



BANCROFT ELEMENTARY SCHOOL

STUDENT HANDBOOK

**Principal
Francine Goldstein**

**15 Bancroft Road
Andover, MA 01810**

**Tel: (978) 623-8880
FAX: (978) 623-8888**

STUDENT ABSENCE LINE: (978) 623-8882

Dear Bancroft Family,

To people who are new to the Bancroft family, *welcome*. To veteran Bancroft family members, *welcome back*. Bancroft epitomizes a true school community. Parents, teachers, and the community at large share a common goal: to create a learning environment in which all children thrive. Children grow as learners, problem solvers, and as productive, happy community members.

The bricks and mortar (and, of course, wood) that is Bancroft School mirrors the vigorous, thriving community it serves. Our building is unique. It is a building that releases our imaginations to take us anywhere we wish to go. Some say our school resembles a castle. Some say it resembles a New England barn. Some celebrate its uniqueness while others bemoan its challenges. Regardless of what we think of the building, we are drawn to it, and when we step inside, we are drawn to the vibrant educational community we find. Like the building, the Bancroft community members are unique, each bringing individual imagination, understanding, interest and passion to the learning process. From parents to teachers to students, the Bancroft Community is alive with a thirst for knowledge and a curiosity that is both inspiring and dynamic. This open concept building beckons teachers, students, and parents to enter. We openly share ideas as we learn and grow together. Like the building that houses this community, its members meet challenges, knowing that the road of life is not smooth, but knowing too that the challenges and detours along the way are the seeds from which we grow and learn.

So, welcome to Bancroft. Step inside. Beginning with this handbook, learn about our world. Grow with us. Share with us. Join us. Use this handbook as a guide that will provide important information to make your children's journey through elementary school productive and memorable, with few bumps along the way.

Please review the handbook with your children and keep it as a handy reference tool.

Sincerely,

Francine Goldstein

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GETTING STARTED

School Hours

- **Full Day Kindergarten through Grade 5**
 - 8:45 a.m.-2:45 p.m.
 - **Children arriving after 8:45 a.m. must come to the school office to sign in for the day. School personnel will escort them to their classrooms.**
 - Breakfast: 8:15 a.m.-8:45 a.m.
 - Lunch: 11:15 a.m.-12:30 p.m. (Lunch is not served on early release days.)
- **Half-day Kindergarten**
 - 8:45 a.m.-11:15 a.m.

Children are not allowed on the playground before 8:15 a.m. There is no adult supervision before that time.

Early Release and In-service Days

- Half-day Kindergarten follows its regular arrival and dismissal routine.
- 11:50 a.m. (approximately): Buses begin pickup
- 12:10 p.m. (approximately): Second shift of buses begin pickup

Attendance

Punctuality and regular attendance are important work habits that contribute to sound educational growth. Therefore:

- Absences for non-medical or non-emergency reasons are discouraged. In the event of medical or emergency absences, the teachers will work with the parents to provide assistance to minimize the educational loss to the student.
- Parents should make appointments with physicians, dentists, or for any special lesson, **AFTER** school hours.

Discipline See *Code of Behavior*, p. 17

- Please review *Code of Behavior* with your children and discuss the importance of the rules, as well as your expectations for school, bus, and recess behavior.
- Keep the handbook accessible and refer to the *Code of Behavior* when necessary.

DIRECTORY ASSISTANCE

ELEMENTARY SCHOOLS:

Bancroft Elementary School.....(978) 623-8880
Bancroft Clinic.....(978) 623-8882
Bancroft Absentee Call-in.....(978) 623-8882
High Plain Elementary School.....(978) 623-8900
Sanborn Elementary School.....(978) 623-8860
Shawsheen School(978) 623-8850
South Elementary School(978) 623-8830
West Elementary School(978) 623-8800

MIDDLE SCHOOLS:

Doherty Middle School,..... (978) 623-8751
West Middle School.....(978) 623-8700
Wood Hill Middle School.....(978) 623-8925

HIGH SCHOOL:

Andover High School.....(978) 623-8600

ADMINISTRATIVE OFFICES:

Superintendent's Office.....(978) 623-8501
Assistant Superintendent's Office.....(978) 623-850

HISTORY OF BANCROFT SCHOOL

From the very start, Bancroft School was designed to be different in every way. The idea for the school emerged in 1966, when the local League of Women Voters formed a study group to help solve the problem of Andover's overcrowded schools. For three summers groups of educators participated in workshops to examine such experimental concepts as team teaching and alternate grading systems, and to develop curricular materials for individualized reading and math programs. The educators' three-year effort was formulated by the administration and school board into a proposal for the town government. The proposal for a new school was turned down on its first presentation, and then passed at a special town meeting.

With the building project approved, Providence architect William W. Warner conceived of a building that would integrate the imaginative qualities of a castle with towers, moats, arches and an old-fashioned New England barn with its openness, exposed beams and expansive lofts. Construction began in September, 1967 and in April, 1969, children moved into a school that not only won the prestigious American Institute of Architects Award for design, but more significantly, was a place that they could embrace as their own.

At Bancroft, grade levels of approximately 60-100 children with a team of three to four teachers work in rooms called "lofts." The lofts are arranged on two floors around three sides of the school, and each opens onto the media center, a library equipped with far more than just books. On the fourth side of Bancroft, removed from the teaching setting, are the gymnasium, cafetorium, administrative offices and the health room. Bancroft also houses areas for music and art programs.

The lofts and their furnishings provide flexibility for the teachers, instructional assistants, and a large number of parent and community volunteers. In fact, flexibility is characteristic of the Bancroft approach to education in which children move through their elementary years in a continuously progressing program.

Bancroft was originally created as a pilot school to implement innovative educational strategies. Over the years it has continued to meet new challenges and find new solutions. In no way, however, did the innovations at Bancroft compromise traditional schooling ideals. In fact, with its emphasis on student initiative and self-discipline and with its teachers' devotion to individualized instruction, the Bancroft School may more closely reflect the values and principles of the one-room schoolhouse than we imagine.

ATTENDANCE

The education of children is a responsibility shared equally by home and school. Teachers and parents work together to develop traits that are important for the educational growth of children. It is essential that our children develop proper work habits, such as punctuality and regular attendance.

Uninterrupted classroom instruction makes for the most effective learning situation. Absences for non-medical or non-emergency reasons are not looked upon with approval from the school system. It has been shown that any circumstance that takes children out of their classroom has an adverse effect upon their educational programs. In the event of medical or emergency absences the teachers will work with the parents to provide assistance to minimize the educational loss to the student.

Parents are requested to make appointments with physicians, dentists or for any special lessons after school hours.

A note from home is required when:

- **There is a deviation from the child's normal way of returning home after school**
- A child has been absent
- A child is tardy
- A child is to be dismissed for any period of time
- A child requires a temporary excuse from physical education or outdoor recess

Absence Notification (978 623-8882)

The attendance policy requires parents to call the school between 8:00 a.m. and 8:45 a.m report a child's absence. **Please leave your child's name, grade and teacher.**

Parents need notify the school only once if they know their child will be out for a definite period of time. We will call you to confirm your child's absence if we do not hear from you. Please send a note to school with your child when he/she returns to school after an absence.

Excessive Absences

In accordance with Section 315.1 (c) of 603 CMR 28.00: "Any child who is absent without medical excuse for more than fifteen (15) days in any quarter" will be referred by the principal to the 603 CMR 28.00 Chairperson for evaluation.

Family Vacations

The School Committee discourages family or student vacations while school is in session. Parents will be responsible for providing any necessary extra help and/or make-up work for students who have been absent due to vacations. The school personnel will indicate material covered and assignments missed during the absence upon request of the parent.

The attendance policies above are consistently enforced. For further information, please refer to the "Andover Public Schools Attendance/Tardiness Policy" which is available in the school office.

Tardiness

Punctuality is an important work habit that must be learned from the time a child begins school. Generally, good habits developed in school are carried over into adult life. In all cases of tardiness, children are required to bring in a note signed by a parent or guardian. Children need to sign in at the office if they arrive at school after 8:45 a.m. If this happens repeatedly, parents will be notified.

BACKPACK

A backpack is suggested to help your child organize materials carried between home and school.

BUS SAFETY

All bus-riding students are expected to exhibit good conduct and courtesy on the bus and bus stop in compliance with the *Andover School Committee Bus Code* (page 23).

While riding on the bus, students are under the jurisdiction of the school administration.

***To insure everyone's safety, students are prohibited from riding on buses other than their own.**

They may, however, get off at stops other than their own. A note requesting this change must be sent to the school prior to dismissal.

Riding on the bus is a privilege that can be revoked if any student misbehaves, is not courteous, or endangers the health or safety of others. All bus drivers have preprinted forms to report violations to the administration.

CURRICULUM AND INSTRUCTION

A major responsibility of education is to bring out the best in every child. Bancroft's concern is for all of its students, including the academically talented and the special needs populations. Our goals and our practices are to offer rich academic and social opportunities for everyone.

Mainstreaming in the regular classroom is a model that provides for the effective academic growth and social interaction of students with differing abilities and levels of achievement. The Bancroft staff is committed to this model.

Our students thrive in mixed groups. They learn from many teaching models, have better self-images, and appreciate, not denigrate, their differences. Bancroft staff members are always aware of individual learning styles and attempt to vary teaching approaches to accommodate all students.

The principal, learning specialist, special needs liaison, and grade level teams meet regularly to discuss the children's needs. Competency testing is done yearly in all curricular areas to insure that children are meeting Andover standards.

DCS SKI PROGRAM

The Department of Community Services (DCS), in conjunction with the Bradford Ski Area, offers a ski program for 3rd – 5th grade students of all skiing levels. The program usually begins the first week in January and continues until six sessions have been completed. Bus transportation is provided to and from the ski area. For more information call **DCS at (978) 623-8274**.

DISMISSAL

Dismissal begins at 2:45 p.m. Walkers and those children being driven home by parents are called first. Walkers leave from the cafeteria hallway. Parent pick-up students exit the building through the gymnasium and are escorted to the gazebo area by staff. If your child is to be picked up before 2:45 p.m., you must come to the office and sign him/her out. To insure the safety of all students, we ask that you make every effort to not dismiss your children between 2:15 p.m. and 2:45 p.m.

For the safety of our students, if there is a deviation from a child's regular dismissal schedule a note is required. We prefer a written note well in advance of dismissal rather than email. When an email communication is unavoidable, please follow-up with a phone call if you do not receive a confirmation from us. Emails must be sent to the office, not the classroom teacher.

Ms. St. Jean: cstjean@aps1.net

Ms. Parry: pparry@aps1.net

Early Dismissal

Students should not be dismissed from class except in cases of illness or injury. Doctor and dentist appointments should be scheduled after school hours. If a child must be dismissed during the school day, please send in a note on the morning of the dismissal specifying the time that the student will be picked up and by whom. The person picking up the child will meet the child at the school office at the appointed time and sign out in the log provided. The secretary may ask that person to show some identification. If the child returns to school that day, he/she must sign the log indicating his/her return.

DRESS CODE

Students are expected to be well-groomed and appropriately attired for school activities. The style of dress or appearance is generally determined by the student and parents. However, clothing that is disruptive or distracting to the educational process or a danger to the health or safety of a student is not permitted. Sneakers are required for physical education.

ELECTRONIC EQUIPMENT

Children may not bring electronic games, cell phones, portable stereos, or other electronic equipment to school. Because of safety concerns, children may not bring yo-yos, skateboards, tools, knives or any other sharp objects to school. Students who bring such potentially dangerous objects to school may be subject to disciplinary action, including suspension. (Please see the *Safe School Environment Policy*, page 26.)

EMERGENCY SCHOOL DISMISSAL

See No School Announcements (see page 6)

FIELD TRIPS

Field trips support the curriculum to promote learning. Classroom teachers and other chaperones accompany students on field trips. You must sign a permission form before your child can attend a field trip. If your child requires medication on a field trip you must discuss this with the nurse prior to the day of the trip. If you do not wish your child to take regularly scheduled medication on the day of the trip you must provide a written note to the nurse.

A **CORI** Form must be in place before you are allowed to chaperone a field trip. **CORI** Forms are available in the office and take about 6 weeks to process through Boston. It is strongly suggested that you complete the form in September. It is kept active for 3 years.

Outdoor Education

In the fall, grade 5 students attend a 4-day environmental school where they study the ecology of ponds, forests, and streams. Students grow more aware of their senses by participating in guided sensory walks and night walks. Most importantly they get to know each other and their teachers by living, eating, and working together during this week.

HEALTH SERVICES

The Bancroft School clinic is open during normal school hours for the students and staffed by a nurse.

Accident and Illness

In case of accident or illness, the nurse will administer first aid and will notify the parents.

A form listing emergency information for each child must be completed each September. The form asks for the name of an adult to be contacted in the event in the event that parents cannot be reached. It is the responsibility of the parent to keep this information current.

Criteria for sending a student home:

Fever
Vomiting or diarrhea
Contagious diseases
Head Lice

Criteria for a student to return to school following an illness

Fever free for 24 hours
Vomiting or diarrhea free for 24 hours
Consult School Nurse

Nit free after being treated for Head Lice. Before a student returns school, the nurse in the clinic must check his/her head. The Andover Public Schools and the Town of Andover have a **No Nit Policy**.

Immunizations

Under Massachusetts State Law a child shall be admitted to school upon certification by a physician confirming that the child has been “successfully immunized,” or exempt.

Exemptions:

1. Medical: a physician submits documentation that an immunization is medically contraindicated.

Religious: a parent or guardian submits a written statement that immunizations conflict with the family’s sincere religious belief. Philosophical exemptions are **NOT** allowed by law in Massachusetts, even if signed by a physician. Only medical and religious exemptions are acceptable. These exemptions must be kept in the students’ file at school (105CMR220.00 and M.G.L.c.76, ss 15 and 15C).

Your child will not be allowed to attend school unless documentation of immunizations and lead screening (for kindergarten) has been provided to the school.

Medications

To better serve and protect school children, the Massachusetts Department of Public Health has detailed regulations covering the dispensing of medication by school personnel. The following policies were adopted by the Andover Public Schools to comply with the regulations pertaining to the dispensing of ANY medication, both prescription and over-the-counter, during school hours.

1. All medications, including over-the-counter medications, require an order from a licensed prescriber which includes your child's name, diagnosis, name of the medication, routine and frequency of administration, date and duration of the order, any specific directions for administration, and prescriber's name and signature.
2. You must sign a parent medication permission form.
3. All medications must be delivered to the clinic by a parent in the original pharmacy or manufacturer-labeled container.
4. Prescription containers must be labeled by the pharmacy with your child's name, date, prescription number, name and dosage of the medication, the licensed prescriber's name and full instructions for administration.
5. Except under very specific circumstances, all medication must be kept in the school clinic. No more than a thirty (30) day supply of medication will be stored in the clinic at any time.
6. Any of your child's unused medication will be disposed of on the last day of school unless you pick it up.
7. All medication orders and permission forms must be renewed every school year.
8. No student will be allowed to take his/her own medication or carry medication without specific orders stating this fact from the licensed prescriber and the school nurse.
9. Students who bring medication to school without following the procedures previously listed are subject to discipline, including suspension.
10. Narcotic Medications: Any medications classified as narcotic in the Physician's Desk Reference will not be administered in the school setting.

Physical Examinations

Massachusetts state law requires a current physical examination for all students. Forms are available on line for students entering kindergarten and third grade. Forms are also given to all students who are new to the school system. This report form MUST be completed by a physician and returned to the school clinic as soon as possible.

School Insurance

Insurance is available for purchase at the beginning of the school year. The school does not realize any profit and does not endorse the plan, but requests that you read the application form carefully when it is sent home.

Screenings

Vision, hearing, height and weight screenings are conducted for all grades. Scoliosis screening is conducted annually in grade five. These procedures are mandated by the Massachusetts Department of Public Health. Pediculosis screening is conducted during the school year for all grades if a problem is identified.

HOMEWORK

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Homework is a learning activity that should increase in complexity with the maturity of the student. The information for any homework assignment should be clear and specific so that students can complete the assignment. With increased maturity, learning should become an independent activity. This should be established through consistent assignments that encourage students to investigate for themselves and to work independently as well as with others.

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. It should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them. There are many other learning activities in the life of a student besides homework. Such things as participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers when planning consistent assignments. Homework is not be used as a form of punishment under any circumstances.

(source: MASC)

Home and Hospital Tutoring

The Andover Public Schools provides home/hospital tutoring "to any child who, in the judgment of the child's physician, will have to remain at home or in a hospital for a period of not less than fourteen school days..." To receive tutoring services, the parent or guardian should present a physician's note to the school nurse who will notify the Pupil Personnel Administrator's office. A tutor will be sent to the home or hospital.

Late Work and Make-up Work

Make-up work or extra help will be provided if your child is sick. Teachers are not bound to provide homework in advance for students leaving on vacation. The school will indicate material covered and assignments missed during the absence whenever you request this information.

IN-SERVICE DAYS

- One fday is scheduled for parent-teacher conferences (held on Election Day). There is no school for students on that day.
- Six half-day in-service days are scheduled throughout the year. Please refer to the school calendar for early-release days.
- Breakfast is served on half-days (8:15-8:45) but lunch is not served.

INSTRUCTIONAL ASSISTANTS

Instructional Assistants are paraprofessionals who are assigned to specific teams or curriculum areas. Their main responsibility is to provide assistance to students under the direction and guidance of a classroom teacher. They may work with individual students, small groups, or with a teacher in a whole classroom setting. They are not responsible for the planning or evaluation of student's work. These assistants are also responsible for monitoring and supervising lunchroom times and recess. They correct student's papers, keep student records updated, and work with the teacher or teaching team to maintain school rules and regulations.

LINES OF COMMUNICATION

We recognize the importance of an active and effective partnership with the home and encourage regular communication, active involvement, and shared decision-making and problem-solving related to your child. We invite you to contact the appropriate people in our school whenever you have a question or concern. Your child's teacher is usually the best person to answer your question, and you should always start with him or her. Other people who may be helpful:

- The Principal can be helpful regarding issues related to your child and the school.
- The School Adjustment Counselor can help you with a range of developmental and emotional issues. The counselor is also knowledgeable about services in the school and in the community and can help you access these resources.
- The Learning Specialist provides support to teachers and principals related to curricular and instructional issues. The learning specialist can also help answer parents' questions about curriculum and system-wide elementary procedures and testing. He/she acts as a liaison between regular and special education programs.

Other staff and resource people are listed throughout this handbook.

LOST AND FOUND

Please label lunch boxes, wallets, sneakers, and all clothing to prevent loss. Lost valuables are kept in the office. Other articles are collected in the large red box in the main hallway. Parents and students are encouraged to check this box regularly. Unclaimed articles are donated to charity twice a year: mid December and end of June.

MEALS

The Andover Public Schools serves meals (breakfast and lunch) every day at a nominal fee. Breakfast is served daily from 8:15 a.m. to 8:45 a.m. and lunch is served between 11:15 a.m. and 12:30 p.m. Lunch is not served on half days. For those children who bring their own lunches, milk and juice may be purchased. School menus are printed weekly in the *Andover Townsman* and the *Lawrence Eagle Tribune*.

Based on family income, a child may be eligible for either free meals or meals at a reduced price. Information can be obtained from the school office.

The Andover Public Schools Food Services Department has implemented Meal Magic. Meal Magic is an automated payment program. Prepayment envelopes are available at school. For more information please go to www.aps1.net website and click on Food Services for further information.

At lunch time, the children go to the cafetorium in small groups and have a total of approximately 50 minutes to eat and have recess.

MEDIA CENTER

Located in the center of the building, the library is the heart of the school. It is available for use by students, parents and teachers. Please encourage your children to ask for help if they cannot find the books or information they need. We encourage you to share you children's enthusiasm for books and reading and to help them care for library materials properly.

We have a full time Media Specialist to provide a comprehensive library program.

“NO SCHOOL” ANNOUNCEMENTS

It is the policy of the School Department to close or delay the opening of school only in case of extreme weather or travel conditions; otherwise school will be held. The widely varying conditions in the several areas of Andover make it difficult to reach a decision equally fair to all. Therefore, when schools are open on stormy days, parents are urged to exercise personal judgment as to the wisdom of sending their children to school.

ConnectEd

During inclement weather, the Superintendent will use ConnectEd, an automated calling system, to inform parents and staff that schools will be closed, or that we will have a delayed opening, or that we will have an early release. The service will not be used to tell people that there will be school.

Announcements relative to closing schools will also be made via the stations listed below; starting at 6:00 a.m. Parents and students are requested to refrain from calling the fire department, police department, and the school department offices to inquire about school sessions._

AM RADIO

WEEI 590
WHDH 850
WBZ 1030

FM RADIO

WODS 103.3
WMJX 106.7
WXKS 107.9

TV

WBZ 4
WHDH 7
WCVB 5
LOCAL 1

Half-day Kindergarten Procedures for a Delayed Opening

- One-hour delay: We **will have** half-day Kindergarten
- Two-hour delay: No half-day Kindergarten

Procedures for an Early Dismissal

The Superintendent will announce an early release by (1) notifying all the schools, (2) notifying parents through ConnectEd (and Listserv, if needed).

PLAYGROUND AND RECESS

Students arriving at school between 8:15 a.m. and 8:45 a.m. play outdoors when weather permits and are supervised by adults. Outdoor recess is held whenever possible. During inclement weather, recess is held in the classrooms.

Playground Areas

There are several areas available to students for use during outdoor recess periods (before school and at lunch time). These are the paved area to the right of the building, soccer fields and the playground (Dragon's Lair 2000). Dragon's Lair 2000 is an elaborate playground that was designed by parents, staff and friends in September 2000. It is reserved for use by Bancroft School students **ONLY** while school is in session from 8:00 a.m. until 3:00 p.m. Playground maintenance is the responsibility of the Town Maintenance Department, and all questions or problems about equipment or grounds should be directed to them or to the principal.

Playground Supervision

The playground is supervised; however, the responsibility for appropriate behavior rests with the students. The playground and indoor recess rules, as outlined in the *Code of Behavior* (page 17), are discussed in school and should be reviewed at home. Students are expected to treat the playground with respect and to behave with consideration for other children. Supervisors are on playground duty from 8:15 a.m. to 8:45 a.m. every morning.

There is no supervision of children on the playground prior to 8:15 a.m.

It is our policy that if a child is well enough to go to school, he or she is well enough to participate in all school activities, including recess.

PROGRESS REPORTS/CONFERENCES

A written progress report is issued in grades K-5 three times a year: early December, mid-March, and on the last day of school. Effective dialogue is an important part of any reporting system. Therefore, parent/teacher conferences are scheduled for early November. Additional conferences may be requested by the parent or teacher.

RESPECTFUL BEHAVIOR AND DISCIPLINE

At Bancroft School we believe that children who have self-respect, respect for others, and respect for the environment will become responsible community role models. Our students learn that self-respect includes working hard, making good choices, and self-advocating. They learn that respecting others means treating others as they would expect to be treated, and respect for the environment means taking the necessary steps to keep the environment clean, safe, and a source of community pride. Parents will be invited to support us as we teach our children how they can be respectful and respected individuals.

The Andover Public School's *Code of Behavior* is on page 17 in this handbook on. Please refer to it if you have any questions concerning the standards of behavior at Bancroft School. We ask that parents read over the *Code of Behavior with your child* and discuss the importance of the rules, as well as your expectations of school, bus, and recess behavior.

SCHOOL HOURS

The academic day begins at 8:45 a.m. and ends at 2:45 p.m. Children arriving after 8:45 a.m. must come to the school office to be signed in for the day. During inclement weather, students may enter the building after 8:15 a.m. and go to an assigned area (usually the cafeteria) to be supervised.

NOTE: Children are not allowed on the playground before 8:15 a.m. as there is no adult supervision before that time.

SCHOOL IMPROVEMENT COUNCIL

The Massachusetts School Reform Act of 1993 calls for the establishment of a school council at each elementary, secondary and independent vocational school in the Commonwealth. Councils are to assist principals in:

- adopting educational goals for the schools
- identifying the educational needs of students attending the school
- reviewing the school's annual budget
- formulating a school improvement plan

Membership is made up of school administrators, teachers, parents and community members. Parents are selected through a vote of the parent community. The election process is set up through the PTO.

SCHOOL INVOLVEMENT

We urge you to become involved in your child's school. Research indicates that children's educational experiences are more effective when parents are active participants in the process. There are a number of ways to actively participate in your children's education:

- Discuss your children's school day, perhaps asking them about one thing they enjoyed.
- Read to your children; it is always beneficial.
- Attend school presentations, parent teacher meetings, classroom presentations, special events, performances and other activities. *The Bancroft Bulletin*, our newsletter, will inform you of these opportunities.
- Maintain open communications with your children's teachers by informing them of any events outside of the school day that might affect school performance and by working with your children's teachers to make sure that education goals are clearly articulated and mutually agreed upon.

Many teachers use parent help in the classrooms. All volunteers must have a **CORI** check (see page 37).

SCHOOL SECURITY

Visitors will be required to ring the doorbell to identify themselves and the purpose of their visit in order to be buzzed in by office personnel. If you are delivering an item for your child, please bring it to the office. The office personnel will see that your child receives it.

TRANSPORTATION

The safe transit of Bancroft students to and from school is a primary concern, whether the mode is by foot, bicycle, car or bus. The order in which the children are dismissed at the end of the school day is:

1. Parent Pick-up and Walkers
2. Buses are called in order of arrival

Bike Riding

If you choose to allow your children to ride their bikes to school please be advised that bicycling is one of the leading causes of injury to students. Therefore, please read the following safety recommendations:

It is recommended that:

- Only children in the upper grades (4th and 5th) bike to school.
- Parents review all the rules of the road with their children. The rules may be obtained by contacting the town safety officer.
- Helmets and other protective gear are worn.
- All bikers enter and exit the school grounds from the walkways and bike path that exits onto Holt Road.

The school provides bicycle racks but assumes no liability for damage, loss, etc.

Parent Pick-Up

Cars are NOT allowed in the circle in front of the school between 8:00 a.m. and 3:30 p.m. Parents may drop off or pick up students at the parent circle (the first right off the driveway, in front of the gazebo). No one may double park or pass a bus with its flashers on. Children should always enter and exit cars from the gazebo side.

If you are going into the school for 15 minutes or less, you may park at the space designated for 15-minute parking on the right, just after the bus driveway.

For safety reasons: During end-of-day dismissal, parents may **not** park in the driveway or meet their children at the gazebo and

walk to the car. If you are picking children up at the end of the day please wait in the vehicle parent pick-up line.

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Walkers

All walkers are dismissed together with an adult. They exit the building in an orderly manner and walk in a group on walkways, using caution when crossing roadways and being aware and alert to existing hazards and traffic. Children **must** stay with the assigned adult until they reach the crossing guard. They are reminded to go directly home immediately after dismissal.

VISITORS

Visitors are always welcome. Upon arrival, it is requested that visitors go to the reception window in the lobby to receive a visitor badge and to sign in. We welcome you to Bancroft School and hope that you feel as comfortable about visiting us as we do about having you in our building. If you need to bring something for your child at school, please bring it to the school office and it will be delivered to your child's classroom.

VOLUNTEERS

Bancroft offers an opportunity to become involved in the learning process of children through the volunteer program. The time commitment is a flexible arrangement that accommodates both the faculty and the volunteer. Parents are recruited through the PTO and teaching staff at the beginning of the school year. All parent volunteers must undergo a **CORI** check (see page 37 for more information).

Room Parents

Room Parents help the teachers organize special parties and activities during the school year. They also solicit other parent help for different events. Notices are sent home at the beginning of the year asking for Room Parents volunteers.

BANCROFT PTO

The Bancroft PTO (Parent-Teacher Organization) is one of the many links between parents and the school. The mission of the Bancroft PTO is to enhance the educational experience of the children by sponsoring educational programs, Bancroft community events, teacher continuing education programs, and school improvement projects. The PTO meets monthly to discuss upcoming school events, vote on teacher requests for funding, and plan future school events.

Nearly half of the PTO's annual budget goes to educational programs. The PTO's Cultural Arts Committee meets with grade level teams to identify and bring programs into the school that enhance the curriculum. Additionally, the PTO assists with field trips, Outdoor Ed scholarships, and provides teachers with money to help defray classroom expenses.

Bancroft is a tight-knit community. We try to provide several events during the year to bring us all together. This year, we will hold several family nights, including pasta night, a parent night, a science fair and an ice cream social. The PTO hospitality committee provides food for many events during the year, including the annual teacher luncheon. The PTO also maintains a webpage (www.bancroftpto.org) that includes information on upcoming events, reports on school happenings, and letters from the principal. Additionally, the PTO produces the Bancroft Yearbook.

The PTO is committed to helping the teaching staff bring new ideas to the classrooms and our children. Each year the PTO gives half of the teachers a voucher to be used for a continuing education class.

The Bancroft PTO has also been instrumental in providing improvements to the school structure. Both playgrounds and the stage curtain were funded by the PTO. Additionally, the PTO supports our media center by purchasing a great deal of print material for use by students, teachers, and parents.

All monies needed to run the various programs are raised through PTO annual dues and fundraisers scheduled throughout the year. In addition to raising funds, these events provide a great deal of value for the parents' money. Major fundraisers include gift wrap (fall), book fairs (fall, spring), variety show (spring), father-daughter dance (spring).

PTO Meetings are open to everyone in the Bancroft community. The PTO always welcomes volunteers. There are many opportunities for involvement, including one-time decorating projects, stuffing envelopes, serving ice cream, or co-chairing a committee or event. We encourage and appreciate your participation.

Bancroft Webpage: www.bancroftpto.org

The PTO maintains a webpage to inform families about school and PTO news/events.. Each Tuesday, Mrs. Goldstein sends an announcement via Listserv to highlight important webpage additions. If you have a school-related announcement for the webpage, email Mrs. Goldstein at f2goldstein@aps1.net .

APPENDIX A

ANDOVER PUBLIC SCHOOLS

CODE OF BEHAVIOR

General

1. Be considerate and helpful to each other.
2. Respect your property and that of others. Be certain not to chew gum.
3. Keep your school clean. Keep your things in order; pick up your area every day.
4. Obey all school rules; and by your good example, influence the behavior of others. Be certain you do not take things that do not belong to you. Be certain you do not sell things at school.
5. Walk quietly everywhere in the building.
6. Keep our building and grounds clean.
7. Use polite language at all times.
8. If the weather is bad, wait quietly and behave properly in your inside designated area.
9. Pick up papers and throw them in the trash container.

Audience Behavior

1. Listen! Behave properly and be courteous to other members of the audience and the performers or speakers.
2. Applaud to show your approval.
3. Remember that the only acceptable response is clapping your hands.

Cafeteria

1. Wait quietly in lunch line.
2. Eat in assigned areas only; leave your area clean and neat
3. Use good table manners. Be certain not to throw food or take food belonging to others.
4. Empty your tray in designated area.
5. Talk quietly with your table partners.
6. Walk to your table and trash areas.
7. Eat all your food and snacks in the Cafeteria.
8. Show respect to the instructional assistants and Cafeteria employees.
9. Wait to be dismissed by in the instructional assistant.
10. Use polite language.

Playground

1. Play in designated areas.
2. Play soccer, softball, kickball, and other jumping games.
3. Use polite language.
4. Use good sportsmanship.
5. Wait your turn to use equipment. Bring soft handballs only to use on playground.
6. Walk to lines when playground activity is completed.
7. Use playground and athletic equipment in the proper areas.
8. Label the play items you bring to school.

Vandalism

1. Take care of your property and that of others.
2. Return all items you find to the office.
3. Be certain that you do not mar or deface property.
4. Notify teachers, supervisors, or the Principal when you
5. see someone destroying or defacing property.
6. Bring no knives or sharp things that could cut or mark
7. desks, clothing, or anything inside or outside.
8. Do not write on walls or on any surface of the building.

Walkers

1. Walk only on sidewalks. Be certain not to walk in streets or on private property.
2. Look both ways before you cross the street.

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Bus Students

1. Only authorized students may ride the bus.
2. Obey the driver in all matters at all times.
3. Be courteous to others while loading, riding, and leaving the bus.
4. Arrive at the bus stop on time and wait for the bus on the curb or shoulder of the road.
5. Cross highways and streets only in front of the bus. Move away from the front bumper of the bus approximately 6-8 feet so the bus driver can observe your crossing. Do not run or dash into the street or road without looking both ways even though the bus driver has traffic stopped.
6. Avoid trespassing on private property and being noisy.
7. Board the bus in an orderly manner only after the bus has come to a full stop and the driver has opened the door.
8. Take your seat promptly; and if you must stand, grasp a seat bar firmly.
9. Remain seated until the bus comes to a full stop; then leave in an orderly fashion.
10. Allow students who are standing to get off first once the bus has come to a full stop.
11. Avoid actions that might distract the driver and result in an accident.
12. Keep your voice low; be certain there is no shouting, whistling, rough-housing, pushing, fighting, or throwing of objects.
13. Be certain not to extend your arms or any other parts of your body out of the bus windows. Never throw any objects.
14. Ask the driver's permission before opening the windows.
15. Help keep the bus clean and report any damage in the bus to the driver. Be certain not to eat or chew gum on the bus.
16. Keep books and bundles out of the aisles and do not carry heavy objects on the bus that might cause injury to other students. If you carry small animals on the bus for school projects, you are responsible for their containment while going to and from school.
17. Ride your assigned bus and do not ask the driver to make unauthorized stops unless written permission is received from your parent and agreement is reached between the Principal and the bus driver.
18. Report any violation of these rules to your, the bus driver, or your teacher.

Indoor Recess

1. Play quiet games at your seat.
2. Talk quietly with your friends.

Smoking

In accordance with the Educational Reform Act of 1993, smoking is prohibited in all schools, on school grounds, and at all school-sponsored activities whether held on or off school property.

Memorandum of Understanding

The Andover Public Schools, the Andover Police Department, and the Essex County District Attorney's Office agree to coordinate their response to violent, delinquent, or criminal acts by students and to alcohol and other drug abuse, which occur on school premises or at school-related events. To ensure a safe educational environment, this collaborative effort between school administration and law enforcement supports "zero tolerance" for drugs, alcohol, weapons, and violence. Non-students involved in such acts on school premises or at school events are to be reported as students are. The full agreement is available in the principal's office.

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APPENDIX B

ANDOVER PUBLIC SCHOOLS

DISCIPLINE PROCESS

Now you have reviewed the ANDOVER CODE OF BEHAVIOR. The following Process has been designed to help you understand what you can expect if you or your classmates do not follow the code.

General and Playground Process

1. Students who misbehave will sign their discipline cards at each grade level.
 - First signing within a marking period - Loss of one recess, note sent to parents, signed and returned by them.
 - Second signing within a marking period - Loss of two recesses, note sent home to parents, signed and returned by them. Office notified in writing.
 - Third signing within a marking period - Detention, form sent home to parents, signed by them, student/teacher conference with Principal or Assistant Principal, signed detention form sent to Office.
 - Fourth signing within a marking period - Two detentions, form sent home to parents, signed and returned by them, student/teacher conference with Principal or Assistant Principal.
 - Fifth signing within a marking period - Internal suspension, note sent home to parents, signed and returned by them, teacher/parent/pupil conference with Principal or Assistant Principal.
 - Any further signings within a marking period will result in a hearing and possible three-day suspension.
2. Any serious violation of the CODE OF BEHAVIOR which endangers the health or safety of self or others may result in an immediate detention or suspension. In such cases, the parent will be notified immediately and a hearing will be scheduled.

Audience Behavior Process

1. If a student acts inappropriately, he or she will be excluded from the performance or activity.
2. If a second situation arises, this will mean exclusion from future performances during the marking period.

Cafeteria Process

1. Students will be excluded from the lunchroom and assigned to eat in a designated area.
2. Students will have the privilege of buying lunch revoked for the remainder of the marking period.

Vandalism Process

1. Students will be required to clean up any writing or marring of any wall or surface during their own time.
2. Students will be charged for all vandalism damage or defacement.
3. All vandalism acts will be reported to the Office where they will be recorded.
4. All vandalism incidents will be reviewed at a conference with the Principal and students.
5. All vandalism incidents will result in a letter report and in a conference with the parents.

Bus Behavior Process

Violations of the bus rules will result in suspension of the student's bus riding privileges.

Summary

As you can see, this process is consistent and fair. One stage of the process is detention. If the CODE OF BEHAVIOR and the first stages of the process are not effective, the school will provide detention.

First Detention	One day after school
Second Detention	Two days after school
Third Detention	Three days after school

Hearing

Students, parents, and other involved persons will meet with the Principal.

Suspension

Students will be out of school for three days during which time parents and the students will meet with the Principal.

Internal Suspension

Students will be deprived of all school privileges for a period of up to three days.

All students are expected to meet the requirements for behavior set forth in this handbook. However, Chapter 71B of the Massachusetts General Laws, known as 603CMR 28.00: Special Education Regulations, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (I.E.P.). The following additional requirements apply to the discipline of special needs students:

1. The I.E.P. for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P.
2. The Principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the I.E.P. as provided in Section 333 of the 603 DMR 28.00: Special Education Regulations will be held to determine the appropriateness of the student's placement or program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
 - a) design a modified program for the student; or
 - b) write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the I.E.P. relative to discipline code expectations.

In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

4. In the absence of a modified discipline code (as described in #1 above) all suspensions which are less than 10 days (cumulative) in a school year shall be subject to the requirements described in this handbook.

APPENDIX C

ANDOVER PUBLIC SCHOOLS

BUS CODE

The school day begins when the student leaves home and ends when the student returns home. Each student is under the jurisdiction of the school administration during this entire period.

Riding the school bus is a privilege. This privilege will be taken away from any student who is not well-behaved, courteous, or who endangers the health or safety of any student.

If a student does not follow the Rules and Regulations for Bus Students, the student will be reported to the school principal for necessary disciplinary action.

Any decision revoking the privilege of a student to ride the school bus will be made only by school authorities. Prior to such a decision, the matter will be discussed with the bus driver and the student and the parents of the student will be informed. Before a student can have the bus privilege reinstated, the student and the student's parents must meet with the School Committee to discuss the matter.

RESPONSIBILITIES - STUDENTS

1. Only authorized students may ride the bus.
2. Obey the driver in all matters pertaining to the operation of the school bus. The bus driver is the representative of parents and teachers and is directly responsible for the safety of each student on his/her bus.
3. Exercise courtesy towards others while loading, riding and leaving the bus. Application of this simple rule will result in a more enjoyable ride to school each day and will prevent many unpleasant situations from arising.
4. Arrive at the bus stop on time and wait for the bus on the curb or shoulder off the road.
5. Cross highways and streets only in front of the bus. Move away from the front bumper of the bus approximately 6-8 feet so the bus driver can observe your crossing. Do not run or dash into streets or roads without looking both ways, even though the bus driver has traffic stopped.
6. Avoid trespassing on private property and being noisy.
7. Board the bus in an orderly manner when the bus has come to a full stop and the driver has opened the door.
8. Take your seat promptly and if you must stand, grab a seat bar firmly.
9. Assignment of seats is left to the discretion of the bus driver and/or school authorities. However, if seat assignments are made, compliance is mandatory.
10. Remain seated until the bus comes to a full stop, then leave in an orderly manner.
11. Allow standees off first once the school bus has come to a full stop.
12. Do not talk to the driver while the bus is in motion.
13. Avoid actions that might distract the driver and result in a serious accident.
14. Keep your voice low, no shouting, whistling, rough housing, pushing, fighting, or throwing objects.
15. Do not extend arms or any other parts of your body out the window.
Do not throw any objects or spit out the bus windows.
16. Do not smoke on the bus.
17. Ask the driver's permission before opening the windows.
18. Help keep the bus clean and report anything damaged in the bus to the driver. Do not eat or chew gum on the bus.
19. Keep books/bundles out of the aisles and do not carry heavy objects on the bus that might cause injury to other students. If you carry small animals on the bus for school projects, you are responsible for their containment while enroute to and from school.
20. Ride your assigned bus and do not ask the driver to make unauthorized stops unless written permission is received from your parents and agreement is reached between the principal and the bus driver.
21. Report any violation of these rules to the bus driver or your teacher.
22. Violation of the above rules may result in suspension of your bus riding privilege.

ACCIDENT PROCEDURE - RESPONSIBILITIES - STUDENTS

1. Keep calm and follow the directions of the bus driver.
2. Stay in your seat until the bus driver tells you what action to take.
3. Do not touch any emergency equipment until told by the driver;
4. In case of fire, leave the bus in an orderly manner and move to the nearest exit way from the fire.
5. If the driver is injured and unable to move, notify the nearest adult or contact the police or fire department on the nearest phone.
6. Report any injuries to yourself or other students to the driver.

BUS CODE - RESPONSIBILITIES - PARENTS

1. Instruct children on the content of the bus code
2. Support the bus driver in maintaining discipline on the bus.
3. Ensure children arrive at the bus stop on time. Supervise children when necessary.
4. Make suggestions in writing to the Business Office to improve the bus routes.
5. Report any concerns or violations to the Principal /Assistant Principal of the school the child attends.

APPENDIX D

ANDOVER PUBLIC SCHOOLS

DISCIPLINE FOR VIOLATION OF BUS CODE

(Approved as Addendum to School Committee Bus Conduct - August 5, 1986)

Offense

Punishment

- | | |
|--|--|
| 1. Lighting match, cigarette lighter, lighter or other flammable object, setting fire or burning any person or clothing. | Bus privilege shall be suspended for balance of school year |
| 2. Defacing bus or destroying property; opening emergency door without authorization | 1st Offense Suspension 1 month
2nd Offense Suspension 3 months
3rd Offense Suspension for balance of school year with a minimum suspension of 5 months |

Any time a student defaces a bus or any part thereof or destroys property, restitution must be made by his/her parents and student will not be allowed on bus after his/her punishment has been served - until restitution is made.

3. Smoking on the bus **ELEMENTARY** - Grades K-5:
Suspension 1 month with reinstatement of privilege only after

Smoking on the bus **MIDDLE SCHOOL** - Grades 6-8:

- | | |
|-------------------------------|--|
| 1st Offense | Suspension -1 month |
| 2nd Offense | Suspension remainder of school year, with minimum suspension of 5 months |

Smoking on the school bus **HIGH SCHOOL.** - Grades 9-12:

- | | |
|-------------------------------|--|
| 1st Offense | Suspension 1month |
| 2nd Offense | Suspension remainder of school year Minimum suspension of 5 months |

- | | |
|--|---|
| 4. Fighting, molesting others throwing objects other than paper or hats. | 1st Offense Suspension 1 month
2nd Offense Suspension 2 months,
3rd Offense Suspension remainder of school year, minimum suspension of 5 months |
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- | | |
|---|---|
| 5. Pushing, shoving, indecent or abusive language, failure to obey bus driver, throwing objects ie. paper, hats, scarves, other misconduct. | 1st Offense Suspension 1 week
2nd Offense Suspension 1month
3rd Offense Suspension remainder of school year, minimum suspension of 5 months |
|---|---|

APPENDIX E

ANDOVER PUBLIC SCHOOLS

SAFE SCHOOL ENVIRONMENT

The Andover Public Schools, the Andover Police Department, and the Essex County District Attorney's Office agree to coordinate their response to violent, delinquent, or criminal acts by students and to alcohol and other drug use, which occur on school premises or at school-sponsored or school-related events. To ensure a safe educational environment, this collaborative effort between school administration and law enforcement supports "zero tolerance" for drugs, alcohol, weapons and violence. Non-students involved in such acts on school premises or at school events are to be reported as students are. The full agreement is available in the Principal's Office

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletics 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 C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
After said hearing, a principal may, in his/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).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her 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.
- e. When a student is expelled under the provisions of this section, no school or no school district within the commonwealth shall be required to admit such student or to 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 expelling said student a written statement of the reasons for said expulsion.

APPENDIX F

ANDOVER PUBLIC SCHOOLS

HARASSMENT PREVENTION AND RESPONSE POLICY

Policy Preamble: The Andover School Committee is committed to the prevention of harassment based upon sex, race, color, national origin, religion, age, disability or sexual orientation. This policy has been developed to ensure that the educational opportunities of all students, and the employment conditions of all employees, are not threatened or limited by such harassment, and to ensure that individuals are free to work, learn, and develop relationships without fear of intimidation, humiliation or degradation.

This policy defines unlawful and prohibited conduct; reporting and investigation procedures; and disciplinary sanctions.

It shall be a violation of this policy for any employee or student of the Andover Public Schools to harass another employee, adult member of the school community, student, applicant for employment, or other person with business to conduct with the Andover Public Schools, through conduct and communications as defined below. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a harassing nature as defined below.

Unlawful and Prohibited Conduct Defined: Unlawful and prohibited conduct includes, but is not limited to, actions which are related to a person's sex/gender, race, color, national origin, religion, age, disability or sexual orientation when such actions are unwelcome and unsolicited by the recipient. Harassment based on a person's race, color, national origin, religion, age, disability or sexual orientation consists of conduct that:

1. Has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive work or education environment;
2. Has the purpose of substantially or unreasonably interfering with a person's work or academic performance;
3. Or otherwise adversely affects a person's academic standing or opportunities.

Sexual/Gender Harassment

Unlawful and prohibited conduct, consisting of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct, or communication of a sexual nature when:

1. Submission to, or rejection of, such conduct or communication is made explicitly or implicitly a term or condition of employment, or education or academic achievement;
2. Or, submission to, or rejection of, such behavior is used as a basis for employment or academic decisions;
3. Or, such behavior unreasonably interferes with an individual's work or academic performance, or creates an intimidating hostile, humiliating, or offensive work or educational environment.

Examples of prohibited behaviors shall include, but not be limited to, the following:

- Verbal conduct: name calling, teasing, jokes or other derogatory or dehumanizing remarks, by an individual or group as in verbal bullying;
- Physical contact: unwelcome touching of a person or person's clothing or any other act of physical intimidation or bullying;
- Written conduct: notes, cartoons, calendars, graffiti, offensive or graphic posters, pictures, book covers, drawings, computer terminal messages of an offensive nature, or designs on clothing meant to offend another on the basis of gender, race, color, national origin, age, disability or other identifying characteristics;
- Visual conduct: suggestive looks, leering, gesturing of a suggestive nature;
- Blackmail: as in behavior with the intention to control another individual's scholastic achievement or employment status.

The foregoing list was to provide some concrete examples but is not meant to be all-inclusive.

Responsibilities

All students, teachers, administrators, and other personnel of the Andover Public Schools are responsible for creating and maintaining an environment that is free of harassment and other offensive behaviors and for conducting themselves in a manner consistent with the spirit and intent of this policy and in cooperating with any investigation of alleged harassment.

The Andover Public Schools is responsible for the dissemination of this policy and training. The school district responsibilities will ensure:

1. That this policy shall be conspicuously posted throughout each school building in areas accessible to students and staff;
2. This policy shall appear in the student handbook;
3. The school district will develop a method of discussing this policy with students and employees;
4. The district will appropriately train administrators and others who are assigned and responsible to implement the procedures of this policy;
5. What one person might consider as acceptable behavior may be viewed by another as harassment. It is, therefore, suggested that a person make clear to the harasser that the behavior is offensive and must cease.
6. The subject of harassment should report alleged violations of this policy to the appropriate personnel in accordance with the guidelines and procedures that accompany this policy.
7. This policy will be reviewed for compliance with state and federal law.

Reporting Sexual Harassment

Students

Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor, or administrator who will in turn notify a complaint manager, or students may report directly to complaint managers. Notice of each school's complaint managers, whose role is defined below, will be posted in a prominent location in each school.

Employees

All Andover School System employees must respond to student's complaints of harassment by notifying the building principal or appointed complaint managers. They must always take every complaint of sexual harassment seriously.

Employees who believe that they are victims of harassment should report such occurrences to their immediate supervisor, the building principal, the Superintendent of Schools, the Personnel Director or his/her designee.

Investigation and Corrective Action

The Andover Public Schools will investigate all complaints of harassment. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. Reports of sexual harassment and related information will be kept confidential to the extent consistent with the school's obligations under law.

Each building principal will appoint two or more complaint managers, at least one of each gender. (Principals may also serve as complaint managers themselves). The complaint managers shall be responsible for investigating complaints of harassment, communicating with the principal, recommending discipline as a consequence of harassment, and filing reports to the Superintendent of Schools or his/her designee.

Complaint managers will attend training sessions and workshops as directed. Notice of each school's complaint managers will be posted in a prominent location in each school.

If the Andover Public Schools determine that harassment has occurred, it will take appropriate action to end the harassment. Steps which may be taken include, among others, an apology, direction to stop the offensive behavior, counseling or training, warnings, suspensions, exclusion from school-related activities, transfer, remediation, and expulsion from schools or termination from employment.

Disciplinary action will be consistent with the requirements of applicable collective bargaining agreements, Massachusetts and federal laws, and other district policies. Any staff member or student who is dissatisfied with the results of progress of the school's investigation may discuss his/her dissatisfaction directly with the building principal or the Superintendent of Schools at the School Administration Building, 36 Bartlett Street, Andover, MA 01810, (978-623-8501) or the Personnel Director, at the same location, (978-623-8530), or his/her designee.

Retaliation

The school administration will discipline or take appropriate action against any student, teacher, administrator, or school personnel who retaliates in any form against a person who makes a complaint or reports or participates in an investigation of a harassment complaint. Acts of retaliation may result in immediate disciplinary action up to and including expulsion or dismissal, even if underlying harassment is not proven. Retaliation is an independent, prohibited and unlawful act.

Investigation of Child Abuse

Under certain circumstances, harassment of a student may constitute child abuse under Massachusetts Law, M.G.L. Ch. 119, and Section 51A. The Andover Public Schools will comply with Massachusetts Law in reporting suspected cases of child abuse. The Andover Public Schools will report suspected criminal activity to the local police.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, (617-338-3300); Massachusetts Commission Against Discrimination, Boston Office, One Ashburton Place, Boston, MA 02188; (617-727-3990); Equal Employment Opportunity Commission, 10 Congress Street, Boston, MA 02114, (615-565-3200); and the Office of Civil Rights of the U. S. Department of Education, J. F. K. Federal Building, Room 1875, Boston, MA 02203 (617-565-1340); initiating civil action or seeking redress under criminal statutes and/or federal law.

Legal References

1. Title VII of the Civil Rights Act of 1964
2. Title IX of the Education Amendments of 1972
3. Massachusetts General Laws: c.151B (prohibiting employment discrimination based on gender); c.214 s.iC (right to be free from sexual harassment); c.76 s.5 prohibiting educational discrimination in public schools); c.265 s.43 (prohibiting stalking); c.269 s.17 (prohibiting hazing); c.119 s.51A (reporting of suspected child abuse).
4. Other relevant statutes and case law.

APPENDIX G

ANDOVER PUBLIC SCHOOLS

NON-DISCRIMINATION STATEMENT

Andover Public Schools does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Titles I and II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Furthermore, in accordance with M.G.L. c. 76 s.5, Andover Public Schools does not exclude or discriminate against students in admission or in obtaining its advantages, privileges, or courses of study on the basis of race, color, sex, religion, national origin, or sexual orientation.

To file a complaint alleging discrimination or harassment by the Andover Public Schools on the basis of race, color, national origin, sex, disability, or age, or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, and their respective implementing regulations, please contact:

**Assistant Superintendent of Schools *or*
Director of Human Resources
Andover Public Schools, 36 Bartlett Street, Andover, MA 01810,
978/623-8506 or 978/623-8530**

Inquiries concerning the applicability of the aforementioned Federal laws and regulations to the Andover Public Schools may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), JW McCormack POCH, Boston, MA 02109-4557, telephone 617/223-9662, TTY 617/223-9695. Concerns relating to the implementation of the Massachusetts equal educational opportunity law (M.G.L. c.76 s.5) may be directed to the Massachusetts Department of Education, Program Quality Assurance, 350 Main Street, Malden, MA 02148, 781/338-3700.

Instead of filing a complaint with the Andover Public Schools, a complaint may be filed directly with OCR within 180 days of the alleged discrimination or harassment.

In addition, a complaint may be filed within OCR within 60 days of receiving notice of final disposition of the complaint by the Andover Public Schools, or in certain instances, within 60 days of receiving a final decision from the Bureau of Special Education Appeals (BSEA). Please note that a complaint filed with OCR is limited to issues of discrimination and harassment. OCR has no jurisdiction over compliance with state and federal special education laws.

APPENDIX H

ANDOVER PUBLIC SCHOOLS

GRIEVANCES PROCEDURES FOR DISCRIMINATION VIOLATIONS

Any student or school employee who feels that he or she has been discriminated against because of race, color, national origin, sex, religion, disability, sexual orientation, or age with regard to admission to, access to, treatment in or employment in its services, programs and activities should utilize the following procedure to register a grievance:

1. Students or employees should submit any allegations of discrimination in writing to their building principal for consideration. The complaint should specify the nature of the complaint in detail
2. The principal or his/her designee will investigate the allegations and respond to the complaint in writing within fifteen (15) school days of the receipt of the written complaint.
3. If the matter is not resolved, the complainant may appeal in writing to Grievance Coordinators, the Assistant Superintendent of Schools, or with respect to employment-related issues, the Director of Human Resources. The coordinator will meet with the complainant and respond within fifteen (15) school days of receipt of the written complaint.
4. If at the end of ten (10) school days following the written response from the coordinator the matter remains unresolved, the complainant has the right to appeal to the superintendent of schools in writing.
5. The superintendent will investigate the complaint and respond in writing to the complainant within fifteen (15) school days after having received the complaint.
6. If the matter remains unresolved, the complainant may appeal in writing to the school committee within ten (10) school days of the receipt of the superintendent's response. The School Committee will meet within fifteen (15) school days to review and consider the matter. The committee will respond to the complainant in writing within five (5) school days following the meeting.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process.

Any person who wishes information concerning the application of Federal discrimination laws and regulations may contact the **Assistant Superintendent of Schools or Director of Human Resources** at the Andover Public Schools, 36 Bartlet Street, Andover, MA 01810, 978/623-8506 or 978/623-8530. Inquiries may also be made to the **U.S. Department of Education, Office for Civil Rights**, JW McCormack POCH, Boston, MA 02109-4557, 617/223-9662 or TTY 617/223-9656. Inquiries related to the **Massachusetts equal educational opportunity law** may also be made to the Massachusetts Department of Education, Program Quality Assurance, 350 Main Street, Malden, MA 02148, 781/338-3700.

APPENDIX I

SPECIAL EDUCATION

1. Kindergarten Screening (28.03 (1) (d))

In the fall, as part of the process of getting to know our new kindergarten students, a developmental screening is conducted. Regular classes are cancelled and your child is scheduled for a 30-minute appointment to complete the screening activities with his/her teacher. The screening consists of a brief check of the child's language, vision, hearing, cognitive development and motor coordination. Most children develop in these areas at a rate that is within the typical range for their age. For some children, however, the screening may indicate that more information about your child's abilities would be helpful. The earlier we know of any areas of concern, the sooner we are able to bring appropriate help and support to a child. Parents will be informed of the results of their child's screening and any recommendations for follow-up by. Screening is a required activity under the special education regulations.

2. Instructional Support (28.03 (3)(a))

The Principal in each school is responsible for promoting instructional practices that are responsive to students with diverse learning styles and a wide range of academic and social skills. This instructional support can include remedial services, accommodations and individual intervention plans for students as well as consultative and professional development services to the staff. Each schoolhouse provides a forum for child study teams and/or staff support teams that meet on a regular basis to brainstorm and problem solve possible methods to assist students who are experiencing some difficulty in the general education program. Such efforts, supports and accommodations are provided and documented before a student is referred for a special education evaluation. If, however, despite various interventions, the schoolhouse team is unable to resolve the concerns for a student satisfactorily, and suspects the presence of a disability, the student is referred for evaluation.

3. Referral and Evaluation Process

If a parent is concerned about their child's progress in school, they should bring their concern to the attention of their child's teacher, the learning specialist or directly to the principal so that staff are aware of the concerns and can implement some instructional support strategies. If attempts have been made to address the concerns and the child continues to experience difficulties, then a referral for a special education evaluation may be made. Such evaluations are made in order to determine whether the child's lack of progress is related to a specific educational disability. Parents will be asked to provide their written consent for the evaluation.

When the evaluation/testing is complete, a team meeting will be held to review the results and to make recommendations as to whether the child is eligible for special education services. If the child is eligible, an Individual Education Program (IEP) will be developed and describe the services the child will receive. Special education services, in addition to classroom accommodations, can include, for example, specialized reading or math instruction, speech/language therapy, occupational or physical therapy, adaptive physical education, school adjustment counseling, specialized consultation, etc. The principal with the help of the special education program head or liaison is responsible for the special education program at Bancroft and is always available to answer questions about special education or to provide additional information.

4. Important Terms

FAPE: Free and Appropriate Public Education

All sped students are entitled to FAPE. *Appropriate* is defined by whether the program is reasonable designed to provide educational benefit.

LRE: Least restrictive Environment

This is also the right of special needs students to be educated to the maximum extent appropriate with their non-disabled peers in the general education program. Inclusion is the practice of implementing LRE.

Access is a key term:

All disabled students (sped and 504) have the right to services, supports, accommodations, etc. that allow them to *access* the general curriculum and the activities of the school community as a whole.

APPENDIX J

**INFORMATION ON THE REQUEST FOR
CRIMINAL OFFENDER RECORD**

The State of Massachusetts recently passed a new law regarding criminal record checks effective February 25, 2003. Under Chapter 385 of the Acts of 2002, an act further protecting children, all schools are required to conduct criminal background checks on current and prospective employees, volunteers, school transportation providers and others who may have direct and unmonitored contact with children. A copy of this new law is available for your reference at <http://www.state.ma.us/legis/laws/selaw02/s1020385.htm>.

Therefore, **as a volunteer or potential volunteer of your child's classroom you will need to complete a Request for Criminal Offender Record Information or CORI Request Form.** If you have any questions please feel free to contact your building principal of Human Resources Department. **CORI** Forms can be downloaded from the www.asp1.net website. Click on PARENTS, then FORMS to access. Forms are also available in the main office.

**A COPY OF A PHOTO ID MUST BE SENT IN ALONG
WITH THE CORI FORM FOR PROCESSING.**