessed by the staff member or that is reported to the staff member by a student, parent, or other individual. The requirement to notify the principal shall not, however, limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

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

The Leicester Public Schools expects students, parents, guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal. Any individual who wishes to file such a complaint may request, and shall be provided with, assistance from a school staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. The filing of a false or fabricated complaint of bullying, cyberbullying, or retaliation is strictly prohibited and shall result in disciplinary action.

### 3. Reports of Bullying by Administrators

When an alleged bullying incident involves the principal as the alleged aggressor, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

## B. Procedures for Responding to a Report of Bullying or Retaliation.

### 1. Preliminary Determinations

Upon receiving a complaint, the principal will confer with the complainant to obtain an understanding and statement of the alleged facts. If, based on the facts alleged, the principal determines that the conduct complained of would not constitute bullying as defined by M.G.L. c.71, §37O and District policies, the principal shall document that determination on the Incident Reporting Form and shall take no further action with regard to the complaint. If the Principal determines that such facts, if true, would constitute bullying, as defined above, the principal will promptly commence an investigation of the complaint.

Upon commencing an investigation, the principal will make a preliminary determination as to the need for immediate interventions to protect the safety of the alleged target. Such interventions may include, but are not limited to, creating a personal safety plan for the target; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal may take additional steps deemed necessary by the school administration to protect the safety of the target and any witnesses while the investigation is ongoing.

## 2. Notice to Law Enforcement.

At any point after receiving a report of bullying, cyberbullying or retaliation, the principal will notify the local law enforcement agency if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor. Notice to law enforcement agencies will be consistent with the requirements of 603 CMR 49.00 and other applicable state and federal laws and regulations pertaining to student records and privacy. In making this determination, the principal may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

## 3. Notice to Another School or District.

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

## C. Investigation Procedures

### 1. Investigation

Upon receipt of a report or complaint that would, if true, constitute bullying, cyberbullying or retaliation, the principal will promptly commence an investigation. In investigating any such complaint, the principal or designee will interview students, staff, and any witnesses to the alleged conduct. To the extent practicable and consistent with the principal's obligation to promptly and thoroughly investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process and shall not disclose unnecessary or confidential information to interview subjects. During any such interviews, the principal will inform the target, aggressor and all witnesses that retaliatory treatment of any individual for reporting or cooperate with an investigation of bullying will result in disciplinary action that may include suspension or expulsion from school.

2. Determinations. Within fifteen (15) school days of the principal's receipt of the complaint of bullying, cyberbullying or retaliation, the principal will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal will determine what remedial action may be required, if any, and determine what responsive actions and/or disciplinary action is necessary. The principal's findings and determinations shall be documented in writing on the Incident Reporting Form.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

### 3. Notice of Investigative Findings

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents of a target or a student aggressor prior to completion of the principal's investigation.



In notifying the parents of a target or aggressor of an investigation or the principal's findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parent(s) about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations

#### 4. Requests for Reconsideration

If either the complaining party or the individual against whom the complaint was made is dissatisfied with the outcome of the investigation, that person may request, in writing, a reopening of the investigation or reconsideration of the investigative findings. The written request shall state the reasons for request and shall be delivered to the Superintendent of the Leicester Public Schools within ten (10) school days of the parents/guardians receipt of notice of the investigative findings. Within five (5) school days of receipt of any such request, the superintendent shall decide whether or not to reopen the investigation and shall provide written notification of that determination to the appealing party and to the other party involved.

The filing of a request for reconsideration or a reopening of the investigation shall not stay the imposition of disciplinary sanctions or the implementation of any safety interventions determined to be appropriate by the principal.

#### D. Responses to Bullying.

##### 1. Education and Skill Building

In determining the appropriate response to an incident of bullying, cyberbullying or retaliation, the principal shall consider a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the principal or designee may consider include, but are not limited to:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help individuals identified as aggressors to understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home.

##### 2. Disciplinary Action

If the principal determines that disciplinary action is warranted, the disciplinary sanction will be determined on the basis of facts found by the principal, including the nature of the conduct, the age of student(s) involved, and the need to balance accountability with the teaching of appropriate behavior.

Individuals found to have engaged in bullying, cyberbullying, or retaliation may be subject to a range of disciplinary consequences including, but not limited to, reprimand, detention, termination, suspension, expulsion or other sanctions as determined by the principal. Any such

disciplinary sanctions shall be imposed in accordance with the due process requirements of applicable laws, regulations, collective bargaining agreements, and District policies.

### 3. Promoting Safety for the Target and Others

Upon determining that bullying or retaliation has occurred, the principal shall, in conjunction with relevant school personnel, consider what adjustments or interventions, if any, are needed in the school environment to enhance the target's sense of safety and that of any witnesses. Any such adjustments or interventions to be provided for the target shall be documented in writing in an Individual Safety Plan.

### 4. Monitoring of Interventions

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

## II. Professional Development

### A. Annual staff training on the Plan.

Annual training for all school staff on the Plan will include staff duties under the Plan, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

### B. Ongoing professional development

The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to avoid, prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 37O, the content of school-wide and district-wide professional development will be informed by research and will include information on:

- (i) developmentally (or age-) appropriate strategies to prevent bullying;
- (ii) developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents;
- (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- (v) information on the incidence and nature of cyberbullying; and
- (vi) information on distinguishing between acceptable managerial behavior and strategies to address student misconduct and accountability and bullying behaviors; and

(vii) internet safety issues as they relate to cyberbullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

### III. District-Wide Anti-Bullying Curriculum

The Leicester Public Schools shall implement age and grade appropriate anti-bullying curricula in each grade, inclusive of grades K-12. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- using scripts and role plays to develop skills;
  - empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
  - helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;
  - emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;
  - enhancing students' skills for engaging in healthy relationships and respectful communications;
- and
- engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan.

### IV. Collaboration with Families

Parent Education and Resources. The school or district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the PTO, PTA, School Councils, Special Education Parent Advisory Council, or similar organizations.

Each year the school or district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The school or district will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The school or district will post the Plan and related information on its website.

### V. Publication of Policies, Procedures and Information on Bullying

All student handbooks will now refer to, and include age appropriate summaries of, the Leicester Public Schools' Bullying Prevention and Intervention Plan and policy on bullying. In addition to the information provided in each student handbook, copies of the District Plan will be available on the District's website, each school's website, in each school's main administrative office,

Guidance Office, Nurse's Office, and in other locations determined to be appropriate by the school administration.

## ATTACHMENT C

### POLICY AGAINST HARASSMENT AND DISCRIMINATION FOR STUDENTS

#### **Anti-Discrimination and Harassment Policy**

The Leicester Public Schools are committed to maintaining a school environment free of harassment and/or discrimination based on race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, homelessness, disability, gender identity, veteran status and genetic information. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is unlawful and is strictly prohibited. The Leicester Public Schools require all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

It shall be a violation of this policy to harass, discriminate, bully, intimidate, threaten, insult, retaliate or otherwise engage in any conduct, whether verbal or physical, against any individual based upon their race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, homelessness, disability, gender identity, veteran status and genetic information.

The Leicester Public Schools take allegations of discrimination, harassment, and sexual harassment seriously, and will respond promptly to any complaints of potential violations of this policy. Further, any retaliation against an individual who has complained of, or has cooperated in an investigation of a complaint, about discrimination, harassment or sexual harassment shall not be tolerated. If the Leicester Public Schools find that an individual has violated this policy, we will act promptly to eliminate the conduct, impose corrective action as necessary, including disciplinary action where appropriate. Nothing in this policy shall limit our authority to discipline or take remedial action for conduct that is deemed to be a violation of this policy.

#### **Definitions of Harassment and Discrimination**

Discrimination and harassment consists of any unwelcome conduct that is based on race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, homelessness, disability, gender identity, veteran status and genetic information. Such conduct may include, but is not limited to, offensive jokes, slurs, epithets, name calling, physical assaults, threats, intimidation, mockery, insults, ridicule, offensive pictures or objects, or any other offensive conduct that interferes with the educational process. It shall be a violation of this policy to engage in any the aforementioned conduct, or to create an educational environment that is intimidating, hostile or abusive.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other

individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

It is also a violation of this policy to engage in conduct that that is construed as sexual harassment. Sexual harassment includes, but is not limited to, sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment, academic standing, school-related opportunities or as a basis for employment decisions; or,
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's school and/or work performance by creating an intimidating, hostile, humiliating or sexually offensive educational or work environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness, and which constitute a violation of this policy:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies or prowess;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Displaying sexually suggestive objects, pictures and cartoons;
- Inquiring into one's sexual experiences; and
- Discussion of one's sexual activities.

It is also a violation of this policy to engage in any form of retaliation against an individual that has complained about discrimination or harassment, including sexual harassment, or against any individual that is cooperating in an investigation of a discrimination, harassment or sexual harassment complaint.

Harassment and discrimination in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, volunteers, vendors and other individuals in school or at school related events. Persons who engage in harassment, discrimination or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion; or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

## Investigation

Any individual who believes he/she has been harassed, or discriminated against, or who has witnessed or learned about the harassment or discrimination of another person in the school environment, should inform the Principal as soon as possible. If any individual believes that

he/she has been subjected to harassment or discrimination, then the individual's complaint may be made orally or in writing. If the individual does not wish to discuss the issue with the Principal, or if the Principal does not address the problem in an effective manner, the individual should inform:

Administrator of Special Education Services  
Michael Wood  
Leicester Public Schools  
3 Washburn Square  
Leicester, MA 01524

(508) 892-7040 The Leicester Public Schools will promptly investigate every complaint of harassment. The Leicester Public Schools take allegations of discrimination, harassment, and sexual harassment seriously, and will investigate and respond promptly to any complaints of potential violations of this policy. The investigation will include interviewing the individual filing the complaint, as well as any witnesses. To the extent practicable under the circumstances, the investigation will be kept confidential. If it determines that harassment or discrimination has occurred, it will take appropriate action to end the conduct that is in violation of this policy, and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse under Massachusetts Law. The Leicester Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

Any staff member or student who is dissatisfied with the results or progress of the investigation by the Leicester Public Schools may discuss his/her dissatisfaction directly with the Superintendent of Schools:

Office of the Superintendent  
Leicester Public Schools  
3 Washburn Square  
Leicester, MA 01524  
Tel. (508) 892-7040

In addition to the above, if an individual believes that they have been subjected to discrimination or harassment may file a formal complaint with either or both of these government agencies:

Massachusetts Commission Against Discrimination (MCAD)  
One Ashburton Place  
Boston, MA 02108  
(617)727-3990

Office for Civil Rights  
US Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: 617-289-0111

## **Closure of a Complaint**

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

The Leicester Public Schools urge all individuals in the school community to bring any concerns or complaints of harassment or discrimination to the attention of school personnel so that they can resolve the issue.

## **Notice of Non-discrimination**

The Leicester Public Schools do not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, ancestry, gender identity, veteran status, genetic information or homelessness in admission to, access to, employment in, or treatment in its programs and activities.

The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 for the Leicester Public Schools is:

### **At the District level, the Title I, Title II, and Title VI, Coordinator is:**

Administrator of Special Education Services

Michael Wood

Leicester Public Schools

3 Washburn Square

Leicester, MA 01524

(508)892-7040

### **At the District level, the Title IX Coordinator is:**

Director of Operations/Finance

3 Washburn Square

Leicester, MA 01524

(508) 892-7040

### **At the District Level, the Section 504 Coordinator is:**

Elaine Carder

Leicester High School

174 Paxton Street

Leicester, MA 01524

(508)892-7031

Inquiries regarding the application of the Leicester Public Schools' nondiscrimination policy may be referred to Title IX Coordinator as named above, or the Assistant Secretary for Civil Rights, U.S Department of Education, Washington, D.C. 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square Boston, MA 02109-3921, 617-289-0111).



## **ATTACHMENT D**

### **ACCEPTABLE USE POLICY - TECHNOLOGY**

The Technology Acceptable Use policy provides the parents, students, and staff of the Leicester School community with guidelines for the safe and secure use of technology resources provided by Leicester Public Schools. Students, parents/guardians, and staff of LPS must read and sign a statement acknowledging their agreement to abide by the guidelines delineated. All rules and responsibilities stated in this policy are applicable to all users of the network whether or not an acknowledgement signature is obtained. Since technology is constantly changing and all potential issues may not be anticipated, users are expected to comply with both the written rules established in this policy as well as the “spirit” of the policy.

Technology assets, including hardware, software, and the network, provides users access to a wide range of information resources to support students’ academic success, enable effective communication, and serve the administrative functions of the school district. This acceptable use policy allows for the use of the district’s technology assets consistent with the mission of the Leicester Public Schools as well as with applicable state and federal laws, including the Children’s Online Privacy Protection Act, 15 U.S.C. 6501 (COPPA) and the Children’s Internet Protection Act, 47 U.S.C. 254(CIPA). Most importantly, it is designed to protect our children as well as the town’s technology investments.

#### **CONSISTENCY WITH THE DISTRICT’S MISSION**

- The use of technology assets shall be focused on the educational mission as well as on communication and administrative functions in support of that mission.
- District technology assets shall not be used for commercial, religious, entertainment, or political purposes that are outside of the scope of the work of our schools.
- In addition to the specific guidelines provided within this policy, the use of all district technology resources shall be consistent with all other policies adopted by the Leicester School Committee.

#### **RESPECT FOR PERSONAL SAFETY AND PRIVACY**

- Threatening, racist, disrespectful, or obscene material and language or language intended to bully or intimidate are prohibited. Exceptions may be made when such material is explicitly connected to curriculum and is approved, in advance, by the principal.
- Passwords shall remain private and shall not be shared among users.
- Users shall not post their own or others private contact information.
- Students shall not agree to meet with someone they have met online, except under the direct supervision of a parent or guardian.
- All safety or security concerns shall be reported to an administrator.

## RESPECT FOR PUBLIC LAWS AND ACADEMIC PROPERTY RIGHTS

- Users shall respect copyright laws and shall not plagiarize the work of others.
- Users shall not attempt to gain unauthorized access to the internal or to any external networks.
- Users shall not make deliberate attempts to vandalize hardware, destroy data, or cripple the network by spreading computer viruses or by other means.
- Users shall not use district technology resources to engage in illegal activity.

It is the responsibility of the Leicester School Department to protect students from objectionable content and unauthorized communication through a variety of means including filtering software, supervision, digital citizenship training, and disciplinary action. However, the Leicester School Department cannot reasonably prevent all inappropriate uses; the appropriate operation of our network relies heavily on the proper conduct of the users. The use of the district's network and technology resources is a privilege and not a right. If a user violates any of the provisions of this policy further use of these resources may be denied and/or other disciplinary/legal consequences may be applied appropriate to the infraction made.

All email accounts and storage locations are owned by the Leicester School Department, which retains the right to access, copy, and review any of the information contained therein. Users should not have any expectation of privacy in regard to communications and information accessed through the district network.

The Leicester School Department makes no warranties of any kind, expressed or implied, for the technology services provided to its users. The Leicester School Department shall not be responsible for damages resulting from the loss of data or from improper use of the network by its users.

The network user shall be responsible for compensating the school for any losses, costs, or damages incurred by the school related to violations of this policy and/or associated administrative procedures, including investigation of violations.

## ATTACHMENT E

### RELEVANT MASSACHUSETTS LAWS RELEVANT TO STUDENT DISCIPLINE

M.G.L. c. 71, § 37H

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or

expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

M.G.L. c. 71, §37H1/2 - Felony Complaints and Felony Convictions:

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension: provided, however, that such 'suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing for his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21

of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c.71, §37H3/4

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or

expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.



M.G.L. c.76, §21

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

M.G.L. c.71, §37L

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

# ATTACHMENT F

## Leicester Public Schools K- 5 Code of Conduct

### Classroom Managed

	Behavior	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence
<b>Be Respectful</b>	Non-Compliance/Defiance/Disrespect	Failure to respond to adult requests, refusal to follow directions or school expectations, talking back and/or socially rude interactions	Options: Verbal Re-direction; Discussion; Parent Contact; Take a Break; Apology; Work Completion at Another Time	Parent/Teacher/Student phone conference Behavior Reflection	Parent/Teacher/Student conference After school detention Behavior Contract
	Inappropriate Verbal Language/Disrespect	Inappropriate language, name calling, teasing	Options: Verbal Re-direction; Discussion; Parent Contact; Take a Break; Apology	Parent/Teacher/Student phone conference Behavior Reflection	Parent/Teacher/Student conference After school detention Behavior Contract
	Minor Disruption	Inappropriate behavior, noise with materials, horseplay or roughhousing, etc.	Options: Verbal Re-direction; Discussion; Parent Contact; Take a Break; Apology	Parent/Teacher/Student phone conference Behavior Reflection	Parent/Teacher/Student conference After school detention Behavior Contract
<b>Be Responsible</b>	Property Misuse	Misuse of property (intentionally breaking pencils, writing on desks, taking other's belongings)	Options: Verbal Re-direction; Discussion; Parent Contact; Take a Break; Apology; Restitution	Parent/Teacher/Student phone conference Behavior Reflection Restitution	Parent/Teacher/Student conference After school detention Behavior Contract
	Minor Theft	Taking and removing of personal or school property without permission (Ex: pencil, pen, snack, book, lunchbox, etc.)	Options: Verbal Re-direction; Discussion; Mandatory Parent Contact; Take a Break; Apology; Restitution	Parent/Teacher/Student phone conference Behavior Reflection Restitution	Parent/Teacher/Student conference After school detention Behavior Contract
<b>Be Safe</b>	Physical Contact	Non-serious, but inappropriate physical contact (horseplay, unintentional contact, invading personal space)	Options: Verbal re-direction Discussion Parent Contact Take a Break Apology	Parent/Teacher/Student phone conference Behavior Reflection	Parent/Teacher/Student conference After school detention Behavior Contract
	Other Unsafe Behaviors	Unsafe behaviors such as running in the hallways, not being in assigned area, talking during fire drills, or school tools used inappropriately	Options: Verbal re-direction Discussion Parent Contact Take a Break Apology	Parent/Teacher/Student phone conference Behavior Reflection	Parent/Teacher/Student conference After school detention Behavior Contract

**Office Managed**

	<b>Behavior</b>	<b>Definition</b>	<b>1st Occurrence</b>	<b>2nd Occurrence</b>	<b>3rd Occurrence</b>
<b>Be Respectful</b>	Open Defiance/Non-Compliance	Flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult	Student/Administrator Conference Mandatory Parent contact After School Detention Behavior Contract	Mandatory Parent conference 1 day ISS Additional options: Behavior plan Restorative practice	Mandatory Parent Conference 1-3 days ISS
	Abusive/Threatening/Sexual Language	Verbal messages that include swearing, language and use of words in an inappropriate way. Profane/disrespectful message (verbal or gestured) to another person that may include threats or intimidation	Student/Administrator Conference Mandatory parent contact Plan for making amends to those they offended After School Detention	Mandatory Parent conference 1 day ISS Additional options: Behavior plan Restorative practice	1-3 days ISS Restorative Practice Possible 1-3 OSS
	Escalated Disruption	Behavior causing an interruption in a class or activity; includes sustained loud talking, yelling, or screaming and/or sustained out-of-seat behavior	Student/Administrator Conference Confer with Behavior Specialist After school suspension	Mandatory Parent conference 1 day ISS Additional options: Behavior plan Restorative practice	Mandatory Parent Conference 1-3 days ISS Possible 1-3 OSS
	Bullying	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 victim that causes harm, fear, or creates a hostile environment.	Complete investigation Mandatory parent contact Behavior contract/Plan for improvement	Complete investigation Parent conference Suspension	OSS  <b>Potential Police Involvement- Starting at 1st Occurrence if it is determined that bullying has occurred</b>
<b>Be Responsible</b>	Property Damage	Deliberate damage to property, vandalism	After school detention with restorative practice Mandatory parent contact Administrator/Student conference	1 day ISS Parent conference Restitution	1-3 days OSS Parent conference Restorative practice
	Major Theft	Taking and removing of personal or school property without permission (Ex: Electronics, personal items of importance, sports equipment)	Mandatory parent contact After school detention with restorative practice	1 day ISS Parent conference Restorative practice	1-3 days OSS Parent conference Restorative practice

**Office Managed**

	<b>Behavior</b>	<b>Definition</b>	<b>1st Occurrence</b>	<b>2nd Occurrence</b>	<b>3rd Occurrence</b>
<b>Be Safe</b>	Fighting/Physical Aggression/Sexual Contact	Actions involving serious physical contact where injury is intended (hitting, punching, kicking)	Mandatory parent contact Administrator/Student conference 1 day ISS with student choosing a method to make amends with those harmed	2-3 days ISS Parent conference Behavior contract	1-3 days OSS with restorative practice
	Possession of Dangerous Materials	Such as weapons, lighters, tobacco, etc.	Administrator/student conference Mandatory parent contact After school detention Removal of materials	1 day ISS Parent conference Behavior contract	1-3 days OSS with restorative practice
	Bus misbehavior	A behavior that results in distraction of the bus driver, insults other students or staff, inappropriate physical conduct or any other behavior that results in damage to the bus or other students belongings.	Administrator/student conference Mandatory parent contact Behavior contract/plan for improvement Restitution	Parent conference 1-3 days Bus suspension restitution	Parent conference 1-3 days Bus suspension restitution
	Physical Altercation on Bus	A physical fight between students	See 2nd occurrence	Parent conference 1-3 days Bus suspension restitution	Parent conference 1-3 days Bus suspension restitution

Forms of unacceptable conducted cited above are only some examples and are not an all-inclusive list.

<b>Word</b>	<b>Definition</b>
Re-direction	A correction of behavior verbally or through practice.
Restitution	Logical Consequence i.e. a student writes on a desk and is required to clean it.
Behavior Reflections	Use of age appropriate behavior journal done by student and signed by the parent.
Behavior Contract	Written agreement devised by teacher and student to improve behavior for a specific duration signed by student and parent, i.e. poor bathroom behavior, student uses nurse's bathroom for a week.
ISS	In School Suspension
OSS	Out of School Suspension

## Parent Access to Powerschool

Since the switch to Powerschool in January 2016, grades and attendance information are made available to view and print through the Powerschool Parent Portal. The link to access the Parent Portal can be found on the district or school webpage. You will need your child's student ID, Access ID, and Access Password to set up the account. You can get this information from the secretary at your school. **It is important that the information you provide during the registration match the information we have in Powerschool, especially your name and email address.** Once the information is confirmed, you will be asked to create a new username and password.

Once signed up, you will be able to access your student's information immediately using the username and password you created. To view your child's grades, click on the Grades and Attendance tab to the left of the page. To view the graded assignments for each subject, click on the letter grade. To view comments from teachers, click on the Teacher Comments tab. To print your child's report card, click on the Print icon on the upper right of the page. While there is an app for Powerschool, it is recommended that you access grading information through the web page to utilize all functionality.

Please do not hesitate to call your school office with any questions.