

Student and Family Handbook

Craneville Elementary School

2016-2017

Staying Connected



Craneville School Mission

At **Craneville School** we believe that each child comes from a unique place academically, socially, emotionally and creatively and that all children are capable of achieving high expectations.

As a school community we strive to provide the best possible education for your children and to develop a safe, nurturing environment that will support and challenge your children to develop self-control and independence and to be the best they can be. We will continue to set consistent limits, high expectations, to support your children in meeting those expectations and to inspire creativity, imagination and wonder.

CBRSD Mission

The mission of CBRSD is to ensure that every student meets the highest possible educational standards so that they may become responsible citizens able to meet the demands of a diverse and ever changing society.

The Central Berkshire Regional School District does not discriminate on the basis of age, disability, sex, race, religion, sexual orientation or national origin.

Dear Families,

Welcome back to Craneville School! We've all had a summer to relax, renew and refresh, and now it's time to get back to the business of learning and growing. Communication and cooperation are important ingredients in your child's educational success. Only together can we accomplish the task of providing a well-rounded program of education for all of our children. The staff and I welcome your thoughts, ideas, questions or concerns as we move into a new school year full of opportunities for new growth and learning. This Student and Family Handbook is one way to bring the parents, students, and staff of Craneville together. Please take a few moments to read through the Family Handbook with your family. It contains answers to many of the questions you may have moving into a new school year. If you need any more information please call the school at 684-0209. And as always, thank you for sharing your children. **Please note that district information is included in this handbook.**



Sincerely,

Deborah A. White, Principal

Please note that the CBRSD website has been updated to provide you with even more helpful information in a format that is easier to use. Please visit the site at www.cbrsd.org. This website is frequently used to communicate important information. On the CBRSD website there is a Parent section: http://www.cbrsd.org/parents_community. Information such as bus routes, pre-payment of student meals online, asbestos notifications, etc are posted on the website. Please check this section frequently for updated information.

If you require a hard copy of information be sent home please contact your child's school to request hard copies of information to be sent.

In addition the full CBRSD Policy Manual can be found on the district website under the School Committee section.

Team Craneville 2016-2017

Principal: Deborah White

Assistant Principal: Annie Pecor

Secretary: Theresa Batanglo

Nurse: Nancy Hopper

Office Paraprofessional: Carla Lampro

Adjustment Counselor: E. Jon Friedman

Pre School

Danielle Lummus

Kindergarten:

Karen Filiault
Kim Keiper
Kimberly Clayton

Cafeteria Staff: Kathy Cyr, Jennifer Filkins,
Linda Perrault, Margaret Pomeroy

Grade 1

Karen Accardi
Tora Huntington
Lisa Pugh

Title I Paraprofessionals:

Nancy Burt, Karen Bossio

Custodians: Head Custodian: Ken Pease
Anthony Pugh, Tim "Spider" Webb

Grade 2

Lynn Robb
Stephanie Morris
Pat Conroy-Shepley

Paraprofessionals:

Valerie Gero, Randee Goodrich, Fran Mirante
Connie Southard, Susie Ruiz, Colleen Marshall
Betsy Meunier, Patricia Becker, Julie Harford
Lori Sheehan, Stephanie Willson, Tara Howes
Amy Kozlowski, Cindy Tucker, Sandi Sakowski, Tara
Jodi Alpert, Janet Douglas, Tiffany Willis, Marie Bartlett

Grade 3

Deborah Arauo
Kaitlyn Manns
Dawn Sickell

Remedial Reading: Dale Finnegan-Graham

Resource Room/Inclusion:

Jennifer Bell, Carole Wendling, Maya Close, Lis Spoto

Grade 4

Meg Smith
Christie Mallet
Jen Cimini
Brian Gilman

Speech: Dana Oliva. Jennifer Schnopp

Occupational Therapy: Felicia Nevo,

Judy Anderson, Ed Clark

Grade 5

Teresa Bills
Aimee Packard
Stephanie Morris
Suzanne Drury

Physical Therapy: Felicia Nevo, Phebe Wehner

ELL: Susan Yzerman

Library Paraprofessional: Bonnie Clark

Art: Sarah Clark

Music:Michelle Huddy **Instrumental:** Meghan Gillespie

Physical Education: Tom Keefe, Jen Brandi

All staff members can be reached via email by typing first initial, last name @cbr;d.org.

CBRSD Information

Administration

Central Office: 254 Hinsdale Road Dalton, Ma

Superintendent

Laurie Casna J.D.
413-684-0320

Assistant Superintendent

Melissa Falkowski
413-684-0320 ext. 103

Director of Student Services

Located at Kittredge Elementary School
Stephanie Wondriska-Clark
413-655-0147

Becket Washington School

Becket and Washington, Grades K-5
Principal: Leslie Blake-Davis
413-623-8757

Craneville School

Dalton, Grades K-5
Principal: Deborah White
Asst. Principal:
413-684-0209

Kittredge School

Hinsdale and Peru, Grades K-5
Principal: Kathy Buckley
413-655-2525

Nessacus Regional Middle School

Principal: John Martin
Asst. Principal: Tracey Goodrich
413-684-0780

Wahconah Regional High School

Dalton, Grades 9-12
Principal: Aaron Robb
Asst. Principal: Steve Messina
413-684-1330

Central Berkshire Regional School Committee

Becket

John Les, Nov 2016
Dr. Barbara Craft-Reis, Nov 2018

Cummington

Patricia Kieth, Nov. 2018

Dalton

Katherine Caffrey, Nov. 2016
Richard Lacatell, Nov. 2016
Richard P. Farley, Nov. 2016
Peter Gazzillo, Nov. 2018
Billie Henderson, Nov. 2018
Michael Hopper, Nov. 2018
Michael Hagmaier, Nov. 2018

Hinsdale

Shawn Armacost, Nov. 2018 (Chair)
Richard Peters, Nov. 2016

Peru

Ms. Bonny DiTomasso, Nov. 2016

Washington

Michael Case, Nov. 2016

Windsor

Richard Wagner, Nov. 2016 (Vice Chair)

School Committee meetings are held on the 2nd and 4th Thursday of the month during the school year. Meetings are held once per month in July, August, November and December. Locations of the meetings rotate between the six school buildings. Meeting time, dates, locations and agendas are posted 48 hours in advance of a meeting on the school website cbrsd.org.

Craneville Daily School Schedule

- 8:15 – 8:35** Breakfast is served daily.
- 8:25** Students who arrive before the bell will not be allowed into the building unless they are attending breakfast. Early arrivals must wait on the blacktop behind the gymnasium. **There is adult supervision outside before school beginning at 8:15. For your child's safety please do not drop them off before 8:15.**
- 8:40** Classes start. Students arriving in class after this time will be considered tardy and must report to the office to announce their arrival and get a tardy slip to give to the classroom teacher. Please note that students are in classrooms preparing for the day before this time, so students should be arriving by 8:25 to get prepared for the day.
- 2:50** Dismissal for walkers/car line
- 2:55** Dismissal for bus students
- *Half day dismissals will be at 11:30, we will begin dismissing walkers/car line at 11:20.**

Lunch and Recess Schedule

11:30 - 12:00 Lunch	Grades K-1		
12:05-12:35 Lunch	Grades 4 & 5	12:05-12:35 Recess	Grade 1, 2 & 3
12:40-1:10 Lunch	Grades 2 & 3	12:40-1:10 Recess	Kindergarten, Grade 4 & 5

Breakfast and Lunch Money

The cost of breakfast is \$1.50, hot lunch is \$2.25 and milk is \$0.40.

Children are encouraged to pay for their breakfast/lunch/milk on a weekly or monthly basis. The money (a check to CBRSD) must be in a sealed envelope with the child's name, teacher and grade on the front of the envelope. **Example: John Smith, Mrs. Jones, Grade 3.** Lunch boxes or bags should have the child's name clearly marked in/on it. The district is also offering online payments. Look for the Unibank link on the district website at www/cbrsd.org.

Free and reduced breakfast and lunch prices are available for eligible families. Please contact the front office for details. **Students will not be allowed to charge breakfast, lunch or milk.** Parents wishing to share lunch with their children on special occasions need prior approval of the principal.

The application form for free and reduced lunch should be completed by every parent or guardian and returned to your student's' school as soon as possible but not later than September 15, 2016. Only one form needs to be completed for each household. *It is crucial we receive a 100% response with this form. Please return it even if you do not believe your child or children are eligible for free or reduced lunch.* Free and reduced lunch forms are available in the parent section of the school website. Forms are also available in the main office of each school building.

Community Use of Facilities

The school Community investment in physical plant and facilities has for its first priority the education of children in the district. Organized citizens groups within the district who wish to use the district facilities for educational or other beneficial social events are required by school district policy to apply, in writing, through the principal of the building they wish to use. These applications should be made one month or more in advance of the interested use. Any overtime incurred by the custodians and/or cafeteria staff for Community Use of Facilities will be charged back to the group using the facility. For more information refer to Policy 7520 or contact the Central Office at 413-684-0320.

Important Dates

PTO meetings will be held the first Wednesday of the month **at 6:30 pm** in the Craneville Library.

Craneville Open House will be

EPSF (Early Prevention of School Failure) Kindergarten screening will be held in **late September or early October**. There will be **no** regularly scheduled Kindergarten classes on those 2 days. More information will be sent home with your child prior to the screening.

Parent Conferences will be held on the afternoon and evening of **November 8th**. Sign-ups for these conferences will be at Open House.

State Assessment 3, 4, and 5 **

*****Please do not schedule vacations, doctor's or dentist's appointments during statewide testing. There is a very small window of time for make-ups. Thank you.*****

April 3-May 26

Inservice Days Sept. 16 (1/2 day) Oct. 7 (full day) Dec. 2 (1/2 day)
March 10 (1/2 day) May 19 (1/2 day)

Holiday Vacation Dec. 23 (1/2 day) -Jan. 2

Winter Vacation February 20-24, 2017

Spring Vacation April 17-21, 2017

Last Day of School June 13, 2017 (in a perfect world with no snow days)

Marking Term and Report Card Dates 2016-2016

First Quarter

- September – October
- Report cards to go home – November

Second Quarter

- November – January
- Report cards to go home – January

Third Quarter

- January – April
- Report cards go home – April

Fourth Quarter

- April – June (or last day)
- Report cards go home – Last Day

Attendance:

Each school day is important to the education of your child. Research tells us that the best learning takes place during the interaction of the teacher, student and classmates. Simply making up the work does not take the place of actual class instruction and interaction.

Did you know?...

Massachusetts General Law, Chapter 76, Sections 1 and 2, mandates that students attend school and that the responsibility for proper attendance is placed on the parents. The schools are responsible for enforcing this statute and notifying parents/guardians of the recorded absences. The law stipulates that seven (7) unexcused absences in a sixth month period is considered excessive and referral to the appropriate state agency is encouraged. Additionally, if your child accumulates 5 unexcused absences a letter will be sent home recommending a meeting to discuss ways to improve attendance.

After more than 10 unexcused absences a meeting will be scheduled with administration and the classroom teacher. The solution could be as simple as notifying the parent or guardian and working together to improve that student's attendance. ***However, in extreme cases, it may require the school to solicit assistance from the Court, by filing a Failure to Send or the Department of Children and Families, by filing a 51A (a report of suspected child abuse or neglect).***

- Each day that your child is going to be absent or tardy, **please call the school** (684-0209) between 8:00 a.m. and 8:40 a.m. If you have not called by this time, our office staff will be calling you as a precautionary measure. To leave a message before 8:00 a.m. call the school access the appropriate mailbox. **If your child visits the doctor or is triaged over the phone please ask for a note for the school to excuse your child's absence.**
- **Excused absences** include illness (*with Dr. notes*), bereavement, religious holidays, time spent with family member home on Military leave, and court appearances. In addition, if your child is dismissed by the school nurse for medical reasons and she requests that you keep him or her home for an additional period of time, this will also count as an excused absence.
- **Unexcused absences** include vacation and absences due to illness without medical documentation.
- If you feel your child is missing school due to anxiety, or emotional causes please contact us so that we may be of help to you and your child. Your child's safety and success in school are our priorities.
- School starts at 8:25 and students entering school after 8:40 will be considered tardy. Students who enter class tardy have a harder time settling into classroom routine, and may disrupt classroom instruction. Please make every attempt to schedule medical and other appointments after school hours whenever possible. We appreciate your efforts.
- If you need to have your **child dismissed before the end of the school day** you must send a **note with your child including the date and time of the dismissal and the name of the person who will be picking them up**. Adults must report to the office in order to sign out the child. **There will be no office dismissals after 2:40 due to changes in afternoon dismissal procedure.** Office staff will call down and have the child sent to the office. Please do not go to the child's classroom to pick them up. Individuals unknown to the office staff will be requested to produce a proper form of identification prior to releasing the child(ren). *For the*

safety of our school community all visitors must use the front entrance and ring the bell to be let into the building.

Drop Off and Dismissal Procedures

Morning Drop Off Procedure

- Children dropped off before school must stay under the overhang by the front entrance. Children attending breakfast will be let into the building at 8:15. **Please note there is no adult supervision of children before 8:15 and we discourage students being dropped off before that time.**

Bus Procedure

- The main driveway will be blocked for all traffic except buses starting at 2:45 and will reopen once the buses have departed.
- Bus students will be dismissed through the front entrance beginning at 2:55.

Walkers Procedure

- At 2:50 only those children who are **walking** home will be dismissed through the front lobby. Adults meeting those children to **walk** with them will be asked to wait outside rather than in the lobby.

Car Line Procedure

- **There will be no car pick-ups at the front entrance after 2:40.**
- At 2:50 those children who are being picked up will be dismissed from the back entrance where the buses drop them off in the morning.
- Adults picking up those children will be asked to stay in their cars and form a car line in the back driveway to wait for their children. Staff members will walk children to the cars as they pull up to the door. **Children will only be dismissed to the cars.**

Early Dismissal Procedure

- If you need to make a change in dismissal on a particular day please notify the office by **2:15** so we can be sure to notify classroom teachers of the switch. Calls coming in after 2:00 may not get to teacher's in a timely fashion.
- If you need to have your child dismissed early for an appointment you must do so before **2:40**. **There will be no traffic in the front driveway until the buses have departed. No exceptions.**

We ask that you be patient and adhere to the procedures outlined above. Your child's safety is our first priority.

Students riding bicycles to school:

If you are 16 years old or younger, you must wear a helmet that meets U.S. Consumer Product Safety Commission requirements on any bike, anywhere, at all times. The helmet must fit your head and the chin strap must be fastened. - See more at: <http://massbike.org/resourcesnew/bike-law/#sthash.xC9HOGRF.dpuf>

Transportation:

Pre-K transportation

- If your child is attending the preschool as a peer partner you are responsible for your own transportation to and from school.
- Preschool staff will meet all children as they come to school and escort children to their rides at pick up time.

K-5

- Bus transportation is provided by the district to transport children between school and home, or a permanent childcare provider. The buses cannot be used for any other purpose, such as parties, visiting or meetings. Parents must arrange their own transportation for these occasions.
- If your child is scheduled to take a bus, but will be walking, or will be picked up by someone on a particular day, you must send a note to the child's teacher. This note will be passed on to the office, so that the appropriate people will be aware of the change in the routine. If this change will occur weekly -such as C.C.D., activities at the CRA, etc., one note dated for the duration of that activity will be sufficient.
- **Please note there is no adult supervision before 8:15.**

Please do not pass the school buses or make U-turns in the driveway.

- Bus transportation is provided by the district to transport children between school and home, or a permanent childcare provider. The buses cannot be used for any other purpose, such as parties, visiting or meetings. Parents must arrange their own transportation for these occasions.
- If your child is scheduled to take a bus, but will be walking, or will be picked up by someone on a particular day, you must send a note to the child's teacher. This note will be passed on to the office, so that the appropriate people will be aware of the change in the routine. If this change will occur weekly -such as C.C.D., activities at the CRA, etc., one note dated for the duration of that activity will be sufficient.
- All walkers or children driven to school should use the front entrance **after** 8:25 a.m. Please park in the lot and walk your child to the front door. Afternoon dismissals should occur in the same manner. Please exercise caution when driving on school grounds, and observe all 'no parking' signs. **Please note there is no adult supervision before 8:25.**
- **There will be no parking in the circle at any time for any reason for the safety of children entering and leaving Craneville.**

PTO:

Parents and guardians are encouraged to attend the PTO monthly meetings to actively participate in your school community and to become more involved in your children's education. The PTO meets on the first Wednesday of each month. The PTO funds numerous enrichment opportunities for all students. Various activities are scheduled to support these activities including: book fairs, family nights, special dinners and many more! If you would like to join the PTO and are unable to attend all of the meetings, we can keep you posted through email.

School Council:

The School Council is an advisory body composed of teachers, parents and community members designed to help identify the educational needs of the students attending Becket Washington School. This organization typically reviews the annual school budget, the school improvement plan and advises on various operational issues. You can nominate yourself or someone you know for election to the School Council. School Council Meetings are regularly scheduled the first Wednesday of each month and precede PTO meetings

School Closings:

All local radio stations listed below have information on the cancellation of school due to inclement weather. Because we are a regional district that includes the hill towns of Hinsdale, Cummington, Peru, Washington, Windsor and Becket, the district could close due to the weather there, although the weather in Dalton may be less severe. Please note other stations may be added. Snow days will also be announced on the CBRSD website.

RADIO STATIONS

WUHN/WHOOPEE/WBEC/LIVE 105
1110AM/95.9FM/1420AM/105.5FM
WBRK/WRCZ/Z101, Pittsfield
1340 AM/101.7 FM
WHMP, Northampton
1400AM/99.3FM
WHYN, Springfield
56AM/93.1 FM/97.9FM
WNAW, North Adams
1230 AM/100.1 FM
WFLY / Fly 92
WGY / 810
WRVE / The River

TELEVISION STATIONS:

WWLP 22; Springfield
Capital News 9
WNYT TV 13
WRGB TV 6
WTEN TV 10
WXXA TV Fox 23
WGGB 40

Homework Policy is currently being worked on and will be updated as it becomes available.

Communication with Teachers:

Communication between parents and teachers is extremely important. If you wish to contact your child's teacher, please feel free to send a note with your child, e-mail the teacher directly or call the school to leave a message on the teacher's voicemail. Please do not ask to speak to a teacher during instructional times. The teacher will call you back at his/her earliest convenience. Email for all staff at Craneville is first initial/last name @cbrsd.org for example dwhite@cbrsd.org.

Preschoolers will have a home-school note/book folder in which you may write notes to the teacher and the teacher to you. Please check your child's backpack, notebooks and folders daily.

Volunteers and Visitors:

For the safety of all of our students we will lock the doors every day until 3:05 pm. In order to enter the building you will need to press the button to the right of the door, identify yourself and be buzzed in by the office staff. Volunteers/Visitors (anyone not on staff at Craneville) are required to sign-in at the main office and obtain a badge prior to moving about the building.

Parent volunteers are a critical component of the education of Craneville's children. There are many opportunities throughout the year for parents to volunteer in our schools.

Additional opportunities for Preschool Parents include the monthly Coordinated Family and Community Council Meetings.

If you are interested in volunteering at Craneville, please fill out and return the volunteer request form that is sent home to every family in the fall.

Please be aware that the Massachusetts State Law requires every volunteer to fill out a CORI before he or she can participate in our volunteer programs, classroom activities or field trips. Along with the volunteer form, we will be sending a CORI (Criminal Offender Record Information) and a SORI (Sexual Offender Record Information). Please fill them out and return it to the main office if you plan on volunteering so that we can have it processed. You will need to show a valid MA driver's license with your application. All volunteers will be asked to read and sign a confidentiality agreement.

A CORI and SORI must be completed every two years.

Lost and Found:

Please check lost and found frequently if your child is missing items of clothing, a lunch box, etc. as students have a tendency to forget about lost items. *Unclaimed items are distributed to local charities at various times during the year. **We end up with at least 6 pair of snow pants, 4 pair of boots and numerous coats and jackets at the end of the winter season. If your child is missing a garment PLEASE check our lost and found.***

Behavior Expectations:

We encourage children to develop positive, respectful communication and interaction skills with all other children and adults, through the ongoing development of the following character traits-Respect, Determination, Citizenship, Thankfulness, Tolerance, Friendship, Responsibility, Leadership and Cooperation. Children are expected to be cooperative and respectful with any adult who is supervising them at any particular time. If a child exhibits inappropriate behavior, measures will be taken based on the seriousness and frequency of the behavior(s). The Craneville Staff has developed a list of expectations, behaviors and consequences so that there will be consistency in the way we handle behavioral issues.

Should the behavior warrant a visit to the Principal's office or to the Assistant Principal he/she can expect the following depending on the severity of the behavior:

The child will be asked to describe the incident and reflect on possible alternatives to the inappropriate behavior.

In addition, the child may be asked to fill out a processing sheet describing the incident, the problem he/she was trying to solve, why the behavior was unacceptable and alternative solutions for the future. This processing sheet is to be signed by parents and returned to school. Children will also sign indicating they understand the expectations discussed. Depending on the severity of the behavior the child may be required to call the parent and explain the situation or in some cases, the Principal Assistant Principal may make the call.

Other consequences may include being separated from the group, referral to the school counselor for mediation and having to make some form of restitution. Consequences will be extended or increased as deemed necessary based on the severity of the offense. Continued problem behaviors will result in a team meeting with parents to discuss alternatives. Certain offenses could warrant being sent home or suspension from school.

Home/School communication and mutual support are crucial in improving behaviors and making school a positive experience for all.

Transportation

The district provides bus transportation between school and home or school and a permanent childcare provider. The bus cannot be used for other purposes such as parties, visiting, or meetings. Parents must arrange their own transportation for these purposes. *Changes in the daily bus routine, or even changing the stop, cannot be honored.*

When riding to and from school on a bus, children's noise levels and behaviors can affect the driver's attention, and therefore, the safety of the children. We cannot compromise the driver's main task of safely driving by asking him/her to control children's behavior. There are no second chances where safety is concerned. Bus behavior is as follows

1. Students must sit their seats.
2. Students may talk quietly to the people next to them.
3. Students should always walk in front of the bus when getting on or off, never behind.
4. **Students should always walk, never run, near the bus.**

Physical Restraints:

In compliance with M.G.L 603 CMR 46.00 The CBRSD ensures that every student participating in CBRSD educational programs will be free from unreasonable use of physical restraint. Physical restraint shall only be used only in emergency situations after less intrusive alternatives have failed or been deemed inappropriate and with extreme caution. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious physical harm. Required training is done for all staff at the start of the school year and for new employees hired after the school year begins within a month of their employment. In each school building there are identified staff with advanced training in Crisis Prevention Intervention with in depth training on physical restraint. Only school personnel who have received training pursuant to 603 CMR 46 shall administer physical restraint on students. The training requirements contained in 603 CMR 46.00 shall not preclude a teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent serious, physical harm. All reporting requirements of 603 CMR 46.06(2) shall be complied with in the event a restraint occurs.

DUE PROCESS FOR SUSPENSIONS: NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H¹/₂, the school shall provide the student and parent/guardian with written and oral notice of the proposed suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- a. the disciplinary offense;
- b. the basis for the charge;
- c. the potential consequences, including the potential length of the student's suspension;
- d. the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;

- e. the date, time, and location of the hearing;
- f. the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

DUE PROCESS FOR SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

DUE PROCESS FOR LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- iii. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
- iv. the right to cross-examine witnesses presented by the school district;
- v. the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- v. Inform the student of the right to appeal the principal's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

If the student is in grades pre-k through grade 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

DUE PROCESS FOR SUSPENSIONS: APPEAL OF LONG-TERM SUSPENSION

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

DUE PROCESS FOR SUSPENSIONS: EMERGENCY REMOVAL

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency, removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension.

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H½

1. The due process procedures above do not apply to a) possession of a dangerous weapon; b) possession of a controlled substance; c) an assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony 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, as provided in M.G.L. c.71, §§37H or 37H½.
2. The principal will inform the student of the specific charges in writing, informing the student of the right to be represented by counsel (at the student's expense) and the right to provide evidence and question witnesses, on the proposed hearing date.
3. The student may appeal the principal's expulsion determination to the Superintendent of Schools within ten (10) days of notification of the expulsion.
4. The superintendent may uphold, reduce, or reverse the disciplinary action after the appeal hearing. Note that a failure to make an appeal to the superintendent within the ten (10)-day period will exhaust any further right of appeal.
5. All students who have been suspended or expelled who remain residents of the District shall have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities.
6. If the superintendent upholds the expulsion decision, if the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan.

Safe School Policy:

The State of Massachusetts requires all public schools to comply with the following:

(a) Any student who is found on school premise 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 defined in Chapter 94-C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his or her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his or her reasons for choosing the suspension instead of expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his or her opinion, the continued presence of this student in the school will not pose a threat to the safety, security, and welfare of the other students and staff in the school.

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



Safe School Plan:

While we cannot anticipate every situation, Craneville has developed a comprehensive plan to address a number of crises that could arise in and around our school and community. Should we ever need to evacuate students and staff from our building and grounds, we will walk to the Dalton CRA on Main Street. We will attempt to reach parents by phone so that they can pick up their child(ren) from that site. **(Please ensure that the contact information on your child(ren)'s school Emergency Card(s) is kept up to date.)** Information will also be provided to area radio stations to inform as many parents as possible. Do not attempt to pick up the children at school or en route. We will release children in an organized manner from the CRA. Be assured that the safety of your child(ren) is always our primary concern.

Drills:

Announced and unannounced drills are conducted throughout the year to familiarize students with proper evacuation procedures. Fire, playground, evacuation and severe weather drills occur to acquaint students with the procedures to access a safe area within and outside of the building. **In the event of a real emergency, parents should not attempt to remove their child(ren) from the school setting as greater confusion would occur. Parents should listen to local T.V. and radio stations to obtain information particularly during lock down or evacuation situations.** See the school's website for important information regarding the Safe School Plan.

Counseling:

Craneville has a School Counselor, Jon Friedman, who is certified by the Massachusetts Department of Education as a School Adjustment Counselor. It is the role of the school counselor to help students with their personal, social, emotional and academic concerns. The School Counselor meets with students individually and/or in small groups. The School Counselor also works with teachers, administration and parents to help all students be successful in school. The services provided by the School Counselor are a

regular education service and a child does not have to be on an educational plan (IEP) to access these services.

Referrals to the School Counselor can be made in the following ways. School personnel i.e. Teachers, Principal and the Nurse all may refer a student if they believe he or she may benefit from this service. A parent may refer a student or may call for some information, advice, and suggestions or with concerns. Students can also request to meet with the School Counselor for assistance with various issues including academic, social or personal matters. The School Counselor provides a variety of services which include but are not limited to: individual or small group meetings with students, lunch groups, mediation and conflict resolution for students, crisis intervention, classroom activities (which include social skills and bullying prevention), transitional services for children leaving or entering Craneville (either due to a move or due to grade change), and referrals services for outside assistance.

The School Adjustment Counselor's office is located directly off the main office. You can reach him by phone at 684-0209 ext 4121 or by email at jfriedman@cbrsd.org.

Playground:

All children are expected to play safely on the playground. Classroom teachers and playground supervisors will review rules with all students frequently. All students must listen to and follow the instructions of any adult who is supervising them. There will be no rough play, and no hard balls, bats, etc. Children will **NOT** be allowed to take snacks outdoors during lunch recess time. **No adult, other than supervisors, and approved volunteers are allowed on the playground during recess.** Parents/guardians should not call to students at the front playground fence or attempt to approach students while they play on the front playground. If you come to school during this time to pick up your child, please come to the office as usual and we will send appropriate personnel to get your child.



Physical Education:

- Students are required to wear play clothes, socks and sneakers. Sneakers are required in all Physical Education classes as being the best foot apparel for strenuous activity. All sneakers must have laces or Velcro and be fastened securely to the feet at all times. Rubber sole shoes are not made for the strenuous activity that sneakers are meant to take and do not allow optimum freedom of movement.
- Excused participation from class: It is expected that all children participate in Physical Education classes. If it is necessary to be excused from a class, a note from the parent is required. Any child who is to be excused for more than two consecutive class periods must have a written note from his/her doctor stating the duration of time to be excused and the reason.

Personal Items:

Toys, expensive equipment (**radios, IPODS, MP3s, Cell Phones, video games, etc.**) or favorite treasures that could be accidentally broken **should not be brought to school. Special circumstances may come up at the teacher's discretion.** If your child must carry a cell phone to and from school it must be turned off during school hours. Students may use school phones to contact parents if necessary during the school day. **The following items should also be left at home:** money-other than lunch money, gum, dangerous items and any item that could be used as a weapon (including toy guns and swords), hardballs and bats. Sports equipment is limited to soft balls, such as Nerf balls or tennis balls. The use of all sports equipment is subject to the approval of the Playground Supervisor(s).

Invitations:

Craneville is an inclusive community. Please do not send party invitations to be passed out at school unless the whole class is invited. Many teachers compile a list of telephone numbers and addresses of classmates to be used to set up play dates and for party invitations. You may also request a class list (names only). Thank you for your support.

Snacks:

In addition to keeping Craneville peanut/nut safe it is a district and school recommendation that you send healthy snacks for your child to enjoy during snack time. Snack is meant to be a quick, independent activity requiring minimal clean up.

Academic performance and quality of life issues are affected by the choice and availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability, improved self-esteem, and the ability to learn and perform better in school. In order to support wellness in our schools the following policy was recently adopted by CBRSD:

1. During school hours home-prepared products will not be allowed to be sold, distributed or shared.
2. All school sites will provide an environment where healthful eating behaviors are the norm and are modeled and reinforced.
3. The Central Berkshire Regional School District shall ensure that eating experiences and nutrition education are integrated into the core academic curriculum at all grade levels where appropriate. All cooking based instruction will follow nutritional guidelines.
4. CBRSD will strongly discourage students from sharing food or beverages from one another, given concerns about allergies and other restrictions on some children's diets.
5. Celebrations. The Central Berkshire Regional School District recognizes that class parties are a tradition in public education, but will limit celebrations that involve food during the school day to no more than one party per class per marking period. Each party should include no more than one food OR beverage that does not meet nutrition standards for foods and beverages. For the health and safety of all staff and students, all food and beverages brought from home for parties MUST be in sealed, store packaging with a clear list of ingredients and allergens. Homemade and unlabeled food is not allowed for classroom distribution.

Immunization Requirements Pre-K-5

According to state regulation (102 CMR 7.09 and 105 CMR 220.00) students must be on an immunization schedule before they enter school. The CBRSD requires that students have immunizations that are up to date for school entry at the time they enter school. Records will be given to the school nurse for verification and record keeping purposes. Immunization requirements vary by grade. Please contact your child's school nurse if you have questions. Nancy Hopper 684-0209 ext. 4209, nhopper@cbrsd.org

Physical Examinations Pre-K-5

Under state law students new to the school system must present results of a comprehensive physical examination within six months of enrollment and at intervals of either three or four years thereafter. Please provide a physical exam record to the school at the beginning of kindergarten, first, fourth, seventh and ninth grade. If your child had a physical exam during the school year, please provide the school nurse with a copy of the updated record.

Student Placement Procedure:

The objective of the student placement procedure is to create heterogeneous classes throughout the school. The classes at each grade level will contain, as closely as possible, an equal number of boys and girls, an equal representation of academically talented and special needs children and an equal number of students. Parents will have an opportunity to communicate to the principal/ teacher any information about their children, which might help with the placement decision. Information concerning learning style, interests, etc. would be useful prior to placement decisions being made. This information will be shared through written communication. **Parents are to refrain from requesting specific teachers, because so many other factors need to be taken into consideration. The time for sharing this information will be in late March/ early April.** Placing children is, at best, an inexact science. It is

extremely difficult to predict how well a child will perform with a particular teacher. The above procedure will allow us to use the information available in order to make reasonable classes and to hopefully provide a good fit between children and teachers. **There will be no changes in placement after the last day of school. Final decisions regarding placement will be made by the Principal**



Health Information

Health and Sex Education

Parental Notification Relative to Sex Education

In accordance with General Laws Chapter 71, Section 32A, the Central Berkshire Regional School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues for the school in which their child/ward is in attendance.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, if any are necessary, and will inform parents/guardians that they may:

- Inspect and review program instructional materials for these curricula.
- Instructional materials for these curricula.
- Arrange with the principal to review the materials at the school, or may arrange to review them with the Superintendent of Schools.
- Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy will be given an alternative assignment.

Decisions as to the applicability of curricula under this policy shall be decided in conformance with Policy 5520 of the Central Berkshire Regional School Committee.

Any parent/guardian who is still dissatisfied after the process described in Policy 5520 may send a written request to the Commissioner of Education for review of the issue.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1st of each year.

PROCEDURES TO BE USED:

1. Each year the Superintendent of Schools will send a copy of the policy and these procedures to each building principal, or program director in the case of such program. Said principals or directors shall be responsible for implementation of said policy.
2. Each principal or director shall have a brief but specific description prepared for parents/guardians of each curricula in his building applicable to this policy. In the event that a specific course is problematical to this policy, the principal or director shall discuss the appropriateness of the curricula to the policy with the Superintendent of Schools for the applicability of the curricula to this policy.
3. If there is a curriculum change during the school year, to the extent practicable, the parents/guardians will be notified of this fact in a timely manner before implementation.
4. Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. This responsibility shall be either the school principal or his designee.
5. A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may request of the Superintendent a review of the issue. The Superintendent shall follow the procedures set out in Policy 5520 for determination of the matter.

Health Services

Ideally we hope that each student is able to maintain perfect attendance for the school year, but we know that this is not always possible. Children cannot do their best work if they do not feel well. If your child is ill, please keep him/her home.

- We suggest that a child have a normal temperature for at least 24 hours before coming back to school. It is unfair to the child, as well as to the other children to send him/her to school prematurely.
- If your child has been out with a virus or other infectious diseases, please let the school know so that we are aware of the possibility of other children contracting the same disease. We have to report any infectious diseases (such as chicken pox, etc.) to the Public Health Nurse.
- Each September, an **EMERGENCY CARD** is sent home for you to update emergency information. If your child has a chronic medical condition that school personnel should be aware of, you should indicate that condition each year. If such information were not included on your child's emergency card, we would assume that the condition no longer exists. Also, please make sure to update this information during the school year, if necessary. **Please note on the back of the emergency card an area for parental authorization, which needs to be checked and signed.** Our school physician has given written orders for administration of medications listed on the emergency card. **If your child needs a medication other than what is listed on the emergency card, it will be the parent's responsibility to obtain a written doctor's order and properly label medication so the school nurse may administer the medication. All medication to be given in school must be in a properly labeled container from the pharmacy or in the original over the counter container.**
- A weekly fluoride swish program will be available for students in Grades 1 through 5. This program has been proven to be very effective in preventing tooth decay. This is not a substitute for daily oral fluoride tablets. Parental permission is required for your child to participate.

Please call the school nurse if you have any questions or concerns

Medications:

Under Massachusetts General Law, Chapter 112, Section 80B, a nurse is required to have a medication order to administer ANY medication, including over the counter drugs available without a prescription. Over the counter drugs include, but are not limited to aspirin, acetaminophen (brand name "Tylenol"), cough syrup, and the like. The order to the nurse can be written by a physician, dentist, nurse practitioner, or physician's assistant. **A WRITTEN PARENTAL AUTHORIZATION ALONE DOES NOT SUFFICE.** The medication is to be kept in the nurse's office at all times; students are not allowed to keep medication in their cubbies. Contact the school nurse should you have any specific comments or questions.

Student Health Insurance:

Applications for Student Health Insurance are available at our school office. The insurance company is Lester L. Burdick, Inc. 24 hour and school-time coverage are available. Free or low-cost health care insurance information is available from the school nurse.

Drugs and Alcohol Assistance, Prevention and Disciplinary Procedures:

The complete policy (Policy 6730) regarding these important matters can be obtained by calling the school or the Central Office 684-0320.

Directory Information

CBRSD, pursuant to the United States General Education Provisions Act, declares the following as 'directory information' as provided in said act and that information relating to students may be made public if said information is in any of the following categories:

1. Student's name, address, telephone listing
2. Date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of the athletic teams

6. Dates of attendance
7. Degrees and awards received
8. Most recent previous educational agency or institution attended
9. School-related photographs for use in yearbooks

If you do not want any information about your child released to the press or any other source, or if you wish to prohibit release or use of your child's image to the press, on a school website, or in any other manner, then you must complete and return the enclosed form to your youngest child's school within 30 days. This form is also available on the school website in the parent section. Please note that information on how you may withhold authorization from Wahconah Regional High School to release student directory information to military recruiters, which CBRSD must otherwise do by federal law (see School Committee Policy 6340.2), will be provided to parents or guardians of high school students directly by WRHS.

English Language Learner Education

A student whose home language is not English, as shown on the district home language survey, after consultation with the family is administered an English language proficiency assessment. If deemed necessary based on the assessment results, the student receives ELL services.

Parents have the option to request a waiver to attend mainstream classes without ELL support/sheltered instruction. Information regarding this process can be obtained by contacting the ELL Coordinator.

Students are eligible to exit the ELL program once state and local assessments indicate that a transitional level of English proficiency has been achieved. Upon exiting, students are monitored for two years to ensure appropriate transition into the mainstream classroom setting. Should the student demonstrate a need for English language support, s/he may be accepted back into the ELL program.

For information regarding the ELL program, translation of written material, scheduling a translator for a meeting, entrance and exiting procedures, and the rights of families of English Language Learner students, please call the ELL Coordinator Stephanie Wondriska-Clark at (413) 655-0146.

Anti-Bullying, Harassment and Discrimination

The CBRSD does not tolerate harassment or discrimination based on race, color, national origin, disability, sex, gender or sexual orientation under M.G.L c. 76 s. 5 and school committee policies. All complaints of harassment or discrimination will be fully investigated and necessary steps will be taken to remedy the situation. Contacts for complaints or concerns are included in the handbook.

Anti-Bullying

The Central Berkshire Regional School District developed and adopted an **Anti-Bullying Policy** (Policy 5770) that is embedded in district-wide approaches to promoting a positive, pro-social culture for all students and staff. Bullying, including cyber-bullying, and retaliation are not acceptable conduct and are prohibited within the Central Berkshire Regional School District. Leadership and other staff will endeavor to maintain learning and working environments free of bullying. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information is prohibited. Any student or staff member who engages in conduct that constitutes bullying or retaliation shall be subject to a range of disciplinary consequences.

Definitions of Key Terms:

Bullying: The repeated use by one or more students or staff members of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that causes physical or emotional harm to the target or damage to the target's property; that places the target in reasonable fear of harm to himself/herself or of damage to his/her property; that creates a hostile environment at school for the target or infringes on the rights of the target at school; or that materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying. (Definition based on M.G.L. c.71, 370)

Cyberbullying: Bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. (Definition based on M.G.L. c.71, 370)

Aggressor: A student or school employee who engages in bullying, cyberbullying, or retaliation.

Target: A student against whom bullying, cyberbullying, or retaliation is directed.

Hostile Environment: A situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Reporting by Students, Parents or Guardians, and Others:

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee.

Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report or may report orally. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member or with the principal or designee. A student who knowingly makes a false allegation of bullying or retaliation shall also be subject to disciplinary action.

The full text of the Central Berkshire Regional School District Anti-Bullying Policy is available at www.cbrsd.org. Questions regarding the district plan for the prevention of bullying can be directed to Laurie Casna at 413-684-0320 or lcasna@cbrsd.org.

Sexual Harassment

The CBRSD prohibits sexual harassment in any form on school grounds, at school sponsored events or activities, or while traveling to and from school or school sponsored events or activities. Students may file a complaint regarding sexual harassment with a school administrator or Title IX contact person (Aaron Robb or Laurie Casna).

**Due to life threatening allergies Craneville Elementary School is
A Peanut/Nut "Safe" School.
Please familiarize yourself with the following guidelines.**

Our primary concern is the education, health and safety of all children at Craneville Elementary School. Due to the Life Threatening Allergies (LTA) present, Craneville Elementary School is a "Nut Safe" School.

We are committed to the health and safety of Craneville students, therefore, after taking into consideration input from parents, staff, medical personnel, and the Department of Education guidelines, the following procedures are in place.

Staff members have been trained to administer Epi-Pens and to recognize the signs of anaphylactic shock.

Classrooms:

- There will be no peanut/nut products in all classrooms for snacks.
 - Hands will be washed when entering the classroom in the morning and after snack to lessen the potential of cross contamination to common areas of the school, specifically, cafeteria, bathrooms, hallways, PE, art, music and library.

Lunchtime:

There are many healthy alternatives to peanut/nut products for lunch and we urge you to use them as often as possible. However, when peanut/nut products are sent for lunch, please let your child know. There will be three specifically designated areas where children will sit depending on student lunch choices.

- **Peanut/Nut-Free Table(s)** – where students with Life Threatening Allergies to peanuts/nuts will sit and may invite friends without peanut/nut products to join them.
 - Students with peanut/nut product allergies will be dismissed first and return to the classroom.
- **Peanut/Nut Product Table(s)** – where students with peanut/nut products may sit and invite a friend with or without peanut/nut products.
 - Students sitting at the peanut/nut product table will be required to wash hands after finishing lunch and packing up.

All other tables in the cafeteria will be Peanut/Nut Product Safe where all children EXCEPT those with nut allergies and those who bring nut products may sit.

Please read labels of lunch and snack food being sent to school. Items containing nuts or manufactured with nut products are **not allowed** for snack or classroom celebrations and must be eaten at the **Peanut/Nut Product Table(s)** during lunch.

Thank you for your assistance and cooperation.

Use of Craneville Elementary School at any other time for outside organizations or special events will be Peanut/Nut Safe in order to lessen the possibility of cross contamination.