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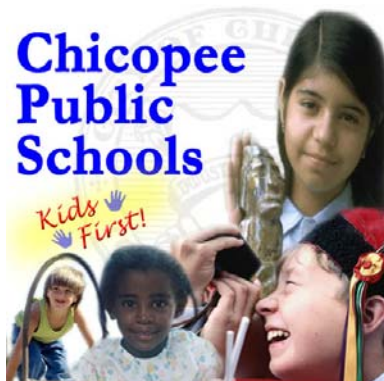
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# Students' Rights and Responsibilities

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(formerly known as the Discipline Code)



All Chicopee Public Schools  
Grades Pre K – 12

2009-2010

**Disclaimer:** This handbook isn't an irrevocable contractual commitment to the student, but only reflects the current status of District rules and policies put forth by the School Committee of the Chicopee Public Schools.

## Table of Contents

Nondiscrimination Statement .....	4
Student Policies Goals.....	4
Equal Educational Opportunities.....	4
Student Rights and Responsibilities .....	5
Residency for School Attendance in Chicopee Public Schools .....	5
Assignment of Students to Schools and Out of Attendance Zone Placement .....	6
a. Transfers of Students Pursuant to School Choice Requirement of No Child Left Behind.....	7
Entrance Age .....	7
School Admissions.....	8
Physical Examination Requirements .....	8
Immunizations of Students.....	8
Communicable Diseases .....	9
Dispensation of Medication In School Information.....	10
a. Prescription Medication Administration During Field Trips.....	10
Vision and Hearing Information.....	11
Head Lice and Nit Information .....	11
Health Education.....	11
Student, Staff and Visitor Identification Policy .....	11
a. I.D. Policy Procedures.....	12
Volunteer Information.....	12
School Cancellation and Delay Information .....	12
Emergency Forms.....	13
Tardy Policy .....	13
Attendance Policy .....	13
a. High School Attendance Policy and Appeal Procedure .....	13
b. Elementary and Middle Attendance Policy and Appeal Procedure.....	14
Promotion Policy .....	15
Graduation Policy.....	16
Student Records .....	17
Family Educational Rights and Privacy Act (FERPA) .....	21
a. Notice of Rights Under FERPA .....	21
Student Photographs .....	22
Student Publicity Policy.....	22
Students Rights to Free Speech, Assembly, Press, and Association.....	22
Student Organizations .....	24
Student Publications .....	24
Guidance Program.....	25
Students with Disabilities Requiring 504 Plans.....	25
Students with Disabilities Eligible for Special Education Services.....	26
Parent Advisory Council For Special Education .....	26
English Language Learners .....	27
Pregnant Students .....	27
Homeless Students: Enrollment Rights and Services.....	28
Withdrawals.....	29
Home Education Programs Policy .....	29
Intramural/Interscholastic Athletics .....	30
Participation of Home-Educated Students in Athletics and Extra-Curricular Activities .....	30
Student Welfare .....	33
a. Supervision of Students .....	33

b. Parental Responsibility for Students Before and After School .....	33
c. Reporting to Authorities – Suspected Child Abuse or Neglect .....	34
d. Student Safety .....	34
e. Safety on the Playground and Playing Field .....	34
f. Fire Drills .....	34
Philosophy of Student Behavior and Discipline .....	34
Personal Appearance Policy .....	36
Policy Governing Student Conduct .....	36
Alcohol Use By Students .....	37
a. Admissions To Secondary School Sponsored/Supervised Events .....	37
Tobacco Use By Students .....	37
Policy on Substance Use/Abuse .....	38
Transportation and Safety Information .....	38
Student Conduct on School Buses .....	39
Procedure for Disruptive Students on School Buses .....	39
Bullying Policy .....	39
Policy Prohibiting the Practice of Hazing .....	40
Student-to-Student Harassment .....	41
Anti-Discrimination/Anti-Harassment Policy and Student Grievance Procedure .....	42
Gang Activity/Secret Societies .....	46
Policy Regarding Electronic and Other Communication Devices .....	47
Policy on Carrying Firearms Upon School Grounds .....	47
Student Lockers .....	48
Student Fees, Fines, and Charges .....	48
Policy on Student Interrogation, Searches, and Arrests .....	49
Student Discipline .....	51
Students’ Due Process Rights .....	51
Corporal Punishment .....	52
Policy Regarding the Detention of Students .....	52
Dangerous Weapon Defined .....	52
Policy on Student Suspension .....	53
a. School on Saturday .....	54
b. Long-Term Suspension .....	54
Policy on Expulsion .....	55
a. Suspension or Expulsion Related to Felony or Felony Delinquency Proceeding .....	56
Discipline Policy for Students with Disabilities .....	57
a. Students Identified as Having Special Needs .....	57
b. Students Identified as Having a Disability and Provided with a Section 504 Plan .....	58
Physical Restraint of Students .....	58
Acceptable Use and Internet Safety Policy .....	60
Misuse of Computer Facilities Policy .....	64
2009-2010 School Calendar .....	65
District Contact List - School Committee .....	66
District Contact List - Central Office Administrators .....	67
District Contact List - Schools .....	68
Acceptable Use and Internet Safety Policy for the Computer Network of the Chicopee Public Schools .....	69
Parent and Student Acknowledgement Form .....	70

## **NONDISCRIMINATION STATEMENT**

“The School Committee’s statement of nondiscrimination extends to students, staff, and the general public with whom it does business. The Chicopee Public Schools does not discriminate on the basis of race, color, gender, religion, national origin, sexual orientation, age, or disability in admission to, access to, employment in or treatment in its programs and activities.”

## **STUDENT POLICIES GOALS**

The student is the top priority of all operations of the Chicopee Public Schools.

Consequently, the School Committee can expect to spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The Committee and staff will work together to establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

1. To individualize the learning program in order to provide appropriately for each student according to his specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way possible for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee shall make every effort to protect the dignity of the students as individuals. It shall also offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, creed, sex, religion, nationality, sexual orientation, and physical and intellectual differences.

To accomplish this, the Committee and its staff shall make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities statute (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public schools admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, sexual orientation, or national origin.

In the Chicopee Public Schools, this shall mean that every student will be given equal opportunity in school admission, admissions to courses, guidance, course content, and extracurricular and athletic activities.

All implementing provisions issued by the State Board of Education in compliance with this law shall be followed by the staff of the Chicopee Public Schools.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the School Committee to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

## **RESIDENCY FOR SCHOOL ATTENDANCE IN CHICOPEE PUBLIC SCHOOLS**

Under Massachusetts Law a child may attend the schools of the town in which s/he resides. To attend a school in Chicopee Public Schools, a student must reside permanently in Chicopee respectively and must reside with at least one parent or legal guardian who has physical custody. The only exception to this is the Caregiver Authorization Process.

The residence of a child under 18 is the legal residence of the parent(s)/legal guardian(s) who has/have physical custody of the child. "Residence" is the domicile where a person dwells permanently, not temporarily, and is in the town that is the core of his/her domestic, social, and civil life.

The District may require a variety of documentation to establish proof of residency and custody. Investigations may be made by school officials to assure that a student maintains a bona fide permanent residence in the town. Parents/guardians are under a continuing obligation to inform the District of any and all changes to a student's residential status.

Emancipated minors and students over 18 living apart from parents/guardians are entitled to attend school as residents. Children who are illegal immigrants and residing full-time in the school district are entitled to attend school as residents. Students who are placed in a

residence in town by a public agency are entitled to attend school as residents. This residency information does not apply to homeless students.

The residency policy does not apply to homeless students.

Any student who is determined to be a non-resident while enrolled in a school in the District will be dismissed for non-residency. The dismissal may be appealed to the Superintendent, and the student may be allowed to remain in school pending the outcome of the appeal.

Children of non-resident parents/legal guardians may be allowed to enroll in the following circumstances:

1. If the child's parents/legal guardians plan to establish residency in Chicopee, they must provide proof, such as a Purchase/Sales Agreement, a signed lease, or a Rental Agreement, that they will establish residency within 60 days in order for their child to enter school. The family must provide all transportation to and from the school for the student.
2. A family moving out of Chicopee may petition the Superintendent to permit their child to complete the school year only if the family's move out of the district occurs after January 1 of that school year. If the petition is approved, the family, not the School District, must provide all transportation to and from school for the child. In acting on the family's request, the Superintendent may consider such factors as the child's welfare, the child's educational needs, resources available to educate the child and class size.
3. If a student's family moves out of Chicopee during his/her senior year, particular consideration may be given by the Superintendent to the family's petition that the student be allowed to complete the school year. If the petition is approved, the family must provide all transportation to and from the school for the student.
4. Under the circumstances that a special education program exists in Chicopee, but not in a child's home district, a child may be admitted. In that case, as allowed by law, the sending district will pay tuition to the Chicopee Public Schools at a rate established by the Director of Budget and Human Resources.
5. If the student resides in Chicopee but is not residing with a parent or legal guardian, then both the parent/legal guardian and Chicopee citizen with whom the student is living must complete the Caregiver Authorization Process/Form along with the Temporary Legal Residence Stipulation Process/Form. They must also be able to demonstrate that the student has residency in Chicopee for purposes other than to attend the district's schools.  
Non-resident parents/legal guardians of a child who resides in Chicopee apart from them, for the sole purpose of attending school in Chicopee, may be held responsible for the costs of education for the child and the student will be dismissed for non-residency.
6. If a student is selected for the School Choice program, unless the local School Committee has taken a vote prior to June 1 to withdraw from the state Choice program for the following year. Parents/guardians are responsible for the transportation of Choice students.

### **ASSIGNMENT OF STUDENTS TO SCHOOLS AND OUT OF ATTENDANCE ZONE PLACEMENT**

Attendance zones for the various schools of the city will be drawn up by the Superintendent and approved by the School Committee. The primary considerations that govern the establishment of a school attendance zones are school capacity and transportation considerations. Exceptions will be made only on the basis of unusual circumstances, such as child care

responsibilities, proximity to after school job, or responsibilities relating to elderly relatives. Transportation will be provided by the parent(s)/ guardian(s) unless all procedures for transportation requests have been satisfied. The ultimate decision granting or denying the request rests with the receiving principal.

Requests for all Out of Attendance Zone Placements will be governed by Out of Attendance Zone Placement Procedures (File: J11.1).

### **Transfers of Students Pursuant to School Choice Requirement of the No Child Left Behind Act of 2001**

The district will make school choice as provided under No Child Left Behind Act of 2001 (NCLB) available to all students in qualifying schools. Such students will be eligible to another school if their school has been identified as in: (1) school improvement; (2) corrective action; (3) restructuring, as those terms are defined in NCLB. The district will be responsible for paying all or a portion of the transportation necessary for such students to attend their new schools, in accordance with the terms of NCLB, and subject to the exceptions and limitations contained therein.

Any student who changes schools pursuant to the Title I choice provisions of NCLB may remain in the new school until he or she has completed the highest grade in that school. The District's obligation to provide transportation prior to the completion of that grade will be terminated only if the child's original school is no longer identified for improvement or subject to corrective action or restructuring, as those terms are defined in NCLB.

If the funds available in accordance with the terms of NCLB are insufficient to provide transportation to each student who requests a transfer pursuant to school choice, the District is required to give priority to the lowest-achieving students from low-income families. Notwithstanding the transportation obligation, the district will continue to offer the opportunity to transfer to all students.

In accordance with the act, the District will not be required to pay for transportation for students who have left a school in improvement prior to the enactment of the NCLB.

In accordance with the District's general transportation policy and as permitted under NCLB, the district will provide transportation to students opting for the school choice option under NCLB only to students who live a certain distance from the selected school choice option. That distance will be the same as the District's general transportation policy as follows:

In grades K-5, pupils residing one (1) mile or more from school will be furnished transportation; in grades 6, 7, and 8, pupils residing one and one-half (1.5) miles or more from school will be furnished transportation; and in grades 9 - 12, pupils residing two (2) miles or more will be furnished transportation.

### **ENTRANCE AGE**

The entrance age for kindergarten shall be 5 years as of October 1 of the year of entrance; and the age for Grade 1 shall be 6 years as of October 1 of the year of entrance.

## **SCHOOL ADMISSIONS**

All children of school age who reside in the city will be entitled to attend the public schools, as will certain children who do not reside in the city but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age to the principal or designee and proof of immunization as required by state law and district policy.

A student transferring into the district must provide the principal or designee with a complete school record of the entering student. Said record must include, but not be limited to, any incident involving suspension, violation of criminal acts or any incident reports in which said student was charged with any suspended act.

When a student is expelled, no school or school district within the Commonwealth of Massachusetts shall be required to admit such student or provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school district expelling the student, written statement of the reasons for said expulsion.

## **PHYSICAL EXAMINATION REQUIREMENTS**

A report of a complete physical examination including an up-to-date record of immunizations is required for each child prior to the entrance into school. Physical examinations performed within six months of the opening of school will meet this requirement. In the Chicopee Public Schools examinations are required before beginning kindergarten, fourth, seventh, and tenth grade. A student transferring from another school system should be examined just as any other student just entering Chicopee Public Schools. The physical examination must be conducted by a licensed medical doctor, nurse practitioner, or a physician assistant. Documentation of the examination should be submitted to the nurse's office prior to entering school. Also documentation should include the date the exam was conducted, a statement regarding a general assessment of health, any unusual findings or chronic health problems, treatments or medication administrations to be carried out during school hours, and any limitations to usual school activities.

## **IMMUNIZATIONS OF STUDENTS**

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child; or, the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

Under the guidance of the Massachusetts Department of Public Health, 105 CMR 220.000, the Chicopee Public Schools will allow a student who has not submitted a complete immunization

record to enroll in school if there is no medical emergency or epidemic and as long as the student obtains the mandated immunizations within 30 calendar days from the date enrollment is granted. The 30 calendar days time period does not apply to those parents/guardians that present written documentation that their child/children meet the standards for medical or religious exemptions set forth in Massachusetts General Laws Chapter 76 Section 15. Above all, the Chicopee Public Schools reserves the right to exclude any student from school if he/she has not been completely immunized within the allotted 30 calendar days from the date of enrollment.

## **COMMUNICABLE DISEASES**

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The Educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

## **DISPENSATION OF MEDICATION IN SCHOOL INFORMATION**

As a rule, medication is not to be given in school. Medicine is treatment and as such is not part of the school health services. Medication usually can be scheduled around the length of the day that students are in school. In the exceptional case where an emergency dose is to be given during school hours the following must be submitted to the school nurse:

1. a written, signed and dated request with instructions for dispensing medication from the student's physician.
2. a written, signed and dated request from the parent.

Medication given on a daily basis as part of a student's educational program, which is covered by M.G.L. Chapter 94C the Controlled Substances Act must be dispensed only by an R.N. or L.P.N.

Prescription medication must be in the original pharmacy container, labeled with the student's name, the health care provider's name, the name of the medicine, the dose, the time of day and the dates to be administered. Non-prescription medication must be presented in the original container. All medicines must be kept in the nurse's office, except for inhalers or EPI Pens that have been approved by the nurse, may be carried by the student. These particular medications also require written permission from the parent/guardian, health care provider and nurse at the school. It is the student's responsibility to come to the nurse's office at the prescribed time. Medication must be hand delivered by an adult to the nurse in order for that medicine to be dispensed to a student.

The District does not keep stock supplies of medication, except for emergency situations, so please see the nurse at the school for consent and order forms along with getting clarification of this information. Additionally the school nurse will maintain an updated "Handicap/Disability List" and an updated "daily" medication schedule and file same with the Principal at the beginning of each school year. Information from this list pertinent to each classroom teacher will also be supplied to them by the school nurse.

### **Prescription Medication Administration During Field Trips**

1. School Nurse may delegate prescription medication administration to another responsible adult.
2. Written consent from the parent or guardian for the named responsible adult to administer the medication shall be obtained.
3. Written consent from the parent or guardian for the administration of emergency drugs (i.e., EPI Pen, asthma inhalers) shall include emergency phone numbers, emergency transportation information and conditions under which medication should be administered.
4. The School Nurse shall instruct the responsible adult on how to administer the medication to the student.
5. The nurse shall arrange to have the parent/guardian send in a single dose of the medication in a prescription container.
6. The School Principal shall notify the School Nurse when field trips are being arranged.

**Possession and distribution of prescription and over-the-counter medicine not used in a prescribed manner or not adhering to the Medication Dispensation Process of requiring all students to store all of their medication, except for EPI Pens and inhalers, in the nurse's office is a violation of the school's code of conduct and the District's Students' Rights and Responsibilities.**

## **VISION AND HEARING INFORMATION**

Screenings are conducted with students each year in grades K-5, 8<sup>th</sup>, and 10<sup>th</sup> in Chicopee Public Schools. Parents/guardians of students who are found to need further evaluation by their own health care provider will be notified.

## **HEAD LICE AND NIT INFORMATION**

If nits or lice are present, the student will be dismissed from school by the Principal after being examined by the school nurse. The student must be treated with a pediculicide shampoo before admission back to school.

The student's hair will be examined by the school nurse before re-entering school. If the nurse concludes that the treatment has been ineffective and after consulting with the Principal, the student will be excluded from school. The school nurse has the authority to Require the parent/guardian to provide proof of treatment (i.e. label or box).

The first treatment should be followed by the second treatment approximately one week later to insure remaining nits are killed.

Parents/guardians should examine all family members for head lice and treat those who have lice or nits. The school nurse will provide assistance and information (i.e. pamphlets, brochures) upon request of the parents/guardians.

## **HEALTH EDUCATION**

The Chicopee Public Schools continues to teach Comprehensive Health Education to all students in our schools from grades K-12. The curriculum is continually reviewed and revised and has been approved by the Chicopee School Committee and the Administration.

Information regarding Environmental and Community Health, Disease Prevention, Family Life, Emotional and Social Health, Nutrition, Personal Health, Personal Safety and Drug Awareness is given to the students. All of this information is age and grade appropriate.

We strongly recommend that all students participate in the lessons. The curriculum is available to review at each school. If for some reason you do not want your child to participate in these classes, you do have the right to remove him/her from the class. This request must be submitted in writing to the School Principal.

## **STUDENT, STAFF AND VISITOR IDENTIFICATION POLICY**

In order to promote a safer and more secure school environment for students, staff and lawful visitors, all school staff and all students in grades 6-12 shall clearly and conspicuously display a photo I.D. card at all times during school hours, on school buses, and on school property. All visitors will upon entering any school building, report to the office and sign in. Visitors will be given an identification badge to display while on school property. Students may be required to display, upon request, identification at school sponsored activities.

Students who do not have a valid student I.D. card visible on their person may have school services restricted. In addition, the student's movement within the school building and upon school property may also be restricted. No restriction shall be imposed upon emergency health-related services.

A student who does not produce a valid student I.D. card will be issued a temporary student I.D. card and will be subject to administrative discipline. The temporary student I.D. card shall be collected by or returned to the administrator at the end of the school day.

A student will be assessed a charge to cover the costs of replacing a student I.D. card and clip.

### **I.D. POLICY PROCEDURES**

The following procedure applies to a student without an I.D. at Chicopee Comprehensive High School:

- First Offense: Student receives a Warning
- Second Offense: Student is assigned to Saturday School (Chicopee Comprehensive High School) or Wednesday School (Chicopee High School)
- Third and following offenses: Student receives a one (1) day Suspension

A student without an I.D. at Chicopee High School will receive a demerit.

The following procedure may apply to a student without an I.D. at Edward Bellamy Middle School and Fairview Veterans Memorial Middle School:

- First Offense: Student receives a warning
- Second Offense: Student receives a detention
- Third Offense: Student receives 2 detentions
- Fourth Offense: Student is assigned to the Student Support Center for 1 day
- Fifth Offense: Student is assigned a Saturday School
- Sixth and following offenses: Student receives a one (1) day Suspension

A student always has the right to call home for his I.D. A student may also purchase a new I.D. to avoid consequences. **Both middle and high schools strongly encourage students to contact home or purchase a new I.D. to avoid any consequences.**

### **VOLUNTEER INFORMATION**

Any parent/guardian who wishes to be a volunteer or attend a field trip as a chaperone must complete a mandated CORI, Criminal Offender Record Information, check. CORI forms can be acquired and completed in the main office of your child's/children's school. The CORI process must be done in person and you must have current picture identification.

### **SCHOOL CANCELLATION AND DELAY INFORMATION**

It is the policy of the Chicopee Public Schools to remain open whenever buildings are in operating order and the buses can run safely. However, if the decision is made to cancel school or delay the starting time, the local radio and television stations will carry a "NO SCHOOL" or "DELAYED OPENING" announcement. The Connect-ED system that is utilized by the Chicopee Public Schools will also call your home to notify you of any cancellations or delays.

## EMERGENCY FORMS

At the beginning of the school year, Emergency Information Forms are distributed to each student or parent/guardian. **It is extremely important that the information on the form be completed with accuracy, kept up-to-date, and signed by the parent or guardian.** Please make sure that the person or persons that you indicate as an "emergency number" is someone who is able to get to school and pick up your child/children if you cannot be reached. If a person is not listed on the emergency sheet, the school will not dismiss your child to them.

## TARDY POLICY

Any student who is tardy to school ten (10) times may receive disciplinary actions such as: before and/or after school detentions or lunch detention.

Any subsequent tardies will be dealt with in a manner appropriate for the grade level at the discretion of the principal.

*Reasonable accommodations to the above policy will be made for students who are absent due to a disability in accordance with Section 504 of the Rehabilitation Act of 1973 and/or IDEA.*

## ATTENDANCE POLICY

### High School Attendance Policy

Regular attendance in all classes is essential to the learning process and establishes good work habits. Students are expected to be in attendance every day of the school year. Parents/Guardians have a legal responsibility to insure that their son(s) and/or daughter(s) are in attendance each day school is in session.

Attendance will be taken in every class and teachers will record each absence. It is the responsibility of the student to make up class work missed during any absence. The following procedure will be followed.

1. Absences do require a note of documentation for a medical reason or court appearance. Parents/Guardians are also required to notify the school to report a student's absence by telephone, written note, or e-mail so that school officials know that the parent/guardian is aware of the student's absence.
2. Students who exceed eight (8) absences in a semester course and sixteen (16) in a full-year course will lose credit for that course.
3. Students who are absent from school will not be allowed to participate in any after school activity on the day of absence. Students absent on Friday will not participate in any event until school reconvenes.
4. Students whose tardiness causes them to miss more than half (1/2) of a class will be considered absent for the purpose of the Attendance Policy. (refer to Tardy Policy relative to disciplining tardiness).

*Reasonable accommodations to the above policy will be made for students who are absent due to a disability in accordance with Section 504 of the Rehabilitation Act of 1973 and/or IDEA.*

### The Appeal Process

This process has been developed for those extraordinary situations which result in excessive absences. An Attendance Appeals Board made up of three (3) to five (5) school officials will

make assessments of individual situations and a decision will be made. The Appeals Board will include a representative from the school in which the student attends.

- Step 1. An appeal for loss of credit due to absenteeism must be initiated by the student, parent/guardian, guidance counselor, assistant principal, or teacher. This may be by letter, e-mail, or verbal contact to the Supervisor of Attendance or the Attendance Assistant.
- Step 2. The Supervisor of Attendance and the Attendance Assistant will review the days absent, and if sufficient documentation has been presented, the credits will be restored. Responsiveness to attendance interventions will also be considered at this time.
- Step 3. Appeals which have not been decided by Step 2 will then be reviewed by the Appeals Board which may include the Supervisor of Attendance, Guidance Counselor and Vice Principal and include the student and parent, if requested. A decision will be made and the student will be notified. A denial may be appealed by written letter within three days of denial to the Principal, who may require a meeting with the student and parent/guardian. The Principal will render a decision as soon as possible.

### **Elementary and Middle Schools Attendance Policy**

It is the opinion of the School Administration and staff that regular attendance in all classes is essential to the learning process and establishes good work habits. Therefore, students are expected to be in attendance every day of the school year. Parents/guardians have a legal responsibility to ensure that their child or children are in attendance each day school is in session.

Attendance should be taken in every class and teachers shall record each absence. It is the responsibility of the student to make up all work missed during any absence. Failure to do so will result in a zero being recorded unless otherwise noted. Excessive absences which have a negative effect on test scores, class participation or other criteria used by the classroom teacher to establish satisfactory performance may jeopardize a student's promotion and/or successful course completion.

- a. The intent of this policy is not to say that a certain number of absences from school, or a course is acceptable or allowable.
- b. Parents/guardians are required to contact the school to report an absence. It is important that school officials know that the parents/guardians are aware of a student's absences a student takes.
- c. The major intent of this policy is to impose a limit on the number of absences a student takes. Students in grades K-8 who exceed sixteen (16) absences in a school year may be considered for non-promotion.
- d. Family vacations are discouraged during the school year. Parents and students should be aware that any school days missed, as a result of family vacations cannot be appealed.
- e. Parents will be notified of student absences by administration after five (5) days and thereafter in a consistent manner in five (5) day increments.
- f. Students who are absent from school will not be allowed to participate in any after school activity on the day of absence (students absent on a Friday will not participate in any event until school reconvenes). In extenuating circumstances, the Administration has the discretion to override this provision of the policy.
- g. Students who arrive late to school or class are marked tardy. Middle School students, whose tardiness cause them to miss more than half ( $\frac{1}{2}$ ) the class, will be considered

absent for the purpose of the Attendance Policy. Disciplinary action will be taken in cases of repeated tardiness.

*Reasonable accommodation to the above policy will be made for students who are absent due to a disability in accordance with Section 504 of the Rehabilitation Act of 1973 and/or IDEA.*

### **Appeal Procedure Relative to Attendance Policy**

Principals may, at their discretion, excuse absences for extreme situations such as hospitalization, chronic illness, court appearances, funerals, etc. Parents will receive written notification prior to a student being retained for attendance and will have five (5) school days within which to request, in writing, an appeal of the decision. At this time, evidence of mitigating circumstances from the student's parents/guardians and/or family physician will be offered. Responsiveness to attendance interventions will also be considered at this time. The principal shall make the final determination in consultation with other administrators, teachers, and counselors

## **PROMOTION POLICY**

### **Elementary Promotion Policy**

1. Each individual case will be decided on its own merit, taking into consideration the student's grades, effort, ability and attendance.
2. Students may be retained in all grades K-5.
3. Students entering from another system after the second term who have been recommended for non-promotion will be evaluated.
4. Any students with disabilities that are being considered for retention, the Team, which includes the Principal and the parents/guardians, will meet to discuss the potential retention and to provide information to the Principal so he/she can make an informed decision about the matter based on the documentation presented.
5. Parents of students who are being considered for non-promotion will be notified, in writing, no later than the second marking period.
6. Parents of students who are being recommended for non-promotion will be notified in writing before June 1.

### **Minimum Essentials**

Retention is based on the individual student taking into consideration grades, effort, ability and attendance. Each case must be considered on its own merit. The possibility of retention is to be considered by the teacher, principal, parent/guardian and related service providers who will meet to determine the best course of action for the individual student. While parent/guardian input is very valuable it will be the principal who makes the final decision about retention.

This decision is based upon a child meeting the benchmark of his/her grade level in the mastery of the state standards and curriculum frameworks.

### **Middle School Promotion Policy**

The Middle School promotion policy addresses the academic needs of students in a manner that will allow the best opportunity to make a compelling improvement in the academic future of the student.

1. Each situation will be considered on an individual basis, taking into account the student's grades, attendance, ability to achieve, effort and conduct.
2. Students may be retained in grade 6, 7 and 8.

3. Students entering from other school districts after the 3rd quarter who were recommended for retention will be evaluated.
4. Any students with disabilities that are being considered for retention, the Team, which includes the Principal and the parents/guardians, will meet to discuss the potential retention and to provide information to the Principal so he/she can make an informed decision about the matter based on the documentation presented.
5. Parents of students at-risk for retention will be notified in writing when the 3rd quarter grades are posted.
6. Parents of students who are being recommended for retention will be notified in writing before June 1.

Retention is considered on an individual basis, taking into account the student's grades, effort, attendance, age, ability to achieve and school behavior. Each situation is considered on its own merit by the principal, teachers, school counselors, parent/guardian and other relevant service providers who will meet to determine the best course of action for the individual student. While parent input is very valuable, it will be the principal who makes the final decision about retention. The decision is based upon the student meeting the benchmark of their grade level on the mastery of the state standards and curriculum frameworks.

## GRADUATION POLICY

### Graduation Requirements

Graduation Requirements are as follows:

- Passing scores on MCAS Test
- 110 credits accumulated as follows:
  - English 20 credits
  - Mathematics 15 credits
  - Science 15 credits
  - Social Studies 12.5 credits\*
  - Health/Physical Education 10 credits\*
  - Fine Arts 5 credits
  - The remainder of the 110 credit requirement will be filled through electives.

\*World Culture and Civilization (5 credits), US History (5 credits), and American Government (2.5 credits) courses are required

\*\*Health (2.5 credits) and Physical Education (5 credits) courses are required

**When students complete their Freshman, Sophomore, and Junior year, they will advance to the next grade level. Students will advance to the next grade level even if they are deficient in credits from the previous year. Students may remain in the Senior Year for as many years as necessary to complete their credit requirement for graduation, and/or pass MCAS, and/or earn a Certificate of Occupational Proficiency (COP) in a career or skill area.**

### Early Graduation

Upon recommendation of Superintendent and approval of School Committee.

### Graduation Exercises

The date of the high school graduation exercises will be on the most appropriate weekend, not more than 12 school days prior to the end of the school year, in compliance with the state laws.

## STUDENT RECORDS

### A. General Provisions

The student record contains all information and materials concerning a student regardless of where they are located, except for the information and materials specifically exempted by 603CMR 23.04, personal files of school employees.

The eligible student, upon reaching 14 years of age or upon entering ninth grade, whichever comes first, or the parent subject to the provisions of 603 CMR 23.07(5), shall have access to the student record as soon as practicable within ten days after the initial request. There is an exception to these type of requests in cases involving non-custodial parents and these requests are governed by 603CMR 23.07 (5) (a) as amended by the Massachusetts Board of Education. If the student is 18 years of age or older, she/she alone shall exercise these rights, subject to the following. The parent/guardian may continue to exercise these rights unless expressly limited by such student. Such student may limit the rights and provisions of 603CMR 23.00, which extends to his/her parents/guardian, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, Section 34E, the parent/guardian may inspect the student record regardless of the student's age. Notwithstanding 603CMR 23.01 (1) and 23.01 (2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

The review of student records should be in the presence of a counselor or his designee for interpretive information and to advise. This will apply to all materials inserted in the record. Besides specific court requests from a probation officer, court orders, a subpoena where health or safety requires the disclosure or upon transfer to another school district, and other exceptions provided under the Student Record Regulations (603CMR 23.07 (4)), only academic and attendance information should be released to requesting parents/guardians. Most important, the school/district will make a reasonable effort to notify the parent or eligible student of a court order to comply before the records are released.

The student's record is available to school contracted personnel who work directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity without permission from the student and/or his/her parents. This includes administrators, teachers, counselors, administrative office staff and clerical personnel, and the Evaluation Team, which evaluates a student. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

A log of access shall be kept as part of each student record. If parts of the student record are separately located, a separate log shall be kept with each part. The log of access shall indicate all persons who have obtained access to the student record stating: the name, position and signature of the person releasing the information: the name, position, and if a third party, the affiliation if any, of the person who is to receive the information, the date of access, the parts of the record to which access was obtained, the purpose of such access. Unless the student record information is to be deleted or released, this log requirement shall not apply to: authorized school personnel under 603 CMR 23.02 (9) (a), who inspect the record, administrative office staff and clerical personnel under 603 CMR 23.02 (9) (b), who add information to or obtain access to the student record, or school nurses who inspect the student health record.

An eligible student or parent/guardian shall have the right to request in writing the deletion or

amendment of any information into the record by an Evaluation Team, which is governed by 603 CMR 23.08 (a) and (b).

### **Directory Information Notice**

The Chicopee Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the *No Child Left Behind Act*.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 15th day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

### **Access to Student Records by Parents without Physical Custody**

An amendment to the Massachusetts Student Record Regulations, 603 CMR 23.00, went into effect on October 25, 2005 that mandates that all parents have the right to access and receive copies of their child's/children's records regardless of their legal custodial status. The District/school requests that divorced parents submit a copy of their custody agreement or order so that it is on file with their child's or children's respective school or schools. However, a non-custodial parent, a parent without physical custody, is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. the parent has been denied visitation or has been ordered to supervised visitation, or
3. the parent's access to the student or the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

The school/district shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07 (5) (a). In order to obtain access, the non-custodial parent must submit a written request for the

student record to the school principal. Upon receipt of such request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a). The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school. Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c.71, Section 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

### **Amending the Student Record**

1. The eligible student or parent has the right to add information, comments, data, or any other relevant written material to student record.

2. The eligible student or parent has the right to request in writing deletion or amendment of any information contained in the student's record, except for information which was inserted into that record by an Evaluation TEAM. Such information inserted by an Evaluation TEAM shall not be subject to such a request until after the acceptance of the Evaluation Team Educational Plan, or, if the Evaluation Team Education Plan is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

(a) If such student or parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, either the student or parent shall present the objection in writing and/or have the right to have a conference with the principal or his/ her designee to make the objections known.

(b) The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such student or parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

### **Appeals**

1.) In the event that any decision of a principal or his/her designee regarding any of the provisions contained in 603 CMR 23.00 is not satisfactory in whole or in part to the eligible student or parent, they shall have the right of appeal to the Superintendent of Schools. Request for such appeal shall be in writing to the superintendent of schools.

2.) The superintendent of schools or his/her designee shall within two weeks after being notified of such appeal (longer should the appellant request a delay) review the issues presented and render a written decision to the appellant, stating the reason or reasons for the decision. If the decision is in favor of the appellant, superintendent of schools or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

3.) In the event that the decision of the superintendent of schools or his/her designee is not satisfactory to the appellant in whole or in part, the appellant shall have the right of appeal to the school committee. Requests for such appeal shall be in writing to the chairperson of the school committee.

4.) The school committee shall within four weeks after being notified of such appeal (longer should the appellant request a delay) conduct a fair hearing to decide the issues presented by the appellant.

### **Notice of Transfer to Other Schools**

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the Chicopee Public Schools forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

### **Destruction of Records**

1.) The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system

2.) During the time a student is enrolled in a school, this principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided the eligible student and his/her parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.

3.) The temporary record of any student on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after that student transfers, graduates or withdraws from the school system. Written notice to the eligible student and his/her parents of the approximate date of destruction of the record and their right to receive information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10.

4.) In accordance with M.G.L. c71, Section 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such a test was so administered.

### **Records of Transferring Students**

When a student transfers from one of the Chicopee Public Schools to another school, the student's cumulative record should also be transferred to the new school. A parent or guardian may come to the school, sign for the record, and take it to the new school. Alternatively we will mail the record to the new school. Regulations no longer require parental consent for records to be forwarded once a student transfers.

### **Standardized Testing**

The Chicopee Public Schools will at least once during every school year publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

The Chicopee Public Schools are required under M.G.L. c. 71A to conduct an English Learner Education Program, therefore all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the

home of the student, provided that it is a language for which the school system is required to provide an English Learner Education Program.

## **FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)**

### **Notice of Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) 20 USC Section 1232 (g), affords parents and students upon reaching the age of 14 or upon entering ninth grade, whichever comes first, ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 10 calendar days of the day the School receives a request for access.

Parents or eligible students should submit to the School Principal or appropriate school official a written request that identifies the record (s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal or appropriate school official, clearly identifying the part of the record that they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, The School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel, a person serving on the School Board/School Committee, a person or company with whom the School has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks.

A School official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the US Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **STUDENT PHOTOGRAPHS**

Individual schools may arrange, in cooperation with either the school's parent organization, student council, designated student Committee, or a staff Committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

- Enhance the safety of students through visual identification in an emergency situation.
- Facilitate the social, educational, and administrative activities conducted in the school.
- Provide a service to parents and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

## **STUDENT PUBLICITY POLICY**

There are occasions when students' names and/or pictures are published for various purposes. There are also times when students are video taped and/or interviewed in relation to school activities. Occasionally these images are used for fundraising purposes approved by the building principal. In order for a student to be included in the above referenced activities a parent or guardian must sign the approved "Parent Authorization and Release Form" which will be kept on file in the student's school.

## **STUDENT RIGHTS TO FREE SPEECH, ASSEMBLY, PRESS, AND ASSOCIATION**

The Chicopee Public Schools recognize the rights of free speech, assembly, press, and association of students in the public schools. To protect the valid exercise of those rights, as well as maintain a sound environment in which to teach and learn, this policy provides guidelines for student conduct during the school day, on school grounds and at school-sponsored activities and events.

For purposes of this policy, speech includes any form of expression that communicates a message or idea, whether expressed verbally, symbolically, in writing or by other means. School-sponsored speech, such as posters for the election of student leaders or school publications like the yearbook, will be subject to reasonable control (*i.e.*, restrictions that are rationally related to the goal of teaching students). All other speech is subject to the terms of this policy.

In exercising their rights, students shall refrain from any expression which:

- is libelous or obscene according to current legal definitions;
- is intended to and likely to incite the commission of illegal acts;

- is infringes on the rights of other students, including the rights to be free of discrimination, harassment and bullying in school; or
- is reasonably expected to cause substantial disruption of school or classroom activity, as defined below.

For purposes of this policy, substantial disruption of school or classroom activity includes, but is not limited to, one or more of the following acts:

- Occupying any part of a school building or school grounds, or depriving others of its use.
- Blocking the entrance or exit of any school building, corridor, or room, depriving others of lawful access to or from, or use of, the building, corridor, or room.
- Preventing or attempting to prevent by physical act the safe functioning of any part of any school.
- Continuously and intentionally making noise or otherwise seriously disrupting and/or preventing the normal functioning of the school or the teaching of other students.
- Interfering with an event by blocking audience view or interrupting a speaker or performance.

Consistent with the foregoing, students have the right to:

- A. Wear political buttons, armbands, and other badges of symbolic expression.
- B. Distribute printed materials and circulate petitions on school property, including inside school buildings, without prior authorization by school administrators, except that:
  1. materials distributed and petitions circulated on school property must have the name and address of the individual or sponsoring organization (including the name and address of at least one member of the group) and may not bear the school's name nor any similar words that could mislead other students into reasonably concluding that the speech was school-sponsored; and
  2. the person(s) distributing or circulating materials or petitions must be a student in the school involved; and
  3. the time for such distribution or circulation is limited to periods before school begins, after dismissal, and during lunchtime or recess to prevent interference with the school program; and
  4. the places for such distribution or circulation in each school shall be reasonably restricted so as to permit the normal flow of traffic within the school and at exterior doors; and
  5. the manner of such distribution or circulation shall be reasonably restricted so as to prevent undue levels of noise; and
  6. students will be subject to reasonable requirements for removing litter resulting from such distribution or circulation.
- C. Form political and social organizations and to conduct activities in this connection, provided that group membership shall be open to any student, in accordance with the district's anti-discrimination policy.
- D. Assemble (*i.e.*, hold a pre-planned gathering of six or more students for the purpose of influencing the behavior, conduct or beliefs of others) provided that they make a written request to the principal specifying the date, time, place and purpose of the assembly and comply with any reasonable regulation as to the time, place or manner of the proposed assembly that is designed to eliminate the potential for substantial disruption.

Any student aggrieved by the action of a teacher, principal or the principal's designee under the terms of this policy may obtain review through the procedures set forth in this handbook for grievances.

## **STUDENT ORGANIZATIONS**

### **Student Organizations**

Student organizations in the District shall be encouraged when they met the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization shall require approval by the board.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy [see also Gang Activity/Secret Societies].

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization, which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

### **Student Organizations - High Schools**

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organization desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

## **STUDENT PUBLICATIONS**

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views in speech, writing, or through any other medium or form of expression within limitations comparable to those imposed on all citizens but specifically designed for children and youth in a school setting.

The School Committee will encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of person's false statements, material advocating racial or religious prejudice,

hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

The Superintendent will establish guidelines that are in keeping with the above and provide for the review of the content of all student publications prior to their distribution.

Review of content prior to publication is not censorship, but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the school system) enjoys freedom to determine what it will and will not publish.

### **Distribution of Literature**

Students have a right to the distribution of literature on school grounds and in school buildings, except that the Principal may prohibit the distribution in school buildings of a specific issue or publication if it does not comply with rules for responsible journalism. The Principal may require that no literature be distributed unless a copy is submitted to in advance.

The Principal will reasonably regulate the time, place, and manner of distribution of literature.

## **GUIDANCE PROGRAM**

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The Chicopee Public Schools' guidance program will be based on this definition and developed from these broad fundamental principles:

- Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
- Conditions may be improved. Equality of educational opportunity will benefit the individual and society.
- Guidance is a continuous and developmental process. Every experience of the individual influences his/her performance in some way.
- Guidance does not propose to program an individual's course of action but rather tries to assist him/her in arriving at his/her own satisfactory solutions.

Guidance services will include: educational guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. No material or tests shall be utilized for guidance purposes which discriminate and/or limit choices on the basis of race, color, gender, religion, disability, sexual orientation or national origin.

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

## **STUDENTS WITH DISABILITIES REQUIRING 504 PLANS**

The Chicopee Public Schools does not discriminate in providing equal access to programs, services and activities on the basis of disability. Students with physical or mental impairments

that substantially limit one or more major life activities are protected from discrimination by Section 504 of the Rehabilitation Act of 1973.

The school district will identify students who are disabled within the meaning of Section 504, will develop a 504 Plan for each of those students, and will provide them with appropriate accommodations.

### **STUDENTS WITH DISABILITIES ELIGIBLE FOR SPECIAL EDUCATION SERVICES**

In keeping with the philosophy that the City, through its public school system, is responsible for the education of all its children, and further, that every child is entitled to equal educational opportunity, the School Committee shall provide programs for the appropriate instruction of children whose needs are over and above those of others because of temporary or permanent intellectual, sensory, emotional, and/or physical difficulties.

The requirements of Chapter 71B of the Massachusetts General Laws shall be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs, and in assessing their educational progress. In keeping with this Act, all persons with special needs between the ages of 3 and 21, meaning up until an individual's 22<sup>nd</sup> birthday, who have not attained a high school diploma or its equivalent shall be eligible for special education.

The School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations, and the support they need. These children should also be given the opportunity to participate in the school system's non-academic and extracurricular activities.

However, the Committee recognizes that the needs of certain children are so great that special programs, special classes, or special schools may be necessary. When appropriate programs, services, or facilities are not available within the Chicopee Public Schools, the Committee shall provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the Committee that the school works closely with parents in designing and providing programs and services to children with special needs. Parents shall be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents shall be accorded the right of due process.

The Superintendent shall secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive, the Committee shall make every effort to obtain financial assistance from all sources.

### **PARENT ADVISORY COUNCIL FOR SPECIAL EDUCATION**

The Chicopee Public Schools has established a district-wide Parent Advisory Council (PAC) on special education. Membership on the council is offered to all parents/guardians of children with disabilities and other interested parties, including parents/guardians of children being serviced on Section 504 Plans.

The Parent Advisory Council duties include but are not limited to: advising the district on matters that pertain to the education and safety of students with disabilities; meeting regularly with school officials to participate in the planning, development, and evaluation of the school district's special education programs.

The Parent Advisory Council has established by-laws regarding officers and operational procedures. The Parent Advisory Council receives assistance from the School Committee and other administrative staff as needed at no cost to them. The district conducts, in cooperation with the Parent Advisory Council, at least one workshop annually within the district on the rights of students and their parents/guardians under state and federal special education laws.

### **ENGLISH LANGUAGE LEARNERS**

The Chicopee Public Schools shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Education regulations and guidance.

The Chicopee Public Schools shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The Chicopee Public Schools shall certify to the Massachusetts Department of Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The Chicopee Public Schools shall provide additional information as required by the Massachusetts Department of Education to comply with the No Child Left Behind Act.

### **PREGNANT STUDENTS**

Pregnant students will be encouraged to continue to attend school. Every effort will be made to see that the educational program of the student is disrupted as little as possible, that return to school after delivery is encouraged, and that every opportunity to complete school is provided.

In accordance with Federal law and the Massachusetts Department of Education regulations and guidance, a student who is pregnant in the Chicopee Public Schools is permitted to remain in regular classes and participate in extracurricular activities throughout her pregnancy. After giving birth, a student is permitted to return to the academic program in which she was enrolled and is permitted to participate in extracurricular programs.

The Chicopee Public Schools does not require that a pregnant student obtain certification from a physician that she is physically and emotionally able to continue in school unless certification is required for all students with other physical or emotional conditions requiring the attention of a physician

## **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

To the extent practical and as required by law, the Chicopee Public Schools will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is

living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

### **WITHDRAWALS**

If a student sixteen (16) years of age or older, chooses to leave school voluntarily, the Principal or designee shall, within ten (10) days after the student has ceased to attend school for fifteen consecutive days, send a written notice to the parent/guardian in their primary language requesting that the student and parent/guardian meet with the Principal or designee. The meeting shall be held within ten (10) days from the date of the notice. The time for meeting may be changed at the request of the parent/guardian. The purpose of the meeting shall be to complete an exit interview which will include a review of the reasons for the student's leaving school, the student's records, and the student's educational or employment plans.

As part of the exit interview, a student will be required to present a signed written statement from his parent/guardian indicating that the student is leaving school of his free will and that there has been no force or pressure to leave school applied upon the student by any school official or employee.

This section shall not be construed to permanently exclude a student who wishes to resume his education at a later time.

Data regarding these students is maintained by the school principals through the Department of Education's Student Information Management System; the Department of Education generates an annual report using this data.

### **HOME EDUCATION PROGRAMS POLICY**

The Massachusetts General Law requires the School Committee to determine that a Home Schooling program meets with the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:

The parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment.

The parent/guardian must certify in writing the name, age, place of residence, and number of hours of attendance of each child in the program.

The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the Superintendent or School Committee in deciding whether or not to approve a home education proposal may be:

- The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
- The competency of those teaching the children,
- The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.
- Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

### **INTRAMURAL/INTERSCHOLASTIC ATHLETICS POLICY**

The School Committee believes that students benefit from the experiences made possible through participation in competitive sports. Developing physical skills can help students deal with the stress and strain produced by modern life.

All competitive sports programs will require Committee approval and will operate under the general supervision of the principal. Qualified personnel will be assigned to supervise the various sports as needed. Coaches for the various sports will be appointed annually by the Principal with approval of the Superintendent. Compensation for these assignments are set forth in the current contracts.

In developing and approving athletic programs for students, the School Committee will strive for equitable opportunities for boys' and girls' athletics.

Participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests. Therefore, the Superintendent will establish regulations to ensure the safety and well being of students and staff members who participate in these activities.

In addition to signing the Students' Rights and Responsibilities handbook annually, every student athlete and their parent/guardian must sign the Hazing and Harassment/Chemical Health Agreement and The Case for Sportsmanship form prior to participating.

#### **Participation of Home-Educated Students in Athletics and Extra-Curricular Activities**

The opportunity to participate in interscholastic sports and/or other extracurricular activities should be considered a privilege rather than a right. The Chicopee Public Schools encourages students with approved home education plans to participate in athletics and extracurricular activities at the middle and high school, provided they meet the same eligibility requirements as enrolled students.

Specifically, to participate in extracurricular activities and/or athletics, a home-educated student:

1. The Educational Plan for the home-educated student has been approved by the Superintendent or his/her designee.
2. The Principal has determined appropriate high school grade level placement (9-12) for each home-educated student in conjunction with chronological age and educational plan.
3. The student resides in Chicopee.
4. The Principal is satisfied that the student meets the guidelines for athletic participation required for all other students as defined by School Committee policy and as defined in the current MIAA Blue Book. This should include, but not be limited to, those rules governing transfers, academic eligibility, age requirements, and the number of consecutive seasons of athletic eligibility beyond grade eight.
5. MIAA and School Committee policy requirements relative to academic eligibility must be reviewed by the Principal at the same time that all other student athletes are to be certified as academically eligible.
6. A home-educated student will be assigned to the school in which attendance zone they reside for the purpose of athletic participation.
7. For participation in interscholastic athletics, must meet all eligibility requirements of MIAA including, but not limited to, rules governing transfers and academic eligibility beyond grade eight
8. must pass the district's physical examination annually, or have a family doctor perform such an examination, and must secure and present evidence of their own insurance coverage for participation in athletics
9. If the Principal determines that all eligibility standards detailed above have been met, the Principal may declare the student immediately eligible to participate in interscholastic competition. The rights, privileges, and responsibilities associated with all other student athletes attending MIAA member schools will apply to home educated students who have satisfied the requirements above.

Two aspects of a student's home education program have been identified as being important measures of academic eligibility. These are, attendance/daily completion of course work and acceptable academic performance. Students must complete their normal academic work on the day of a scheduled practice or game; and students must be doing satisfactory work in all subject areas in order to participate in extracurricular and/or athletic activities. Parents/guardians of home education students are expected to monitor these requirements.

**Attendance:** On days when there is either a game scheduled or a practice to be held, the head coach of an athletic team will review that day's Home Education plan which must be signed by the parent/guardian, thereby certifying the student's completion of that day's academic work. Participants in other extracurricular activities must present their signed daily Home Education plan to the club's advisor.

**Academic Performance:** On a term basis, no later than three school days following the close of grades at the high school and middle school, the parent or guardian responsible for the home education program must submit to the Assistant for Curriculum and Staff Development, a progress report on work completed that quarter, including representative work samples and/or any other methods used for evaluating academic performance in English, mathematics, science and social studies. The Assistant for Curriculum and Staff Development, with consultation from department heads, will determine whether or not the work completed that quarter satisfies the school's grade level standards.

Failure of a home-educated student to adhere to requirements for participation in extra-curricular activities, or failure of a parent/guardian who has assumed responsibility for a home education program to properly monitor their son or daughter's adherence to eligibility requirements, shall lead to the loss of the privilege to participate.

**From the Massachusetts Interscholastic Athletic Association Rules and Regulations Governing Athletic Handbooks**

**51. Student Eligibility: Baseline Eligibility Requirements**

*For a student to practice with, or to represent a MIAA member school in athletic competition, the student must be duly enrolled in that school. Additionally, the student must be a candidate for that school's diploma, subject to the jurisdiction of that school's principal (i.e. the principal must have the authority to suspend the student from classes), and under supervision of that school principal (i.e. the principal must have control and knowledge of the student's daily attendance and achievement).*

*Ultimately the interpretation and application of Association rules rests with the MIAA executive director/staff and the Board of Directors. Principals (or athletic directors) must contact the Association executive staff to resolve any possible eligibility issues before permitting a student to represent your school. This rule complements Rule 52, 53, 54, and 55.*

**58. Student Eligibility: Academic Requirements**

*58.1 A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade, and full credit, in the equivalent of four traditional year long major English courses. A transfer student may not gain academic eligibility if he/she was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents and then eligibility would be determined by receiving schools eligibility standards. (see Rule 57.7.1)*

*58.2 A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four traditional year long major English courses.*

*58.3 To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year the equivalent of four traditional year long major English courses.*

*58.4 Academic eligibility of all students shall be considered as official and determined on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class.*

*Note: The MIAA academic eligibility standards are designed to ensure that a student is fully enrolled in school and actively engaged in his/her academic life on a consistent basis throughout the school year. When utilizing a 4 x 4 block schedule, a student must pass at least two of the four required 'major' courses (or equivalent) in each academic marking period.*

*The questions you must ask in determining equivalency are:*

*\*How many minutes per day/week/semester does this course meet?*

*\*How many credits toward graduation as approved in advance by school committee policy will be offered for this course?*

*\*Is this equivalent to past academic requirements?*

*(If further clarification is necessary, principals and athletic directors are encouraged to contact a member of the MIAA executive staff.)*

*58.5 Incomplete grades may not be counted toward eligibility until they are made up following school policy.*

*58.6 A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.*

*58.7 A student cannot count for eligibility any subject taken during the summer, unless that subject was pursued and failed during the immediately preceding academic year.*

## **STUDENT WELFARE**

### **Supervision of Students**

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

Each school is responsible for the safety of students during the school day. No student shall leave the school grounds at any time other than general dismissal except with written permission from a parent or guardian and the building Principal's authorization. Students in grades Pre-K – 8 shall not be released except in the care of the parent or guardian registered on the school record, or other person authorized by such parent or guardian. Parents are responsible for advising the school where the child is attending of any restraining orders or court orders which affect parental rights with respect to students.

### **Parental Responsibility for Students Before and After School**

The School Committee is responsible for the bus transportation of students, within certain mileage limitations set out in its policy. In lieu, thereof, for those students who walk to and from school, the District provides crossing guards for students and initial supervision in the areas of the school building within fifteen (15) minutes before the school day and fifteen (15) minutes after dismissal.

Parents are responsible for students who arrive more than fifteen (15) minutes prior to the school day, or who leave school grounds after dismissal, or remain on school grounds fifteen (15) minutes following dismissal. Supervision will not be provided beyond those limitations, unless the student is authorized to remain on school grounds for a school related reason.

If it is determined by the building principal, after two (2) occasions of a student arriving more than fifteen (15) minutes prior to the school day or remaining on school grounds after the fifteen (15) minute dismissal period, that adequate arrangements have not been made for

transportation of the student by the parent, the parent will be notified, in writing, that the student will either, a) be directed onto the appropriate bus if a bus student, or, b) be directed off school premises and the parent will be responsible for providing supervision beyond that time.

### **Reporting to Authorities - Suspected Child Abuse or Neglect**

Any school official or employee shall report any suspected child abuse or neglect as required by MGL Ch. 119, S 51A.

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

### **Student Safety**

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

### **Safety on the Playground and Playing Field**

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity;

### **Fire Drills**

The District shall cooperate with appropriate fire departments in the conduct of fire drills.

## **PHILOSOPHY OF STUDENT BEHAVIOR AND DISCIPLINE**

Rules that govern the behavioral limits of a student body and that authorize teachers and administrators to enforce these rules must be based upon a sound philosophy of education. The philosophy of the Chicopee Public Schools clearly emphasizes that the goal of education is to help each young person to acquire the understandings, skills, ideals, and values necessary to achieve his highest potential. The community of Chicopee strongly supports the ideals of personal responsibility and integrity, self-discipline and reliability.

The end result of rules and regulations based upon a sound philosophy should be an educational environment conducive to learning, respect and courtesy in all relationships, and the development of habits that lead to good citizenship. The educational climate should be positive, secure, and consistent with self discipline as the key word.

Teachers and administrators are delegated the authority to enforce rules that insure order and safety. Student rights and responsibilities are protected by law and due process. While infractions of rules require certain action, every effort must be made to modify unacceptable behavior by using supportive services such as counselors and community agencies. In an atmosphere consistent with good learning, there must be a cooperative spirit among

administrators, teachers, students and parents. While administrators must ultimately be responsible, it is important that everyone involved understand his or her role, specifically:

### **Students**

Many of the most important lessons in life are learned at home. These lessons must be remembered and practiced in school.

The exercise of self-discipline and self-direction reflects good home training and is a source of pride to parents. Besides this, it offers encouragement to teachers to do their utmost for students both in the classroom and out.

Each student has a different capacity for learning. Each individual has his particular talents. Time spent by the teacher dealing with improper behavior reduces the time available for teaching.

To get the most out of school, the student must do the following:

- Strive to do his best work at all times.
- Be prepared at all times with books and school supplies.
- Be regular in attendance and arrive on time at school and to every class.
- Obey school rules and regulations.
- Comply with the authority of the teacher and the principal.
- Respect the rights of fellow students.
- Refrain from activity that endangers his safety and the safety of others.
- Respect school and property.
- Dress simply, neatly and in good taste.
- Avoid use of improper language.
- Guard his own reputation, as well as the school's, by proper conduct on the way to and returning from school.
- Accept the consequences for any wrong act he may commit.
- Give an honest account of his school progress and activities to parents.
- Respect all school personnel.

### **Administration**

All administrators have the obligation to:

- Encourage and oversee a quality academic environment;
- Expedite the entire educational process and foster cooperation;
- Insure the integrity and dignity of all those involved;
- Support and reinforce professional judgment;
- Deal with legal issues.

### **Faculty**

All teachers should strive to:

- Create a challenging yet supportive climate;
- Communicate school and personal expectations;
- Maintain a safe and secure environment;
- Use discretion based upon student needs and the specific situation and take appropriate courses of action;
- Refer legal violations directly to the administration;
- Reflect that authority is vested in reason as well as in role.

## **Community**

Citizens and organizations should make very effort to:

- Communicate their requirements and offer reasonable objectives;
- Become familiar with and support the school in its goals and processes;
- Provide appropriate resources.

## **Parent/Guardian**

Those who are closest to the student should have the determination to:

- Ensure that the interest of parent and school be mutual;
- Support compliance with the “Policies Governing Student Conduct”;
- Establish a cooperative spirit in working with students and with school.

Consistent with these rules, teachers are responsible for establishing and communicating standards of conduct within the classroom that are compatible with district policy and practices within each school. Teachers have the authority to enforce rules in order to promote a productive learning environment, to maintain order and to ensure safety. Issues warranting attention beyond the options open to individual teachers shall be referred promptly to the building Administration.

## **PERSONAL APPEARANCE POLICY**

Neatness, cleanliness and modesty in dress are standards that all students should strive for. Any student who does not meet these minimal standards will be subject to disciplinary action.

All students must keep in mind the following requirements:

1. The health and safety of the student(s) must not be jeopardized.
2. Dress and grooming must be neat and clean.
3. Students’ dress and appearance must not distract from the educational process.
4. Certain types of clothing are more likely to substantially disrupt the functioning of the school, and are therefore inappropriate in the school setting. Examples of inappropriate dress include the following: see-through clothing, short shorts, hats, bandannas, bare backs, bare midriffs, soiled or torn clothes, and inappropriate printed material or graphics displayed on clothing. Students will be asked to remove or change the inappropriate article of clothing. Refusal to do so will result in the student being sent home.

## **POLICY GOVERNING STUDENT CONDUCT**

The School Committee shall establish and the Superintendent will publish written rules governing the conduct of public school students under its jurisdiction.

The following terms as used in these rules and regulations shall have the following meanings:

- a. “Student” shall mean any person enrolled in school under the jurisdiction of the Chicopee School Committee.
- b. “Parent/Guardian” shall mean any student’s parent or guardian until such time as a student, eighteen (18) years of age or older, requests, in writing, that any or all of the rights and provisions of these rules and regulations shall no longer extend to such parent or guardian.

Every student, whether older or younger than sixteen (16) years of age, shall have the right to attend public schools in Chicopee, subject to written rules and regulations of the School Committee.

The rules and regulations set forth in this Students' Rights and Responsibilities Handbook shall apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or any place interferes with or obstructs the missions or operations of the school district or the safety or the welfare of students or employees.

The rules, regulations and sanctions set forth in this Students' Rights and Responsibilities Handbook do not supersede any judicial action that may be taken by the appropriate authority of the Commonwealth of Massachusetts. Any action taken by the City of Chicopee School Department under this code does not preclude action by the Commonwealth of Massachusetts which means that the City of Chicopee School Department cannot impose a sanction under these Rules and Regulations.

Copies of the student Students' Rights and Responsibilities Handbook will be distributed to each student entering school in September and to any student enrolling during the school year. Parents of students in grades K - 12 will acknowledge in writing that they have received said Discipline Code.

A parent/guardian's signature indicating that he has seen the Students' Rights and Responsibilities Handbook is required for any student under the age of eighteen (18).

### **ALCOHOL USE BY STUDENTS**

In view of the fact that the use of alcohol can endanger the health and safety of the user, and recognizing the deleterious effect the use of alcoholic beverages can have on the maintenance of general order and discipline, the School Committee prohibits the use of, serving of, or consumption of any alcoholic beverage on school property or at any school function.

#### **Admissions To Secondary School Sponsored/Supervised Events**

All students and their guests wishing to attend selected school events may be required to participate in an alcohol screening test prior to their entry into the event. This is a passive, non-invasive test where no mouthpiece is needed. Students may be asked to blow into the cone of the instrument where a sample of breath is collected for analysis.

If alcohol is detected, the student will not be permitted to attend the event, and will be detained by an onsite administrator or police officer until a parent/guardian comes for him/her and he/she will be subject to disciplinary consequences described in the host secondary school's discipline handbook.

In the event that a student and his/her guest refuses to participate in the test and leaves the premises, parents will be called immediately and the student may be subject to disciplinary action as described in the school's handbook.

### **TOBACCO USE BY STUDENTS**

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all district buildings. All forms of tobacco use shall be prohibited on all district property. In addition, tobacco use by students is banned at all school-sponsored

events, even though this use does not take place on school grounds.

### **POLICY ON SUBSTANCE USE/ABUSE**

All persons regardless of age shall adhere to the school rule prohibiting the possession, use, or distribution of illegal substances, including alcoholic beverages during school hours, in transit to and from school, on school property, and at all school-sponsored activities, even though the activity may be conducted outside of school hours and away from school premises.

### **TRANSPORTATION AND SAFETY INFORMATION**

It is the intent of the Chicopee School Committee to comply with the letter and spirit of the laws of the Commonwealth of Massachusetts and regulations of the Registry of Motor Vehicles and the Department of Education pertinent to transportation of pupils, and these govern any areas not covered by specific declaration of policy. Transportation Policies with respect to the No Child Left Behind Act of 2001 are governed by that Act and state law.

The following is the policy of the Chicopee Public Schools:

In grades K-5, pupils residing one (1) mile or more from school will be furnished transportation; in grades 6, 7, and 8, pupils residing one and one-half (1.5) miles or more from school will be furnished transportation; and in grades 9 - 12, pupils residing two (2) miles or more will be furnished transportation.

Accommodation will be considered for students on the basis of unusual circumstances and bus availability, at no cost to the city. Accommodation will be determined by the building principal and approved by the Superintendent or designee. Accommodation will be met once all procedures attached to this policy have been satisfied.

The safety and welfare of student riders will be the primary consideration in all matters pertaining to transportation. Every effort will be made to insure that transportation services operate efficiently and busses are punctual. Bus routes are to be structured so that the total time a student spends on the bus on a given day is minimal. Authorized bus stops are to be located at convenient intervals where students may board and leave the vehicles, cross highways, and await arrival of busses with the utmost safety allowed by road conditions. Emergency evacuation drills are to be conducted periodically during the school year to acquaint student riders with procedures in emergency situations.

When deemed necessary by the School Committee, monitors will be placed on busses transporting students. Monitors will be 18 years of age or older. Their duties will include maintaining order and safety of students while the bus is in motion and while students are boarding and leaving vehicle. Monitors shall escort students to the safety of the curb, making sure all students are away and clear of the bus before the bus departs from the stop.

Video cameras will be operating on a number of busses at all times.

The Chicopee School Committee is also concerned about the safety of students waiting at bus stops and those students who walk to school. Students are to walk on sidewalks whenever possible. Crossing guards are to be posted at intersections when needed and students are to cross under the direction of the crossing guards. Public concerns regarding safety of students should be addressed in writing to the Safety Committee.

The School Committee requires that students behave appropriately and obey rules and regulations as established in the current Students' Rights and Responsibilities . Parents are asked to review general safety rules with their children to help insure a safe environment to and from school.

The Superintendent of Schools is responsible for executing the Transportation and Safety Policy and regulations adopted to implement the policy. Exceptions to this policy may be made by the Superintendent when it deems this action is in the best interest of the students and the City of Chicopee.

### **STUDENT CONDUCT ON SCHOOL BUSES**

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

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

### **PROCEDURE FOR DISRUPTIVE STUDENTS ON SCHOOL BUSES**

The Chicopee Public Schools do not tolerate unsafe bus behavior; therefore, the following procedure has been instituted to deal with those students whose behavior places the welfare of others at risk:

- The bus driver will bring any disruptive students back to the terminal at 730 Fuller Road, Chicopee, MA 01013.
- Students will be monitored by an After-School Liaison/Monitor at the terminal.
- The parent or guardian will be responsible for picking up his/her child from this location.
- Each building principal will have the discretionary authority to issue additional behavioral consequences.

Examples of student behavior that do not comply with the bus safety rules include not staying seated, blocking the driver's rear view vision, yelling, throwing objects out of window and generally creating unsafe conditions for all riders.

### **BULLYING POLICY**

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

As a rule, bullying behavior starts in elementary school and peaks in the middle school years. However, it attracts more attention from adults when it appears in high school. There the students are older and physically larger and the behavior is recognized as being less tolerable and more inappropriate. Also, sexual harassment is, in fact, often a form of bullying.

Most bullying be students starts out verbally – teasing and put-downs – and may become progressively worse assume physical dimensions.

Bullying of any type has no place in a school setting. The Chicopee Public Schools will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extra-curricular activities, or riding on the bus to and from school each day.

Examples of bullying include, but are not exclusive to:

- Intimidation, either physical or psychological
- Threats of any kind, stated or implied
- Assaults on students, including those that are verbal, physical, psychological and emotional
- Attacks on student property

The school committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

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

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

### **POLICY PROHIBITING THE PRACTICE OF HAZING**

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the district are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may upon the approval of the Superintendent of Schools be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing students will receive procedural due process.

## **STUDENT-TO-STUDENT HARASSMENT**

Harassment of students by other students will not be tolerated in the Chicopee Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

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

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

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

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

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

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

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

## **ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY AND STUDENT GRIEVANCE PROCEDURE**

The Chicopee Public Schools (the "District") is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to the District. Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability (hereinafter "membership in a protected class") will not be tolerated. Retaliation against any student or other individual who has complained of discrimination, including harassment, or individuals who have cooperated with an investigation of such a complaint, is also unlawful and will not be tolerated. The District will promptly investigate, remedy any harm, seek to prevent recurrence of such conduct, and will also develop procedures to accomplish this end. This policy applies to conduct directed toward a student by all persons associated with the educational community including, but not limited to, students, District employees, the School Committee, school volunteers, and independent contractors.

### **I. What Is Discrimination, including Harassment?**

- A. Discrimination: Treating students differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to other students because of their membership in a protected class.
- B. Harassment: Oral, written, graphic, electronic, or physical conduct relating to a student's actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that student's ability to participate in the District's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational environment.

Harassing conduct based on a person's protected status may include, but is not limited to:

- Degrading, demeaning, insulting, or abusive verbal or written statements;
- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
- Drawing or writing graffiti, slogans, visual displays, or symbols on school or another's property;
- Telling degrading or offensive jokes;
- Unwanted physical contact of any kind;
- Physical violence, threats of bodily harm, physical intimidation, or stalking;
- Threatening letter, emails, instant messages, or websites that come within the scope of the District's disciplinary authority;
- Defacing, damaging, or destroying school or another's property.

### **II. Sample of Conduct Which May Constitute Specific Types of Harassment**

*The following is not intended as an inclusive list of conduct that may violate this policy.*

#### **Disability Harassment:**

- Unwelcome verbal, written or physical conduct directed at a person based on his/her disability or perceived disability, including damaging or interfering with use of necessary equipment, imitating manner of movement, using disability-related slurs, or invading personal space to intimidate.

**National Origin Harassment:**

- Unwelcome verbal written or physical conduct directed at a person based on his/her national origin, ancestry, or ethnic background such as negative comments about surnames, customs, language, accents, immigration status or manner of speaking.

**Racial Harassment:**

- Unwelcome verbal, written or physical conduct directed at a person based on his/her race or color, including racial slurs or insults based on characteristics of a person's race or color, racial graffiti or symbols, hostile acts based on race, nicknames based on racial stereotypes, negative comments about appearance, imitating mannerisms, taunting, or invading personal space to intimidate.

**Religious Harassment:**

- Unwelcome verbal, written or physical conduct directed at a person based on his/her religion, including derogatory comments about religious beliefs, traditions, practices (includes non-belief), or religious clothing.

**Sexual Orientation Harassment:**

- Unwelcome verbal, written or physical conduct, directed at a person based on his/her actual or perceived sexual orientation, such as anti-gay slurs or insults, imitating mannerisms, taunting, or invading personal space to intimidate.

**Sexual Harassment:**

- **Quid pro quo sexual harassment** occurs when a District employee explicitly or implicitly conditions participation in a program or activity or bases a decision concerning the student on the student's submission to unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature, whether or not the student submits to the conduct. *Quid pro quo* sexual harassment, occurs, for example when a school employee causes a student to believe s(he) must submit to sexual advances to receive a better grade than deserved, or is threatened with a loss of a promised college application recommendation unless the student dates the employee.
- **Hostile environment sexual harassment** occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by another student, a school employee, or third party on school property or at a school related activities is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the District's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational environment. A victim may also be someone affected by conduct directed toward another individual. **Sexual harassment may occur adult to student, student to student, student to adult, adult to adult, male to female, female to male, female to female, and male to male.**

**Depending on the circumstances, sexual harassment may include, but is not limited to:**

- ***Verbal forms of sexual harassment***, including repeated unwanted requests for dates, sexual rumors, sexually explicit jokes, howling, whistles, catcalls, soliciting conversation regarding sexual activity and experiences, making unwanted gender-based references to a person's physical characteristics;

- **Written forms of sexual harassment**, including offensive gestures following or stalking another, cornering or blocking a person, leering, pressuring for sexual activities;
- **Nonverbal forms of sexual harassment**, including offensive gestures, following or stalking another, concerning or blocking a person, leering, pressuring for sexual activities;
- **Visual forms of sexual harassment**, including displaying sexually suggestive or sexually provocative photographs, pictures, objects, cartoons, or posters; or
- **Unwelcome physical touching**, including grabbing, groping, squeezing, sexual fondling, kissing, brushing against another's body, body hugs, and other unwelcome contact.

**Hate Crime:** A crime motivated by hatred or bias or where the victim is targeted or selected for the crime at least in part because the person is a different race, color, national origin, ethnicity, religion, gender, or sexual orientation from the perpetrator or because the targeted person has a disability. A hate crime may involve a physical attack, threat or bodily harm, physical intimidation, or damage to another's property.

**Indicators** that a crime may constitute a hate crime include:

- Use of racial, ethnicity, religion or anti-gay slurs;
- Use of symbols of hate, such as a swastika or burning cross;
- Similar behavior toward others who are members of the same protected class;
- The perpetrator's protected class is different from the victim's;
- The incident occurs while the victim was promoting a racial, religious, ethnic/national origin, disability, gender or sexual orientation group, such as attending an advocacy group meeting, or participating in a students' gay-straight alliance, or a disability rights demonstration.

### **III. Responsibilities of all Persons Associated with Educational Community**

Each member of the educational community is personally responsible for ensuring that his/her conduct does not in any way harass or discriminate against any other person that he/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination, including harassment. Further, District employees are obligated to intervene and stop any discrimination, including harassment they witness and to immediately report to the appropriate party instances of discrimination, including harassment that are reported to them or of which they otherwise learn.

### **IV. Designated Officials for Addressing Discrimination and Harassment Complaints**

In each school building, the Principal is responsible for receiving reports and complaints of violations of this Policy at the school level. Parents/guardians or persons other than the student who is the subject of the complaint may file a report or complaint of discrimination, including harassment regarding a student with the Principal. A report or complaint of a violation involving the Principal should be filed with the Superintendent.

### **V. Procedure for Reporting Discrimination and Harassment**

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of discrimination, including harassment.

A student who believes that he or she had been discriminated against, including being harassed may, to the extent that they feel comfortable, immediately:

1. confront the harasser(s) or person believed to be discriminating against him/her;
2. state the conduct that he/she objects to;
3. indicate that he/she finds such conduct offensive, intimidating and/or embarrassing;
4. insist that the person(s) engaging in the conduct stop the conduct immediately; and
5. report the conduct immediately to the Principal/Vice-Principal;

If a student is not comfortable with such a confrontation, or feels that such a confrontation is unsafe and/or otherwise inappropriate, he/she should instead report the situation to the Principal/Vice-Principal. Reports/complaints are to be filed within ninety (90) days after the conduct complained of occurred or within the time the student reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) The report can be written or oral and should consist of the following:

1. the specific conduct objected to,
2. the date(s) and time(s) such conduct took place,
3. the name(s) of the alleged harasser(s) or person believed to be discriminating against them,
4. the location(s) where the conduct occurred,
5. the name(s) of any witness(es),
6. action sought to remedy the situation, and
7. any other details or information requested by the designated official.

In addition, the person should provide the Principal with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination, including harassment.

## **VI. Investigation of Complaints**

Upon receipt of a report or complaint, the Principal should conduct a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, the alleged harasser, and any other appropriate party to provide information, including witnesses or other evidence, relevant to the consideration and resolution of the complaint. The Principal will also endeavor to promptly interview and obtain detailed written statements from potential witnesses. If further documentation or information is necessary, the Principal will notify the appropriate party, asking that the information be provided within ten (10) school/working days.

A written determination regarding the complaint and any resolution will be provided by the Principal to the complainant within thirty (30) school/working days of the complaint.

The complainant may request reconsideration of the determination and/or resolution of a complaint by notifying the Superintendent in writing or verbally within seven (7) school/working days of receipt of the written determination of the Principal. The Superintendent or his/ her designee will respond to such request within (30) thirty school/working days of receipt of the request for reconsideration; his/her decision is final.

If a violation is found to have occurred, the District will take steps to prevent recurrence of the violation and correct its discriminatory effect on the student(s) affected. Such steps may include appropriate disciplinary action, counseling, development of a safety plan and other remedies, as appropriate.

## **VII. Consequences of Violating Policy - Discipline & Discharge**

Any employee who violates this policy will be subject to disciplinary action consistent with the contractual provisions governing his/her employment. In appropriate circumstances, the District may also refer the matter to law enforcement officials for possible prosecution.

Any student who violates this policy will be subject to disciplinary action which may range from detention, suspension from schools, or expulsion from school. (Note: students with disabilities will be subject to the applicable disciplinary procedures set forth in the Students' Rights and Responsibilities District handbook, which adhere to Individuals with Disabilities Education Act and Section 504 of Rehabilitation Act of 1973) In appropriate circumstances, the District may also refer the matter to law enforcement officials for possible prosecution.

### **VIII. Confidentiality**

Investigations of discrimination, including harassment complaints shall be conducted in such a manner as to disclose information only to those with a need to know or those who may have information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The Chicopee Public Schools shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

### **IX. State and Federal Authorities**

In addition to the process described above, the complainant may, at any time, file a complaint with to the Office for Civil Rights, Massachusetts Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination, including harassment based on membership in a protected class.

U.S. Department of Education, Office for Civil Rights  
John W. McCormack Building  
Post Office Square  
Boston, MA 02109  
Telephone: (617) 289-0111  
<http://www.ed.gov>

Massachusetts Department of Elementary and Secondary Education  
Program Quality Assurance Services  
75 Pleasant Street, Malden, MA 02148-4906  
Telephone: (781) 338-3700  
<http://www.doe.mass.edu>

Bureau of Special Education Appeals  
75 Pleasant Street, Malden, MA 02148-4906  
Telephone: (781) 338-6400  
<http://www.doe.mass.edu/bsea>

### **GANG ACTIVITY/SECRET SOCIETIES**

The goal of the School Committee is to keep district schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and conformations between members of different gangs.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

### **Symbols**

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

### **Prevention Education**

The School Committee realizes that students may become involved in gangs without understanding the consequences of such membership. Early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

### **Secret Societies**

Fraternities, sororities and/or secret societies shall not receive District or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

## **POLICY REGARDING ELECTRONIC AND OTHER COMMUNICATION DEVICES**

Students are not permitted to use cell phones, including video cell phones, compact disc players, pagers, beepers, or any other similar electronic or communication device during school hours and after school detentions anywhere on school premises. If a student is found using such a device on school premises, the device will be confiscated and returned to the student's parent/guardian. The student will also receive a detention. Students may be subjected to external suspension for repeated offenses.

Tape recorders may be allowed only by permission of the classroom teacher, and at the discretion of the teacher.

## **POLICY ON CARRYING FIREARMS UPON SCHOOL GROUNDS**

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of Chapter 140, carries on his person a firearm as herein after defined, loaded, an any building or on the grounds of any school, college or university without the written authorization of the board of office in charge of such school, college or university shall be

punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

## **STUDENT LOCKERS**

Lockers are provided to students by the Chicopee Public Schools for the purpose of storage of books, school related equipment and personal belongings. Contraband items (including weapons, illegal drugs, alcoholic beverages, stolen property, etc.) shall not be stored in student lockers and are subject to confiscation by school officials.

Students are expected to keep the lockers locked and in good and orderly condition. Lockers are not to be shared by students. For the security of students' possessions, locker combinations are not to be divulged to any other student. The lockers remain at all times the property of the Chicopee Public Schools. Master keys and locker combinations are retained by the Chicopee Public Schools. The Chicopee Schools reserves the right to inspect lockers for compliance with the above referenced regulations at any time.

Should the Chicopee Public Schools have reasonable grounds for suspecting that a student had violated or may be violating a law or school rule, an individualized search of the student's locker may be conducted in a manner reasonably related to the nature of the infraction.

A copy of this policy shall be provided to all students through publishing in the appropriate student handbooks and code of conduct.

## **STUDENT FEES, FINES AND CHARGES**

The School Committee recognizes the need for student fees to fund certain school activities which are not financed by local, state, or federal funds. It also recognizes that some students may not be able to pay these fees. No pupil will be denied an education because of his or her inability to pay these supplementary charges.

The School Committee will approve any charges for materials, supplies, and equipment use for courses and instructional programs. No school may exact such a fee or charge except as it has Board approval. The schools however may:

1. Charge students enrolled in certain occupational courses for the cost of materials used in projects that will become the property of the students.
2. Charge for lost and damaged books, materials, supplies, and equipment.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

## **POLICY ON STUDENT INTERROGATION, SEARCHES AND ARRESTS**

### **Searches**

The storage on one's person, in one's belongings or in school property, of contraband such as, but not limited to illegal substances or articles or any item prohibited by district policy or building rules, is strictly forbidden. Violations will result in confiscation of such materials. The student in violation will be subject to disciplinary action.

Lockers, desks, computers, books, and other items issued to students by the district for their temporary use, remain the property of the school. As such, students should have no expectation of privacy as it relates to their use. School property may be randomly inspected without notice by school administrators or designees to insure cleanliness, safety, and adherence to federal, state and local laws and regulations. School property may also be searched when an administrator or designee has reason to believe that contraband, as described above, may be stored within.

When an administrator or designee has reason to believe that contraband as described above is being stored on one's person or in one's possession, he may conduct a personal search appropriate to the nature of the potential violation.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

### **Canine Search Policy**

In order to promote the goals of keeping drugs out of school and ensuring a safe learning environment, Chicopee will participate in the Massachusetts State Policy program of canine searches for illegal substances on school premises or at school-sponsored activities. All such searches will be carried out in accordance with applicable law and will be initiated, conducted and directed by school personnel. State and local police will be present to assist school personnel, to maintain order, and take custody of unauthorized controlled substances. Students may be moved to another area of the building so that the canines can sniff backpacks, books, desks, handbags, and other student belongings remaining in the classrooms designated for the canine search. In no event will canines search the person of any student or other individual. In the event that illegal substances are found in any search, in addition to whatever action the school district is permitted or required to take by applicable law, the Chicopee Police Department and the Hampden County District Attorney's office will determine what actions, if any, will be taken by law enforcement.

### **Metal Scanner Policy**

It is the policy of the Chicopee Public Schools to continually work to provide a safe environment in which students can learn and participate in all programs offered or sponsored by the school system. If a school department employee is confronted with a situation which s/he considers to be unsafe for any reason, s/he should report the circumstances involved to his/her building principal.

If at any time any school official has reasonable cause to believe that any student is in possession of a dangerous weapon in violation of school policy, s/he shall take steps appropriate under the circumstances. Immediately upon learning of reasonable cause to believe any student has such a weapon, the school official shall take steps to see that the student undergoes a hand held metal detector search. This search shall take place as follows:

1. The search will be conducted by a school official and at least one other school employee present for the search. Whenever possible, the Principal or Vice Principal shall conduct or participate in the search.
2. Any items that are found at any time during this process that are in violation of school policy will be confiscated.
3. The student will be informed that, in accordance with the school safety policy, s/he is about to be subject to a hand held metal detector search, and asked if s/he has any weapons or other metal objects.
4. The student will be asked to empty his or her pockets and to remove any metal objects.
5. The metal detector will be run over and across the student's body and clothing in accordance with the manufacturer's instructions.
6. If the metal detector sounds, indicating a metal object on the student's person, the student will again be asked to remove any metal objects.
7. The search will proceed until all metal objects have been removed or identified as not being in violation of school policy.

Any student refusing to cooperate with any part of this metal detector search process shall be subject to appropriate discipline, including suspension and/or expulsion, within the discretion of the Principal and/or the Superintendent under applicable law, and shall be so informed.

#### **Interrogations, Investigations and Arrests**

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest is involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

### **LETTER FROM SUPERINTENDENT RICHARD W. REGE, JR. REGARDING CANINE SEARCHES IN CHICOPEE PUBLIC SCHOOLS**

April 2008

Dear Parent or Guardian:

I am writing to notify you that the Chicopee Public Schools will be participating in the Massachusetts State Police program of canine searches for illegal substances. The goal of the canine searches is to keep drugs out of school and to ensure a safe learning environment for our students. These searches will be limited to middle schools and high schools at this time.

At least one canine search, and possibly more, will occur each school year on a random basis.

All searches will be initiated by and conducted by school personnel with the assistance of state and local police. Students and staff will be moved to a

designated area of the building during the search. The state police will not participate in any follow up procedures in the event that illegal substances are found in the search. The Chicopee Police Department and the Hampden County District Attorney's office will determine what actions will be taken in the event that illegal substances are discovered.

Thank you for your anticipated support of this safety measure.

Sincerely,

Richard W. Rege, Jr.  
Superintendent of Schools

## **STUDENT DISCIPLINE**

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules, not inconsistent with the law or in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

## **STUDENTS' DUE PROCESS RIGHTS**

In situations involving discipline or other consequential action, the Chicopee Public Schools acknowledges its responsibility to afford due process and timely resolution to proceedings, as mandated by state and federal statute and the regulations of the Commonwealth of Massachusetts. For all actions, students have the right to be informed of the charges or the issues, to be given an opportunity to respond and to be apprised of the outcome and any applicable appeal procedures.

The specific responsibility of the district regarding due process is dependent upon the action under consideration by the district in any given situation.

In addition, the District supports the efforts of students and parents/guardians in directing a student's specific, programmatic, and/or procedural concerns to appropriate staff throughout the system.

### **CORPORAL PUNISHMENT**

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

Nothing in this policy shall be interpreted as preventing a teacher or other employee or agent of the school committee from utilizing a physical restraint in the following emergency situations: to protect himself or herself from assault by a student, to protect other students and staff members from violent aggressive acts of students, or to prevent a student from harming himself or herself.

The Superintendent will issue regulations regarding staff training in the proper uses and limitations on the use of physical restraints.

### **POLICY REGARDING THE DETENTION OF STUDENTS**

Due to violations of district policy or school practice, students may be required to remain in, or be at, school outside of normal school hours. When given detention, students must appear at the designated time and place, unless specifically excused by the building principal or staff person having assigned the detention. Employment or other scheduled activities do not constitute legitimate reasons for missing detention.

Students may opt to substitute after school service in lieu of detention as follows:

1. Approval of principal or designee is required in advance.
2. School service projects will include
  - a.) General maintenance, clean-up, beautification projects, etc.
  - b.) Office assistance, inventories, copying, etc.
  - c.) Other projects at the discretion of the Principal or designee.
3. Duration of the projects will be the same as the duration of detention.
4. A written record of service performed will be kept by the Principal or designee.
5. Any such service will be voluntary and with parental notification.

A demerit system at both high schools will be used in lieu of detention. Students who accumulate fifteen (15) demerits will be subject to assignment to the School on Saturday program.

### **DANGEROUS WEAPON DEFINED**

The term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily

injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.

## **POLICY ON STUDENT SUSPENSION**

No student shall be suspended, except pursuant to the procedures contained in this code and except for violation of rules and regulations governing student behavior.

### External Suspension

1. Students may not be on school property.
2. Students will obtain assignments prior to serving the suspension.
3. Students may not participate in extracurricular activities.
4. A parent conference will take place before the student returns to school.

The Principal or designee may internally suspend, externally suspend, long-term suspend, or even expel a student from school for violation of the following:

1. Use of violence, force, coercion, threat, intimidation, or other comparable conduct which constitutes a substantial interference with school activity.
2. Causes, or attempts to cause, damage to school property, or transportation vehicles.
3. Larceny or petty theft involving school property or private property on school grounds during school activity.
4. Extorting any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
5. Threats/attempts to cause physical injury to any student or any employee of the School Department.
6. Possession of any weapon or object which can reasonably be considered or used as a weapon.
7. Threats, harassment, or intimidation of any student or staff member after warning from a teacher or school official to cease and desist.
8. Open or persistent defiance of a teacher or other school employee.
9. Possession, use and/or distribution of drugs, alcohol, and/or inhalants.
10. Smoking is prohibited in all public schools. (Refer to Chapter 71, Section 2A, MGL).
11. Use of profane or obscene language.
12. Organization and/or participation in the practice of hazing on school grounds or during school sponsored events. (Refer to Chapter 536, MGL).
13. Sexual harassment in the educational setting is prohibited by law.
14. Bringing electronic equipment, i.e. radios, CD players, beepers, telephones, tape players, and other similar devices, onto school property during regular school hours.

Contraband must be surrendered upon request of faculty/administration. Personal property will be returned at appropriate time.

The rules governing student behavior and administration of discipline in the Chicopee Public Schools make no attempt to describe every conceivable infraction which might occur.

There are far too many circumstances and examples of inappropriate and unacceptable conduct to attempt a detailed or exhaustive listing. Students are, therefore, expected to behave in a manner which is acceptable and reasonable, fully recognizing the rights of others as well as their responsibility in maintaining a healthy environment.

Every suspension shall be preceded by an informal conference between the student and Principal or designee. The student shall be informed of the reason(s) for disciplinary action, and shall be given the opportunity to give reason(s) that the suspension is not warranted.

The Principal or designee shall make a reasonable effort to contact parent/guardian at home or work to inform them of the impending suspension.

Within the twenty-four (24) hours after the beginning of a suspension, the Principal or designee shall mail a notice to the parent/guardian with a copy to the Superintendent. To the maximum extent possible the notice shall be in the native language of the parent/guardian and shall contain:

1. A statement of the facts relating to the suspension.
2. A statement of the effective date and duration of the suspension.
3. A request that the parent/guardian schedule a conference as soon as possible.

If there are multiple suspensions in any one school year, the Principal may refer the student for an evaluation to determine if the student is in need of Section 504 accommodations or a special education program and/or related services. Parents or any person in a care-giving or professional position concerned with the student's development may refer a student for an evaluation at any time if they believe it's appropriate. If suspended, the student will be allowed to make up work missed due to the suspension within a reasonable amount of time.

Any student who has been suspended from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. If the student is initially suspended by an administrator other than the Principal, initial appeal is to the Building Principal within 5 days of the date of the suspension. The suspended student shall have ten (10) days from the date of the suspension in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this section.

The Superintendent or designee shall, subject to regulations established by the State Board of Education, maintain records of suspensions, the names, the dates and duration thereof and the reasons therefore, but such records, if made public, shall not disclose the identity of any student or his family or the identity of any school personnel.

### **School on Saturday**

Students facing outside suspension for non-violent infractions may participate in the School on Saturday program offered at the high schools and the middle schools. School on Saturday consists of 2 1/2 hours of supervised study for students who are in danger of suspension.

CHS students only: additional offering of (after) School on Wednesday.

### **Long-term Suspension**

A long-term suspension is the removal of a student from his educational program for more than ten (10) consecutive school days. Expulsion shall be considered as the permanent removal of a student from his educational program in a given school year or over a period of school years.

The same grounds for expulsion shall also apply and constitute grounds for long-term suspension.

### **Procedure For Long Term Suspension**

1. The student shall be notified in writing of the opportunity for a hearing before the Principal prior to the effective date of the suspension. The student may be represented by counsel, along with the opportunity to present evidence and witnesses on his behalf at the hearing before the Principal.
2. After the hearing, the Principal may, in his discretion, decide to long-term suspend the student.
3. Any student who has been suspended pursuant to this provision may have the right to appeal to the Superintendent by providing notice to the Superintendent of his appeal within ten (10) days from the date of the notification of suspension. The Superintendent may modify the suspension of a student on a case-by-case basis.

The Principal shall provide written notification to the Superintendent of any long-term suspension. A copy of said notification shall be mailed to the parent or legal guardian of the student.

If suspended, the student will be allowed to make up the work missed if done so within a reasonable amount of time.

Should a Principal decide to long-term suspend rather than expel a student after notice and hearing on expulsion, the Principal may do so at his discretion. The above appeal procedures shall then apply.

### **POLICY ON EXPULSION**

The Principal may expel a student for the reasons listed below. Expulsion shall be defined as exclusion from regular and classroom instruction up to and including permanent exclusion. Any expulsion taking effect more than three (3) weeks prior to the end of a semester shall be automatically reviewed by the Principal at the beginning of the next semester, and he may reinstate the student if it is determined that the student's conduct has substantially improved.

The Principal shall expel a student if the student violates rules and regulations of this code in such a manner that:

1. The student's continued presence in school represents a danger to the physical safety of others.
2. The student's conduct constitutes a continual, material, and substantial disruption of the educational process and all other appropriate disciplinary alternatives have been tried and deemed unworkable.
3. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94, Section C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
4. Any student who assaults any staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.
5. Possession of a firearm as defined in the U.S. Code Section 921 of Title 18 on school premises or at a school-related event. The Gun Free Schools Act requires that a mandatory one (1) year expulsion of a student who is found to violate this section be imposed by the building Principal. Expulsion can only be modified by the Superintendent on a case-by-case basis.

Any student who is charged with a violation of Sections 1-5 above shall be notified in writing of his right to a hearing with representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.

After said hearing, a Principal may, in his discretion, decide to long-term suspend rather than expel a student.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this section.

When a student is expelled, no school or school district within the Commonwealth of Massachusetts shall be required to admit such student or provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the School District to which the application is made may request and shall receive from the Superintendent of the school district expelling the student, a written statement of the reasons for said expulsion.

If the student is a special needs student refer to pertinent section, "Discipline Policy for Students with Disabilities".

#### **Suspension Or Expulsion Related To Felony Or Felony Delinquency Proceeding**

Upon the issuance of a criminal complaint charging a student with a felony or the issuance of a felony delinquency complaint, a Principal may suspend the student for a period of time determined by the Principal, based upon the Principal's judgment that the continued presence of the student would have a substantial detrimental effect on the general welfare of the school. Prior to such action by the Principal, the student shall receive written notification of the charges and the reasons for such contemplated suspension. The student shall also receive written notification of right to appeal before the Superintendent of Schools; however, such appeal does not stay the suspension from going into effect.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal may expel the student if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of right to appeal before the Superintendent of Schools; however, such appeal does not stay the expulsion from going into effect.

The student shall have the right to appeal any suspension or expulsion under this section to the Superintendent of Schools. The student shall notify the Superintendent in writing of his request for hearing no later than five (5) calendar days following the effective date of the action. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall render a decision within five (5) calendar days of the hearing. The Superintendent shall have the right to overturn or alter the decision of the Principal, including recommending an alternate education program for the student.

Upon expulsion of such student, no school shall be required to provide educational services to the student.

## **DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES**

### **Students identified as having special needs**

1. All students are expected to meet the requirements for behavior as set forth in this Handbook. Chapter 71B of the Mass. General Laws, formerly known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose individualized program is described in an Individualized Educational Plan (IEP).
  - a. Students with Special Needs may be suspended for up to ten (10) consecutive days, and may also be suspended in excess of ten (10) cumulative days, as fully outlined under M.G.L.c. 71B, and the Individuals with Disabilities Education Act. Such suspensions may be carried out without any further or additional process.
  - b. Suspensions or exclusions in excess of ten (10) consecutive days or ten (10) cumulative days may also occur, provided that the conduct for which the student is being disciplined is not a manifestation of his/her disability, and the District provides educational services which will allow the student to access the general curriculum and to make progress toward his/her goals.
2. The IDEA and M.G.L. c. 71B allow school personnel to move a student with disabilities to an interim alternative educational setting (IAES) for up to 45 school days, if that student is in possession of a dangerous weapon at school or a school function or on school property, is in possession or uses a controlled substance or sells or solicits the sale of a controlled substance while at school or a school function or on school property, or inflicts serious bodily injury on a person, including him/herself. The appropriate interim alternative educational setting shall be determined by the IEP TEAM.
3. The IDEA and M.G.L. c. 71B also allow school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 school days, if they are substantially likely to injure themselves or others in their current placement.
4. When a special needs student has been suspended for more than ten (10) consecutive or cumulative days in a school year, such that a substantial change in placement is occurring or will occur, the IEP TEAM will meet to conduct a manifestation determination. Relevant members of the TEAM meet for the manifestation determination, and they answer two questions, after reviewing relevant documents and the misconduct of the student:
  1. Was the misconduct caused by or had a direct and substantial relationship to the student's disability/disabilities? OR
  2. Was the misconduct the direct result of the District's/school's failure to implement the student's IEP?

A summary of the manifestation determination review will be written and a copy provided to the Parent(s)/guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

5. If the TEAM finds that the misconduct was not a manifestation of the student's disability,

then the student may be disciplined according to the discipline policy in this handbook. The student will receive educational services during this period of suspension or exclusion. If the TEAM finds that the misconduct was a manifestation of the student's disability, then the school may still be able to implement an IAES (see ## 2 and 3 above). If the IAES is not possible, then the student will remain in his/her current placement, and the TEAM will arrange for a functional behavioral assessment (if one has not been conducted on the student) and the development or modification of a behavior intervention plan.

6. The Principal (or designee) will notify the Special Education Office of the suspendible offenses of a special needs student and a record will be kept of such notices.

### **Students Identified As Having a Disability and Provided with a Section 504 Plan**

1. Students are expected to meet the expectations for behavior identified in this handbook. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than fifteen (10) cumulative days (and there is a change in placement as a result), then a manifestation determination review shall be conducted. The student's 504 team shall convene, and answer two questions, after reviewing relevant documents and the misconduct of the student:

1. Was the misconduct caused by or had a direct and substantial relationship to the student's disability/disabilities?

OR

2. Was the misconduct the direct result of the District's/school's failure to implement the student's Section 504 Plan?

A summary of the manifestation determination review will be written and a copy provided to the Parent(s)/guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

2. If the TEAM finds that the misconduct was not a manifestation of the student's disability, then the student may be disciplined according to the discipline policy in this handbook. Upon returning from his/her suspension/expulsion, the TEAM will arrange for a functional behavioral assessment (if one has not been conducted on the student) and the development or modification of a behavior intervention plan.
3. The Principal (or designee) will notify the Student Support Services Office of the suspendible offenses of Section 504 students and a record will be kept of such notices.

### **PHYSICAL RESTRAINT OF STUDENTS**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Chicopee Public Schools. Further, students of the district are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and

2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46.02:

1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

Mechanical restraint – The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

Seclusion restraint – Physically confining a student alone in a room or limited space without access to school staff. The use of “Time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint”.

Chemical restraint – the administration of medication for the purpose of restraint.

The Superintendent will develop written procedures identifying:

- Appropriate responses to student behavior, that may require immediate intervention;
- Methods of preventing student violence, self injurious behavior, and suicide;
- Descriptions and explanations of the school's method of physical restraint;
- Descriptions of the school's training and reporting requirements;
- Procedures for receiving and investigating complaints.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the department of education recommends be at least 16 hours in length.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

In addition, each staff member will be trained regarding the school's physical restraint policy. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats **that do not constitute a threat of imminent, serious physical harm to the student or others.**

A member of the School Committee or any teacher or any employees or agent of the school committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Elementary and Secondary Education.

When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Department of Elementary and Secondary Education within five (5) school working days of the administration of the restraint.

In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Chicopee Public School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the Chicopee Public School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy, each student agrees to follow this Policy and will be given the opportunity to enjoy Internet access at School. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student age 18 or older who fails to sign and submit the Policy to the School or any student under the age of 18 who does not return the Policy with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any student or other user violates this Policy, that user's access will be denied or withdrawn and he or she may be subject to additional disciplinary action.

### **I. Personal Responsibility**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also to report any misuse of the network to the person designated by the School for such reporting.

Misuse means any violations of this Policy or any other use, whether or not included in the Policy, that has the effect of harming another or his or her property.

## **II. Term of the Permitted Use**

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

## **III. Acceptable Uses**

- A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for only educational purposes. "Educational purposes" shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
  1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; or download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
  2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; or participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
  4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- C. Netiquette. All users must abide by rules of network etiquette, which include the following:
  1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### **IV. Internet Safety**

- A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Massachusetts law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions or sites that are (1) obscene, (2) child pornography, or (3) harmful to minors, or otherwise objectionable within the discretion of the school. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17

and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### **V. Privacy**

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

#### **VI. Failure To Follow Policy**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

#### **VII. Warranties/Indemnification**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

#### **VIII. Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some

or all of the information changes, you must notify the person designated by the School to receive such information.

### **MISUSE OF COMPUTER FACILITIES POLICY**

Individuals who use Chicopee Public Schools computer facilities must assume the responsibility for using these resources in an appropriate manner. Misuse of computer facilities is considered a violation of City policy and may also be a violation of law if data of other computer users are disturbed or the privacy rights of individuals are violated.

All users of the Chicopee Public Schools computer facilities are therefore required to comply with the following:

Chicopee computer systems shall not be used for commercial purposes.

Files, sign-ons, usernames, passwords, and computer output belonging to an individual or to the institution are considered to be personal property. User shall not examine, change, or use another person's or institutional files, output, or usernames for which they do not have explicit authorization.

No obscene or offensive material shall be entered into the computer or sent through INTERNET or any other electronic mail system.

Users shall not deliberately attempt to degrade system performance or capability. Loopholes in the computer systems, knowledge, or special passwords shall not be used to damage a system or file, or to change or remove information in a system or file without authorization.

Unauthorized copies or copyrighted material shall not be created, distributed, or knowingly utilized.

Reconfiguring the hardware arrangement by unplugging various cables and moving hardware from one workstation to another shall not be allowed without official authorization.

Individuals who violate this policy shall be subject to disciplinary procedures and sanctions.

**Chicopee Public Schools  
Calendar 2009-2010**

Tuesday, August 25, 2009	New Teacher Orientation
Wednesday, August 26, 2009	Teacher In-Service-Day
Thursday, August 27, 2009	Teacher In-Service-Day
Friday, August 28, 2009	Teacher Orientation
Monday, August 31, 2009	No School/Buildings Open
Tuesday, September 1, 2009	Students Report (Grades 1-9)
Wednesday, September 2, 2009	Students Report (Grades 10-12)
Monday, September 7, 2009	Labor Day
Tuesday, September 8, 2009	Students Report (Pre K-K)
Monday, October 12, 2009	Columbus Day
Friday, October 30, 2009	Professional Development – ½ day (Pre K-5)
Wednesday, November 11, 2009	Veteran's Day
November 25 – 27, 2009	Thanksgiving Vacation
Friday, December 4, 2009	Parent/Teacher Conferences (Pre K-5)
Friday, December 4, 2009	Professional Development (6-12)
December 24, 2009 – January 1, 2010	Christmas Vacation
Monday, January 18, 2010	Martin Luther King Day
Friday, January 29, 2010	Professional Development – ½ day (Pre K-5)
February 15 – 19, 2010	Winter Vacation
Friday, March 19, 2010	Teacher In-Service-Day
Friday, April 2, 2010	Good Friday
April 19 – 23, 2010	Spring Vacation
Monday, May 31, 2010	Memorial Day

**Graduations:**

Thursday, June 3, 2010	Chicopee High School
Friday, June 4, 2010	Chicopee Comprehensive High School

Thursday, June 17, 2010                      Last Day of School\*

\* snow days are not included and will be added as needed

**Chicopee Public Schools  
District Contact List**

**School Committee**

Mayor Michael D. Bissonnette, Chairperson  
City Hall  
Chicopee, MA 01013  
594-1500

Donald Lamothe, Vice Chairperson  
164 Meadow Street  
Chicopee, MA 01013  
532-1018

Marjorie Wojcik, Representative to City Government  
69 Polaski Avenue  
Chicopee, MA  
592-1365

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**School Committee At-Large**

Susan Lecca 50 Rivers Avenue, Chicopee, MA 01013 532-6913  
Chester Szetela 845 Sheridan Street, Chicopee, MA 01020 592-7061

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**Ward School Committee**

Ward 1	Adam Lamontagne	44 Montclair Street, Chicopee MA 01013	533-8150
Ward 2	David Barsalou	12 Marion Street, Chicopee, MA 01013	592-9792
Ward 3	Marjorie Wojcik	69 Polaski Avenue, Chicopee, MA 01013	592-1365
Ward 4	Michael Pise	33 Bonnevillle Avenue, Chicopee, MA 01013	594-6346
Ward 5	Deborah Styckiewicz	185 Frontenac Street, Chicopee MA 01020	594-6812
Ward 6	Susan Lopes	161 Slate Road, Chicopee, MA 01020	592-6015
Ward 7	Donald Lamothe	164 Meadow Street, Chicopee, MA 01013	532-1018
Ward 8	Sharon Nawrocki	79 Worthington Street, Chicopee, MA 01020	533-1836
Ward 9	Mary Beth Costello	66 Voss Avenue, Chicopee, MA 01020	532-9750

To Contact School Committee  
Email: [schoolcommittee@chicopee.mec.edu](mailto:schoolcommittee@chicopee.mec.edu)

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**Richard W. Rege, Jr., Superintendent of Schools**  
180 Broadway, Chicopee, MA 01020  
594-3410

## Chicopee Public Schools District Contact List

### Central Office Administrators

Richard W. Rege, Jr.	Superintendent of Schools	594-3410	<a href="mailto:rrege@chicopee.mec.edu">rrege@chicopee.mec.edu</a>
Deborah A. Drugan	Assistant Superintendent for Instruction and Accountability	594-1448	<a href="mailto:ddrugan@chicopee.mec.edu">ddrugan@chicopee.mec.edu</a>
Alvin W. Morton, I	Assistant Superintendent for Student Support Services, Coordinator of : Section 504 for Students Title I for Students Title II for Students Title IV for Students Title IX for Students Civil Rights for Students	594-3456	<a href="mailto:amorton@chicopee.mec.edu">amorton@chicopee.mec.edu</a>
Stephen N. Nembirkow	Director of Budget & Human Services, Coordinator of: Section 504 for Employees Title II for Employees Title IX for Employees Civil Rights for Employees	594-3511	<a href="mailto:snembirkow@chicopee.mec.edu">snembirkow@chicopee.mec.edu</a>
Debra Schneeweis	Director of Special Education	594-3478	<a href="mailto:dschneew@chicopee.mec.edu">dschneew@chicopee.mec.edu</a>
Cynthia Schonagel	Assistant for English Language Learners (ELL)	594-1590	<a href="mailto:cschonagel@chicopee.mec.edu">cschonagel@chicopee.mec.edu</a>
Cindy Rodolakis	Homeless Liaison	594-3519	<a href="mailto:crodolak@chicopee.mec.edu">crodolak@chicopee.mec.edu</a>
Maureen Lutat	Supervisor of Attendance	594-3522	<a href="mailto:mlutat@chicopee.mec.edu">mlutat@chicopee.mec.edu</a>
Kenneth Widelo	Director of Career Technical Education	594-3555	<a href="mailto:kwidelo@chicopee.mec.edu">kwidelo@chicopee.mec.edu</a>
Maria Nassar	Assistant for Curriculum and Staff Development	594-3458	<a href="mailto:mnassar@chicopee.mec.edu">mnassar@chicopee.mec.edu</a>
Rose Y. Blais	Assistant for Telecommunication/Technology	594-3487	<a href="mailto:blais@chicopee.mec.edu">blais@chicopee.mec.edu</a>
Joanne M. Lennon	Director of Food Services	594-1835	<a href="mailto:jlennon@chicopee.mec.edu">jlennon@chicopee.mec.edu</a>
Terry Glusko	Transportation Manager	594-3516	<a href="mailto:tglusko@chicopee.mec.edu">tglusko@chicopee.mec.edu</a>
George J. Sakellis	Grants Administrator	594-3457	<a href="mailto:gsakelli@chicopee.mec.edu">gsakelli@chicopee.mec.edu</a>
James Blain	Coordinator of Athletics (Title IX for Student-Athletes)	594-3574	<a href="mailto:jblain@chicopee.mec.edu">jblain@chicopee.mec.edu</a>
Ronald Simard	Director of Maintenance	594-3417	<a href="mailto:rsimard@chicopee.mec.edu">rsimard@chicopee.mec.edu</a>

## Chicopee Public Schools District Contact List

### Schools

David Drugan, Principal	Anna E. Barry School	594-3425	<a href="mailto:dtdrugan@chicopee.mec.edu">dtdrugan@chicopee.mec.edu</a>
Jon Ferris, Principal	Belcher School	594-3526	<a href="mailto:jferris@chicopee.mec.edu">jferris@chicopee.mec.edu</a>
Matthew Francis, Principal	Edw. Bellamy Middle School	594-3527	<a href="mailto:mfrancis@chicopee.mec.edu">mfrancis@chicopee.mec.edu</a>
Samuel Karlin, Principal	Patrick E. Bowe School	594-3431	<a href="mailto:skarlin@chicopee.mec.edu">skarlin@chicopee.mec.edu</a>
Norman Burgess, Principal	Herbert E. Bowie School	594-3532	<a href="mailto:nburgess@chicopee.mec.edu">nburgess@chicopee.mec.edu</a>
John Leonard, Principal	Chicopee Academy	594-3433	<a href="mailto:jleonard@chicopee.mec.edu">jleonard@chicopee.mec.edu</a>
Roland Joyal, Principal	Chicopee High School	594-3437	<a href="mailto:rjoyal@chicopee.mec.edu">rjoyal@chicopee.mec.edu</a>
Derek Morrison, Principal	Chicopee Comprehensive High School	594-3534	<a href="mailto:dmorriso@chicopee.mec.edu">dmorriso@chicopee.mec.edu</a>
Lynn Clark, Principal	Fairview Vet. Memorial Middle School	594-3501	<a href="mailto:lclark@chicopee.mec.edu">lclark@chicopee.mec.edu</a>
Ginger Coleman, Principal	Lambert-Lavoie Memorial School	594-3444	<a href="mailto:gcoleman@chicopee.mec.edu">gcoleman@chicopee.mec.edu</a>
Jordana Harper-Ewert, Principal	Sgt. Robert R. Litwin School	594-3545	<a href="mailto:jharper@chicopee.mec.edu">jharper@chicopee.mec.edu</a>
Irene Lemieux, Principal	James C. Selser School	594-3449	<a href="mailto:ilemieux@chicopee.mec.edu">ilemieux@chicopee.mec.edu</a>
Jennifer Dold, Principal	Gen. John J. Stefanik School	594-3464	<a href="mailto:jdold@chicopee.mec.edu">jdold@chicopee.mec.edu</a>
January Wilson, Principal	Hugh Scott Streiber School	594-3446	<a href="mailto:jwilson@chicopee.mec.edu">jwilson@chicopee.mec.edu</a>
Janet Reid, Principal	Szetela Early Childhood School	594-3597	<a href="mailto:jreid@chicopee.mec.edu">jreid@chicopee.mec.edu</a>

**ACCEPTABLE USE AND INTERNET SAFETY POLICY  
FOR THE COMPUTER NETWORK OF THE CHICOPEE PUBLIC SCHOOL DISTRICT**

**STUDENT'S AGREEMENT**

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

\_\_\_\_\_  
Student name (PRINT CLEARLY)

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

User (place an "X" in the correct blank):

I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

**PARENT'S OR GUARDIAN'S AGREEMENT**

\_\_\_\_\_  
Student's name

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

\_\_\_\_\_  
Parent or Guardian name(s) (PRINT CLEARLY)

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Parent or Guardian signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

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Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)  
Communications Act of 1934, as amended (47 U.S.C. 254[h],[i])  
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Revised: June 1, 2001  
Chicopee Public Schools  
Chicopee MA

**Chicopee Public Schools**, 180 Broadway, Chicopee, MA 01020

School Name: \_\_\_\_\_

**Acknowledgment of Receipt of Parent/Student Handbook that  
Includes Students' Rights and Responsibilities and the Anti-Discrimination/Anti-  
Harassment Policy and Student Grievance Procedure**

Each parent, guardian or the student him/herself (if over 18 years old) must sign the acknowledgement form below, indicating that he/she has received and read a copy of the School Handbook that includes the Students' Rights and Responsibilities. If the signed acknowledgement form is not received by September 14, then the school district will nonetheless presume that the parent, guardian or student him/herself (if over 18 years of age) has received and read the handbook.

Please detach, complete and return to the school office the following form:  
I have received and read the School Handbook and the Students' Rights and Responsibilities.

\_\_\_\_\_

Date	Grade	Homeroom	Teacher
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\_\_\_\_\_

Student's Name (Printed)

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Parent/Guardian Signature of student under the age of eighteen (18)