

Granville Village School
School Handbook
2010-2011



Responsibility – Respect – Creativity – Independence - Excellence

September 1, 2010

Dear Parents,

Since the inception of the Massachusetts Education Reform Act in 1993, schools have had to produce a school handbook. These handbooks include the school rules, policies, and laws that the students are expected to obey.

Please take careful note of the following sections. Some are new additions to the document while others are essential for students and families to know.

- Student Conduct
- CARE Plan
- Bullying Policy
- Field Trip Guidelines
- Reporting System
- Plagiarism

Please return this sheet to your child's homeroom teacher. If the signed acknowledgement form is not received by February 1, 2022, then the school district will nonetheless presume that the parent, guardian, and student have received and read the handbook. I understand that my signature indicates that I have received and have a responsibility to read a copy of the school handbook and not that I agree or disagree with it.

Date: _____
_____ Student Signature

Grade: _____
_____ Parent/Guardian Signature

Dear Students and Parents/Guardians,

It is with great pleasure to welcome you to the Granville Village School community. Our school is truly a special place, rich with tradition and infused with a spirit of dedication to the highest standards of teaching. Furthermore, with only 148 students and an average class size of 13, our students' are provided with an exemplary education.

Experience tells us that children are most likely to succeed when there is collaboration between home and school. Clear and consistent communication and cooperation creates an environment which fosters the greatest possible social, emotional, and academic growth. At Granville Village School, our dedicated and professional faculty and staff look forward to working closely with you to provide a safe and developmentally appropriate learning environment. We hope to instill and strengthen a love for learning that will last a lifetime.

This handbook has been designed to provide you with important information regarding school and district-wide policies and procedures. Although the handbook is meant to be a reference, it is in no way meant to be a substitute for regular and ongoing communication with our staff. As new information or policies are developed, you will be notified. Please feel free to call me at 357-6626 if I can be of further assistance, or if you have any additional questions or concerns. Have a wonderful 2010-2011 school year!

Sincerely,

Anna-Stina Wardlaw
Principal

Superintendent of Schools

John D. Barry, Ed.D.

School Committee

William Stevenson – Chairperson
Theresa Drenen
Don Johnson
Andrew Drohen
Gina Costello

School Council 2010-2011

Anna-Stina Wardlaw Principal, Chair
Paul McKenna Teacher
Lorelie Scorzafava Teacher
Suzanne Sullivan Parent
Mark Dargie Parent

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SCHOOL COMMITTEE GREETING

Dear Parents,

The Granville Village School exists for children and their education. The staff takes its responsibilities very seriously and expects the students to do the same. As children come to school, we expect that they will grow and prosper as individuals and develop into productive citizens. We encourage our students to value learning. We invite them to discover information concerning our rich American heritage and freedom. We welcome all students and cherish their right to a quality education.

This handbook is designed to acquaint our students and their parents with the procedures and policies we have determined will best foster the pursuit of a high quality education. Schools reflect all aspects of our society. We encounter a broad range of behaviors, both positive and negative. A thorough understanding of the contents of this handbook will help guarantee that school experiences will be both positive and constructive.

We encourage all members of the school community to read and review our school handbook. It contains information which will enable students to successfully meet the requirements of each grade level.

Our school incorporates two basic rights: the right of the child to learn, and the right of the teacher to teach. Any behavior which interrupts these basic rights cannot be permitted and needs to be controlled, restructured, or eliminated. The contents of this handbook represent the school's attempt to provide our students with a safe and healthful environment for learning.

Parents are invited and encouraged to become active participants in the education of their children. Close communication and cooperation between the home and the school are essential if students are to benefit most from their school experience.

We hope that parents and other citizens of Granville will view the Village School as their school and take pride in our accomplishments. Together, parents, students, teachers, and community members can make a real contribution to the welfare of our children, our town, our state, and our country.

Sincerely,

Granville School Committee

PHILOSOPHY OF THE GRANVILLE VILLAGE SCHOOL

The major aim of the Granville Village School is to provide a current and relevant educational program which emphasizes total development of the individual child, recognizing not only the uniqueness of each of our children but also the uniqueness of our rural community and surroundings. In implementing our program, we recognize the following ideals:

- Provide a sound academic education in a well-disciplined environment;
- Be aware of the total child intellectually, physically, emotionally, socially, and emphasize self-worth and foster respect and creativity in all children;
- Stimulate, encourage, and guide learners to become active participants in the learning process throughout their lives;
- Instill skills, attitudes, information, values, and respect necessary to live in a democratic society and changing world;
- Emphasize the dignity and worth of all individuals, the value of their property, and the responsibility of each person for his/her own actions.

The philosophy of the Granville School system shall be fulfilled through adherence to the following objectives:

- To instruct the basic fundamentals of reading, writing, and arithmetic;
- To develop an effective use of communication skills including listening and speaking;
- To foster sound knowledge and understanding of the sciences: physical, social, and technological, and their relationship to our everyday lives;
- To gain an enrichment and an appreciation for the cultural arts;
- To provide an environment where a mutual respect and free communication can be encouraged by staff, students, family, and the community;
- To recognize each child as an individual with unique abilities and needs;
- To foster a sense of self-worth;
- To encourage an empathy and tolerance toward the feelings and values of others;
- To develop an appreciation of and respect for the property of others;
- To instill self-discipline and self-reliance;
- To provide opportunities for leadership;
- To promote the further development of good health habits;
- To develop good study and work habits and the use of resources.

- To foster and encourage a natural desire for continued learning.
- To encourage students to make decisions that will have a positive impact on their future.
- To effectively use community resources in providing varied learning experiences.

THE SCHOOL COMMUNITY

Administrators and staff are required to maintain an atmosphere conducive to learning, and through the local school committee are empowered to design reasonable rules and regulations to achieve this end. It is felt that the educational community is composed of four major groups (students, parents, staff and administration). These groups work together to create the best possible learning atmosphere.

THE ROLE OF THE STUDENT

Students will be held accountable for their actions. They should make a sincere effort to do their best work, and conform to the standards expected of them.

Students are encouraged to:

1. Come prepared to take part in all school activities.
2. Respect the rights of others by eliminating all forms of harassment.
3. Obey school rules and regulations.
4. Be regular and punctual in attending school and classes.

THE ROLE OF THE PARENTS

To help young people develop the self-discipline necessary to succeed to the best of their ability, parents are obligated to teach and foster good habits of behavior and proper attitudes toward school.

To help their children in school all parents should:

1. Teach and explain to their children respect for the law, authority, rights of others, and private and public property.
2. Discuss school policies, programs, and activities. Parents should acknowledge the progress reported from school.
3. Reinforce the need for prompt and regular school attendance.
4. Makes every effort to attend individual and group parent-teacher conferences, open houses, and other school events.
5. Arrange for a time and place for students to complete homework assignments.
6. Reinforce and support the rules of the school regarding student conduct.

THE ROLE OF THE TEACHER

Teachers are responsible for establishing and maintaining an atmosphere conducive to learning and working toward the development of improved self-discipline among their students.

Each teacher should:

1. Approach all assignments with enthusiasm and regard each student as a worthy individual who is working with the teacher in a mutual endeavor.
2. Plan and conduct a program of instruction which will make all students eager to learn and will enable them to achieve to their full potential.

3. Inform the students about what is expected in terms of conduct during the school day and at other school related activities.
4. Enforce school rules and guidelines in a professional, consistent, and fair manner.
5. Inform parents, in accordance with school procedures, regarding the academic progress and the general behavior of their children.

THE ROLE OF THE ADMINISTRATION

It is the responsibility of the administration to provide a safe environment conducive to learning. Working closely with the staff in areas of development and curriculum improvement, the principal must:

1. Be responsible for the health, safety, and the welfare of the individuals during the school day by establishing appropriate rules and regulations.
2. Request and secure the materials necessary to maintain a viable learning environment.
3. Supervise all faculty and staff.
4. Maintain all student records.
5. Establish and encourage an effective public relations program.
6. Carry out the policies of the School Committee.
7. Be responsible for overseeing maintenance of the building.
8. Exercise leadership and be advised of updates regarding new educational developments on a state and national level.

THE ROLE OF THE SCHOOL COMMITTEE

It is the function of the School Committee to:

1. Develop policy
2. Manage finances
3. Oversee curriculum

NON-DISCRIMINATION COMMITMENT

The Granville School District, 409 Main Rd., Granville, MA is committed to maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, veteran status, marital status, and national origin. This policy incorporates by reference and where applicable the requirements of Title II of the Americans With Disabilities Act, Title VI of the Civil Rights Act of 1964 as amended; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and pertinent statutes, regulations and executive orders; directives of the Massachusetts Department of Education and the Commonwealth of Massachusetts, and other applicable local, state and federal statutes

THE SCHOOL DAY

GENERAL ATTENDANCE POLICY

- Regular school attendance is compulsory for all children between ages of six and sixteen and parents are required to cause those children to attend school (M.G.L. c. 76, s. 1 & 2) Excessive absences must be reported under MGL 51-A as child neglect.
- Any student enrolled in the school who is below or above the compulsory age must abide by the same rules and regulations as those of compulsory age except as a specifically mandated by the laws and regulations of the Commonwealth.
- A student with excess of 20 days absence for the year in all courses requiring a minimum passing grade may be required to repeat that grade. Absence, including that caused by tardiness and/or dismissal will be considered in establishing this standard. Students who have had a long-term illness will be taken into consideration upon review.

EXCUSED ABSENCES

An excuse is required for each absence. The excuse must be written or by direct communication with the school office.

Accepted Reasons for Being Absent (Administration may require third-party documentation):

- Illness or injury.
- Recognized religious holidays.
- High School visits (8th Grade only, maximum of 3).
- Death in the family.
- Medical or dental that could not be scheduled outside the regular school day.
- Court appearances.
- Special family circumstances approved by the principal subject to legal authority.
- Absences previously approved by the principal subject to legal authority.

UNEXCUSED ABSENCES

A student who is absent from class, or school, without prior permission of the school or parent/guardian.

Examples of unexcused absences:

- Truancy - absent without parental knowledge or consent.
- Cutting or skipping classes.
- Unexcused tardiness.

UNAUTHORIZED ABSENCES

Any absence not classified as excused or unexcused by school administration. (Excessive absences of this type may result in filing of a 51A for child neglect.)

Examples of unauthorized absences:

- Missed school bus.
- Birthday parties, celebrations, etc.

- Shopping.
- Baby-sitting.
- Family trips, fishing, hunting.
- Employment.

TRUANCY

- Truancy will be recorded as a matter of discipline. In the case of truancy, grades are recorded as zeroes, parents are contacted, and the child will be expected to make up the work. An unexplained absence is considered truancy and will result in disciplinary action by the administration.

ABSENCES FROM CLASSES

- Class attendance is mandatory. Parents are required to call the school the morning of an absence and send a note of explanation when the child returns. The teachers will notify the office immediately of the absence of any student who is unexcused from class. The office will take immediate action and will notify the parent of any unexcused absences. Prolonged excuses from Physical Education classes will be granted only upon a written statement from your physician. Students who are absent from school the day of a planned curricular or extra-curricular event such as a dance or sports activity will not be allowed to participate in that event.
- For medical absences in excess of ten consecutive school days, arrangements can be made through the school office for a home-based tutor. In the case of a chronic illness, this service may begin immediately. This service is paid for by the school system and continues as long as the child is confined at home. During this time the student is considered as present for school attendance purposes.
- Every child is expected to attend school on days when school is in session. The school calendar makes provision for school vacation, holidays, and recesses. The school committee and staff encourage parents to plan family vacations so that they coincide with these non-school days. However, teachers will provide work up to three days, if requested 1 week in advance.

LUNCHROOM PROCEDURES

- Children are expected to follow the instructions of the lunch supervisors at all times. A monitor supervises the students on the playground during lunch recess.

LUNCH TIMES:

K-2	11:27 – 11:45
3-5	11:45 – 12:05
6-7	11:57 – 12:15
8	12:15 - 12:30

- Lunch time provides a social situation in which children may converse, use proper manners, and show courtesy to one another. They are expected to remain in the lunchroom and maintain conversational tones of voice throughout the lunch period.

HOT LUNCH PROGRAM

- Hot lunch and milk are available at the Village School. Each day in homeroom, teachers will collect money from students for their lunches or milk for the week. Students are encouraged to pay for their lunch at this time. Parents may also buy a “lunch card” for their student.
- The program also includes **free and reduced priced lunches** for families who meet state financial requirements. Application forms for free and reduced lunch are distributed to all students in early September and the names of participants are held in strict confidence. These forms are also available throughout the year in the office.

CAFETERIA PROCEDURES

- Bring any jackets and playground equipment with you to cafeteria.
- Children are normally not allowed to return to their classrooms or lockers during or after the lunch period. They should bring jackets they may need to the cafeteria when they leave their classroom.
- With the exception of kindergarten, children are allowed to sit wherever they wish. Children are expected to remain in their seat for the entire lunch period.
- Students are responsible for their own eating area.
 - Following the completion of their meal students will clean their immediate areas, and stack chairs.

LUNCH RECESS

- Students will confine their appropriate play activities to the designated play area. They should be mindful of classes that are in session within the building and control their play accordingly. Activities which are harmful or dangerous are prohibited. Inappropriate behavior may result in disciplinary measures.
- Outdoor recess is dependent on the weather. Rain, mud, ice, or temperatures below 20 degrees F. will necessitate indoor recess. (Whenever possible, inside recess will be announced prior to the lunch period and students will be requested to take appropriate materials to the cafeteria.)
- Children are expected to participate in all outside recesses and dress appropriately; warm clothing and footwear are essential during the winter months. Parents who desire their children to stay inside during recess should only make such requests for serious health or emergency reasons. A student must have a note from the parent or guardian to be excused from outdoor recess. The principal may request a doctor's verification for extended requests.

MORNING RECESS

- Students in grades K-5 may have a morning recess of 15 minutes each day. All rules regarding playground behavior are to be observed while participating in morning recess.

AFTERNOON DISMISSAL

- Afternoon dismissal occurs at 2:55 P.M. Students are expected to take their regular transportation home. Changes in this routine can only be authorized by a note from the parent or guardian.
- Without written authorization, students will be sent home on their designated buses and normal routes.
- Students who miss their buses will assume responsibility for their actions and be allowed to use the school phone to call their parents. Walkers must cross the roadway at the crosswalk area under the supervision of the crossing guard.

PARKING LOT SAFETY

- To ensure safety in our busy parking lot before and after school, there will be no skateboards or dirt bikes ridden between the hours of 7 a.m. and 4 p.m.
- Students must only be dropped off and picked up at the West Side Entrance.
- Busses will pick up and drop off students in the front of the school.
- Parents/guardians who drive their children to school must drop them off along the West side onto the sidewalk or park in the lot and accompany their child to the sidewalk. Students must not be dropped off in the middle of the parking lot; it is unsafe for them to cut across the busy lot. Parents picking up children should wait in the school parking lot, not in the front driveway where the buses load.

STUDENT CONDUCT

COMMON COURTESY - the A B C's of Good Manners

- Always Be Courteous

COMMON SCHOOL RULES AND ENCOURAGED BEHAVIORS

- Students have the obligation to be polite and considerate in their dealings with other students and staff members. Good manners help to contribute to a good school.
- Perhaps the most important rule of conduct here, as well as the world outside, is the Golden Rule. "DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU."

EXPECTED BEHAVIOR (also known as the C.A.R.E. Plan)

COURTESY, APPROPRIATE SPEECH, RESPECT, EXCELLENT BEHAVIOR

All students and adults are expected to: be courteous, use appropriate speech, respect each other, and to be on their best behavior when they are at school.

COMMON SCHOOL RULES

1. Students are to report directly to classrooms upon entering the building in the morning. If there is any need to leave the school grounds they must request permission from the administration.
2. Running, pushing, or yelling in hallways, classrooms or lunchroom will result in disciplinary action. Students should keep to the right while passing through hallways and down stairways.
3. Emergency requests to use the facilities will be acknowledged and approved by the appropriate staff member.
4. Chewing gum or tobacco products are forbidden.
5. Students in the building after 2:55 must be supervised by a teacher.

6. Students must wear footwear in the building. If children wear snow boots, they should bring another pair of shoes that can be worn in school.
7. Students must dress according to the Dress Code Policy.
8. Open defiance of any person in authority will result in disciplinary action.
9. No food or drink is allowed in school at any time except lunchtime and recess snack. Occasionally, classroom parties may be authorized by the principal to celebrate special events.
10. Conduct which endangers persons or property or is seriously disruptive of the educational process will result in an immediate suspension from all school activities. Such conduct includes but is not limited to the following:
 - Conduct causing a threat of danger to the physical or emotional well-being of the student or others.
 - Physical assault on another person, while on school premises, school transportation, or during any school sponsored activity.
 - Profanity or the use of obscene gestures during school, transportation, or while attending school sponsored events.
 - Stealing, willfully causing, or attempting to cause substantial damage to, school or private property.
 - Smoking is prohibited anywhere on school grounds by state law, for students, staff, and visitors.
 - Students are not permitted to leave the school grounds without permission. Any student who leaves the school grounds during the school day will be considered truant. In addition, **THE PARENTS OF THE INDIVIDUAL WILL BE INFORMED IMMEDIATELY.** This action is a suspendable offense.
 - Knowingly violating the Granville School Computer Ethics Policy.
 - Knowingly violating the Sexual Harassment Policy.
 - Violating the Bullying Policy.
11. The following actions will result in immediate suspension from school possible expulsion from school possible referral to the police. Action taken in any case involving guns, knives or drugs will be taken according to the Massachusetts General Law c. 71 Section 37H.
 - Knowingly possessing or transporting on school property any firearms, knives, explosives, or other dangerous objects of no reasonable use to the student at school, or use of an object as a weapon.
 - Possession, selling, or consumption on school grounds of dangerous drugs, narcotics, or alcoholic beverages.
 - Taking or attempting to take personal property or money from another person by means of force or fear.
 - Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff, or any student on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school by the Principal.
 - Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a

gun or a knife; or a controlled substance as defined in G.L., Ch. 94C, including, but not limited to, marijuana, cocaine and heroin, may be subject to expulsion from the school or School District by the Principal.

DISCIPLINE PROCEDURE

- The primary level of discipline is in the classroom. The teacher's job description sets down clear expectations for effective student management. Teachers will develop clearly stated policies of discipline for their own classrooms as well as participate in the generation of school discipline policy. Routine matters of instruction will remain in the domain of classroom discipline.
- In Grades 5-8, teachers will use their own after school teacher detentions for classroom misbehavior and should rely on the administration to provide guidance and assistance on all matters of classroom discipline. After the teacher has exhausted all strategies to correct misbehavior in the classroom the student will be referred to the office according to the Three Strikes Plan. Classroom teachers will emphasize that appropriate behavior insures positive results. Inappropriate behavior disrupts the learning atmosphere for the child and others and will result in disciplinary action.

DETENTION POLICY (Grades 5-8)

1. Detention becomes valid under the following behavior conditions.

- a. The student who commits an infraction is corrected by the teacher involved in that specific action.
- b. The administration feels that a detention is warranted.

2. Detention Procedure

- a. All teachers will conduct their own detention sessions with students who commit an infraction when they feel it is necessary.
- b. The detention session will not usually exceed 45 minutes in length. Special arrangements with parents may allow students to stay longer than 45 minutes.
- c. Failure to report to detention will result in a double detention and a call to the parents. If this proves unsuccessful, a written referral should be made to the administration.
- d. The office will be informed according to the Three Strikes Policy.
- e. Students will need a note from parents to reschedule a detention to the next detention day.
- f. Parents must be notified in advance of after-school detention. When transportation is not available on the day of the detention, the parent may be given an additional 24 hour notice with the receipt of a parental note.

The school Principal (or designee) may become involved at any of the following levels, and will be responsible for final decisions regarding suspensions or referral to the superintendent for expulsion.

OFFICE REFERRAL

A referral directs the student to the school administrator for possible disciplinary action. Office referral occurs either when the student's misbehavior is outside of the classroom teacher's responsibility or according to the Three Strikes Plan. When a child is sent to the office, a referral slip is made out

stating the infraction and the type of assistance sought. Office discipline is handled at one of the following levels:

1. Reprimand - A reprimand will usually be accompanied by a warning. If behavior does not improve, the student will be moved to a higher level of discipline.
2. Assigned Lunch - Students assigned to lunch detentions will go directly to a designated area at the beginning of their lunch period. Students will be instructed by the teacher in charge when to pick up their lunch.
3. Parent Contact - A telephone call or letter will be sent to parents informing them of their child's misbehavior and will review the regulations.
4. Office Detention- Student will be assigned to the principal's office for a minimum of 1 hour.
5. Parent Conference - A meeting between school personnel, parents and students will be held to review the child's misbehavior and the regulations.
6. Suspension - Suspension is a very serious punishment and is used when either the offense is particularly serious (e.g. fighting, refusing to follow the legitimate directions of a teacher, vandalism) or when the student continues to misbehave after having reached the previous level of disciplinary action. In every suspension case, a discipline letter is sent to the parents with copies to the superintendent and other pertinent personnel. There are two types of suspension, external and internal suspension.
7. Expulsion (see below)

EXTERNAL SUSPENSION

Suspension from school may occur for a period for any single offense. The student will be immediately isolated from the student body and the parent will be called to the school to take the student home. Any work missed during the suspension period must be done at home and turned in to the teacher the morning the student returns. Failure to do so will result in a zero for the work.

INTERNAL SUSPENSION

Internal suspension is designed as a suspension alternative that will enable the student to continue his/her schooling in school while serving his/her suspension period. If a student's behavior is inappropriate while on internal suspension, external suspension or increased internal suspension will be considered. While on internal suspension, a student is not allowed to interact with classmates in any way and is confined to an isolated and supervised location.

EXPULSION

In serious cases of misconduct, after previous levels of discipline procedure have been exhausted, the superintendent, upon notice from the principal, may recommend to the School Committee, the expulsion of that student. This recommendation will be processed in accordance with established school policies and due process procedures.

SUSPENSION POLICY

Suspension is the exclusion of a student from school privileges by the school administration. A student may be suspended for one or more of the reasons as listed under "School Rules."

No student will be suspended without an informal hearing before the school administration unless the student's presence endangers others or substantially disrupts the academic process. At this hearing the student will receive a verbal and, or written explanation of the charges against him/her, an explanation of the basis for the accusation, and an opportunity to present his/her side of the story. If the suspension will result in other more serious penalties (e.g. expulsion), then the student will have the

right to further due process procedures. These include a formal hearing with administration, the right to representation, the right to question witnesses, and the right to appeal to the superintendent.

If a student is suspended for greater than three days then there must be a meeting with the principal and the parent upon return.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

The policy is as follows:

1. All procedures in disciplining regular education students will apply to special educational students.
2. In the event of a suspension or expulsion the following applies:
 - a. The Special Education Administrator or designee will be notified of the suspendable offense of the student.
 - b. The Special Education Administrator or designee will review the student's I.E.P. (Individual Education Plan) and confer with the administrator responsible for discipline regarding the action.
 - d. If the suspension will result in exclusion for more than ten days and if the I.E.P. indicates that the student can meet the regular school discipline code, the student is suspended.
 - e. A school must conduct a “manifestation determination review” when a disciplinary action involving a change of placement for more than 10 consecutive or cumulative days in a school year is contemplated for a classified student, because he/she engaged in behavior that violated any rule or code of conduct of the district that applies to all children.
 - I. The parents shall be notified of that decision and of all procedural safeguards accorded, not later than the date on which the decision to take that action is made; and
 - II. Immediately, if possible, but in no case later than 10 days after the date on which the decision to take that action is made, a review shall be conducted of the relationship between the child’s disability and the behavior subject to disciplinary action.
 - e. If the I.E.P. indicates a modified discipline code for the student, the student will be disciplined in accordance with the provisions of the I.E.P.

BULLYING POLICY (Adopted by the School Committee December, 2005)

Bullying occurs when unwelcome physical or psychological harassment is directed at an individual or a group of individuals and may include, but is not limited to:

- A. Name calling, demeaning gestures or verbal comments.
- B. Degrading comments about a person’s physical appearance or mental attributes.
- C. Shoving, bumping, poling, tripping, slapping, or punching.
- D. Spreading untrue gossip or stories, which are intended to inflict emotional harm on a person or to cause damage to their personal reputation.

The Granville School has a “strong” policy against bullying that occurs at times and places that are under the Granville School Committee’s jurisdiction, such as:

- A. On the Granville Village School grounds during:
 - 1. Regular school hours.
 - 2. After-hour, school-sponsored events.
 - 3. Recreational, non-school sponsored use of the school grounds.
- B. During transit to home or school before and after regular school hours.
- C. While in transit to home or school on a school bus.
- D. During off-premises school-sponsored events or field trips.

Physical, verbal or psychological abuse adversely impacts the safety and well-being of everyone at the Granville Village School and will be dealt with swiftly. Anyone who is subjected to bullying or observes a bullying incident should report it to the school principal or other appropriate school official as soon as possible. Each reported incident will be investigated promptly and appropriate corrective action will be taken following the Granville Village School’s discipline policy. Such discipline may include, but will not be limited to, suspension, expulsion and termination of students.

CODE: BULLYING

Category: Students

File No.: JICFB

Adopted:

Revised: November 2010

PROHIBITION AGAINST BULLYING AND RETALIATION:

Bullying in any form, including verbal abuse, harassment, taunting, name calling, threats in any form,, extortion, intimidation, slander, defamatory statements, whether verbal or written, punching shoving, tripping, unwanted physical contact and/or making another person uncomfortable by proximity or by inappropriate explicit terms is prohibited in the Granville School District. This also includes asking anyone to verbally abuse, threaten or intimidate another student on one’s behalf. This prohibition applies to activity on school grounds, property immediately adjacent to school grounds, at school related functions or programs, on buses and at bus stops, and cyber/electronic activity that creates a hostile environment at school, or interferes with the educational process.

The Granville School District is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyber bullying, and retaliation, and take prompt action to end that behavior and restore the target’s sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

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

The school or district expects that all members of the school community will treat each other in a civil manner and with respect for differences.

We understand that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

RATIONALE:

The Granville School District prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Granville School District also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The provision of a safe environment fostering a culture of civility, creativity and respect for diversity, is a core value of our school district and a fundamental aspect of our district and school plans.

APPLICATION:

Acts of bullying, which include cyber bullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

This policy applies to all sites and activities under the supervision and control of the Granville School District, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this policy is designed or intended to limit the District’s authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct.

PROCEDURES FOR REPORTING:

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. The school district has an Incident Reporting Form which is available in the main offices, guidance departments, as well as the district website.

A staff member will immediately report to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee via an oral report to a staff member or by using the district Incident Reporting Form.

Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor, and of the procedures for responding to it. At any point after receiving of a report of bullying or retaliation, or during or after an investigation, if the principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the principal will notify the local law enforcement agency and/or other applicable agencies.

PROCEDURES FOR INVESTIGATION:

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation remain consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor, and of the procedures for responding to bullying or retaliation. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

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

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is not longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the Granville Police Department, if any, and other individuals the principal or designee deems appropriate.

PROCEDURE FOR DETERMINATIONS AND CONSEQUENCES:

If, after investigation, bullying or retaliation is substantiated, the principal or designee will take reasonable steps to prevent recurrence and to ensure that the target may fully participate in school and school activities.

The principal or designee will:

1. determine what remedial action is required, if any
2. determine what responsive actions and/or disciplinary action is necessary.

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its reoccurrence. Disciplinary action will be implemented in an age-appropriate manner. These actions may include but are not limited to: verbal directives, counseling, referral to social service agencies, detention, external suspension/expulsion, and notification to local law enforcement.

The District is committed to protecting a complainant, and other similarly-situated individuals, from bullying in the future. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The

principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

DRESS CODE

- The following policy replaces any school rules or policies in the staff/student handbook on dress for staff, students, or volunteers as stated in item 7, under common school rules.
- The school committee recognizes the rights of students to express individuality through their attire. The board also recognizes the rights and responsibilities of parents to determine the standards of dress for their sons and daughters. Balancing these factors, the school committee has adopted a dress policy for students that is reasonable, but sets standards for grooming and appearance. Proper attire is required of all students during each school day and at all school functions.
- Teachers have the responsibility of enforcing the student dress code policy both in their classrooms and on school grounds. Administrators and other school personnel share in this responsibility. In the event that a student's dress detracts from the educational process, constitutes a threat to the safety and health of themselves or others, or is in violation of lawful statutes, the school district will take corrective action. Specifically, students who do not adhere to this policy may be disciplined and/or sent home after the administration has contacted the parents. It is the responsibility of the student and the parent to insure that the student follows the guidelines of the dress code. When questions arise regarding the interpretation of this policy, the administration shall make a determination regarding the appropriateness of the dress. Finally, it is the expectation of the school committee that this policy will be enforced fairly and reviewed regularly to ensure consistency with community attitudes.
- In order to enhance the high standards of Granville Village School, to maintain an atmosphere conducive to learning and to prepare students for further academic and working environments, the following guidelines have been established:

General:

- Students are to be properly, neatly, and safely dressed according to current standards as prescribed by school policy and court decisions.
- Grooming and dress should reflect our acceptance of all safety regulations in those school activities or classes that require strict personal control (such as labs, arts, and P. E.).
- Head coverings (including hats, head stockings, bandanas, or sweatbands) will not be worn inside of school buildings during regular school hours except for religious or medical purposes.
- Students will not be allowed to change clothes from those that they had on when they left their house, with the exception of changing for P. E. class, or other appropriate educational endeavor.
- Inappropriate artwork on clothes, and advertising for alcohol or tobacco products will not be permitted.

Keeping in mind the criteria mentioned above:

1. Clothing, jewelry, tattoos, or accessories, which through word or design display the following, is not permitted:

- Use of alcoholic beverages, tobacco, or other drugs
- Sexual references and/or language
- Symbols of gang identification
- Intolerance or lack of respect to others on the basis of gender, race, religion, ethnic, social, sexual preference, disability or economic background are inappropriate and prohibited. All tattoos which are not in compliance with the above stated guidelines must be covered.

2. Clothing that is immodest or revealing will not be allowed. Clothing that exposes the chest, abdomen, midriff, or buttocks, including, but not limited to the following, is not permitted:

- Very short, tight shorts or skirts are inappropriate.
- Tube tops
- Spaghetti straps
- Backless tops
- Halter tops and tank-tops with straps under two inches and low neck lines are inappropriate.
- Muscle-type tops (e.g. basketball jerseys, sleeveless undershirts) Shirts should be long enough to cover to your pants when you are sitting down.
- Pants or shorts not cinched at the waist
- Exposed undergarments
- Lingerie or pajamas worn as outer garments
- Shorts, skirts, or slits in shorts or skirts that are shorter than mid-thigh or fingertip length
- Fabrics which are see-through or transparent
- Tight lycra, spandex, or similar material.
- Except in cases of extreme cold, coats and jackets should not be worn in class.
- Sunglasses/colored glasses are prohibited unless prescribed by a doctor.
- Footwear must be worn at all times.
- Safety and protective clothing and footwear, as well as athletic clothing and sneakers, shall be worn as required by the subject teacher or organization advisor while students are participating in specialized activities.
- Students shall not wear clothing or accessories that may pose potential danger to themselves, others, or property. This includes heavy or long chains, spiked bracelets, and/or other objects of dress. This also includes “wheelies” or shoes with any retractable wheels in them.

If in our judgment we feel that clothing is inappropriate, a clean t-shirt will be offered, or we will phone home and request a change of clothes be brought to school. If this is not possible, students will be excluded from class for the remainder of the day. If a problem persists, the student may be suspended from school.

This is not an all inclusive list by any means. There are other considerations to be taken into account as well. Ultimately, the appropriateness of a student’s dress or appearance will be determined by the faculty and the administration.

SEXUAL HARASSMENT POLICY

STATEMENT OF PURPOSE

It is necessary to have certain reasonable policies and procedures to govern our activities while at work so as to assure the greatest possible comfort and safety for all. Accordingly, the following guidelines regarding sexual harassment have been formulated. Each employee is responsible for observing these guidelines. Similarly, all administrators and equity coordinators are responsible for seeing that the guidelines are observed. The superintendent and school committee are responsible for taking appropriate action to correct any violations through counseling, reprimand, written warnings, suspension, or discharge in the case of serious or repeated violations.

SEXUAL HARASSMENT POLICY STATEMENT

- It is the policy of the Granville School District, as dictated by both state and federal law, that sexual harassment of a student, present or prospective employee, or visitor shall not be tolerated. Violation of this policy and of the law, if proven, will result in disciplinary action.
- Any person who believes that he/she has been the victim of sexual harassment may seek redress through the Granville School District Sexual Harassment Complaint Procedure.
- Sexual harassment is defined as: unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- Sexual harassment occurs when:
 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or success as a student.
 2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
 3. 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.

CONSIDERATIONS

- By definition, sexual harassment is not limited to prohibited conduct by a male toward a female, by a supervisory employee toward a non-supervisory employee, or by a teacher toward a student. The Granville School District's view of sexual harassment includes, but is not limited to, the following considerations:
 - A. A male, as well as a female may be a victim of sexual harassment, and a female as well as a male, may be the harasser.
 - B. The harasser does not have to be the victim's supervisor. He/she may also be an agent of the employer, a supervisory employee who does not supervise the victim, a co-worker or, in some circumstances, even a non-employee (student, parent).
 - C. The victim may be the same or opposite sex as the harasser.
 - D. Sexual harassment includes any verbal or physical conduct of a sexual nature which is considered offensive and directed toward another person. For example, inappropriate attempts of humor or the sexual harassment of one female or male

employee may create an intimidating, hostile, or offensive working or educational environment for another female or male or may unreasonably interfere with an individual, the individual's work, or educational performance.

- E. Sexual harassment does not depend on the victim's having suffered a concrete economic injury as a result of the harasser's conduct. For example, improper sexual advances which do not result in the loss of a promotion by the victim or the discharge of the victim may, nonetheless, constitute sexual harassment when they unreasonably interfere with the victim's work or education, or create a harmful or offensive work or educational environment.
- All personnel will be responsible for implementing, monitoring, and enforcing this policy and report any violations to the appropriate supervisor, coordinator, or the superintendent of schools.

SEXUAL HARASSMENT COMPLAINT PROCEDURE

Preface

- 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 sexual harassment policy have been violated. Each student, faculty member, administrator, staff member, or applicant has an obligation to make every effort to resolve problems informally as they arise. All members of the Granville School District 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. A complaint shall be an accusation by an individual that there has been a violation of the sexual harassment policy.
- 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 appropriate coordinator, or in the event that the coordinator is the alleged harasser, with the superintendent of schools.
- Once the coordinator or superintendent receives the complaint, he/she shall conduct an appropriate investigation. At his/her discretion, the coordinator or the superintendent may designate some other individual to conduct the investigation.
- Such investigation may consist of, but may not be limited to, the following actions:
 1. Interview(s) with the individual(s);
 2. Interview(s) with the person(s) alleged to be the harasser(s);
 3. Interviews with other employees or witnesses.
 4. Interviews with other individuals at the discretion of the coordinator or superintendent.
 5. Review of pertinent records.
- Within ten (10) school days after the receipt of a complaint, the coordinator shall inform the alleged harasser, and the individual, of his/her decision as to whether or not he/she finds the written allegations to be credible.
 1. If the coordinator or superintendent determines that the allegations are not credible, the matter shall be closed. The coordinator or superintendent shall keep the documents, notes and other material from the investigation as a record, for an appropriate period of time, so that the Granville School District may prove that an appropriate investigation was conducted.

2. If the coordinator or superintendent determines that the allegations, or any part of the allegations, are credible, the principal, superintendent or chairperson of the school committee shall take appropriate disciplinary action against the person(s) involved.
- If either party is not satisfied with the results of the investigation, he/she may then appeal to the school committee for a hearing.

MISCELLANEOUS

- Individuals are not limited to a formal complaint procedure and may seek further action through other agencies; including the Equal Employment Opportunity Commission, the Massachusetts Commission Against Discrimination or the Office of Civil Rights of the Department of Education.
- B. Retaliatory action of any kind, taken by an employee or student of the Granville School District, as a result of that person's seeking redress under these procedures, or while participating in any procedures of an investigative nature is prohibited, and shall be regarded as a separate and distinct matter under this procedure.
- All complaint proceedings will be held in confidence by all persons directly or indirectly involved in them.

PENALTIES IN CASES OF SEXUAL HARASSMENT

- Punitive action in cases of sexual harassment will depend on the severity of the incident(s). Due to 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 the issue on an informal basis, if possible. When a complaint is resolved informally, only a short summary of the incident will be maintained on file. Penalties may include but are not limited to the following:
 1. an admission of guilt and acknowledgement of a verbal warning, accompanied by a promise not to commit such abuse again, and action taken to provide relief for the individual may be sufficient resolution. At this informal state, remediation will be utilized as a constructive means to sensitize the person at fault to the effects of such behavior, and shall not be unduly punitive in nature. If informal resolutions are not appropriate, the superintendent or chairperson of the school committee may deem it necessary to take appropriate action which may include:
 2. formal letters of reprimand.
 3. suspension, discharge or other disciplinary action.

COMPUTER CODE OF ETHICS

- The following document may be referenced as "The Technology Code of Ethics Policy". The code identifies several issues people are likely to face. No person or persons dealing with computers, Internet access, or information technology belonging to, or under the jurisdiction of the Granville School District will knowingly violate an ethical canon, or circumvent an ethical canon through the actions of another. It is based in part on portions of Title 17 U.S.C. and MGL 266 & 120F.

- The use of computers and/or information technology within the school district should always be undertaken with contribution to society and/or human well-being in mind. A firm commitment to professional conduct is expected from every member of the school community.
- The purpose of this Technology Code of Ethics is to provide guidance and identify restrictions pertaining to the use of school owned, controlled, and utilized computers, computer information systems, and other similar information technologies. This code is at all times interpreted and implemented in accordance with federal, state and town laws, rules and regulations.
- School Citizens: School citizens include all students, administrators, faculty, staff, school employees, school officials, and other persons authorized by the school district to utilize its computers and information technologies.
- Computer or Information Technology: Computer or information technology includes all mainframe, micro, macro, personal computers and information systems, and all other devices capable of high speed mathematical and/or logical calculations and/or assembles, stores, coordinates, relays, or otherwise processes and/or prints information.
- Person, Persons, People: Includes all Federal, State, Municipal, or Town governmental bodies and agencies, municipalities, private organizations, and various recognized corporate entities.

In the use of technology, a school citizen shall:

1. Respect the rights of others and follow local rules and regulations regarding the use of equipment or software.

In the use of technology, a school citizen shall NOT:

1. Knowingly electronically intercept access and/or disclose proprietary confidential and/or personal information, or assist others in doing so.
2. Access information or data beyond appropriate authorized levels.

Internet Safety

To secure our computer lab and access to the Internet, Granville School will employ an internet filter. This will lock students into teacher-approved sites based on the National Education Advisory Board's Secure & Smart criteria, control access to email, downloads, and chat rooms. At the same time, it will allow us to customize teacher's favorite sites.

All students must have written permission to stay after school to work in the media center.

A person or persons violating this ethical policy will be subject to disciplinary action including, but not limited to suspension, expulsion, termination of employment, or any other measures on which the district may decide. In addition, they will be subject to a loss of computer privileges for a specified time period.

SCHOOL PROPERTY

Vandalism will be reported to the police for investigation and prosecution. In addition, students who vandalize school property will be disciplined in accordance with established handbook policies.

TEXT BOOKS

- To be covered at all times.

- Students are responsible for the care of textbooks.
- If book is lost or misused, student will be responsible for replacing book at current market value.
- The student will be issued new material once payment has been made.

LIBRARY BOOKS

- Students are responsible for the care of library books.
- Books are to be returned on time. Three notices will be given for overdue books (library shelves will also be checked for misplaced books.) If book is not returned or is returned destroyed, student will be billed for replacing the book.
- Students will not be allowed to borrow a book until any payment due has been made.

SCHOOL LOCKERS

- The school cannot accept responsibility for money or valuables students have in their possession.
- School lockers are for storage of books and clothing and do not provide satisfactory protection against loss of valuables.
- Students should keep in mind that lockers are school property and may be searched by the principal or his designee at any time.
- Students who damage or destroy the property of others will be expected to make restitution for the cost of repair or replacement of the item.

PERSONAL PROPERTY

- Technology, including but including, but not limited to, cell phones, MP3 players, hand held video games pagers, CD players, portable radios and tape recorders may not be brought to school without teacher permission.
- Such equipment, if seen in use will be confiscated and turned over to the principal, who will hold it until the end of the day when the owner may pick it up at the office.
- Cell phones, if brought to school must remain off and away; cells phones seen in use during the school day will be confiscated as with other electronic devices.
- The school will not be responsible for damage to or theft of such equipment.

ACADEMIC WORK

PLAGIARISM

Academic honesty is an important value at Granville Village School. Cheating and plagiarism are unacceptable and will be addressed by the staff and administration. Cheating and plagiarism consist of taking another person's work in any way and putting your name on it, calling it your own or passing it in as your own and/or, in general, taking an advantage that is not allowed.

Examples include but are not limited to;

- Copying another person's test or homework.
- Using notes or other aids that are not allowed during a test.

- Verbal or non-verbal communication with another student during a test.
- Copying, cutting & pasting from the Internet or other electronic sources without properly citing the sources.
- Using technology (computers, cell phones, etc.) to share information during or about a test.
- Any student who provide answers to another student be it homework, tests, quizzes, or a project without teachers permission will result in consequences for cheating.

The consequences are:

- All instances of cheating and plagiarism must be reported to the administration.
- Teachers are to have a conference with the student(s) followed by a meeting with the administration and/or counselor.
- A parent conference may be called.
- The student's grade/test/assignment will be adjusted to reflect the plagiarism and cheating.
- After school detention or one day in school suspension may be assigned.
- Repeated incidents will result in more serious consequences.

To avoid even the appearance of cheating and plagiarism, students must listen to and follow the directions of teachers on all tests and assignments. Be sure to use quotation marks, and to paraphrase or summarize in your own words, and always properly credit sources. If you have any questions about an assignment or expectations about working with other students, sharing information, etc. talk to and consult your teacher.

HOMEWORK

A carefully planned program of homework assignments is an effective means of increasing student learning. The amount, frequency, and types of homework assigned will vary with the grade level, subject area and level of student abilities. Parents may help, but should encourage independent work habits.

Homework assignments:

- Strengthen basic skills
- Apply classroom learning
- Stimulate the student's interest through further exploration
- Reinforce independent study skills
- Develop qualities of initiative, responsibility and self-direction

The student is expected to:

- Complete the assignment to the best of his/her ability.
- Accept responsibility for understanding purpose and requirement of assignment.
- Take home all necessary material with which to work and return them when due.
- Plan a personal schedule that will include enough time to complete assignments.
- Be responsible for making up work missed.

The parents are expected to:

- Be involved in the homework routine by providing a study area, making available resource material, and creating an atmosphere conducive to the completion of assignments.

- Assist the student in working out the personal schedule that will include enough time to complete assignments.
- Display an active interest in the work of their child.
- Guide the student to the point where he/she becomes independent.
- Contact the school with any questions regarding their student's homework.

The teacher is expected to:

- Emphasize quality rather than quantity.
- Provide differentiated assignments that reflect the varied abilities of students.
- Teach skills needed to complete homework assignments successfully.
- Encourage completion or revision of any unsatisfactory homework.
- Assign homework which is an outgrowth of the work completed in class.
- Assign work which can be completed successfully within a reasonable time limit.
- Give clear, concise directions for completing homework.
- Check to be sure the homework has been completed.
- Return graded homework assignments as soon as possible.
- Notify parent if the student establishes unsatisfactory homework practice.
- Coordinate efforts with other teachers when team teaching or interdisciplinary activity occurs.

HOMEWORK MAKE-UP DURING ILLNESS

- Homework for your child may be requested by calling the school before 8:30 a.m. when he/she is absent. Assignments and books will be collected by 2:30 p.m. at which time parents may come to the school to pick up his/her materials and assignments. It would be helpful if parents inform the office of anticipated extended absences.
- If a child is ill for an extended period (10 school days), parents should inform the office so that homebound instruction can be arranged.

REQUEST FOR WORK BEFORE ABSENCE

- Students requesting work before going on a trip, or having an extended absence, will be required to turn in that work upon return to school. It may not always be possible to give advance assignments. The staff expects assignments requested by the parents in advance to be complete upon return to school. Please consider carefully before requesting work to do over a vacation period. A vacation is just that, a time to leave work and relax. It is often easier to make up the work when the child returns than to take it with you.

MAKE-UP WORK AFTER ABSENCE

- Students will generally be given as many days to make up work as they were absent. Work can be made up by a student while at home. Students are responsible for contacting teachers concerning work to be covered and to arrange a schedule for completion.

UNEXCUSED MISSING HOMEWORK

- The school understands that students sometimes are unable to complete homework as a result of illness or family emergency and has made provisions for these circumstances if informed.

- Assignments handed in late without legitimate excuse may be refused by the teacher or have points deducted. If a student turns in an unacceptable assignment, they may be issued an **Unacceptable Assignment Notice**, required to fill it out, and bring it to their parents.

This notice will tell you that the homework was:

1. not done at all.
2. was incomplete.
3. done incorrectly.

The teacher will decide if the student is to:

- Do the assignment that night and receive reduced credit for it, or
- Stay for after school help class.
- Failure to submit assignments after this second chance when due will result in a zero for the assignment, and an after school detention to make up the work. The following plan is to be in effect in grades 5-8.
- One(1) 45 minute detention will be given for each assignment missed. (This applies to each subject and each teacher. A student may not serve 1 detention for several missed assignments.)
- Upon receiving five (5) detentions in any marking period, the next will result in two(2) hours of office detention and a phone call from the principal to parents or guardians to schedule a meeting.
- At grade 4, detentions may be given for missing assignments.

POLICIES AND PROCEDURES

TARDINESS TO CLASS

Students should be in school and on time for all classes including homeroom. Habitual tardiness can result in disciplinary action. Any student arriving after 11:30 A.M., with out a legitimate excuse will be marked absent for the day.

MORNING ARRIVAL

1. **Supervision of students begins at 8:10 A. M.** Students will be admitted in the building at 8:10 A. M. to eat breakfast. During inclement weather, upon arrival, students will be allowed to wait in a designated area inside the building.
2. Students who walk, ride their bikes, or ride to school with their parents should not arrive prior to 8:00 a.m. Bikes should be locked for security reasons.
Students who arrive tardy to class without a written excuse may be assigned detention by the teacher of that class. If a teacher detains a student, the student should request a pass to his/her next class.

TARDINESS TO SCHOOL

Students who are late to school must report to the office; otherwise, they will have been marked absent. A note from parents will usually excuse the student from tardiness to school and no detention will be assigned. However, parents should make every effort to see that their child is on time.

AFTER-SCHOOL PROCEDURES

Students should not be in the building after dismissed unless they are waiting for their bus, participating in a supervised activity, staying after for extra help under the direct supervision of a staff member, or serving a supervised detention.

EXTRA HELP

Teachers are available for extra help. It is the student's responsibility to contact his/her teacher and make arrangements for extra help. Teachers may require pupils to report to them after school for extra help or to make up work.

BEHAVIOR AT IN-SCHOOL FUNCTIONS

(Dances, sports events, concerts, movies, field trips, etc.)

1. Students are to restrict their movement around the building to those designated areas where the function is held.
2. The closest lavatories will be available for their use.
3. Students will not be allowed to leave the school building or grounds until the end of the function unless they are leaving permanently. Students wishing to leave before the event is over, should provide written permission to the principal, or his designee, from parents. Students will not be allowed to return after leaving. Parents who wish their child to walk, bike home, or ride with another, should provide written permission.
4. There is a phone available for use should any student need to use it. To reduce excessive use of the telephone, parents should always be aware of the time the activity ends, and should, therefore, make every effort to pick up their child at that time.
5. It is the 8th Grader's privilege to invite a person outside the school to a dance. Host parents are required to fill out the designated form and are responsible for picking up the children as soon as the dance is over. The host student must notify the teacher in charge of the dance at least one week in advance that they will be bringing a guest. The guest must be a junior high student (6th, 7th, or 8th Grade). Visitors to the school must abide by the school rules.
6. Proper behavior is expected during school functions. Students should remember that normal school rules apply at all school functions.
7. Parents of misbehaving students at a school function will be called immediately and asked to come to the school to pick up their child. In the event that is not possible, the student will not be allowed to continue to participate in the event and the person in charge will isolate the student until the parent can be reached or other arrangements can be made.

FIELD TRIPS

Field trips are recommended by teachers as curriculum based enhancements, and are approved in advance by the principal and superintendent. Out of state or overnight field trips must be approved by the School Committee.

Field trips are run for classes (e.g. social studies, art or science), for grades (e.g. 5th, 3rd or 7th etc.) or for groups (honor roll, a sports team, etc.). Specific information for each trip is provided by the teacher in charge.

Field trips are a part of the regular school program and all students are expected to attend school that day. All trips will require every student to present a signed permission slip from the parent or

guardian in order for the student to participate. In the event that a parent/guardian does not desire a student to participate in a planned field trip, the student is still expected to attend school for the duration of the trip and complete assignments which have been provided. Any student who is absent from school without a legitimate excuse during a planned field trip will be considered truant and subject to disciplinary action.

During the field trip all school policies governing student behavior apply. In addition students who are disruptive or endanger the safety of themselves or others will not be allowed to continue on the field trip. In this event the school principal will be notified to contact the parent, who will be asked to come and pick up the child. If that is not possible, the student will be returned to school as soon as possible for release to the custody of the parent/guardian. In addition, the student may forfeit his/her privilege to participate in future trips and may be subject to further disciplinary action in accordance with established school policies. For certain field trips, additional requirements may apply.

1. Field trips are a privilege and students may forfeit that privilege to participate in a field trip for reasons of:
 - a. prior disciplinary misconduct on trips within the current academic year.
 - b. a lack of compliance with the academic prerequisites established by the teacher and approved by the principal for the class regarding readiness associated with the trip and/or,
 - c. failure to complete a majority of the classroom assignments related to the trip.
 - d. prior disciplinary misconduct in school as outlined below
2. The following discipline record will exclude you from a field trip or excursion for a period of 90 school days:
 - 2 assignments to OSS (Out of School Suspension)
 - or
 - 5 assignments to ISS (In School Suspension)
3. If you are assigned to either ISS or OSS during those 90 school days, the 90-day count will begin again from the date of the suspension. The 90-day count will carry over to the following school year if there are fewer than 90 school days remaining in the current year.
4. Standards beyond the minimum standards stated above may be required for overnight and/or international travel. Such standards will be approved by the principal and the individual(s) sponsoring the trip and will be stated when the trip is announced.

A student who is ineligible to participate in a field trip is to attend school on the day of the trip and complete an alternative assignment in lieu of the work related to the field trip.

Ordinarily, classes return to school in time to take the regular transportation home, but in some instances arrangements have to be made to have students picked up after the close of school. In instances where classes return to school after dark or during inclement weather, parents are required to pick up their children inside the building. Advanced written permission is required to be transported by someone other than the parent.

The cost of a field trip is the student's responsibility. Costs may include fees, transportation, insurance, housing and meals. Monies for such trips are paid in advance. The school does have an ability to assist student participation when finances prevent families from underwriting the costs of a field trip. In such an event, the family is encouraged to contact the school principal so that alternate measures can be explored to ensure participation for all students. All such arrangements are kept strictly confidential. Money paid in advance for a field trip may not be refundable if the student does not go on the trip

PICKUP OF STUDENTS FROM AN AFTER-SCHOOL ACTIVITY/LATE RETURNING FIELD TRIP

- We ask that parents review precautions which they may have already taken with their children especially for late school activities.
- Students waiting for a ride home should wait in a predetermined area.
- Our advisors and coaches will provide students with time schedules for activities so that parents can arrange to pick up their children promptly at a specific time. Teachers will make every effort to return to school on time.
- Parents should be at the school to pick up their child at the predetermined time or make other arrangements.

EXTRACURRICULAR ACTIVITIES

- Extra-curricular activities can provide positive attributes for students. Students should be allowed to excel in areas other than academics. Therefore all students will have the opportunity to participate in extra curricular activities as developed in school.
- Students willing to accept the responsibility of participating on a school team and other extra-curricular activities, should also accept the responsibility for their behavior as a member of the group.
- Exceptions to this rule are participation on interscholastic sports teams and participation on the student council. Students may not participate in these areas if they fail a class in any given quarter, until the grades are issued for the next quarter.

SPORTS PROGRAM INFORMATION

- The Interscholastic sports program is offered to students in 6th through 8th grades who will represent their school in competition with students of other schools. All students are encouraged to participate on the teams.
- The intramural program has unique educational value because it not only allows participants to exhibit their skills, but it is good for spirit for the whole student body and staff. Such qualities as leadership, fellowship, sportsmanship, friendship, and morale are developed, to name a few.
- Students involved in competitive school athletics must maintain a passing grade in all subjects during an athletic season. Students who fail one or more subjects at the beginning or during an athletic season will not be eligible to participate during that season.
- One must remember that a good sports program contains the following distinctions:

- a. Girls and boys are afforded their fair share of opportunities.
- b. That the program exists for the players, not for the fans or coaches.
- c. That it encourages all students to be participants.
- d. That students learn life-long and individual sports.
- e. Winning is important, but not at the expense of health or morale.

SPECIAL PERFORMANCES

- These are held during the year and are distinctive. Programs such as these allow our choral and instrumental groups to perform. Students can also exhibit their diverse talents in variety-type achievement. They receive the opportunity to do their own composing, narrating, leading, etc.
- Periodically, during the year, student-sponsored social functions such as dances are held to promote the social growth of our students, to practice leadership roles, and to help in fund-raising activities.

ANNUAL AWARDS PROGRAM

- This assembly at the end of the school year gives the staff an opportunity to recognize students for their efforts. Citizenship, athletics and academic honors are stressed, but special achievements are also mentioned.

LOST AND FOUND

- Lost and Found items are kept in the school throughout the year. These items in school can be found near the library door. Twice each year, at Christmas and April vacation, these items are either discarded or donated to local charities.

CANCELLATION OF SCHOOL

- There are occasional "No School" announcements due to weather or other emergencies. These will come over the "Connect-Ed" phone-call system directly to parent homes. In addition, reports will go out over local radio and TV stations
- The message should specifically announce Granville's plan for that day and should be similar to one of the following:
 1. School can be cancelled due to poor road conditions (the obvious).
 2. School for Granville School Students will be delayed for two hours. When there is a two hour delay in Granville, all students will be delayed two hours from their normal starting time. High school students will be picked up two hours later than normal, and then the busses will make their elementary run.
- Whatever the announcement, you should stay tuned for any changes that may occur. While this doesn't often happen, it is still a good practice to stay tuned in.
- Parents should keep in mind that the ultimate decision to send their children to school or keep them home is theirs.

EARLY DISMISSAL FROM SCHOOL

- In the event of an early dismissal due to inclement weather or other emergencies, we use the same phone calling system and notify the same TV/radio stations that are used for school cancellations. We also contact parents whose children are unsure of whether anyone will be home and make alternate plans for your children if we are unable to contact parents.

- If parents are not usually home during the day, arrangements should be made with their child so they will know what steps they should take in the event that school is closed during regular hours.

EMERGENCY CARDS

- Emergency cards are sent home at the beginning of each school year. Information on the card should include allergies and/or other medical information, including medications. In addition please include names of the persons who should be contacted in the event of an emergency, or where children should be sent if school is closed early. These cards should be filled out and returned promptly.

VISITORS

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

Visits to several classrooms in a given grade for the purpose of comparing teaching styles to provide a basis for student to a particular teacher are strongly discouraged, because the district's policy of assigning a student to a particular class is the sole responsibility of the building principal in consultation with the staff of that school. We ask that all parents and guests follow the guidelines below for classroom and school visits:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end, we request that such requests be made at least forty-eight (48) hours in advance to allow for proper arrangements to be made.
2. The building principal has the authority to determine the number, times, and dates of observations. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visit.
3. For security purposes, it is requested that all visitors report to the principal's office upon entering and leaving, and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered at the office.
4. Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of September and the month of June. Visits will not be allowed during MCAS testing.
5. Any student who wishes to have a guest in school **MUST** ask permission of the administration at least forty-eight (48) hours in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival, the guest must register in the office. Any guest, student or adult, who fails to comply with the educational regulations of the Granville School District will be asked to leave the school building and grounds immediately.

Adopted By School Committee: December 14, 2004

Students wishing to bring a visitor to the school may do so if this procedure is followed:

- a. the request for the child to have an age appropriate visitor (Please, no high school age students.)
 - b. the name and address of the visitor.
 - c. assumption of all parental responsibilities for the visitor by the host parent.
1. A note from the host parent brought to the office at least 3 days in advance.
 2. Permission must be granted by the Administration.
 3. Students must accompany their guests throughout the day and be responsible for their conduct.

USE OF THE TELEPHONE

Office telephones are for business use only, except in cases of emergency. A student wishing to use the phone must receive permission from the school clerk or principal. The student may be asked the reason for the call to insure the phone is being used appropriately. Social or alternative transportation plans must be made prior to coming to school. This practice will reduce phone use.

FIRE DRILLS

Fire drills are conducted regularly. Diagrams, charts or instructions showing exit routes will be mounted on a wall in each classroom.

BUS POLICIES AND PROCEDURES

Transportation by school bus to and from school is a service for all students who qualify according to the Rules and Regulations of the School Committee and the laws of the Commonwealth of Massachusetts. The school bus is an extension of the classroom, and it should be understood that the right of the pupil for transportation to and from is a qualified right dependent on good behavior.

The drivers are in charge of the bus and have teacher's authority and responsibility over all children riding therein while traveling to and from school. They are required to enforce all rules and regulations adopted by school authorities for the conduct of all pupils transported.

Misbehavior on a bus in transit should be regarded as a serious matter since it may endanger the lives of all the passengers as well as the driver. Drivers are instructed to stop the bus immediately if the general behavior of the passengers becomes bad and the driver is not to continue until she/he gets complete cooperation. Whenever this happens drivers are to notify the Principal (or designee).

GENERAL RULES AND REGULATIONS

Students must take their normal bus home and get off at their regular stop. Any exception to this, i.e. walking home, taking another bus, having a ride by other than parent or guardian, will not be allowed unless it constitutes a permanent switch for the duration of the school year.

When misconduct on a school bus and at bus stops becomes serious enough to warrant loss of bus privileges as listed below, the school administration shall be notified by the bus driver.

The administration shall notify the parent by issuing a warning card indicating the reasons for the action. Suspension of school bus services will go into effect at the beginning of the next school day.

Permanent or long term suspension of bus privileges exceeding twenty (20) days may only be made by the Superintendent. Prior to a suspension of this length the parent and student will have an opportunity for a hearing with the Principal to discuss the circumstances surrounding the suspension.

Notices regulating student conduct will be printed in all student handbooks and will be available in each transportation vehicle.

SPECIFIC RULES GOVERNING STUDENT BUS CONDUCT

Discipline is progressive in nature beginning at the lowest level and increasing in intensity according to the number of reports filed: First incident or violation, first level; second incident or violation of the same or a different rule, second level, etc...

While violations of rules are cumulative in nature and call for more serious levels of discipline, the imposition of the procedures which follow are intended to take place over a relatively compact period of time. The administration reserves its rights to modify procedures addressing discipline when level-one offenses occur over more lengthy periods of time.

For major or flagrant violations, the administration reserves its rights to institute the disciplinary process at a level commensurate with the seriousness of the offense. Listed below at their various levels, are behaviors which are considered inappropriate and unacceptable conduct while students are being transported to and from school on buses.

Level 1- Verbal warning from the driver to the student.

1. Extending any part of the body out of the bus windows.
2. Eating food or drinking beverages on the bus without permission from the driver.
3. Violating standard safety procedures by:
 - a. refusing a driver's directions.
 - b. moving from one seat to another.
 - c. standing up or turning around in seat while the bus is in motion.
 - d. failure to keep feet off seats.
 - e. failure to cross the road in front of the bus.
4. Misbehavior at a bus stop.
5. Shouting, yelling, or unnecessary noise.
6. Using audio devices without headphones.
7. Littering.

Level 2- An assigned seat on the bus, a telephone warning from the Principal (or designee) to the parent or guardian, a bus card from the Principal (or designee) which must be signed by the parent or guardian and returned to school, and a warning of a possible 1 week suspension of bus services for the next infraction of a similar nature.

1. Pushing, shoving, or rough play.
2. Throwing objects inside or out of the bus.
3. Damaging the property of another student.
4. Being discourteous or disrespectful to the driver or other students.
5. Refusal, after a warning from the driver to comply with a direct order to cease inappropriate behavior.

Level 3- The student will have a one week suspension of transportation services; the parent/guardian, student, principal, and driver will meet to discuss the issue, and a written record of the incident will be

recorded. Warning of a two week suspension is given should there be another violation by the student of any of the rules at this level or above, or a third cumulative violation at any level.

1. Fighting.
2. Smoking or having an exposed flame.
3. Swearing or using obscene gestures.

Level 4- The student will have a two week suspension and all aspects of level three will be followed. In addition the student and parent/guardian will receive a written warning that the next violation at this level or higher, or a third cumulative violation at any level will result in a hearing with the Superintendent. He may decide to take action at level five of the disciplinary steps.

1. Damaging the bus.
2. Defacing the bus.

Level 5- This level is the most serious and will result in long term loss of transportation privileges, a hearing in front of the Superintendent, and/or expulsion from school. Penalties in this section will be imposed for violation cited below or for a cumulative of five violations from other categories. In that the cases below are a violation of state or federal law, the student will be referred to the police for prosecution.

1. Possession of a weapon, (knife, gun, or any item that may be construed as a weapon under the laws of the Commonwealth.)
2. Possessing, consuming, or selling of illegal drugs or alcoholic beverages
3. Possessing or use of explosive devices.
4. Striking or physically threatening the bus driver.

The Principal may suspend services to the student for a period of time not greater than twenty (20) school days. Recommendations for suspensions greater in length will be made to the superintendent for consideration. Students who are to be suspended in excess of 20 school days will be informed in writing by the superintendent of schools.

Students will normally begin each school year without any carryover of misconducts from the previous year. However, when considering the imposition of penalties, the total bus behavior history of a particular student may be taken into account by the administration in the determination of a carry over of disciplinary measure. The administration reserves its rights to modify and amend the procedures defined above for good cause.

REPORTING SYSTEM

MID-TERM REPORTS

1. Mid-term Reports are issued to students in Grades 1 - 8 halfway through each marking period on dates advertised in the school calendar. All students in grades 1-6 receive a report in the first quarter, and thereafter as needed.
2. A parent's signature is required on the report and the signed copy must be returned to the teacher issuing the report within one week.
3. Parents should make every effort to contact the teacher whenever they feel a problem is occurring and not necessarily wait for progress reports to be issued.

4. All students will receive progress reports if they are failing or in danger of failing.
5. Parents may request a mid term progress report each marking period to monitor their child's progress.

REPORT CARDS

Report cards are issued each quarter for grades 1-8, approximately every nine weeks. Kindergarten reports are issued twice each year.

HONOR ROLL

The intent of the honor roll is to give recognition to those students who have achieved outstanding scholastic grades. Students in the 5th, 6th, 7th and 8th grade are eligible for the honor roll in each of the four quarters.

The honor roll is divided into first and second Honors and is based on the following criteria:

First Honors - Students achieve this distinction if no more than two of their grades are in the "B" range and all the remaining grades are in the "A" range.

Second Honors - Students achieve this distinction if no more than two grades are in the "C" range and all remaining grades are in the "B" range or higher.

RETENTION/MAKE-UP POLICY

Due to the developmental nature of the primary grades, children in grades K-2 are retained when they are more than four(4) months behind grade level, with no appropriate peer group, and do not master 75% or higher of the skills in three or more of the following areas as defined on the primary report card;

1. Reading
2. Language Arts
3. Mathematics
4. Work Habits
5. Social Development

A notice of possible retention will be sent at the end of the third quarter. Parents will be a part of the process from the beginning and their concerns listened to and noted. However, careful consideration will be given to what is in the best interests of the child, both immediate and long range.

In grades 3-5, should a student fail three or more subjects, they will repeat the grade. A student that fails two subjects and is struggling in others will be reviewed by a team to see what is in the best interests of the child.

The final decision is made by parents and appropriate school personnel, which includes the classroom teacher, principal, and any specialists who work with the child on a day-to-day basis. This includes, but is not limited to art, music, physical education and remedial reading instructors. If a child is on an I.E.P., then the decision will be made at an appropriate meeting involving all parties.

Children in Grades 6-8 follow the policy outlined below:

PLAN FOR ONE (1) OR MORE FAILURES

1. If a 6th or 7th grade student fails three (3) or more courses for the year, this warrants repeating that grade.
2. Students in the 6th or 7th grades who fails one (1) subject, are promoted, but it is recommended that they make up the failed semesters via a tutor, the makeup plan described below or by attending summer school in a nearby community at parental expense.
3. If students in 6th or 7th grades fails two subjects, summer school in a nearby community or a tutor and the makeup plan described below are required. If the student passes these courses he/she will be promoted; if he/she fails the student will be placed in the next grade and referred for evaluation.
4. Students in the 8th grade who fail three (3) subjects for the year repeat that grade. In this situation a review will be made by the junior high staff and principal to determine the students' needs and if retention is an appropriate action. The student would not participate in graduation activities.
5. Eighth graders who fail two subjects for the year; will be placed in the next grade, will be able to participate in graduation, and receive a certificate rather than a diploma at graduation. Once the work is made up successfully they can receive the diploma.
6. For eighth graders failing one subject for the year, it is recommended that they make up the work. They are able to participate in graduation, receive a diploma and are promoted to the next grade.

MAKE-UP PLAN

If a student fails a subject for the year, they will have a chance to make up the quarters failed to raise the overall grade. This can be done by taking the exam for that quarter. Prior to taking the exam they must have reviewed the materials with an approved tutor or in a local summer school. The grade change on the report card will be to a passing grade (P) and not to a letter grade.

NOTE: A tutor is approved if they are a certified teacher in the area failed or if they hold a K-8 elementary teacher certification. The tutor should contact the school prior to the session to research the area of difficulty.

The intent of summer school and/or a make-up plan is to help children better prepare for the coming school year in areas where they have demonstrated difficulties. If they fail a summer class or choose not to attend we feel it will result in a poor start for the next school year. Tutorial or summer school expenses are to be assumed by family or guardian.

STUDENT RECORDS

In keeping with Massachusetts Regulations, students over 14, or in the ninth grade have the right to review all of their school records. Students under 14 years of age, or not yet in ninth grade, may review their records with written permission from their parents. Regardless of the students' age, they have the right to review their transcript which includes courses, credits and grades. Once a request is made, the record will be provided within two school days.

In situations where the child is not living with both his/her natural parents both custodial and non-custodial parents have equal rights to access school records unless the court stipulates otherwise.

TESTING

The standardized test used by school personnel is the Massachusetts Comprehensive Assessment system (MCAS):

These tests are given to students in grades 3, 4, 5, 6, 7, & 8 each spring to assess the scope of our

Curriculum, and how it measures up to the state curriculum frameworks. It provides a grade level and percentile rank for each student. They are useful in assessing academic growth, general difficulties and projecting ability. All results are made available through explanatory letters and, when requested, teacher conferences. The results are also used as a measure of the school's performance under the No Child Left Behind Act.

The following tests will be administered in the Spring of 2011:

English Language Arts Composition	Grades 4 &7
English Language Arts Reading Comprehension	Grades 3, 4, 5, 6, 7, 8
Mathematics	Grades 3, 4, 5, 6, 7, 8
Science and Technology	Grades 5 & 8

SCHOOL HEALTH SERVICES

MEDICATION POLICY

In accordance with Massachusetts General Laws, chapter 94C and chapter 71, Section 54B, school nurses will be responsible for the administration and storage of all medication and the maintenance of accurate medication records on all students. Pursuant to the Massachusetts Department of Public Health 105 CMR 210.000 regulations, no other individual will be allowed to administer medication unless the school nurse has delegated this responsibility to them.

During the school day, the administration of either prescription or non-prescription medications must comply with the regulations and protocols of the Massachusetts Department of Public health and the Granville Public Schools as follows:

The school health office must have on file a written medication order from a Licensed Health Care Provider(the child's doctor), detailing **the student's name, name of the drug, dosage, frequency of time and route of administration, date of order, discontinue date and diagnosis**, if not in violation of confidentiality. For short-term prescription medications, i.e. those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of an order.

A written parent consent form is required for the administration of all medications. The form must be signed by the parent/guardian and will provide an emergency telephone number, contact person, and a list of all medications the student is currently receiving, if not in violation of confidentiality or contrary to the request of the parent/guardian.

Medication must be delivered to school by a parent/guardian or responsible adult in the properly labeled pharmacy container. No other container is acceptable. Any medication administered by injection must be given in the health office with the exception of insulin delivery systems. Students may not carry medication of any kind on their person with the exception of

asthma inhalers, Epi-Pens, enzyme supplements and insulin delivery systems and then only with documentation from the Licensed healthcare Provider and parent/guardian and the approval of the school nurse.

The school nurse, in collaboration with the parent/guardian, shall establish a medication administration plan for each student receiving medication.

Standing orders for medication e.g. Acetaminophen, written by the school physician may be administered by only the school nurse, in accordance with the protocol for each medication if a Permission to Treat form signed by the parent/guardian is filed in the health office.

PHYSICAL EXAMINATIONS

Per Massachusetts laws (M.G.L c.71,s.57) and regulations (105CMR 200.000-200.920) and the policy of the Granville School, new students and students in grades Kindergarten, 4, and 7 are required to have a physical examination by either the family physician or the school physician.

Students must be fully immunized per Massachusetts Department of Health requirements. Screenings of vision, hearing, weight, height and BMI will be performed annually on each student according to DPH guidelines. Results are available to parents/guardians. Postural screenings will be done annually on all students grades 5-8, and as needed, parents/guardians will be notified.

ILLNESSES/INJURY

Any illness or injury preventing the student from participating in normal school activities (classes, physical education classes or recess), requires a doctor's note.

SCHOOL MEDICAL EMERGENCIES

If a serious emergency arises, the student may be taken to a hospital emergency department if the School Nurse's assessment indicates this need. The principal or designee will contact the parents.

Procedure:

- a. In case of an illness or injury, students, if able, are to report directly to the staff member in charge. An injured student will not be moved.
- b. The School Nurse will report to the scene or the student will report to the School Nurse's office.
- c. If a School Nurse assessment indicates a student should be at home, the parent will be contacted.
- d. Under no circumstances is a student allowed to go home without adult permission and/or supervision.

COMMUNICABLE DISEASES

Students with a communicable disease will be allowed to return to school according to the time period specified in Commonwealth policy covering each disease. Contact the School Nurse if you have questions related to communicable diseases.

REPORTING INSTANCES OF CHILD ABUSE/NEGLECT

As stipulated in Section 51A, Chapter 119 of the General Laws of the Commonwealth of Massachusetts, all school personnel are identified professionals who are required to report any suspected case of Child Abuse and Neglect to the appropriate staff of the Massachusetts Department of Social Services.

COUNSELING OPPORTUNITIES

The school adjustment counselor and staff members are available to work with students who need assistance. Students having sensitive personal problems may seek the school nurse, a teacher, or the Principal (or designee) for help.

SPECIAL SERVICES REFERRAL

Children are sometimes in need of special services during their school career. The process to identify the need and the appropriate services is based on a team meeting and is regulated by both state and federal law and applies to children from three to 21 years old. The process may be initiated by a parent, physician, teacher or other school personnel and is geared to the specific needs of the child

INCLUSION TEAM

The inclusion team is a group made up of special education and regular education teachers who are consulted by teachers as a first step in the pre-referral process. Specialists such as an occupational therapist, physical therapist, or speech & language are invited to attend on an as needed basis.

After classroom teachers have tried various strategies on their own, to further assist a student, they may request a meeting with this team where new suggestions may be generated. Teachers are encouraged to try these suggestions for a trial period. The team reconvenes to review progress and decide what the next step should be: Continue the strategies, referral for special needs evaluation, placed on a 504 plan, or a Granville Plan, which is the local student success plan as described by the Massachusetts Department of Education.

PARENT PARTICIPATION

Many parents become actively involved in our various programs. They may choose to volunteer as aides, tutors, chaperones for trips and dances, etc. We feel that this is an excellent opportunity for parents to experience first-hand what is happening within the school. Parents are encouraged to use this opportunity to offer their expertise to the school. All parent volunteers must be CORIED two weeks prior to any volunteer work in the school.

PARENT NEWSLETTER

The school newsletter is sent home monthly. This letter is to inform parents of what is happening in school and what is coming up in the near future.

PARENT-TEACHER CONFERENCES

Conferences with teachers and counselors can be held at any time during the school year. These conferences can be initiated by the parents, student, teachers, counselor, or administration. When there is a concern about a student's performance, behavior, or well-being, there is sufficient cause for a

conference to be arranged. Students may be asked to participate in the conference. The school will make every effort to arrange these conferences during the school day at a convenient time for all parties.

PARENT GROUPS/ORGANIZATIONS

Several groups either exist or are being developed to provide parents with formal vehicles to have input into developing school policies, to present programs for children and adults and to raise questions, concerns or provide support for specific school programs.

1. SPECIAL NEEDS PARENT ADVISORY COMMITTEE (PAC) - This group mandated by Massachusetts law provides parents of special needs students with a group that identifies student rights, parent support and informal speakers.
2. SCHOOL COUNCIL (SC) - This group mandated by Massachusetts law, is comprised of three (3) parents, two (2) teachers, and one (1) adult without a child in the school, and the building principal. They serve as an advisory group to the school principal and make recommendations to the School Committee for school improvement in the specific areas of budget planning, professional development, curriculum, and physical plant.
3. GRANVILLE PARENTS ASSOCIATION (GPA) - This active group is the parent organization for our entire school. Over the years, membership has grown and the leadership team has changed, but this group has made many significant contributions to our school and students. The goals of this group are to support the educational program of our school by enriching its offering. All families are invited to become members. A major fundraiser is conducted every fall along with several smaller projects throughout the school year.

STUDENT PICTURES

Each year in the fall both individual and group pictures are taken. All students have the option of purchasing these pictures and more detailed information is provided at an appropriate time. A second photo-session in the spring may be included as a fund-raising opportunity for the school.