

# Hampden -Wilbraham Regional School District

*"Excellence First, Learning Always"*

## Student-Parent Handbook

### Elementary and Middle Schools

2007-2008

**Green Meadows  
Elementary School**

**Soule Road  
Elementary School**

**Memorial  
Elementary School**

**Stony Hill  
Elementary School**

**Mile Tree Elementary  
School**

**Thornton W. Burgess  
Middle School**

**Wilbraham Middle School**



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# **Hampden-Wilbraham Regional Administration**

## **Superintendent of Schools**

Dr. Paul Gagliarducci  
621 Main Street  
Wilbraham, MA 01095  
596-3884

## **Assistant Superintendent for Curriculum / Instruction & Professional Development**

Dr. Donna Scanlon  
621 Main Street  
Wilbraham, MA 01095  
596-6045

## **Director of Finance**

Mrs. Beth Regulbuto  
621 Main Street  
Wilbraham, MA 01095  
596-3884

## **Director of Student Services**

Mr. Thomas Philpott  
Thornton W. Burgess Middle School  
85 Wilbraham Road  
Hampden, MA 01036  
566-8814

# **Hampden-Wilbraham Regional School Committee**

*(Year term expires)*

Mr. William Bickley, Jr. (2009)  
Mr. Scott Chapman, Chairperson (2009)  
Mr. Gilles Turcotte, Secretary (2009)  
Mrs. Marianne Desmond (2010)  
Mr. D. John McCarthy (2008)  
Ms. Lisa Morace (2008)  
Mr. Peter T. Salerno, Vice Chairperson (2008)



# Directory of Schools



## **Green Meadows Elementary School (*Grades Pre K-4*)**

Principal, Mrs. Deborah F. Thompson  
38 North Road  
Hampden, MA 01036  
566-3263

## **Memorial Elementary School (*Grades 2-6*)**

Principal, Mrs. Marguerite Myers-Killeen  
301 Main Street  
Wilbraham, MA 01095  
596-6821

## **Mile Tree Elementary School (*Grades PreK-1*)**

Principal, Mrs. Rosemary K. Brosnan  
625 Main Street  
Wilbraham, MA 01095  
596-6921

## **Soule Road Elementary School (*Grades 2-6*)**

Principal, Mrs. Mary T. Goodwin  
300 Soule Road  
Wilbraham, MA 01095  
596-9311

## **Stony Hill Elementary School (*Grades 2-6*)**

Mrs. Sherrill J. Caruana, Principal,  
675 Stony Hill Road  
Wilbraham, MA 01095  
599-1950

## **Thornton W. Burgess Middle School (*Grades 5-8*)**

Principal, Mr. Noel P. Pixley  
85 Wilbraham Road  
Hampden, MA 01036  
566-8950

## **Wilbraham Middle School (*Grades 7-8*)**

Principal, Mr. Stephen M. Hale  
466 Stony Hill Road  
Wilbraham, MA 01095  
596-9061

## **Minnechaug Regional High School (*Grades 9-12*)**

Principal, Mr. M. Martin O'Shea  
621 Main Street  
Wilbraham, MA 01095  
596-9011

# Mission of the Hampden-Wilbraham Regional School District

## Mission

To be a community of learners  
committed to developing  
productive and responsible world citizens  
within a safe, healthy environment.

## Core Values

Learning is a life-long endeavor.

Every individual is capable of learning  
and deserving of respect.

Responsibility for education is vested in  
the individual, school, family, and  
community.

Academic excellence is achievable  
in relation to individual potential  
and the needs of the  
whole child.

Education must prepare learners to live  
and work in a complex and ever-  
changing global society.

Improvement in the educational system  
is an on-going process of reflection,  
re-evaluation, and openness  
to change.

# **SCHOOL CALENDAR 2007-2008**

<b>Aug. 27</b>	Teachers Report/In-Service Day
<b>Aug. 28</b>	Building In-Service Day
<b>Aug. 29</b>	First Day of School
<b>Sept. 3</b>	Labor Day
<b>Oct. 5</b>	In-Service Day
<b>Oct. 8</b>	Columbus Day
<b>Nov. 9</b>	K-8 P/T Conferences 9-12 In-Service Day (Election Day)
<b>Nov. 12</b>	Veterans' Day
<b>Nov. 21</b>	Thanksgiving Recess (Nov. 21-Nov. 23)
<b>Dec. 24</b>	Holiday Recess (Dec. 24-Jan. 1)
<b>Jan. 1</b>	New Year's Day
<b>Jan. 2</b>	Schools Reopen
<b>Jan. 21</b>	Martin Luther King Day
<b>Jan. 22</b>	In-Service Day
<b>Feb. 18</b>	Presidents' Day
<b>Feb. 19</b>	Winter Break (Feb. 19-Feb. 22)
<b>March 21</b>	Good Friday
<b>Apr. 21</b>	Patriot's Day
<b>Apr. 22</b>	Spring Break (Apr. 22-Apr. 25)
<b>May 26</b>	Memorial Day
<b>June 6</b>	MRHS Graduation
<b>June 16</b>	180 <sup>th</sup> Day (Includes 5 In-Service/ P/T Conferences)
<b>June 23</b>	185 <sup>th</sup> Day

## **PUBLIC NOTICE**

### **Translation Available**

At the request of a parent/guardian/adult student whose primary language is not English, school generated documents like the student handbook, code of discipline, procedural notices, correspondence and the like will be translated into that primary language.

A petición de un estudiante de parent/guardian/adult que lengua primaria no sea inglesa, los documentos escuela-generados como el manual del estudiante, el código de la disciplina, los avisos procesales, la correspondencia y los similares serán traducidos a esa lengua primaria.

По запросу студента parent/guardian/adult главным образом язык не английский, школьно-образовательные документы как руководство студента, Кодий дисциплины, процедурные извещения, корреспонденция и подобие будут переведены в тот главным образом язык.

## **Non-Discrimination Policy**

The Hampden-Wilbraham Regional School District, pursuant to Title II of the American's with disabilities Acts (ADA), Section 504 of the Rehabilitation Act of 1973, M.G.L. c. 76, sect.5, M.G.L. c. 151B, M.G.L. c. 151C, Title IX of the Civil Rights Act of 1972, and Titles VI and VII of the Civil Rights Act of 1964, does not discriminate against:

1. Any adult on the basis of race, color, sex, religion, age, national origin, sexual orientation, disability, marital status or veteran status in any employment status or access to programs available to such adults; and
2. any student on the basis of race, color, sex, religion, national origin, sexual orientation, or disability, be denied equal access or admission to school programs, courses, and/or extra-curricular activities.

Any student, parent, or guardian who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district program or activity on the basis of race, color, sex, religion, national origin, sexual orientation, or disability in violation of this policy may file a written grievance with the Superintendent of Schools or designee.

## **AMERICANS WITH DISABILITIES ACT**

The Hampden-Wilbraham Regional School District does not discriminate on the basis of disability. Program applicants, participants, members of the general public, employees, job applicants, and others are entitled to participate in and benefit from all agency programs, activities, and services without regard to disability. Copies of this notice are available, upon request, in alternate print formats (large print, audiotape, Braille, computer disk, etc.). Our grievance procedure, self-evaluation, as well as ADA policies, practices and procedures are available upon request. Inquiries, requests, and complaints should be directed to the Superintendent of Schools or designee.

### **Superintendent of Schools**

621 Main Street  
Wilbraham, MA 01095  
*596-3884*

## Requirements for School Entrance

A child must be 5 years of age before September 1 of the year he/she enters kindergarten. Parents are requested to attend **Kindergarten** registration to enroll their child. **Each year, these registrations are held during the first full week of March.** Specific information will be published prior to registration dates. If you are unable to attend, you must register your child in the principal's office at the school they will attend. If parents are not sure which school to register their child, they should contact the Superintendent's office at 596-3884. State law requires that all children are successfully immunized prior to entering school.

All students must have reached six years of age prior to enrollment in grade one. Exceptions may be made by the Superintendent for new students who have successfully completed Kindergarten in another public school. New students to the system register for first grade during the second week in March.



## Health Policies



### ***Immunization***

As required by the Massachusetts General Law, Chapter 76, Section 15, all school children must be "successfully immunized." The Department of Public Health has established the following schedules as legal requirements for children to attend kindergarten and school. **Please be aware that these requirements may change yearly. The immunization requirements listed below are for the 2007-2008 school year.**

### **Grades K-6:**

1. OPV or IPV (polio), four or more doses for Grades K; 3 or more for Grades 1-6.
2. Administration of "two doses of measles, 1 mumps, 1 rubella" or 2 MMR.
3. DTaP/DTP, 5 doses or more for K; DTAP/DTP, 4 or more doses for Grades 1-6 or more doses of Td for Grades 1-6.
4. Administration of 3 doses of Hepatitis B (Grades K-12).
5. Varicella, 1 dose (Grades K-4 for susceptible students).

Half doses of DTP are not acceptable. DT is only acceptable when accompanied by a letter stating that there is a medical contraindication to DTP. A booster dose of Td is required for students entering grades 7 – 12 if it has been five or more years since their last DtaP / DTP / DT.

MMR should not be given before 12 months of age. The second dose may be given at any time provided there is a four-week minimum interval between doses.

## Medication Policy

### **THE HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT RETAINS THE DISCRETION TO REJECT REQUESTS FOR ADMINISTRATION OF MEDICATION.**

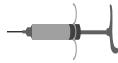
Medication will be given to a child in school under exceptional circumstances when that child is required to take oral medication and the parent cannot be at the school to administer the medication. In this instance only the school nurse or school nurse's qualified designee will administer the medication.

Parental consent is needed (on emergency form) to administer the following over the counter medications in school: Acetaminophen (Tylenol), Benadryl, Ibuprofen (Advil) and/or Calamine Lotion. The use of cough drops is not encouraged.

The procedure for prescription medications remains unchanged. A doctor's written authorization is still required, as well as parent/guardian permission. Medications must be brought to school in the original pharmacy container. This policy is prescribed by Massachusetts 105 CMR 210.3000, et seq. and must be done in compliance with the regulations that follow:

1. Written instructions signed by the parent and physician will be required and will include:
  - child's name
  - name of medication
  - purpose of medication
  - time to be administered
  - dosage
  - possible side effects
  - termination date for administering medication
2. Medication must be kept in a locked cabinet with the exception of asthma inhalers and Epi-pens for allergic reactions (anaphylaxis).
3. The parent of a child must assume responsibility for informing the school of any change in the child's health or change in medication.
4. A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.
5. A parent or guardian must deliver and pick up medications. Students are not allowed to transport medications.
6. A maximum 30-day supply of medication can be kept in the school.
7. When medication is discontinued it will be properly disposed of after seven days notification to the responsible parent or guardian.

### ***Injectable Insect Sting Kits***



It shall be the responsibility of either the parent of a child, or persons who have legal custody of such child, to supply the Hampden-Wilbraham Regional Schools with an **Epi-pen at the school (a separate Epi-pen must be supplied for use on the school bus if requested by the school nurse)**. It shall be the responsibility of the school department to safely keep the Epi-pen and administer the same according to the provisions mentioned herewith:

1. The family physician must submit a written statement to the effect that, in his or her opinion, at this time no other alternative medication would be effective.
2. The family physician must submit written authorization and specific instructions for the administration of such medication within the school setting.
3. The parent must submit written permission for its use, releasing the school from all responsibility involved in its administration.
4. **Parental permission, in writing must be given to allow a trained bus driver to administer an Epi-pen.**

### ***Health Room***

The school nurse takes care of injuries and ailments that occur at school. The nurse is not to diagnose or to care for injuries or ailments that occur at home. We ask parents not to send their child to school if he/she has a fever, **is vomiting or experiencing diarrhea**. If your child has a rash, do not send him/her to school until you have checked with your family doctor.

These requests are made for your child's protection and for the welfare of other children. In the confined areas of the classroom, many children can be unnecessarily exposed. On the day following an absence, students are required to bring in a written excuse signed and dated by a parent or guardian.

### ***Emergency/ Non-Prescription Medication Form***



**These medical forms will be either mailed to your home over the summer or given to your child during the first week of school. These forms provide the school with critical information regarding your child.** Please complete this form in detail, and promptly return it to the school. If a phone number, address, or place of employment changes during the year, notify the school **nurse** immediately. This information is necessary so that the parents can be notified in case of an emergency.

## ***Communicable Diseases***

Parents **must** inform the school nurse if their child has contacted a communicable disease. According to Massachusetts Isolation and Quarantine Regulations, 105 DMR 300.100 and M.G.L. c. 111, s.7, the diseases listed below must be reported. Children with certain diseases are required to remain out of school as follows:

- ***Chicken Pox:*** Until lesions have dried and crusted, or until no new lesions appear, usually by the 5<sup>th</sup> day.
- ***German Measles:*** No restrictions.
- ***Measles:*** One week from appearance of rash.
- ***Meningitis:*** Until the febrile period is over.
- ***Mumps:*** Until all swelling has subsided or one week from onset of disease, whichever comes first.
- ***Pertusis (whooping cough):*** Twenty-one days from onset of cough or five days after initiation of appropriate antibiotic therapy.

## ***Health Screening Program***

Screening programs are conducted at the following grade levels:



**Hearing:** Kindergarten through Grade 3, Grade 7 and Grade 10



**Vision:** Kindergarten through Grade 5, Grade 7 and Grade 10

**Postural:** Grades 5-9; This procedure is screening for scoliosis (abnormal lateral curvature of the spine) which requires the nurse and/or physical education teacher to look at a child's back as he/she stands upright and bends forward.

**Impedance:** Kindergarten and Grade 1. Impedance is only done on children if puritone hearing screening is failed.

## ***Physical Examinations***

Massachusetts General Law, Chapter 71, Section 57 requires that each child receive a physical examination prior to initial school entrance. Physical examinations are required of all students in Kindergarten and in Grades 4, 7, and 10. Physical examination forms will be sent to you for your doctor to complete.

**Physical Limitations:** Any student entering the Hampden-Wilbraham Regional School District who may have a **temporary or permanent** physical limitation that would impact his or her ability to access the various educational programs of the District, should be brought to the immediate attention of the **school nurse who will then consult** with the building principal. The building principal or designee will then consult with the student's parents/guardians to determine the nature of the limitation and the necessary accommodations that will need to be made to ensure accessibility to all District programs.

**Exposure Control Plan:** *The Occupational safety and Health Administration's (OSHA's)* Blood Borne Pathogens Standard requires all school systems to create and make available to every employee an Exposure Control Plan. All employees of the Hampden-Wilbraham Regional School District are required to comply with this plan.

Potential hazards in the school setting include contact with blood or potentially infectious body fluids, HIV leading to AIDS, torn or loose skin, sharp objects including glass, metal, knives, needles, orthodontic wires that are exposed, hepatitis B virus which causes inflammation of the liver. Contaminated surfaces are a major cause of the hepatitis B virus. HBV can survive on surfaces dried and at room temperature for at least one week.





## Transportation and Bus Policy



The District will provide regular bus transportation for students whose residence is more than two miles from a school or one mile from the nearest bus stop. It will also adhere to all compliance issues under Massachusetts General Law, Chapter 90 as well as other transportation state related statutes. Routing, pick-up/drop-off points will be determined with full consideration of each school's hours of operation and the safety of each child.

The District reserves the right to deny transportation services to students whose behavior, while riding a bus, jeopardizes the safety of others. Additionally, when appropriate, younger students may be transported to afternoon day care locations within the school district when the individual student day care schedules do not vary from week to week or longer.

The bus driver shall not dismiss kindergarten and Grade 1 students from a bus without accompaniment of an older sibling, designated student, or parent/guardian who is visible by the bus driver. Students shall be returned to the school or Central Office until parent/guardian or designated individual can be located.

Under no circumstances shall parents be allowed on a school bus while it is implementing its daily run schedule. Parents who wish to speak to their child or deliver personal belongings shall do so through communication with the school principal or bus driver.

As part of the school's safety plan, there shall be at least two (2) bus evacuation drills held each year.

Per state statute, the District will provide transportation to and from schools outside the District to students requiring special services. Pick-up and drop-off of students will be coordinated by the Director of Pupil Services depending on the location of programs found to be appropriate for any particular individual.

Students have a right to safe transportation and/or passage to school. Riding a school bus is a privilege and all bus rules must be followed in order to maintain this privilege. The school bus driver is responsible for, and has full authority over, the conduct of pupils while on the bus. Inappropriate bus conduct will be reported to the school administration and parents in the form of a *Bus Conduct Report*. A parent must sign this report in order for a child to continue riding the bus.

## ***General Rules for Riding School Buses***

1. ALL SCHOOL RULES APPLY TO STUDENTS WHEN RIDING A SCHOOL BUS, WAITING AT THE BUS STOP OR WALKING TO AND FROM SCHOOL.
2. Students should be on time at the designated bus stop and wait until the bus comes to a complete stop before attempting to board.
3. Students should keep their hands and head inside the bus at all times.
4. Students should remember that loud talking and laughter divert the driver's attention and make safe driving difficult.
5. Horseplay is not permitted around or on the school bus.
6. Students should NEVER throw anything out of the bus or in the bus.
7. Students should remain seated and facing forward at all times.
8. Written parental permission must be obtained and presented to the Main Office prior to riding another school bus. The school retains the right to refuse permission for a child to ride a bus other than the bus that is assigned to that child.
9. It is no longer considered the school day once a student has been dropped off at their bus stop in the afternoon.

### **STATE LAW OFFENSE**

“Whoever willfully throws or shoots a missile at a school bus, or at a person on such, or in anyway ASSAULTS or interferes with an operator while in the performance of his/her duty on or near such school bus, shall be punished by a fine of not more than \$100, or by imprisonment for not more than one year, or both.” A snowball is considered a missile.

## **Student Internet “Rules of the Road”**

The Hampden-Wilbraham Regional School District owns technology equipment and reserves the right to limit its access. Staff has the right to monitor all computer activity. Students, staff and teachers must sign Access Release and Authorization form as a condition for using the Hampden-Wilbraham Regional School District computer networks. The school district has taken precautions to eliminate controversial materials. However, we recognize that it is impossible for the HWRSD to restrict access to all controversial materials. Parents will receive a permission slip for their child (ren) to use the Internet at school. The use of Internet services is considered a privilege. Students are required to follow the Internet “Rules of the Road:”

## *Internet “Rules Of The Road”*

1. Be polite and use respect in your messages to others.
2. Use appropriate language. Swear words and vulgarities are not allowed.
3. Do not tell others your personal address and/or phone number or numbers of friends and family.
4. Only use the Internet or e-mail when you have the teacher’s permission to do so.
5. Accessing other individual’s e-mail or files is prohibited.
6. Use the Internet only as instructed by your teacher.
7. Do not use the network in a way that could disrupt others.
8. Treat all computer equipment as if it were your own.
9. Downloading games and music is prohibited on school computers.

## *General School Visitation*



Parents are welcome to visit our schools at anytime. Please observe the following guidelines when visiting:

1. Please call the school to make arrangements ahead of time.
2. All visitors must use the main entrance to the school.
3. All visitors must register and receive a visitor’s badge at the front office before proceeding in the building.
4. Young siblings should not accompany their parents to the classrooms.

## *Classroom Visitations*

1. The Hampden-Wilbraham Regional School District supports and encourages the active involvement of parents in their children’s learning.
2. The schools welcome parental visits to their children’s classrooms. Parents should make prior arrangements with the teacher.
3. All visitors are to report first to the principal’s office. No unauthorized person will be permitted access to any classroom.
4. Other individuals or groups shall be permitted in classrooms only upon prior approval by the teacher and principal. **(Advocates wishing to observe a classroom must be accompanied by the parent of the child they are observing.)**
5. All visits shall be of such reasonable length and at such time as to be non-disruptive to the instruction of students, as determined by the teacher and principal or special education director.

6. In the case of a special needs student the purpose of classroom visits is to assess a particular student to determine the appropriateness of a program to meet the needs of the student, or to be more familiar with the program and staff. Any such visitations shall be in compliance with Chapter 766 Regulations and this policy. The school shall comply with Chapter 766 Regulations 317.2 (parents observing classrooms) and 320.2 (psychological assessments) when dealing with students under Special Education.
7. Staff and program evaluations are functions of the administration. Individual or groups, including parents, guardians, or relatives, shall *not* be permitted to observe classes for the purposes of formally assessing or evaluating academic programs or staff.
8. The schools reserve the right to limit the number of visits to classrooms to no more than three (3) per year and not to exceed 30 minutes in duration. This is to protect the learning process and the confidentiality rights of students.

## *Parent Volunteers*



We encourage parent volunteers in our schools. However, please be reminded that all parent volunteers who are working in any capacity in the school setting are bound by the laws of confidentiality. Information obtained through observation or participation in classrooms is completely confidential.

**The HWRSD School Volunteer Agreement must be completed prior to volunteering in the district.**

## **School Attendance**

Massachusetts's law requires that schools be in session 180 days per year. In accordance with Massachusetts General Law, Chapter 76, Section 1, every child between the minimum ages as established by the board of Education shall attend a public day school or some other school approved by the school committee for the number of days as required by the Board of Education. Also, Chapter 76, Section 2 states that: Every person having control of a child shall ensure their attendance for the number of days as required by the Board of Education.

The above provisions clearly specify that a student must attend school every day that school is in session unless the student has a excused absence. It is the parents'/guardians' sole responsibility to see to it that their son/daughter is in school.

Students have the responsibility to be in school and in class on time and to attend all classes and assigned activities. Parents are discouraged from scheduling

appointments for their children during regular school hours. **All absences will be counted** in determining perfect attendance. Students are required to bring a written note from their parents verifying and explaining their absence from school within 48 hours. **All unexcused absences will be considered truant.** When a student is absent for two consecutive days, parents may request homework by calling the school office before 9:00 a.m. Parents may pick up the homework at the close of that school day. Exceptions to this policy will be made by the principal. Parents can make arrangements for obtaining books, which may be in the student locker/classroom.

The school administration discourages students missing school for family vacations. Clearly, missed teacher presentations, lectures, classroom discussions, laboratory experiments, and such cannot be made up as homework. However, the reality exists that parents do take their children out of school for such trips and these absences will count against the attendance policy. When this occurs, the following procedures will be used:

- The parent(s) / guardian(s) will contact the administration in advance of the planned vacation.
- The student will be held responsible for making specific arrangements with their teacher(s) for assignments. Work will be offered to students upon their return from an absence from school. Please do not ask teachers to prepare student assignments in advance of your child's trip. All work will be offered to the student for full value credit upon the return of the student to class.

**The Hampden-Wilbraham Regional School District has adopted the following procedures in order to enforce the attendance policy for students in grades K-8.**

***ABSENCES:***

- If a student is absent seven (7) times during the first marking term, parents/guardians will be provided a written record of their child's attendance.
- Once a student is absent fourteen (14) times, the principal will review the students' attendance record to determine compliance with the mandatory state attendance law. Parents will be notified in writing about their child's attendance information. Action will be sought through the court when deemed appropriate by the principal.
- After twenty-one (21) absences, a mandatory conference will be scheduled with the principal and parents. A warning notice will be sent documenting that seven more absences will result in non-promotion to the next grade level. A court referral is probable at this point in time.
- After twenty-eight (28) absences, the principal will review the student attendance record and will send a letter to the parents/guardians notifying them of non-promotion of their child. A petition will be filed with the court indicating failure to comply with the state mandated policy.

- If students have absences of unusual and/or extenuating circumstances, the principal reserves the right to waive the above actions.

### ***TARDIES-EARLY DISMISSALS:***



- Students who arrive at school after the starting time are considered tardy and should report to the office before going to their class. Students should then follow the procedure that pertains to their particular school.
- Students may be assigned a lunch detention each time they are tardy between five to nine (5-9) times in a marking term. Students may be issued an after school office detention for each tardy beyond nine (9) in a marking term. The building principal reserves the right to determine when such a consequence is appropriate.
- Please note that if a student is out of school for more than one-half of the school day, it will count as an absence.
- When necessary, early dismissals are granted upon written parental request specifying the time, date, reason, and who will be picking up your child. Please contact your individual school to determine the procedure for an early dismissal. **Please schedule appointments outside of school hours.**
- No child will be dismissed from the school without parental permission. If your child is ill and should be sent home, you will be notified by the nurse or school administrator and you may pick your child up in the health room.



### ***Arrival at School***



Students should not arrive to school any earlier than the times listed below, as there is no supervision provided before that time. Please note the start time of your child's school day as noted below:

***Thornton W. Burgess and Wilbraham Middle School- 7:30 AM  
Stony Hill, Soule Road, Memorial and Green Meadows- 8:15 AM***

# School Cancellation

The following procedures apply for the opening and closing of schools during winter storms or emergency situations:

1. When weather conditions warrant, school will be cancelled. “No School” announcements will be made via Connect Ed; the automated e-mail notification system, the district website, and on local radio and television stations. When school is cancelled, school activities, school related meetings and athletic events are also cancelled.
2. When morning weather conditions are improving, the schools may open on a “delayed opening” basis. On these days, schools will start between 90 minutes to 2 hours later. Consequently, all activities, commencing with the start of the bus runs, will follow a 90-minute to 2 hour later pattern.
3. When school is delayed, dismissal will be at the regular time.

## *Delayed Opening of School*

“Delayed opening” announcements will be made via Connect Ed; automated e-mail notification system, on the district website and will be broadcast over local radio and television stations. Announcements should be monitored carefully. **Parents are reminded that while schools may operate on the basis of improving conditions, they should exercise their own good judgment as to the attendance of their children.**

## *Early dismissal due to inclement weather*

In severe weather or similar emergencies when road conditions are expected to deteriorate, it is sometimes best to dismiss students early. Parents will be informed of dismissal times through the advisories listed above. For Kindergarteners and first graders, our policy is to return bus riders to their school or Superintendent’s Office if no one is at the usual drop-off point and no alternate adult (neighbor, relative) has been authorized to receive them (via the Emergency/Non-Prescription Medication Form). For older children, families should have a procedure that could be followed in case of an unanticipated early dismissal. A planning guide is attached to help you develop and communicate contingency plans to your child.

## ***Health, Safety and Emergency Communications***

In the event of a significant emergency, we will make every effort to keep you informed so that you will understand the situation and its relevance to your family. Information will be disseminated in many ways, including:

- Broadcast on local television stations - TV-22, TV-40, and Public Access Channel 5
- Broadcast by radio - WHYN AM & FM, WMAS (94.7 FM), WNNZ (640 AM) and WAQY (102 FM)
- Automated telephone messaging via Connect-Ed
- Automated e-mail notification system
- District website ([www.hwrsd.org](http://www.hwrsd.org))

### ***Evacuation***

The need to evacuate the students from a building before the regularly scheduled closing time could arise from a relatively minor incident, such as a power failure or from a major event, such as fire or bomb threat. During evacuation, students are guided to the nearest exit and assemble at an established location. During evacuation, release times, communication into the school and/or transportation may be temporarily disrupted, and families will receive information and instructions from the listed communication resources.

### ***Lockdown or Sheltering-in-Place***

Lockdown or sheltering-in-place is implemented when it has been determined that conditions outside of the classroom or building are potentially unsafe. Situations that may activate a lockdown/sheltering response include a hazardous materials situation near the school, police activity close by, or potential intruder alerts. While lockdowns are extremely rare, lockdown drills are conducted periodically to ensure that all staff members and students are prepared to respond confidently and calmly. During a lockdown drill, as with an actual event, students and staff remain quietly in a designated location within the room or are guided to a secure location to wait for the “All Clear” signal. It is not possible to enter the building until an “All Clear” signal is given by the principal or public safety official. Information concerning the lockdown is given to families through the listed communication resources.

### ***Off-Site Evacuation/Dismissal Policy***

In an extreme emergency when a school has been evacuated and it is not possible to return, an off-site meeting place may be needed. Parents will be directed (through the above advisories) to go to the closest available school building or designated information center in the community. The Superintendent, with public safety personnel, will determine the location that best meets the needs of the specific

emergency, and staff will be on site to assist with dismissal procedures using the following guidelines:

- No student will be dismissed from a primary or secondary evacuation site unless a parent (or individual designated by a parent on the student's Emergency/Non Prescription Medication Form) comes for him/her and is able to present photo ID to identify him/herself upon request.
- All parents or designated persons who come for students will be required to sign out at the Front Office (or from a designated alternate release location in certain emergencies).
- In addition to the above notification resources, signs will be posted if an alternate location is needed.

Throughout the school year your child will be trained in emergency procedures. She/he will learn how to react, where to assemble, and what to expect in an emergency situation. While it can be unsettling to think about situations that require emergency procedures, by continually reviewing potential scenarios and plans, we can prevent or mitigate threats to student safety and be prepared to implement the best possible response.

***Please help us in the following ways:***

- Be sure that in the event of an emergency, the medical information on file for each student is accessible. It is very important that you keep this information up-to-date, and notify the school nurse of any changes.
- Similarly, please be sure to keep all emergency contact information current, and inform the school secretary if there are changes in your cell, office or home phone numbers.
- During an emergency, please do not call the school. Telephone lines need to be kept open for emergency calls.
- Turn to the listed radio and television stations for information, and make sure that changes in your telephone numbers are provided to the school so that the Connect-Ed automated notification system can be accurately updated.
- Do not immediately drive to the school. The school access route and street entrance areas may not be open.

Please have your family review and practice responses to emergency situations at home, including instructions that your child should follow in the event of an early dismissal if you are not at home.

## ***Transferring Students***

The school office should be notified at least one week in advance, if possible, when a student will be transferring to another school. The following information will be needed to complete the transfer:

1. Date of departure
2. New residence, town/city, street and number
3. New school
4. Updated immunization record

**PARENTS MUST SIGN A RELEASE FORM TO ALLOW THE SCHOOL TO FORWARD STUDENT RECORDS.**



## **District Assessment Plan**



### ***Grade Two***

Work Samples (*reading, writing, math*)  
Reading & Writing Assessments  
Mathematics End-of-Unit Assessment Tasks  
Group administered theme tests in reading (*twice a year*)  
Report Cards/Parent Conferences

### ***Grade Three***

Massachusetts Comprehensive Assessment Testing System (MCAS) Reading & Mathematics  
Work Samples (*reading, writing, math*)  
Mathematics End-of-Unit Assessment Tasks, STAR Math  
Group administered theme tests in reading  
Report Cards/Parent Conferences

### ***Grade Four***

English Language Arts and Mathematics MCAS  
Work Samples (*reading, writing, math*)  
Mathematics End-of-Unit Assessment Tasks, STAR Math  
Group administered theme tests in reading  
Report Cards/Parent Conferences

### ***Grade Five***

Reading, Mathematics, Science & Technology/Engineering, History and Social Science  
MCAS  
Work Samples (*reading, writing, math*)  
Mathematics End-of-Unit Assessment Tasks, STAR Math  
Group administered theme tests in reading  
Report Cards/Parent Conferences

### ***Grade Six***

Reading and Mathematics MCAS  
Work Samples (*reading, writing, math*)  
Mathematics End of Unit Tests, STAR Math  
Group administered theme tests in reading  
Report Cards/Parent Conferences

### ***Grade Seven***

English Language Arts, History and Social Science and Mathematics MCAS  
Algebra Readiness Test  
Mathematics End of Unit Tests, STAR Math  
Progress Reports and Report Cards/Parent Conferences

### ***Grade Eight***

Reading, Mathematics, Science & Technology/Engineering MCAS  
Mathematics End of Unit Tests, STAR Math  
Progress Reports and Report Cards/Parent Conferences

*Parents are encouraged to address specific questions about tests results to the child's teacher, counselor, or building administrator.*

## **Grading and Reporting**

### ***Parent Conferences***

Parent-teacher conferences are an integral part of the communication carried on between home and school. Through these conferences, a better assessment of each student's progress can be achieved between teacher and parent. Conferences are also scheduled as part of the K-1 report card model. Parents may request a conference with their child's teacher, or team any time during the school year by calling the school office to arrange a convenient time. Each November, a parent-teacher conference day is scheduled for students in grades K – 8.

### ***Progress Reports***



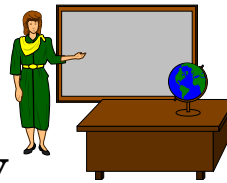
In grades 2-6 progress reports may be sent home in the middle of each marking period. Middle school students will receive progress reports in the middle of each marking period. Progress reports must be signed by a parent/guardian and returned to the teacher.

## ***Report Cards***

Grades 2-8 report cards will be issued four times during the school year.

### **Report Card and Conference Dates 2007-2008**

October 26	Grades 2-8	Marks and Attendance Close
November 2	Grades 2-8	1st Report Card Goes Home
November 9	Grades 2-8	Conference Day
January 18	Grades 2-8	Marks & Attendance close
January 25	Grades 2-8	2nd Report Card goes home
April 4	Grades 2-8	Marks & Attendance close
April 11	Grades 2-8	3 <sup>rd</sup> Report Card
Last Day of School	Grades 2-6	Report cards go home with students
	Grades 6-8	TWB Report cards mailed
	Grades 7-8	WMS Report cards mailed



## **Homework Policy**

### ***Philosophy***

Homework is a vital part of a child's school experience. Its primary purpose is to give students time to practice skills taught in class. This extension of learning time also helps students develop responsibility, time management skills, and self-confidence. It also helps promote parent-child interaction and strengthen home/school communication.

Homework has been shown to be an important way to increase student achievement. Students learn and reinforce essential basic skills through consistently completing homework in a responsible and timely manner. In the elementary schools, homework fosters positive attitudes, habits, and character traits. In the middle schools, homework facilitates knowledge acquisition in specific topics and develops more independent problem solving skills.

Homework is a teacher planned learning activity that takes place outside of a student's regular school hours. Assignments are specific and related to classroom objectives. The needs and abilities of the student are important considerations in planning assignments. Children are responsible for the completion of all homework assignments under the supervision of their parents. Teachers are responsible for the coordination of homework assignments.

Weekend homework (for schools without a drop block schedule) is usually reserved for long-term assignments such as book reports and projects. The teacher reserves the right to make exceptions to this policy. The following guidelines will assist the student and parent in determining how much time should be spent on homework after school.

### HOMEWORK GUIDELINES

<u>Grade Level</u>	<u>Daily Total Minutes</u>
Grade 2	10 - 20
Grade 3	20 - 30
Grade 4	30 - 45
Grade 5	45 - 60
Grade 6	60 - 75
Grade 7	75 - 90
Grade 8	90 - 120

If a student or parent finds excessive periods of time are being spent on homework, please contact the teacher to discuss the situation.

## Student Rules and Regulations

### ***Bicycles, skateboards, rollerblades, scooters and wheelies***



Students may ride bicycles to and from school with written permission from their parent/guardian, unless otherwise designated by the building principal. This signed permission form must be on file in the principal's office prior to the student riding his / her bike to school.

It is recommended that students lock their bicycles in the bike rack, since the school does not assume responsibility for loss or theft. Helmets must be worn when riding a bicycle to and from school. Students who ride bicycles are not to arrive on school property before the designated time for entry into the building.

***Skateboards, rollerblades, scooters and wheelies are not allowed on school grounds.***

## ***Cafeteria Behavior***

Lunch should be an enjoyable experience. We ask each child to behave as if he/she were at home eating with his/her family. Students must follow the cafeteria rules of the school they attend. Students may be removed from the cafeteria and/or lunch recess for inappropriate behavior.



## ***Courtesy***

Courtesy to teachers, school employees, substitutes, other students, and visitors is important in our school system. As a school citizen, each of us should strive to be considerate of others. Always treat people as you want to be treated. Respect and obey the judgment of your teachers. Treat all adult employees of the school with courtesy and follow any request or directive they may give you.

## ***Gum and Candy***

Gum chewing is not allowed in school at any time. Students are not permitted to sell gum, candy, or any other items in school.

## ***Classroom***



Students must come to school with the necessary materials they will use during class time. This should include their textbooks, pencils, pens, and student agenda. Upon entering the building, students go directly to their classroom. Morning homeroom/advisory is a time for students to organize for the day's activities. Attendance and announcements will be made at this time.

## ***Bathroom***



Students must receive permission from their teacher to leave the classroom at any time, unless there is an extreme emergency.

## ***Honesty***

Honesty is important and is expected in the Hampden-Wilbraham Regional School district. Students have the duty to be responsible and honest people. Dishonesty and cheating deprive people of their most prized possession: self-respect.

1. Students may not forge (write the signature or initials of another person) any note, pass or official paper work for themselves or for another student.
2. Students may not cheat on a quiz, test or other class work. Cheating is personally unethical and counter-productive to learning. Cheating includes:
  - Copying classwork / homework or providing answers to another student.
  - Plagiarism (using ideas or writings of another as one's own work, such as copying and pasting from an internet source).
  - Bringing answers into a testing area.
  - Giving test questions / answers to a member of a later class or receiving test questions /answers from an earlier class.
  - Copying from another student's test or knowingly permitting another to copy during a test.
  - Any other action intended to obtain credit for work that is not one's own.

## ***Lockers and Desks***

Every student in the middle schools and some elementary schools will be assigned a locker for the storage of books and equipment. The school is not responsible for the loss or theft of personal valuables and property. Non-school related items may not be stored in lockers, desks, or backpacks. This may include balloons, toys, stuffed animals, cards, personal music devices, and computer games. Illegal items such as weapons, lighters, matches, illegal drugs, alcoholic beverages, stolen property, pornographic and/or obscene materials are prohibited from school.

Lockers are loaned to pupils for the school year. They are jointly accessible to the student and school officials and may be subject to inspection and search at any time at the discretion of school officials. Students at Thornton Burgess and Wilbraham Middle School will be given combination locks. It is the student's responsibility to keep this combination confidential and see that their locker is locked and orderly.

**Canine Searches - Middle Schools:** The Hampden-Wilbraham Regional School District has formed a partnership with the Hampden and Wilbraham Police Departments and the Massachusetts State Police Canine Unit to periodically use trained police dogs to search the lockers, classrooms and school grounds. These unannounced searches may occur at any time.

## **Money, Valuables and Electronic Devices**

It is strongly suggested that students should not bring more money to school than needed for the day. If you need to bring a large sum of money to school, take it to the office where it can be kept until dismissal time. Bringing personal music devices, beepers, cell phones or any other electronic devices are also discouraged, and the use of these items will not be allowed in school during regular school hours. If such an item is lost or stolen, the school will not be responsible for restitution.

Gambling is not allowed on school property at any time.

## **Physical Education**

The physical education program provides a variety of activities. To be excused from gym class, a written note is required from the student's parent/guardian, or school nurse explaining the reason. If there is a need to be excused for more than one week, a note must be sent to the school stating the problem and length of time to be excused. This note must be signed by a doctor and presented to the school nurse. **Sneakers are a requirement for gym class.**

## ***Respect and Care of School Property***

Respect for school property is the sign of a good school citizen. Persons who willfully damage school property will be required to make full restitution and will be reported to the proper legal authorities. Vandalism may result in suspension from school for up to 10 days.

Textbooks and school supplies are loaned to the student, who is expected to return them in good condition. Lost or damaged books and materials must be paid for in order that immediate replacements may be made.

## ***Physical Contact, Threats, Harassment***



Students have the right to attend school without the fear of physical harm, threats or harassment. Fighting, pushing, tripping or hitting another student or staff member is not allowed and may result in a suspension or expulsion. Threats or harassment of other students or staff members are not allowed and may result in suspension.



## ***School Dress***

Students should be appropriately dressed to maintain an atmosphere conducive to learning. While attending school, appearance should be neat and clean. This includes hair, clothing, and footwear. Personal standards are the responsibility of each home. The administration, however, reserves the right to restrict dress if such dress is vulgar, disruptive, or constitutes a safety hazard. State law requires that shoes must be worn in a public building.

The following are examples of the standards that will be observed at all schools:

- Attire covering the top of the body must have at least two-inch wide straps and be long enough to cover any exposed skin on the torso.
- Pants must be high enough on the hips so as not to expose underwear or skin.

- Legs should not be exposed above the fingertip length when a student stands with arms fully extended downward.
- Sleepwear, such as flannel pajamas, is prohibited.
- Clothing promoting alcohol, tobacco products, weapons and drugs is prohibited.

Unless the weather is unseasonably warm, jackets are required for school beginning November 1<sup>st</sup>. Parents should use their discretion on the wearing of jacket and shorts with an understanding that all students are required to go outdoors for lunch recess.

## ***Contacting Students and Staff in School***



Students will not be allowed to receive telephone calls except in the case of an emergency. It is the responsibility of every student to arrive at school with all necessary materials relating to his/her assignments. Parental assistance, at home, can minimize unnecessary phone calls.

Whenever possible, please plan ahead and use a note so that phone calls can be kept to a minimum. Telephones are for business purposes and use by children is not allowed. Pay telephones are located in the middle schools. Middle school students are encouraged to keep 50 cents in their locker for phone use. Students need to check with their teacher to follow the correct procedure in using the pay phone. The office phone is only to be used in the event of an emergency.

Messages for students will be accepted in the case of an emergency. Please make every effort to give the school office sufficient time to deliver the message. **Students will not be taken from class for telephone calls.**

Calls for staff members will always be noted. Since teachers and staff cannot be called out of a class or duty to speak on the telephone, they will return phone calls as soon as possible.

# **Student Programs and Services**

## ***School Insurance***

School insurance is not mandatory, but is available to all school children at a nominal fee. Application forms are sent home at the beginning of the school year. Any injuries should be reported immediately to the school nurse or the principal's office. Claim forms are available at each school.

## ***Extra Help***

Extra help may be available for students after school. Students are encouraged to make arrangements with their teachers in advance. Parents are responsible for transportation arrangements, unless a late bus is available. Students staying after school are required to be supervised by a teacher at all times. Please check with your child's teacher to see if extra help is available.

## ***Cafeteria Service***

Class "A" lunches are served in all school cafeterias. Milk (white, chocolate, skim) may be purchased for recess in elementary schools and as a supplement to lunches brought from home. A monthly menu and calendar are posted in the cafeteria, each homeroom, and is also sent home with each student at the beginning of each month, and is posted on the District's website. Lunch tickets may be purchased in the school cafeteria.

If a student forgets or loses his / her lunch money, a lunch slip for the amount of the lunch or a partial lunch will be given to that student. The student is expected to return the money to the designated person on the following day.

## ***Star Time/Advisor-Advisee (Wilbraham and Thornton W. Burgess Middle Schools)***

The programs meet every morning for twenty minutes. The goals of Star/Advisor-Advisee are:

1. To insure that every child will be known well by at least one adult.
2. To provide students the opportunity to deal with topics of importance to them.
3. To foster and encourage cooperation and respect through small group activities.
4. To foster those skills that will lead to school success.

Class size is smaller during Star Time and Advisor/Advisee so that greater opportunities are available for students to achieve the above goals.

## ***Human Sexual Education***

The Hampden-Wilbraham Regional School District provides a developmentally appropriate curriculum beginning in Grade 5 covering various aspects of growth and development including human sexual education. Parents have the right to exempt their child(ren) from lessons covering sexual education issues. Parents must submit a request in writing to the building principal if they do not wish to have their child(ren) participate in this portion of the curriculum. All materials are available to parents for inspection and review in the building principal's office. Parents will be notified of their right to exempt their child(ren) from sexual education in September of each school year.

## ***Student Services Department***

*The Student Services Office is located at Thornton W. Burgess Middle School, 85 Wilbraham Road, Hampden. The Director is Thomas Philpott (566-8814) and the Educational Coordinators are Debra Tobias and Jeffrey Ferranti (566-5780).*

The Student Services Department provides a continuum of services that compliment and support regular education programming. These services range from health care, English as a second language instruction, special education evaluation and programming.

***Health Care:*** The school nurse should be made aware of any issues of a medical nature that may impact your child's educational program. At the beginning of the school year, medical forms will be sent to the parents of every student. Please be sure to fill these forms completely and return them as soon as possible.

***English as a Second Language:*** Our school district provides a variety of services both direct and consultative to students for who English may be a second language. Please be sure to indicate the possible need for such services when you register your child.

***Special Education:*** The Hampden-Wilbraham Regional School District views special education services as one part of a continuum of interventions that seek to ensure that all students within the district are able to make effective educational progress. The continuum begins with the regular education class. Students who are having difficulty progressing with the class should be referred to the school's Student-Teacher Assistance Team. This team is composed of various professionals who meet on a regular basis to discuss ways to make learning more successful for students who may be struggling. If such an intervention is not effective, a referral may then be made for an evaluation to determine if a student is eligible for special education services. Eligibility is based upon the existence of a disability and the determination of the impact that disability has on the student's educational program.

### ***Field Trips/Co-curricular Activities***



Field trips/Co-curricular activities are a valuable part of the Hampden-Wilbraham Regional School District's educational program. Parents must sign all permission slips for field trips. Students represent their school on field trips/co-curricular activities and should understand that they remain under school supervision during the entire trip. When paying for field trips/co-curricular activities, please make checks payable to HWRSD unless otherwise indicated. Students may be excluded from attending field trips/co-curricular activities if their school attendance, class work, or behavior is such that remaining at school will be of greater benefit than

the trip/co-curricular activity. The school administration reserves the right to make those decisions.

## ***Library Services***



The Hampden-Wilbraham Regional School District provides a comprehensive library in each school building. Books, magazines, newspapers, non-print media items, and audio-visual equipment are available for students and staff to be used for school activities. Inter-library loan is honored when requested. The libraries are open to all students during the school day, subject to staffing. Students should check with the librarian or classroom teacher for individual school hours.

Students are encouraged to come to the library to use the resources for special projects, book reports, reference materials, periodicals, and leisure reading. The student is fully responsible for all materials signed out in his/her name. The student must pay for any materials that are lost, stolen, or damaged. If returned, the payment will be refunded, less any outstanding damage assessment. Materials may be renewed on the due date. Failure to comply with renewal or return of library materials will result in action appropriate to the grade level of each building.

## ***Holiday Observances***

HWRSD recognizes and respects the cultural diversity that exists in the celebration of holidays. Based on these cultural and historical traditions, classroom activities may be scheduled.

If any parent wishes to exclude his/her child from any such events, please notify the building principal in writing. An alternative activity will be considered.

## ***Lost and Found***

Articles that have been found in the school or on school grounds should be turned in to the school office where their owners may claim them. Losses should be reported to the office. Articles of clothing that are left behind at the end of the school year will be sent to charity one week after the close of school in June. Please label all clothing items and lunch boxes for easy identification and return.

# Policies Relating to Student Conduct and Discipline

The school's primary goal is to educate, not discipline. When the behavior of individual students comes in conflict with the rights of others, corrective actions may be necessary both for the benefit of that individual as well as the school as a whole. The conduct of students shall be governed by the policies, regulations and rules of the Hampden-Wilbraham Regional School District. These rules are applicable in school, on the school grounds, at a school activity away from school, on the way to and from school, and on a school bus. Students who become involved in behaviors that are beyond the scope of the above area, which adversely effect the continuity and/or quality of school operations, and/or the effectiveness and well being of school personnel (to include the harassment of school personnel, bomb threats, and vandalism to school property and buses, etc.) will be subject to disciplinary action. **Please be advised that any Middle School student who attends a High School event is considered to be at a school function and is subject to all rules and regulations as stated in this handbook.**

## *Discipline Procedures*



The discipline procedures are designed to cover the general rules and regulations of the individual schools. However, it is not intended to be all inclusive and individual teachers or principals may have their own rules and regulations pertaining to the management of their classes or schools.

In the elementary schools most discipline is usually handled by the classroom teachers. Individual students may be required to remain in their classrooms or office during recess or after school for the following reasons:

1. Chewing gum
2. Fighting
3. Swearing
4. Breaking classroom regulations
5. Work completion

The classroom teacher will determine the length of time that the student will be required to remain in the classroom. During this time students will be supervised by an adult. If a situation arises that is serious enough for a student to be sent from the room, the student will be sent to the principal's office. The teacher will notify the office that the student is being sent and the reason for his/her removal from the classroom. For more serious infractions, the teacher will also contact the student's parent/guardian and inform them of the situation.

## ***Consequences***

Student discipline is confidential. Although our regulations and rules are straightforward, each case is dealt with on the basis of the individual circumstances. The following are typical consequences that could be invoked by school administration:

1. Verbal warning
2. Detained during or after class
3. Seat changed
4. Discussion of problem with teacher or team of teachers
5. Notification of parents
6. Parent conference
7. Behavioral contract
8. Financial restitution and/or work-in-kind school
9. Lunch detention
10. After-school detention
11. Guidance/Adjustment counselor referral
12. Outside counseling referral
13. Time-out
14. In-school suspension
15. Out-of-school suspension
16. Expulsion from school
17. Suspension or expulsion from bus transportation
18. Police referral
19. Any student on external or internal suspension will not be allowed to participate in any school activities during period of suspension

## ***Detention, Detention Slips and Bus Conduct Reports***

Office detention is assigned by school administrators. Such a detention is considered a very serious punishment. Students will bring their parents a form to sign which describes the incident and any corrective action taken. Parents must sign these slips in order to verify that they have seen them and are aware of the infraction and detention. Forms should be returned to the school office on the next school day. A teacher detention must also be signed by a parent and returned to the teacher. Students who fail to report as requested without a legitimate excuse will face additional disciplinary action. Bus conduct reports, like detention slips, must be signed and returned to the office to be sure that parents have seen them. If parents cannot be notified by phone, a 24-hour notice will be given.

Appropriate student behavior in detention is as follows:

1. All students must have assignments to do and should work quietly at a desk for the entire detention period.

2. Bathroom passes are generally not necessary since students should have stopped beforehand.
3. Talking is not allowed.
4. Misbehavior may result in more detentions or a suspension.

### ***Suspension and Expulsion***

Exclusion from the educational program of the school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in the Hampden-Wilbraham Regional School District, and one that cannot be imposed without due process. **When a student has been suspended or expelled from school, they are not allowed to attend any school related event for the duration of the suspension/expulsion.**

### **Due Process**

Under *Goss v. Lopez*, 419 U.S. 565 (1975), The United States Supreme Court held that students have the right to certain minimal due process protections when school officials seek to impose short-term suspensions. The Court stated that in such cases, the student is entitled to oral or written notice of the charge(s) against him / her, an explanation of the basis of the accusation(s), and an opportunity to present his / her version of the facts. This “informal hearing” must be provided in advance of the suspension except where the student’s continued presence at school endangers persons or property or “threatens disruption of the academic process”. In the exceptional cases where immediate suspension is justified, the notice and hearing must follow as soon as practicable. The United States Supreme Court indicated that where school officials seek to suspend a student for more than ten (10) days (long-term suspension), depending on the length of the exclusion, greater due process protections may be required.

***Suspension*** means the temporary exclusion, by a properly authorized school official, of a student from a regular school program. Suspension may take place within the school facility (internal suspension) or at home (external suspension). The duration and place of the suspension are to be determined by the principal or his/her designee. The principal will make this determination based on all pertinent information regarding the incident. The principal will consider the severity of the incident, past behavior, extenuating circumstances, safety factors, and the best interest of the student and the school. In each case of suspension, the principal will notify the parents of the grounds, duration, and place of suspension. Students who are suspended from school will be required to make up any and all academic work. Staff members shall provide the student with a reasonable opportunity to make up missed work when appropriate. Students cannot participate in any school-sponsored activities during the day(s) that they are under suspension.

The following offenses constitute sufficient cause for immediate suspension from the regular school program:

1. Smoking or possession of tobacco
2. Use or possession of alcoholic beverages or drugs
3. Possession or use of dangerous weapons
4. Assault and battery
5. Arson
6. Detonating firecrackers on school property
7. Larceny
8. Fighting
9. Vandalism
10. Harassment of school personnel or students
11. Bomb threat
12. Insubordination/disrespect
13. Unexcused absence from internal suspension
14. Activating false fire alarm
15. Forgery
16. Excessive tardiness
17. Repeated class cutting
18. Repeated cutting of detention
19. Urinating or defecating inappropriately
20. Repeated truancy
21. Disrupting school activity and the educational process.
22. E-mail threats and/or other improper use of technology.
23. If a security system is compromised.
24. Possession of a hoax substance.

**Expulsion** means the permanent exclusion of a student from the schools of this district.

### ***Expulsion for Carrying a Firearm***

Pursuant to 20 U.S.C., Sect. 8921, possession of a firearm as defined in Section 921 of Title 18 of the U.S. Code the Gun Free Schools Act requires that a mandatory one-year expulsion of a student, found to violate this section, be imposed by the building principal. **Expulsion can only be modified by the Superintendent on a case-by-case basis.**

### ***Discipline and Special Needs or 504 Students***

All students are expected to meet the requirements for behavior as set forth in each school handbook. Massachusetts General Law, Chapter 766 requires additional provisions be made for students who have been found by an Evaluation Team to have special needs and whose program is discussed in an Individualized Education Plan (I.E.P.) or 504 Plan.

### ***Procedural Requirements for Students Not Yet Determined to be Eligible for Special Education***

1. If prior to disciplinary action, there is knowledge that the student(s) involved may have a disability, then all protections consistent with special education must be made available to the student(s).
2. If the school administrator has no reason to consider the student(s) disabled but the parent requests an evaluation subsequent to the disciplinary action, there must be an expedited evaluation to determine eligibility.

The school administration will notify the Student Services staff of a suspendable offense of a special need's student. If it appears that the suspension(s) will exceed ten cumulative days in a school year, an I.E.P. review will be held to determine if a causal relationship exists between the misconduct and a student's handicapping condition. The team may design a modified program for the student, amend the I.E.P, or notify the Department of Education as needed.

<p><b>THE 1993 EDUCATION REFORM ACT REQUIRES SPECIFIC DISCIPLINARY ACTIONS BY SCHOOL PRINCIPALS INCLUDING THE EXPULSION OF STUDENTS INVOLVED WITH WEAPONS, DRUGS AND ASSAULTS.</b></p>
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The following is a list of the specific offenses, consequences and procedures mandated by law:

- Possession or use of a dangerous or deadly weapon. The term "dangerous or deadly weapon" is used to include knives, chains, sections of pipe, tire irons, razors, razor blades, guns and any other object used by a student to intimidate or inflict bodily harm to another person.
- Possession, use and/or under the influence of a dangerous or illegal drug on school grounds, while representing the school or attending any school functions.
- Selling or supplying dangerous or illegal drugs to other persons.
- Assault on a principal, assistant principal, teacher, teacher's aide or other educational staff.

***Consequences:*** External suspension pending review by the principal for further suspension or expulsion; parents and police notified.

***Procedures:*** Any student who is charged with any of the above shall be notified in writing of an opportunity for a hearing. However, the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, the principal may, in his discretion, decide to suspend rather than expel the student who has been determined by the principal to have violated these rules. However, the principal who decides that said student should be suspended shall state in writing to the school committee his

reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his opinion, the continued presence of this student in school will not pose a threat to the safety, security, and welfare of the other students and staff in the school.

Any student who has been expelled from a school 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 provision of this section.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

**TOBACCO FREE POLICY**

**THE EDUCATION REFORM ACT OF 1993 PROHIBITS THE USE OF ANY TOBACCO PRODUCTS WITHIN THE SCHOOL BUILDINGS, THE SCHOOL FACILITIES OR ON THE SCHOOL GROUNDS OR ON SCHOOL BUSES BY ANY INDIVIDUAL, INCLUDING SCHOOL PERSONNEL.**



**DISCRIMINATION**

Section 504 of the Rehabilitation Act of 1973 and Title II of the American's with Disabilities Act (ADA) prohibits discrimination against qualified persons because of disabilities in any program receiving Federal financial assistance. The Act defines a person with a handicap as one who:

- Has a mental or physical impairment which substantially limits one or more major life activities;
- Has a record of such impairment; or,
- Is regarded as having such impairment.

In order to fulfill its obligations under Section 504, and the ADA the District does not discriminate nor permit discrimination against any qualified, disabled person. .

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

Any student, parent or guardian who believes that he or she has been discriminated against on the basis of disability should immediately bring the problem to the attention of the school district officials in writing. A written complaint should be directed to the attention of the District 504 Coordinator (below), where the complaint will be investigated expeditiously.

**ASSISTANT SUPERINTENDENT OF SCHOOLS  
621 Main Street  
Wilbraham, MA 01095**

No student, parent or guardian will be subject to coercion, intimidation, interference or retaliation for registering a complaint or for assisting in an investigation of any alleged violation of laws prohibiting discrimination on the basis of disability.



**TITLE IX**

No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program, or activity receiving federal financial assistance.

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**SEXUAL HARASSMENT POLICY**

The Hampden-Wilbraham Regional School Committee has enacted a comprehensive sexual harassment policy which applies to all persons associated with the school system. The following are sections of that policy which relate directly to students and which have been rewritten to be more easily understood by students of varying ages and abilities. The entire Sexual Harassment Policy is available from the superintendent's and principal's offices. All students of the Hampden-Wilbraham Regional Schools have the right to participate in an educational environment **free from sexual harassment**.

**Sexual harassment usually has two forms:**

1. Direct or implied reward--when the accepting or rejecting of sexual advances is the basis for receiving or withholding educational benefits, such as, favorable grades or good recommendation letters.
2. Offensive educational environment--when sexually oriented, verbal, or physical conduct interferes with the student's ability to perform at school.

**Examples of conduct which may be sexual harassment--unwelcome behaviors which may make students feel uncomfortable:**

1. Telling sexual jokes or stories.
2. Showing sexually suggestive materials such as cartoons, post cards, calendars or tapes.
3. Sexual gesturing, whistling, and staring.
4. Asking or talking about sexual experiences or activities.
5. Commenting about an individual's body.
6. Touching, pinching, groping, patting, or kissing.
7. Pressuring for a romantic relationship or sex.
8. Following, shadowing, or stalking a person.

**Getting Help:** Students who are being harassed or are feeling uncomfortable at school but are not sure if the reason is sexual harassment can receive assistance and help from the school nurse, classroom teachers, assistant principals, principal, or Superintendent of Schools.

**Investigation of sexual harassment complaints are conducted in such a manner as to disclose information only to those with a need to know or those who have information pertinent to the investigation.**

**Alternative Procedures:** Individuals are not limited to a formal complaint procedure but may seek relief from the Office of Civil Rights Region I, 33 Arch Street Boston, Massachusetts, (617) 289-0111

Any retaliatory action of any kind taken by an employee or student of the HWRSD against any student of the HWRSD as a result of that person's seeking help, cooperating in an investigation, or otherwise participating in any proceeding is prohibited.



## Harassment Policy

The Hampden-Wilbraham Regional School District is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, harassment will not be tolerated by anyone, including any school employee, student, parent or visitor.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, sexual orientation, disability, marital status, veteran status, citizenship status, or other protected group status. Harassment occurs when:

- 1) Such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance, or creating an intimidating, hostile, or offensive working or educational environment.
- 2) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or success as a student.
- 3) Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions effecting such individual.

### Complaint Process

A formal complaint may be filed at any time by a student, employee, administrator, and/or applicant who believes that his/her rights as outlined in the "Harassment Policy" have been violated.

Each student, faculty member, administrator, or staff member have an obligation to make every effort to resolve problems informally as they arise. All members of the Hampden-Wilbraham school community are urged to resolve problems fairly and informally. If a suitable solution cannot be reached informally through independent means, a formal investigation may be initiated and appropriate disciplinary action taken. Students may wish to seek out a faculty or staff member to serve as an advocate and assist them with the formal complaint process.

- 1) The individual should file a written statement of the complaint within thirty (30) days of the alleged harassment. The complaint should be filed with the Principal, or in the event that the Principal is the alleged harasser, with the Superintendent of Schools.
- 2) Once the Principal or Superintendent of Schools receives the complaint, he/she shall conduct an appropriate investigation. At his/her discretion, the Principal or the Superintendent of Schools may designate some other individual to conduct the investigation. As part of an investigation, the alleged harasser shall be informed that he/she is the subject of an investigation and shall be informed of who is his/her accuser.

- 3) Such investigation may consist of, but may not be limited to, the following actions:
  - a. Interview(s) with the individual(s) filing the complaint
  - b. Interview(s) with the person(s) alleged to be the harasser(s)
  - c. Interview(s) with other employees or witnesses
  - d. Interview(s) with other individuals at the discretion of the Principal or Superintendent of Schools
  - e. Review of pertinent records.

Within a reasonable time after receipt of the complaint the Principal or Superintendent of Schools shall inform the alleged harasser and the individual of his/her decision on whether he/she finds the written allegations to be credible.

- a. If the Principal or Superintendent of Schools determines that the allegations are not credible, the matter shall be closed. The Principal or Superintendent of Schools shall keep the documents, notes and other material from the investigation as a record for at least six years. The purpose for retaining this record is to enable the Hampden-Wilbraham Regional School District to prove that an appropriate investigation was conducted.
- b. If the Principal or Superintendent of Schools determines that the allegations, or any part of the allegations, are credible, he/she shall take appropriate disciplinary action against the person(s) involved.
- c. If the individual is not satisfied with the results of the complaint, he/she may appeal for a hearing before the full Hampden-Wilbraham Regional School Committee.

### ***Penalties***

Remedial actions will depend on the severity of the incident(s). Because of the private nature of certain incidents, particularly those involving sexual harassment, and the emotional and moral complexities surrounding such issues, every effort will be made to resolve problems on an informal basis, if possible. When a complaint is resolved informally only a short summary of the incident will be maintained on file.

An admission of guilt, an acknowledgment of a verbal warning, a promise not to commit such abuse again, and action taken to provide appropriate relief for the individual may be sufficient resolution. At this informal stage, it is hoped to sensitize the person at fault to the effects of such behavior, to be constructive and not unduly punitive in the disciplinary action. If informal resolutions are not adhered to or if the allegations involve conduct for which informal resolutions are not appropriate, the Principal or Superintendent of Schools may deem it necessary to take appropriate action that can include formal letters of reprimand, suspension, discharge, or other disciplinary action. Such actions are subject to the provisions of negotiated agreements. Should the harasser not be an employee of the school

system, school officials may consult with legal council and the policy, regarding appropriate legal action.

### ***Alternative Procedures***

1. Individuals are not limited to a formal complaint procedure but may seek relief from other agencies, including the Equal Employment Opportunity Commission, the Massachusetts Commission Against Discrimination, or the Office of Civil Rights or the Department of Education.
2. Any retaliatory action of any kind taken by an employee or student of the Hampden-Wilbraham Regional Schools against any other employee or student of the Hampden-Wilbraham Regional Schools as a result of that person's seeking redress under these procedures, cooperating in an investigation, or otherwise, participating in any proceeding under these procedures is prohibited, and shall be regarded as a separate and distinct matter under this procedure.
3. All complaint proceedings will, to the greatest possible extent, be held in confidence by all persons directly or indirectly involved in them.



### **HAZING**

#### **MASSACHUSETTS GENERAL LAWS, CHAPTER 269, SECTION 17**

“Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$1000 or by imprisonment in a house of correction for not more than one hundred days, or both by such fine and imprisonment.”

“The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

**DUTY TO REPORT HAZING**  
**MASSACHUSETTS GENERAL LAWS, CHAPTER 269, SECTION 18**

“Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than \$500.”

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**FIREARM LAW**

“The penalty for possession of a firearm on school property is a fine of not more than \$1000 or imprisonment for not more than one year. A firearm is defined as a handgun, rifle, or smooth bore arm from which a shot, bullet, or pellet can be discharged.”

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**STUDENT RECORDS LAW**

**Massachusetts General Law, Chapter 71, Section 34A, B, D, E, and H**

These regulations were adopted to ensure parents and students the right of confidentiality, inspection, amendment, and destruction of student records.

1. Student records shall consist of the transcript and temporary record. School Departments must keep transcripts for sixty years after a student's withdrawal, transfer, or graduation. Temporary records shall be destroyed after five years.
2. The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.
3. When a student becomes fourteen years of age or enters grade nine, the student or parent may exercise rights with regard to student records. At age eighteen, the student may assume exclusive responsibility for exercising these rights by written request.
4. With few specific exceptions, no information in a student record shall be disseminated to a third party without the written consent of the eligible student and/or parent. Third party shall mean any person, private or public agency, authority, or organization, other than the eligible student, his/her parent, or authorized school personnel.

5. Student and/or parent requests for access to records shall be granted no later than two consecutive weekdays after the initial request, unless the requesting party consents to a delay.
6. At least once during every school year, the school shall publish and distribute a routine information letter to students and their parents informing them of the following:
  - a. The standardized testing program to be conducted during the year.
  - b. The general provisions of these regulations regarding parent and student rights, and that copies of these regulations are available to them in the Superintendent's Office.

In order to provide students with appropriate instruction and educational services, it is necessary for the school district 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 a student's parent(s)/legal guardian(s) and/or the student in accordance with the law, and yet be guarded as confidential information.

Pursuant to state and federal statutes and regulations, no third party, other than authorized school or Department of Education personnel, shall have access to information in or from an education record without the specific informed consent of the eligible student or the parent(s)/legal guardian(s), subject to certain exceptions. Court officers, health officials and authorized school personnel may have access to school records of the students without "the specific informed consent" of the student or his/her parent(s)/legal guardian(s). These laws include the Family Educational Rights and Privacy Act (FERPA), found at 20 U.S.C. § 1232g, the Individuals with Disabilities Education Act (IDEA), found at 20 U.S.C. § 1400 et seq., and M.G.L. c. 71, §§ 34A, B, D, E, and H, as well as the regulations promulgated under these statutes.

FERPA also allows disclosure of education records without the consent of parent(s)/guardian(s) and/or students to any school officials, including teachers, who have a legitimate educational interest in them; during lawsuits brought against the school by a student or against a student by the school; in the event of a health or safety emergency; and, among other exceptions, upon receipt of a Court Order or lawfully issued subpoena, or upon receipt of a request from a court or the Department of Youth Services for information regarding a student. Prior to compliance with the Order, subpoena, or request, the school shall notify the eligible student or parent(s)/legal guardian(s) of the Order, subpoena or request in such reasonable time that he/she may seek to have the process quashed. Other exceptions may be found by reviewing the statute.

In the case of a student, fourteen through seventeen (14-17) years of age, or of one who has entered the ninth grade, both the student and his/her parent(s)/legal guardian(s), or either one acting separately, shall exercise these rights. Any student eighteen (18) years of age or older may exercise these rights alone. This privacy

protection also means that if parent(s)/legal guardian(s) or students wish transcripts or records forwarded to school, colleges, or prospective employers, a written release must be delivered to the principal of the school or the appropriate custodian of the student's school records.

Schools may not exclude a new student because they have not received his or her complete school records from his/her former community. Parent(s)/legal guardian(s) and students are guaranteed the right under state and federal law to inspect as well as seek addition to or deletion from all records which are kept or requested to be kept by the School Department concerning individual students. The term "education records" is defined as records that are "directly related to a student" and "maintained by an educational agency or institution or by a party acting for the agency or institution." 20 U.S.C. 1232g(a)(4)(A). They include the "student record" – a student's transcript and any other recorded information which is identified by the student's name, as well as the "temporary record," which contains all other information such as evaluations by teachers, counselors, and other school staff.

A signed log is kept in each cumulative record for all students identifying all persons who have obtained access to the student record.

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**CUSTODY**

Every parent must provide the principal with a copy of a current custody decree and/or custody agreement. It is necessary for principals to have a copy of this document in order to decide on appropriate access to records, participation in TEAM meetings, and similar situations. In addition, if there is an outstanding temporary restraining order against a parent or guardian, a copy of that order must be provided to the school principal.

**NON-CUSTODIAL PARENTS ACCESS TO SCHOOL RECORDS**

Access Procedures for Non-Custodial Parents. as required by Massachusetts General Law, Chapter 71, Section 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 based on a threat to the safety of the student or to the custodial parent, or
  2. the parent has been denied visitation or has been ordered to supervised visitation, or
  3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

(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 the electronic and postal address and telephone number of the student and 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 which 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.



## **NO CHILD LEFT BEHIND – PARENTS RIGHT TO KNOW**

Beginning in the 2002-2003 school year, information on the quality of teachers and the percentage of classes being taught by highly qualified teachers in the State, local educational agency, and school will be required under the No Child Left Behind Law, Parents Right-To-Know.

(A) Qualifications -At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

The law also stipulates timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

## **McKinney-Vento Homeless Assistance Act**

According to the McKinney-Vento Homeless Assistance Act, homeless children and youth are eligible to enroll in, and have a full and equal opportunity to succeed in, district schools. NCLB: Title X, Part C, Sec. 722(g)(6)(A)(ii) The homeless education liaison designated ensures that homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies. NCLB: Title X, Part C, Sec. 722(g)(6)(A)(i).



### **Physical Restraint Policy**

The Commonwealth of Massachusetts Department of Education has issued specific regulations concerning the use of physical restraint on students at publicly-funded elementary and secondary education programs, found at 603 CMR 46.00 et seq. These regulations apply to all students, including regular education students, collaborative students, and students with disabilities. The Hampden-Wilbraham School Committee, the Superintendent of Schools, and all Hampden-Wilbraham School administrators are committed to ensuring that the use of physical restraint on Hampden-Wilbraham students strictly adheres to these regulations.

Pursuant to the regulations, school personnel will use physical restraint with two goals in mind, and only after other less intrusive methods have been attempted or considered:

- 1) To administer a physical restraint only when needed to protect a student or member of the school community from imminent, serious physical harm (the purpose of a physical restraint is to make an unsafe situation safer); and
- 2) To prevent or minimize any harm to the student as the result of the use of physical restraint.

In accordance with state and federal law, nothing in the regulations precludes school personnel from implementing physical restraint contained in an agreed-upon Behavioral Intervention Plan. A Behavioral Intervention Plan is the result of a Functional Behavioral Assessment and may be found in an Individual Educational Program, Section 504/Accommodational Plan, or on its own. A Behavioral Intervention Plan requires informed written consent by the student's parent/legal guardian.

It should also be noted that nothing in the regulations precludes a teacher or other staff member from using reasonable force to protect students, themselves, or other persons from assault or imminent, serious physical harm.



## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHEARA)**

Under the Asbestos Hazard Emergency Response Act (AHEARA), School Districts are required to provide notification of the following: The Hampden-Wilbraham Regional School District participates in a cycle of updating school asbestos inspections and management plans on a three-year cycle. Asbestos Management plans have been developed for Thornton W. Burgess Middle School, which has asbestos containing materials present. These plans are available and accessible to the public at the main office of the school as well as the Hampden-Wilbraham Regional School District's Central Office.



## **USE OF PESTICIDES ON SCHOOL PROPERTY**

Pesticides shall not be applied indoors while children are on the property, except for anti-micro pesticides such as bleach; rodenticides placed in tamper resistant baits; insecticidal baits; ready-to-use dusts, gels or powder formulations; and certain lower risk pesticides. Until November 2, 2001, other pesticides can be applied indoors when children are not present on the property.

Pesticides shall not be applied to the outdoor property of a school, daycare center, or school-aged child care program while children are located in, on, or adjacent to the area of the pesticide application.

All parents, staff, and children will be provided with standard written notification of any pesticide application made outdoors on school property. The notification will also be posted in a common area. The information contained in the standard written notification will be obtained from the licensed pesticide applicator who performs the work.

The same notification requirements given in III will be followed for all indoor pesticide applications, except in the case of anti-microbial pesticides such as bleach; rodenticides placed in tamper resistant baits; insecticidal baits; ready-to-use dusts, gels, or powder formulations; and certain lower risk pesticides.

**LEGAL REFERENCE:** Pesticide Act of November 1, 2000: An act to protect children and families from harmful pesticides.