

Student/Parent Handbook



2014-2015

If you require any portion of this document translated into your native language, or require an interpreter at school-based meetings, please contact Edward Clarke, Administrator of Special Education at (508)699-1309.

Si usted necesita que cualquier parte de este libro sea traducido en cualquier otro idioma, o usted necesita un interprete en las reuniones escolares, por favor contacte al señor Edward Clarke, Administrador de Educacion Especial al telefono (508)699-1309.

تحتاج أو، بك الخاصة الأصالية اللغة إلى ترجمة الكتاب هذا من جزء أي إلى تحتاج كنت إذا التعليم مدير "، كلارك إدوارد الاتصال الرجاء، المدرسة الاجتماعات في قسوري مترجم إلى الخاص

ఈ పుస్తకములోని ఏ భాగమైన మీ భాషలో అనువాదము అవసరమైనచో లేద మరె ఇతర పాఠశాల సంబంధిత సమావేశాల కొరకు వ్యాఖ్యానము చేసేవారు అవసరమైనచో, దయచేసి మీరు ఎడవర్డ్ క్లార్క్ (Edward Clarke), స్పెషల్ ఎడ్యుకేషన్ అధికారిని సంప్రదించగలరు. మీరు సంప్రదించు ఫోన్ నం. (508)699-1309.

Thank you!

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ADMINISTRATION

SUPERINTENDENT'S OFFICE

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Susan Rieger, Administrative Assistant

Caron Ketchum, Business Administrator

Gale Newman, Business Clerk

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OFFICE OF ANNA WARE JACKSON ELEMENTARY SCHOOL

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Plainville, MA 02762

Kate D. Campbell, Principal

Suzanne Roberts, Secretary

TELEPHONE: (508) 699-1304

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OFFICE OF BEATRICE H. WOOD ELEMENTARY SCHOOL

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Paula Cole, Secretary

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Technology Systems Administrator

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PLAINVILLE SCHOOL COMMITTEE

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ANNA WARE JACKSON ELEMENTARY SCHOOL STAFF DIRECTORY

Kindergarten

Linda Leger
Amy Naggar
Jennifer Ryan
Laurie Siddall

Grade 1

Brian Foley
Jennifer Kubinski
Eileen Miller
Patricia Moore
Kristen Skeffington

Grade 2

Tina Baker
Amy Eighmy
Allison Lomp
Cheryl Mazzeo
Anne Marie Morris

Grade 3

Lynn Bernier
Tricia Fregeau
Lauren Moses
Jessica Olivier
Laura Schoonmaker
Nancy Surgenor

Specialists:

Denise Condlin	Reading
Elizabeth Barry	Resource
Beth Daley	Resource
Charlene Ehrlinger	ILC
Jennifer Skazinski	TLC
Tracy DelGrosso	Physical Ed.
Laurie Durand	Music
Heather Viveiros-Murphy	Physical Therapist
Marcia Bridgeman	Occupational Therapist

Kathleen Griffin	Psychologist
Elizabeth Barboza	Preschool
Carrie Souza	.5 Preschool/.5 TLC
Mary Beth Daugherty-Costa,	Speech
Kimberly Maguire	Nurse
June Miller	Art
Susan Lareau	Media

JACKSON SCHOOL COUNCIL MEMBERS

TBD

Patricia Gallerini
3 Huntington Avenue
(508) 695-2319
Community Representative

TBD

Anne Marie Morris
Teacher Representative

TBD

TBD
Teacher Representative

BEATRICE H. WOOD ELEMENTARY SCHOOL STAFF DIRECTORY

Grade 4

Devon Almeida
Deirdre Maher
Caitlin Nunez
Laurel Peter
Jessica Vine

Grade 5

Phyllis Clayman
Susan Dempsey
William Goulart
Patricia Levesque
Maryann Stoffel

Specialists

Jeffrey Colburn - Physical Ed.
Susan Boig – ILC
Danielle Johnston - Inclusion
Kate Kelley - Resource
Cheryl McKenna - Art
Kristyn Morey - Music
Donald Robinson – Instrumental Music
Amy Antunovic-Speech Pathologist
Wu Chen – Psychologist
Caroline Pasquantonio – Nurse
Kerrie-Lee Walker – Math Coach - System Wide
Meredith Connors – ELA Coach - System Wide
Susan Lareau – Media Specialist – System Wide
Amy Traficante – ELL - System-Wide

Grade 6

Kristen Connolly-Espenhain
Naomi Driscoll
Mary Molloy
Hilary Robinson

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33 Colonial Way
(508) 699-9229

Susan Dempsey
Teacher Representative

PLAINVILLE PUBLIC SCHOOLS – MISSION STATEMENT

The mission of the Plainville Schools is to promote lifelong learning throughout the community and to prepare students to become responsible, contributing members of a changing society by providing a challenging, rigorous educational program.

BELIEFS

In support of our mission, we are committed to the following beliefs:

- We promote excellence in instruction and student achievement in a creative and innovative atmosphere that fosters critical thinking.
- All students should acquire, and use wisely, essential skills and content knowledge in an environment that promotes higher-level thinking skills across the curriculum.
- Teaching students to become independent life-long learners is essential in preparing them for a changing society.
- Each student possesses unique talents and gifts and should be encouraged to use them to reach their maximum individual potential.
- All students and staff should be encouraged to attain high standards of achievement.
- Parents, in partnership with schools, are an integral part of their child's learning.
- All students should be able to communicate effectively through reading, writing, speaking, mathematics, the arts, and technology.
- All students should develop a sense of self-discipline, self-respect, self-reliance and demonstrate social and civic responsibility.
- Student learning is promoted through a safe and orderly environment, free of prejudice, drugs, violence, and harassment.
- Ongoing opportunities for the professional growth and development of staff are essential for continued school growth and improvement.
- Community involvement should be actively solicited, encouraged, and developed.
- All students should understand, respect and appreciate the racial, ethnic, and cultural diversity of our society and the democratic principles upon which this nation was built.

VISION STATEMENT

The Plainville Public Schools in an exemplary and dedicated educational organization committed to providing a supportive learning environment that fosters intellectual, physical, emotional and social development for all. This student-centered community of learners supports high expectations in settings that are flexible, interchangeable and technologically advanced.

Driven by the belief that all children can learn and succeed, we provide a full range of educational services that are both innovative and proactive. Aware of the challenges of an uncertain future, we seek to provide our students with the skills, knowledge, values and expertise to succeed in work and life.

We collaborate with, value and appreciate a community long known for its extraordinary commitment to its children and schools.

BEATRICE H. WOOD SCHOOL - MISSION STATEMENT

The staff of the Beatrice H. Wood School will provide a quality education for all students that maximizes their academic achievement, promotes their physical, social and emotional development, emphasizes family and community values, and develops their ability to succeed in a diverse and changing society. We will create an environment where students, staff, parents and community members work and grow together.

BELIEFS

The Wood School staff believes that our school serves as "*the bridge from home to the world*". We recognize that a parent is a child's first and most important teacher. We encourage a partnership amongst educators, parents, students, and community in the educational process. We will strive to further enhance positive school-community relations and partnerships that promote excellence in education and contribute to student learning.

We believe:

- All children have the ability to learn and succeed.
- All children learn and develop at different rates and in different ways.
- All children have value and deserve respect.
- High expectations lead to high performance.
- All members of our school community are teachers and learners.
- Class size and staffing must be kept at a level that will optimize student success.

ANNA WARE JACKSON SCHOOL - MISSION STATEMENT

The mission of the Anna Ware Jackson School is to inspire every student to think, to learn, to achieve, and to care in a safe, child-centered learning environment. Our school motto is “We choose to be safe and secure, respectful and responsible, positive and productive, kind and courteous; to be the best you can be.”

BELIEFS

As members of the Jackson School Council, we believe that the following conditions are essential to student success at the Jackson School

- Class size and staffing must be kept at a level that will optimize student success
- Adequate support services must be provided to meet the needs of all of our students
- The Plainville Public Schools’ philosophy of providing the least restrictive environment for all students must continue to be implemented
- Professional development opportunities for all staff members should be provided to maximize their effectiveness in working with students with diverse needs as well as meet state and district expectations
- The organization of staff into professional learning communities provides the opportunity for collaboration of ideas among staff members along with the sharing and practicing of best instructional practices
- The analysis of common formative and summative assessments used to drive student instruction with the goal of using data to improve student learning

ATTENDANCE REGULATIONS

The law of the Commonwealth of Massachusetts requires that any person of elementary school age attend school each day it is in session.

ENTRANCE AGE

In an attempt to permit children to enter kindergarten and first grade at the time most appropriate for them individually:

1. Children who will be five years of age before September 1 of the school year during which they wish to enroll will be eligible to enter kindergarten.
2. All students must have reached six (6) years of age before September 1 of the school year during which they wish to enroll in Grade One. Exceptions shall be made by the Superintendent for new students who have successfully completed kindergarten in another public school district or an accredited kindergarten program.; i.e. N.A.E.Y.C (National Association for the Education of Young Children).

ABSENCE OF PUPILS

If a student will not be attending school on any given day, the parent or guardian should call the student's school between 8:00 and 9:00 a.m. on the morning of his/her absence.

If a student is absent and the school is not notified, the school will telephone the student's parent or guardian. It is the intent on the Plainville School Committee to account for all students and to ensure that anyone who has left for school did indeed arrive as anticipated.

WOOD: 699-1312

JACKSON: 699-1304

A note must be presented to the student's teacher upon returning to school for all absences.

The note must include the date(s) absent and the signature of student's parent or guardian. A doctor's note should accompany any student absent five (5) or more consecutive days. If the student has been absent due to a contagious disease, parents should call the school nurse.

TARDINESS

Students must arrive at school on time. They will be considered tardy if they arrive at the Wood School and the Jackson School after 8:50 a.m. A student arriving late must be accompanied by a parent or guardian or have a signed note containing the date and estimated time of arrival. A student arriving late must report to the office. Chronic tardiness will be addressed by the attendance officer and school administration.

DISMISSAL OF STUDENTS

Students will not be dismissed during the school session without a signed note from a parent or guardian, or without permission from the Principal. No oral requests from students will be accepted. A student will not be dismissed into the custody of a person unknown to school personnel without a note from home, even if the student recognizes the person. That person will be referred to the office for identification and authorization.

A student will not be permitted to wait for parents or others outside the school building. All students who are dismissed during the school day must be dismissed through the office and they will wait in the office until their parents arrive. At that time the parent/guardian must sign the dismissal log. Students who travel home on buses will not be kept in the classroom after bus dismissal unless the teacher has made arrangements with the parents or guardians for other transportation for them. If a child is to be picked up after school, the parent should be prompt. If a child is not picked up within one (1) hour of their assigned dismissal time and the parent cannot be contacted, the police will be called.

Those students who are leaving school by other than their usual manner must have a note from home advising the teacher of the change in plans. In case of emergency, the parent must notify the school office.

LEGAL CUSTODY (RESTRAINING ORDERS)

If parents do not have joint custody of a child or children, the parent with legal custody must present a copy of any and all legal documents (Restraining Orders, etc.) to the office of the school the student attends. This is to be done within 48 hours after any such legal documents are issued or on the first day of school. If there is any change in custody, the school is to be notified in writing (copies of legal documents, if any) as soon as possible. The school cannot be held responsible if legal parents and guardians do not abide by the above.

UNSCHEDULED EARLY DISMISSAL

Power breakdown, weather related conditions etc., might require early evacuation of the school. Telephone service could be down depending on the emergency.

The decision to close school early is made by the Superintendent of School's office. In the event of unscheduled early dismissal the Superintendent will notify families through the District's Reverse 911 phone system. All phone numbers provided by each family will receive the call. Additionally, the following radio and television stations will be notified WCVB (Channel 5), WBZ (Channel 4, 1030 AM), FOX, Channel 25, WJAR (Channel 10, WPRO 630 AM). If possible notification of an unscheduled early dismissal will also be posted on the Plainville Public School Web Page (www.plainville.k12.ma.us).

Parents should inform their children regarding emergency procedures they are to follow if it is necessary to close school prior to the general dismissal time.

Should a decision be made to close school early, the school will follow the plan as noted on the Early Release Form. All after school and evening programs in the school district will be canceled. Parents arriving at school to pick up their child(ren), will have their child(ren) dismissed upon their arrival.

PLEASE DO NOT CALL THE FOLLOWING DEPARTMENTS IN REGARD TO THE ABOVE POLICY:

**POLICE DEPARTMENT
FIRE DEPARTMENT
HIGHWAY DEPARTMENT**

ACCOMMODATION FOR RELIGIOUS AND ETHNIC OBSERVANCES

In accordance with Massachusetts General Laws Chapter 151C – Section 2B and out of respect for family values and religious and ethnic traditions:

Any student who is unable, because of his/her religious beliefs, to attend classes or participate in any examination, study or work requirement on a particular day, shall be excused from any such examination, study or work requirement which he/she may have missed because of such absence on a particular day. The student shall be provided with an opportunity to make up any such examination, study or work requirement which he/she may have missed because of such absence on a particular day; provided, however, that such make up examination or work shall not create an unreasonable burden upon such school. In addition the schools shall, to the best of their ability, refrain from scheduling any educational (field) trips on days when students will not be in attendance because of religious beliefs and observances. No adverse or prejudicial effects shall result to any student because of availing him/herself of the provisions of this section.

DELAYED SCHOOL OPENING

On some mornings, road or weather conditions may warrant a delay in the opening of schools. If this decision is made, all schools will open one hour later than usual (9:30 a.m. at Wood School and the Jackson School), and all buses will run one hour later accordingly. If there is a two-hour delay, AM preschool will be cancelled.

Please do not drop your child off at school at the regular hour because there will not be any adult supervision until ten minutes before school begins.

The Superintendent will call all families using the district's reverse 911 system.

NO SCHOOL SIGNALS

“NO SCHOOL” signals are given by a double blast of the fire alarm at 7:00 a.m. This double blast means “NO SCHOOL - ALL DAY - ALL GRADES”.

“NO SCHOOL” announcements will also be given over the following radio and television stations WCVB (Channel 5), WBZ (Channel 4, 1030 AM), FOX, Channel 25, and WJAR (Channel 10, WPRO 630 AM) between 6:30 a.m. and 8:00 a.m. If possible notification of no school will be posted on the Plainville Public School Web Page (www.plainville.k12.ma.us).

BEHAVIOR

GENERAL RULES

The following behaviors will not be tolerated:

- Hurting others physically or with words
- Misbehaving in any school area (this includes the bus and bus stops)
- Disobeying or showing disrespect to any school employee, volunteer, or guest
- Using foul language
- Chewing gum
- Breaking school rules
- Stealing

STEALING

Stealing is a serious offense. If a teacher suspects a student of stealing, he/she will notify the Principal immediately. When a student has been caught stealing or admits to stealing, the parents will be asked to come to the office for a conference. Continued stealing becomes a police matter.

ASSEMBLIES

Students may have the opportunity to attend assemblies. During an assembly, students are to be attentive and courteous. This means that no talking or other noises will be allowed and neither will standing, kneeling or moving from seat to seat.

CAFETERIA

To foster proper digestion and a pleasant mealtime for every student, it is necessary to maintain a calm, orderly, and quiet atmosphere in the cafeteria. Students should be encouraged to eat their lunches and drink the milk. Good nutrition is an aid to good education.

Students need permission to leave their seats. Students are allowed to converse quietly with those seated next to them. If the room becomes noisy, it may be necessary to stop all talking.

Students are expected to follow the directions of the person in charge at all times with special attention to proper rubbish disposal, and always leaving the cafeteria in a neat condition.

Throwing of food, napkins, straws, etc. is expressly forbidden. A child found doing this would be sent to the Principal for reprimand. Continued lack of proper manners at the table will result in loss of cafeteria privileges.

CORRIDORS

There is to be no running or loud talking in the corridors or in lines. When entering and leaving the building, students will use the right-hand door. Students will also keep to the right in the halls to avoid confusion, accident, or injury.

LAVATORY

Order in the lavatories (boys' and girls' rooms) is to be maintained at all times. Students should use the "buddy system" when using the lavatories during class time and at lunch. Upon written notification from a parent or guardian, special arrangements will be made for a child with a medical problem.

Climbing on the fixtures, writing on the walls, or any other destructive behavior is forbidden. Any student found to have violated this rule would be reported to the Principal for disciplinary actions.

DISCIPLINARY PROCEDURES

Students are expected to show respect to the adults and fellow students and to take responsibility for their actions. Students have the right to an education and teachers have the responsibility to provide it. No person should interfere with teaching and learning. Students are expected to demonstrate PeaceBuilders© behavior at all times

Students must be taught at an early age to follow rules and regulations as well as to respect authority and the rights of others or suffer the consequences.

While most students conduct themselves in an appropriate manner, there are those who insist upon disobeying the established rules. Those individuals can expect to receive the following punishments at the discretion of the Principal:

- a. Principal/student conference
- b. Loss of recess(es)

- c. After-school detention
- d. Parent/Principal/Student conference
- e. Suspension
- f. Expulsion

INFRACTIONS WARRANTING LOSS OF RECESS(ES)

- 1. Misbehavior in **any** school area or on bus.
- 2. Willful disobedience or disrespect to any school employee, volunteer, or guest.
- 3. Use of foul language.

AFTER SCHOOL DETENTIONS

At the Principal's discretion, after-school detention may be assigned. After-school detention will be from 3:15 – 4:00 p.m. A parent conference may be necessary.

Parents are responsible for transportation and will be notified of the after-school detention time. If they are unable to pick up their child, provisions should be made for a relative, friend, or neighbor to do so. If this is not possible due to unusual circumstances another afternoon, which is mutually agreeable, will be scheduled. In rare instances, parents will have to send a taxi for their child at their own expense if no other arrangements can be made.

IMMEDIATE PARENT CONFERENCE

- a. If loss of recesses and after-school detentions have been utilized and the student continues to misbehave, the Principal will arrange for a conference with the student and his/her parents.
- b. Severe misbehavior may result in an immediate conference with the parents.

SUSPENSIONS

Suspension takes place when a student breaks certain school rules or when he/she consistently disobeys school rules. If a student is suspended, his/her parents will be notified immediately by phone if possible and also by letter. The letter will inform the parents of the reason for suspension, how long it is for, whether in-school or out-of-school, and the date the student will return to school. It is the school policy that the parent or guardian accompanies the student upon his return to school for a conference with the Principal.

In-school suspension involves the student's removal from the classroom. Out-of-school suspension occurs when the student is required to leave the school premises.

EXPULSIONS

The most serious punishment that can be received is that of expulsion from school. "Expulsion" means that a student is permanently barred from attending school. This is the most serious and drastic of disciplinary measures and is reserved for only the most grievous infractions. The Principal in consultation with the Superintendent and other appropriate authorities will impose this consequence.

The Superintendent will notify the School Committee of all expulsions and give a report of all suspensions at the end of the school year in June.

PROCEDURES TO BE FOLLOWED FOR AN EXPULSION OR SUSPENSION:

- 1) The parent/guardian will be called, advised of the incident, and will be required to take the student home.
- 2) A letter will be sent to parents/guardians with a copy placed in the student's temporary file. A memo will be sent to Superintendent outlining circumstances of expulsion/suspension along with a copy of the letter sent to parent.
- 3) The student will receive an immediate suspension from all school programs.
- 4) A parent/guardian conference with the school administration must be held to determine a course of action to help the student before the student is allowed to return to class.
- 5) Referral to an appropriate agency may be made to help correct the problem.
- 6)
 - a. Any student who is expelled with a violation of paragraphs A, B, C, or D below (ABUSE OF ALCOHOL OR CONTROLLED SUBSTANCE, WEAPONS AND ASSAULT) shall be notified in writing of an opportunity for a hearing; the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the Principal. The Principal shall receive said request within two (2) business days of the student's receipt of the notice of "right to a hearing".
 - b. After said hearing, or after the time for requesting a hearing has passed, a Principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs A, B, C, or D below (ABUSE OF ALCOHOL OR CONTROLLED SUBSTANCE, WEAPONS AND ASSAULT). The Principal shall notify the Superintendent of this decision immediately.

- c. Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten calendar 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 provisions of this action.

ABUSE OF ALCOHOL OR CONTROLLED SUBSTANCE, WEAPONS AND ASSAULT GUIDELINES

A. POSSESSION/USE OF TOBACCO, ALCOHOL AND/OR CONTROLLED SUBSTANCE

The use of any tobacco products is prohibited within all school buildings and school facilities, on all school grounds, and on all school buses. Any incident of this nature shall result in suspension/expulsion by the Principal.

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, using, selling, distributing, and/or in possession of alcohol or a controlled substance as defined in Chapter 94C including, but not limited to marijuana, cocaine, and heroin, shall result in suspension/expulsion from the school or school district by the Principal.

B. POSSESSION/USE OF DANGEROUS WEAPONS/THREATS

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife, or a look-a-like shall be subject to suspension/expulsion from school by the Principal.

C. THREATS TO SCHOOL PROPERTY

Any student who threatens school facilities/buildings either verbally or in writing, including at school sponsored and/or school related events may be subject to suspension/expulsion from school by the Principal.

D. ASSAULTS AND THREATS TO DO BODILY HARM

Any student who assaults or threatens to do bodily harm to a student, member of the school staff, bus driver, volunteer, or guest, either verbally or physically at school, at school-sponsored or school-related events, including athletic games, or on a school bus may be subject to suspension/expulsion from school at the discretion of the Principal.

E. FALSELY ACCUSING STUDENTS OF COMMITTING AN OFFENSE

Falsely accusing someone of committing any of items A-D is considered a serious violation of general behavior and will be subject to disciplinary actions at the discretion of the Principal.

Procedures To Be Followed

- 1) School personnel who suspect a student of violating any of the above guidelines will report it immediately to the School Principal/Administrator/Designee.
- 2) School Principal/Administrator/Designee will consult with other administrators, teacher(s), school psychologist and/or school nurse. In making a determination if a violation of any of the above provisions has taken place, the School Principal/Administrator/designee shall take into account the age of the child and all the circumstances surrounding the incident.
- 3) Upon a finding of a violation of any of the above provisions the parents/guardians of victims or other persons immediately effected by the incident shall be notified by telephone as soon as possible but prior to the next school day. At the conclusion of the investigation a follow up conversation will take place with all involved parties.
- 4) Notification will be made to the local police department if deemed appropriate by the Principal.

F. VERBAL THREATS WITH REFERENCE TO USE OF A WEAPON

Any student who threatens to use a weapon to do bodily harm to a student, member of the school staff, bus driver, volunteer, or guest at school, at school-sponsored or school-related events, including athletic games, or on a school bus may result in suspension/expulsion from school at the discretion of the Principal.

PROCEDURES TO FOLLOW FOR VERBAL THREATS WITH REFERENCE TO USE OF A WEAPON:

- 1) Any member of the School Community, either staff members, bus drivers, or volunteers who witnesses or overhears a verbal threat with the use of a weapon is expected to report the incident to the School Principal/Administrator/Designee. Any student who witnesses or overhears a verbal threat with the use of a weapon is encouraged to report the incident to the School Principal/Administrator/Designee.
- 2) The School Principal/Administrator/Designee shall meet with all students involved to ascertain the facts.
- 3) School Principal/Administrator/Designee will consult with other administrators, teacher(s), school psychologist and/or school nurse. In making a determination if a violation of any of

the above provisions has taken place, the School Principal/Administrator/designee shall take into account the age of the child and all the circumstances surrounding the incident.

- 4) Upon completion of this preliminary investigation, the School/Principal/Administrator/Designee shall telephone all parents or guardians of the students involved. This telephone call shall occur as soon as is practical prior to the next school day.
- 5) If deemed appropriate by the School Principal/Administrator/Designee, the Plainville Police Department shall be contacted and notified of (1) the facts as they then exist, and (2) the status of such investigation at the time then being.
- 6) At the conclusion of the investigatory process, the School Principal/Administrator/Designee may initiate at his/her discretion such disciplinary action, as he/she deems reasonably prudent in view of the facts then known. Such disciplinary action may include, but shall not be limited to the suspension of the student.
- 7) A follow up conversation with all involved parties shall occur.

POLICY ON PHYSICAL RESTRAINT

The Plainville Public Schools, in accordance with Massachusetts General Law 603 CMR 46.00 and Massachusetts Department of Elementary and Secondary Education has determined that school staff will adhere to the following guidelines:

- 1) To administer a physical restraint only when needed to protect a student and or a member of the school community from immediate, serious, physical harm; and
- 2) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

PHYSICAL RESTRAINT PROCEDURES

- 1) The staff member who encounters a potentially acting-out student will employ district approved preventative strategies to reduce the possibility of escalation to the crisis stage.
- 2) If not effective, two members of the Crisis Prevention Team will be called immediately to intervene in any emergency situation that may require the use of physical restraint.
- 3) The Crisis Prevention Team members will intervene with the least amount of force necessary, the safest method, and the shortest duration of restraint.

- 4) Follow-up procedures will include:
- Discussing incident with student
 - Reviewing incident and antecedents with involved staff
 - Recording the incident on a Behavior Incident Report Form and submitting form to Principal and Special Education Administrator
 - Informing parents of incident
 - Informing MADESE in writing within 5 school working days per 603 CMR 46.00 guidelines of incidents involving extended restraints (20 minutes or greater) or incidents involving serious injury.
- 5) Use of physical restraint on students with disabilities pursuant to an Individualized Educational Plan or other written plan, needs to be implemented in accordance with state and federal law.

GENERAL INFORMATION

ANIMALS IN THE CLASSROOM

The Plainville School District is committed to providing a high quality educational program to all students in a safe and healthy environment.

No animal shall be brought to school without prior permission of the building Principal.

School Principals, in consultation with the health services providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

ASBESTOS

In accordance with the federal Asbestos Hazard Emergency Response Act all schools are required to be inspected to determine the presence of asbestos-containing building materials. In addition all employees and parents must be notified annually of any findings.

Given documented evidence that no asbestos containing material is present in either the Jackson School or the Wood School the MA Department of Labor has exempted the Plainville Public Schools from inspection. The requirements to notify employees and parents annually, however, still remains, which is the reason for this notice.

BIRTHDAY PARTIES

In accordance with the Plainville Public Schools Wellness Policy, birthday parties will be limited to once per month.

BUILDING SECURITY AND STUDENTS' SAFETY – VISITORS/VOLUNTEERS

The safety of all students is of great importance to all the staff of the Plainville Schools. To ensure the safety of all the students, it is required that all visitors (including parents) report to the office of the school before proceeding to any other section of the building. This pertains to each and every visitor, even if the visitor is a person such as a volunteer who visits the school on a regular basis.

Please note that visitors will not be allowed to go to a classroom unless arrangements have been made with the teacher ahead of time. This will prevent the regular classroom routine from being disrupted.

All visitors will be required to sign in and wear a “Visitor’s Pass” which must be visible to all. Visitors must sign out when leaving the building.

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators.

All school volunteers will be subject to a Criminal Offense Record Information (CORI) check. The Superintendent can authorize additional CORI checks as deemed necessary. The CORI process must be completed prior to a volunteer providing service. Principals will establish guidelines and conduct orientation sessions with all volunteers.

NON DISCRIMINATION POLICY

The Plainville Public School District provides Equal Educational and Employment Opportunities without regard to race, color, sex, religion, national origin, sexual orientation and disability.

The School District complies with all State and Federal Laws, including, but not limited to, Title VI, Title VII, Title IX of the Civil Rights Act, the American Disabilities Act (ADA), section 504 of the Rehabilitation Act, General Laws Chapter 622 and 766.

These commitments will extend to students, staff, the general public and individuals with whom it does business, and to all of the educational programs and activities of the public schools. The Plainville Public Schools intends to:

- Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
- Encourage positive experiences in human values for children and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
- Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such effort.
- Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
- Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
- Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

SECTION 504: NON DISCRIMINATION ON THE BASIS OF HANDICAP

The Plainville Public Schools hereby notifies all students, parents, employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements that it does not discriminate on the basis of disability.

Section 504 of the Rehabilitation Act of 1973 provides that:

“No otherwise qualified handicapped individual...shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The School Principals have been designated as Section 504 Coordinator for the Plainville Public Schools:

Mrs. Kate D. Campbell
Principal
Jackson School
68 Messenger Street
Plainville, MA 02762
508-699-1304

Mrs. Robin L. Roberts-Pratt
Principal
Wood School
72 Messenger Street
Plainville, MA 02762
508-699-1312

NON DISCRIMINATION ON THE BASIS OF TITLE VI AND TITLE IX

Title IX specifically states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving Federal financial assistance."

Title VI makes it clear that all aspects of public school education must be fully open and available to all children. No school may exclude a child from any course, activity, service, facility or resource in a public school on account of race, color, sex, religion or national origin of such child.

The Plainville Public Schools supports Title IX and Title VI and does not discriminate in employment or in educational programs and activities. If you have questions or concerns, the Title IX and Title VI Coordinator is the Superintendent of Schools.

Mr. David P. Raiche
Superintendent of Schools
68 Messenger Street
Plainville, MA 02762
508-699-1300

GRIEVANCE PROCEDURE

Purpose: As established by federal and state regulations, the purpose of this grievance procedure is to facilitate compliance with the law, provide prompt and equitable resolution of complaints and promote a means for mutual understanding. Any individual(s) who feel(s) that his/her/their rights, under Title IX, or any pertinent laws or regulations concerning discrimination have been violated by any individual, group of individuals, practice or policy may file a complaint.

Procedure:

- A. The complainant or his/her representative must address the respondent in the situation.
If no resolution is achieved within ten (10) student days of the time the respondent was addressed, the complainant may proceed to the principal or administrator within ten (10) additional days. If the principal or administrator is a respondent, the complainant may proceed to any administrator that he/she is comfortable with.

Once the principal or administrator receives the complaint, he/she shall conduct an appropriate investigation of the complaint.

Such investigation may consist of, but may not be limited to, the following actions:

1. Interview(s) with the grievant;
2. Interview(s) with the individual alleged to be the harasser;
3. Interviews with other employees or witnesses;
4. Interviews with other individuals at the discretion of the investigator;
5. Review of pertinent records.

B. If no resolution is achieved within ten (10) student days of the meeting with the principal or administrator of choice, the complainant may proceed to the Superintendent within ten (10) additional student days.

CELL PHONES OR SIMILAR ELECTRONIC DEVICES

Cell phones or similar electronic devices may be in the possession of a student, but must be turned off during the school day. At Anna Ware Jackson School these devices must be kept in backpacks at all times during regular school hours. At Beatrice H. Wood school these devices must be kept in lockers at all times during regular school hours. If such a device is found or used during regular school hours, the device will be confiscated and must be reclaimed by a parent/guardian.

Any student who uses a cell phone during the school day may be disciplined by the principal.

CONFERENCES

Parent/teacher conferences for all students will be held after the first marking period between the 50th and 60th school days and again after the second progress report (mid-March). Parents will be notified of the conference schedule and exact dates during the school year. However, if you have questions or concerns which should be discussed at any other time, please to contact the teacher at school. Student academic records may be inspected and reviewed in the office upon request by the parent or legal guardian.

DRESS CODE

Students should dress in a manner that shows pride in themselves and their schools. All students are required to dress and groom themselves in clothing that promotes health, safety and cleanliness and is suitable for school activities. Clothing worn should not disrupt the educational atmosphere or programs of the school. Any footwear that contains wheels is not allowed. Flip flops are not allowed for safety reasons.

DRESS CODE GUIDELINES FOR BEATRICE H. WOOD SCHOOL

Pursuant to the Plainville Public Schools Dress Code the Administration in collaboration with the Beatrice H. Wood School Council has determined the following to be disruptive to the educational atmosphere and/or programs of the school and offers these guidelines:

- Jeans, pants, and shorts are to be worn in an appropriate manner and must be free of any writing on the clothing that is disruptive.
- Tank tops may be worn under another shirt. Spaghetti straps, halter tops, halter dresses, and tube tops are not allowed. Shoulder straps must be at least 2” wide to be worn without something over it.
- Shorts and skirts should be appropriate for the school environment even when one is seated. Shorts and skirts must be at least mid-thigh in length.
- Underclothing should be covered at all times.
- Bare midriffs are not acceptable. Tops and bottoms must meet.
- Attire or accessories with inappropriate language or pictures that cause a disruption are not allowed.
- Footwear of any type that is determined to be hazardous to the health and safety of the student or is destructive to the floors is unacceptable. Flip flops are not allowed. Shoes should be appropriate for physical education, outdoor play, and safe movement throughout the building. Any footwear that contains wheels is not allowed.
- Head coverings, unless worn for religious or medical purposes, of any kind including, but not limited to, scarves, bandannas, masks, athletic headbands, hats, caps, or hoods are not to be worn in the building.
- Coats are not to be worn in the building during classtime, unless advised by the teacher.
- Chains such as spikes, heavy rope bands, dog collars, or other potentially dangerous articles of any types are not to be worn in school. Key chains of any kind must be kept inside student backpacks.
- Sleepwear and pajamas are not allowed.

FACILITY USE

The School Committee recognizes that the buildings under their jurisdiction provide the only large and diversified meeting places within the community. The facilities also provide a cafeteria and gymnasium, which further broadens the versatility of the buildings to the citizens of the community. All organizations wishing to use school facilities will be expected to share in the direct costs attributable to their use of the facilities.

Applications for the use of facilities should be submitted online utilizing the Plainville Public Schools website: <http://www.plainville.k12.ma.us>. Follow the link to Use of Facilities. If you do not wish to apply online, official applications are available at the Principal’s Office for each school.

FIELD TRIPS, EXCURSIONS AND OUTDOOR EDUCATION PROGRAM

Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better public relations. The School Committee will also encourage field trips as an integral part of the instructional programs in the schools.

The Superintendent will establish procedures to assure that:

1. All students have parental permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.
5. The schools shall, to the best of their ability, refrain from scheduling any field trips on days when students will not be in attendance because of religious beliefs and observances.
6. All field trips must be approved by the building principal.
7. No child will be denied participation due to financial hardships in any school activity.

All sixth grade students will have an opportunity to participate in the Nature's Classroom Educational Program located in Groton, MA. This activity provides direct experiences in group living, science, social studies, language arts and in other disciplines as well.

FINANCIAL ASSISTANCE

No child will be denied participation in any school activity due to financial hardship.

FOOD SERVICES PROGRAM

The Plainville Public School food services program is in operation every school day. The fee for school breakfast and lunches is set at the beginning of each school year. Milk is also available for those students bringing their lunch. Students who forget or lose their money may charge a breakfast or lunch provided the privilege is not abused. Charges must be paid the following school day. Exceptions will be made for students with dietary restrictions and/or personal health plans.

Students may also bring their own lunches or additional food items to school. Please understand, however, that staff will not be able to heat /reheat any food items/lunches brought from home. Exceptions will be made for students with dietary restrictions and/or personal health plans. The school nurse needs to be notified in writing of any restrictions.

GIFT POLICY

The acceptance of personal gifts by school personnel from school suppliers, from parents and/ or students can be subject to misinterpretation and a source of embarrassment to the school district and all persons involved.

The Plainville Public School Gift Policy states, "It is illegal to accept anything of "substantial value" from anyone with whom school personnel have had or are likely to have official dealings even if the motivation for the gift is to express gratitude for a job well done or to foster goodwill.

The courts and the State Ethics Commission have deemed "substantial value" to be \$50 or more. Additional compensation, waived fees, discounts, gift certificates meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses are considered gifts. In addition, free or discounted services such as construction or accounting work are considered gifts. A number of smaller gifts together worth \$50 or more may not be accepted."

When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts.

HOMEWORK

The purpose of homework is to support classroom learning through practice, pre-learning, processing, or checking for understanding. Homework provides feedback to the teacher and the student about how learning is progressing. It also doubles as formative assessment, in that it allows the teacher to check for understanding before practice is assigned, to determine how much practice is needed to perfect a skill, and to judge the student's depth of understanding and ability to apply learning.

Because homework is completed independently, assignments must be differentiated in order to ensure that students can be academically successful.

Nightly homework time increases with each grade level. An average range for grades one-three is 20-30 minutes. An average range for grades four-six is 40-60 minutes.

Since formative assessments are intended to inform both the student and the teacher, students are expected to complete homework assignments and teachers are expected to provide feedback. Viewing homework as formative assessment lessens the importance of grading homework. When homework is graded, students and parents will be notified of its weight prior to or at the time of the assignment. Parents will be contacted when assignments are not regularly completed so that they might provide direction and support to their student.

LOCKERS

No lockers are available at the Anna Ware Jackson School. Each classroom has a coat closet or coat hooks to accommodate coats, boots, and other student items that need storage.

Every student at the Beatrice H. Wood School will be assigned a school locker on the first day of school. Each locker has coat hooks and shelves to accommodate coats, boots, and other student items that need storage. Students will not be allowed to decorate or in any way change the look of the locker either inside or outside from when it was assigned to them. Students are not permitted to access any locker other than their school assigned locker. Violation of this policy is considered serious. Any student who accesses another student's locker may be subject to disciplinary action, including but not limited to suspension from school by the Principal.

As a condition of usage of a school locker, students are advised that the school administration reserves its right to inspect a student's locker. Students should not have any expectation of privacy in any locker, desk, or any other property belonging to the Plainville Public Schools.

LOST AND FOUND

Parents are urged to visit the school to check on articles of clothing, watches, glasses, etc. that may have been lost at school. **We also urge parents to mark hats, gloves, sweaters, and jackets to facilitate the return of these items to the proper owner.**

MESSAGES TO STUDENTS

It is sometimes necessary for parents to call the school to ask that messages be delivered to children. It is difficult to insure delivery of these messages and almost impossible to see that they are acted upon by the student. Information such as changed dental appointments, instructions to take a different bus home or reminders of meetings tend to interrupt classes and can frequently be avoided. However, messages that must be delivered to students will be phoned to the classroom teachers by the secretary just prior to dismissal.

NAME CHANGES

It is Massachusetts' State Law that a child's legal name be used on all school documents. Prior to changing the school's records, proof of a change in name must be submitted.

NEWS/MEDIA RELEASE INFORMATION

Often the media/press requests information regarding student awards, honors, scholarships, and sports or club memberships. Throughout the year, the local cable TV channel, newspaper, and school department newsletters will take pictures or write about school activities and students. It is the policy of the Plainville Public Schools to make this information routinely available unless parents have requested in writing, in advance, that they do not wish to have this information published. We will be happy to comply with parents' written requests.

PHYSICAL EDUCATION CLASSES

On the days that students have Physical Education he/she should:

1. wear a pair of sneakers, properly tied.
2. wear shorts, sweatpants, or any non-restrictive athletic leg wear. Dresses are not appropriate.
3. wear a T-shirt, sweatshirt, or any modest athletic top.
4. remove all loose jewelry. Hoop/dangling earrings are not appropriate.

All children should participate in Physical Education. If your child needs to be excused because of illness or injury, he/she must bring a note to the Physical Education Teacher. If your child needs to be excused for a period longer than one week, a note from the doctor must be given to the Physical Education Teacher.

PLAINVILLE PARENT TEACHER ORGANIZATION

Welcome to the Parent Teacher Organization! All parents/guardians and staff of Jackson and Wood school students are automatically members of the PTO. There are no dues to be a member. The PTO raises funds through fundraising. With these funds, we are able to support many school events, presentation, field trips, purchase P.E. and recess equipment at both schools, provide subscriptions to WorldBook Online as well as several educational subscriptions and lots more not covered by the school budget. These activities really enhance children's learning experiences. This is a very worthwhile cause. Your level of participation is up to you. Participate as much or as little as you want. The Plainville PTO meets monthly from September to June, with the exception of December. Our meetings are held at the B.H. Wood Media Center at 7 p.m. and all parents/guardians and staff are welcome to attend

PROGRESS REPORTS, REPORT CARDS AND PARENT CONFERENCES

Students in **Kindergarten** will be issued report cards twice yearly at the end of the second and fourth marking periods. Progress reports in checklist form will be sent home in November. The Report Card envelopes must be signed and returned to school.

The grading system for Kindergarten will be indicated by letters which note the progress that the student is making in the areas of Basic Skills, Literacy and Language, Math Readiness, Calendar Skills, Motor Development, Work Habits, and Social/Emotional Development. The marking code "Not Yet" means that the child needs more time to develop the skill. "Developing" means the student is making steady progress in that area. "Achieving" means that the student is proficient in the skill being evaluated.

Students in **Grades 1 through 6** will be issued report cards at the conclusion of each marking period. Progress reports, designed to improve communication between the schools and home regarding the student's progress, will be sent home at the middle of the second and third marking periods. No progress reports will be issued for Art, Music, Physical Education, and Spanish.

In **Grades 1, 2, and 3** “Achievement in Knowledge and Skills” is indicated by the following marking codes:

E – Excellent	N - Needs Improvement
S – Satisfactory	U - Unsatisfactory
I - Improving	

These marking codes are used to indicate progress in Language, Spelling, Reading, Mathematics, Handwriting, Science, and Social Studies. Progress in Personal and Social Development as well as Work Habits is indicated by “Satisfactory,” “Needs Improvement,” and “Unsatisfactory.” In the areas of Art, Music, and Physical Education, an “S” is used to indicate Satisfactory progress; “N” indicates Needs Improvement; and “U” unsatisfactory progress. The attendance record is given in terms of numbers of days. A “+” after a grade means your child has performed at the upper range of that grade. A “—“after a grade means your child has performed at the lower range of the grade.

In **Grades 4, 5, and 6** grades are given either numerically or by letter in the various areas. These include:

A+ = 97-100	A = 94-96	A- = 90-93
B+ = 87-89	B = 84-86	B- = 80-83
C+ = 77-79	C = 74-76	C- = 70-73
D+ = 67-69	D = 64-66	D- = 69-63
F = Failure	I = Incomplete*	

*The student has ten days after returning to school to complete the missing work and then will be assigned a grade.

Conduct and Work Attitudes are indicated by a scale of 1 - 3: 1 indicating the highest level of performance; 2 Average; and 3 Needs Improvement.

SPECIALIST GRADING (Art, Music, Physical Education, and Spanish)

Grades 1 – 6:	1. Effort	*Satisfactory
	2. Conduct	*Needs Improvement
		*Unsatisfactory

RESOLVING ISSUES

In the event you have a concern or a problem, **the teacher is to be consulted first**. If the matter is not resolved, approach the Principal, Superintendent, and School Committee in that order.

SAFETY GUIDES FOR HAZARDOUS CONDITIONS DUE TO SNOW

1. Alert students to the very dangerous fact of falling snow and ice. Extreme caution should be used when walking near buildings, trees and overhead wires, etc.
2. When walking in the street students should:
 - a) Keep to the left - facing traffic - in order to get out of the way, if necessary.
 - b) Walk in single file - not two or three abreast or side by side.
 - c) Not climb on or through snow banks (danger of falling or sliding into an oncoming vehicle). Walk on the road as close to the snow bank as possible.
3. Use extreme caution when crossing the street or when coming from behind a snow bank into the street.
4. While waiting to be picked up by the morning bus, students should stand quietly in a safe area near the stop. There should be no running around or throwing of snow.
5. After being left off at their stop after school, students should walk directly home in the above-described manner.
6. In general, all students should remain alert and keep in mind any possible situations that might result in an accident. Students should take a defensive attitude and consider beforehand any walk or play that may result in an accident of any kind.

SCHEDULING FAMILY VACATIONS OTHER THAN DURING SCHEDULED SCHOOL VACATION

Parents are encouraged to take their family vacations at the time that school vacations are scheduled. The School Department is very concerned that the practice of taking vacations during school time is a message to the student that school is not important. As a general rule, NO school assignments and/or school materials will be given to the students to take on vacation. Students are expected to make up their schoolwork within a reasonable time when they return from vacation.

SCHOOL SUPPLIES AND CLASSROOM MATERIALS

It is the mutual responsibility of teachers and parents to see that students use school supplies judiciously. We have adequate supplies if they are not wasted.

The students are encouraged to take care of classroom furniture and other items of public property. If these items are lost, destroyed or damaged, it is the responsibility of the parents to make restitution. Parents will be assessed for damage or loss.

SEARCHES

The right to inspect a student's property is inherent in the authority granted to the Principal or designee. This authorization may be exercised as needed in the interest of protecting children and safeguarding their own, or school property.

Searches of students will be conducted in a way conducive to the preservation of individual rights and to an atmosphere supportive of the educational process.

No search of a student shall be conducted unless there is reasonable suspicion that a violation of law or school rules has occurred. School property, including lockers and any personal property stored within school property, i.e. lockers, may be searched at any time without reasonable suspicion. Searches shall be conducted with at least two faculty members present, one of whom shall be the Principal or designee.

SECURITY CAMERA USE

The Plainville School Committee supports the use of video cameras throughout the Plainville Public School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only.

Signage and Notification

1. Appropriate signage will be posted at major entrances to school buildings and on school buses that notify students, staff and the general public of the District's use of security cameras. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools, on school buses and on school grounds. Such notification will include, but not be limited to, employee handbooks and student handbooks.
2. Signs will be posted in public entryways to the buildings and other conspicuous locations informing persons that the buildings and grounds may be under video surveillance. The posted signs will read: Surveillance Cameras in Use for Security Purposes. School buses will have a posting of Video Surveillance on This Bus in plain sight for all riders to see.

Camera Placement

1. The security camera system is installed in public areas only. These areas may include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby and main entries.

2. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.
3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

Use of Video Recordings

1. The Superintendent or his/her expressly authorized designee shall oversee video surveillance.
2. The Plainville Public School Security Camera System will be in operation and may be monitored by authorized school personnel throughout the calendar year.
3. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials.
4. There will be no monitoring of live recordings, except in the case of a suspected health or safety emergency.
5. Reviewing the recordings will occur only when a suspected incident is committed inside or outside the building (e.g. vandalism, graffiti, etc.).

Data Storage

1. All video recording are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for a period of time consistent with state law and the requirements for record retention.
2. Information obtained through video surveillance may only be used for disciplinary investigations. A school may disclose video surveillance information regarding a student to law enforcement personnel in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
3. Any video recordings used for security purposes on school buses, in school buildings or grounds are the sole property of the Plainville Public Schools. Release of such videos will be made only as permissible pursuant to applicable law and with the permission of the Superintendent or his/her designee. Audio recordings may generally not be disclosed or released except pursuant to applicable law, including but not limited to, Mass. Gen. L. 272, §99 and 18 U.S.C. § 2511.

SOLICITING AND SELLING

No funds shall be collected from students and no sales shall be conducted through the school by any outside organization unless authorized by the Plainville School Committee. (Examples: 3 fundraisers a year by the P.T.O.)

STUDENT ORGANIZATIONS

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

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Prior to the formation of any club or organization in the school principal approval is required.

Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the superintendent.

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

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

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

STUDENT RECORDS REGULATIONS

The Department of Education has adopted regulations pertaining to Student Records. These regulations are enforced by law 603 CMR 23.00 and apply to **all** elementary and secondary educational facilities that include private schools with approval to provide special education services, as well as vocational educational facilities. They are designed to insure parent and student rights of confidentiality, inspection, amendment, destruction and receipt of copies as well as to assist school administration in its responsibility for the maintenance of said records.

The regulations apply to any and all information kept by a School Committee on a student. The regulations divide records into two sections.

1. **Transcript:** includes only the minimum information necessary to reflect the student's educational progress. This includes name, address, course titles, grades, credits, and grade level completed. These records are kept by the school district for at least sixty (60) years after the student leaves the system.
2. **Temporary:** contains the majority of information maintained by a school system about a student. This includes such things as standardized test results; school-sponsored

extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. These records are destroyed within five (5) years after the student leaves the system.

The summaries of major parent and (14+ year old) student rights concerning records as per Student Record Regulations are as follows:

1. **Inspection of Record:** A parent, or a student who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than ten days after the request, unless the parent or student consents to a delay.
The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials.

Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

2. **Confidentiality of Record:** With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.
3. **Amendment of Record:** The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school Principal to make their objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.
4. **Destruction of Records:** The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction are entitled to meet with the Principal (or Principal's designee) to discuss their objection and to receive a written decision. A parent or eligible student who is

not satisfied with the Principal's decision may appeal to higher authorities in the school district.

For more detailed information, copies of *Student Records: Questions, Answers and Guidelines* may be obtained through the Department of Education.

STUDENT RECORDS - NON-CUSTODIAL PARENTS RIGHTS

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. the parent has been denied visitation or has been ordered to supervised visitation, or
3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).

(e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

STUDENT ASSIGNMENTS

It shall be the responsibility of the Principal to assign students to classes. If a parent/legal guardian requests assignment or reassignment of a student, the Principal shall have the final authority in determining the propriety of such a request. Student assignments will be released on Step-up day.

TELEPHONE USE

Students will not be granted permission to use the telephone to arrange social plans. In case of illness, the school nurse, the office or the teacher will make the call.

TUTORING PROGRAM

This program is considered part of a regular education. A special needs evaluation is not required for a student to be referred to or receive services through the Tutoring Program.

Before the referral process is initiated every effort must be made to solve the educational challenge(s) through regular classroom modification or out of class interventions. The Tutoring Program provides assistance in methods and materials to teachers attempting to meet the child's needs through such modifications.

Intervention is provided when deemed necessary, in a small group setting with a teacher and an aide. Pre-testing is done to determine the student's needs and to periodically monitor progress. An individualized program is developed to maximize the strengths and to remediate the areas of learning weakness of the student.

UNAUTHORIZED ARTICLES

If a student is observed having on them or using unauthorized articles (including but not limited to guns, knives, whether real or toy, spitballs, etc.) of a disruptive or harmful nature, these articles will be confiscated and may be claimed only by the student's parent or guardian. No toys, ipods, gameboys, or personal gaming devices, sports-related, or other articles unrelated to educational programs are allowed on school property.

VISITATION OF CLASSES

Only the parent(s) or legal guardian(s) of a student or individual(s) authorized in writing by the parent(s)/guardian(s) shall be permitted to visit and/or observe a class or class(es) of that student.

In order for the parent, legal guardian or person authorized in writing by the parent/guardian to visit and/or observe the class(es) of a particular student, the following procedures must be followed:

1. They must (a) give prior notice to the building principal or his/her designee of his/her desire to visit and /or observe class(es), and (b) state the reason for the visit or observation request.
2. Provided that the Principal or his/her designee determines that the visit/observation would not be disruptive to the educational process, the Principal will then consult with the teacher(s) involved to ascertain the most convenient time and date for such visit/observation and within five school days inform the parent(s) /guardian(s) or authorized individual of the date and time for the visitation.
3. If the parent, guardian or authorized individual wish to discuss with the teacher(s) what was observed or the educational development of the student, such discussion will take place at a mutually agreeable time and place outside of class(es).
4. The Administration of the Plainville Public Schools retains the right to have a person designated by the Administration of the Plainville Public Schools present during the same class(es) which is being visited or observed by the parent(s)/guardian(s) or authorized individual(s).
5. Nothing stated above would abridge the right of the Principal or the right of the parent(s)/guardian(s) to appeal to the Plainville School Committee any issue or procedure which results from the implementation of this policy which is felt to be unfair or arbitrary.

HEALTH

The school health program supplements the efforts of the family and private physician by providing an expanded health team consisting of school and health personnel. Primary responsibility for the student's health and well being must rest with the family. The school's health program is designed and administered to provide a safe, healthful environment for students. In case of accident or sudden illness, school personnel will administer necessary first aid. If warranted, the parent or guardian will be called to take the student home or to his/her physician. In serious emergencies, the student will be transported to the nearest hospital by ambulance and the parent will be notified.

It is important, therefore, that parents provide the school with the emergency information requested.

Students who are ill should not attend school. Their presence may not only spread communicable disease, but also endanger their own health. If a student has a fever or any other symptoms which indicate he might be ill, or if it appears the student is becoming ill, he should

not be sent to school. A child exhibiting symptoms of illness may be excluded by school authorities upon recommendation of health personnel.

The student returning to school following an illness should be completely recovered and able to participate in his/her total school program - including physical education and recess. If any modification of the child's program is necessary, the parents and physician should inform the school accordingly. Both school and health personnel are available to assist the student who has a health problem in his/her adjustment to the school routine. Upon the student's return to school, parents must send a note explaining the nature and duration of his/her illness.

Parents should also provide their child's bus driver (if applicable) with emergency information as the school cannot share this information given its confidential nature.

LEAD SCREENING

According to Department of Public Health Regulations, as of March, 1990:

Students must present evidence of having been previously screened for lead poisoning as a condition for entry to Kindergarten.

IMMUNIZATION

SEE THE FOLLOWING EXHIBIT FROM THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH:

In accordance with Massachusetts State Law, Chapter 76, Section 15:

“All school children must be successfully vaccinated against and immunized against diphtheria, pertussis, tetanus, measles, mumps, rubella, varicella, and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department, unless there are medical or religious contraindications.”

Therefore, no child may enter the Plainville schools until the school has all the necessary immunization certificates.

SCREENING TESTS

The following screening tests are mandated:

1. Massachusetts Vision Test (M.V.T.)
2. Hearing Test
3. Postural Screening of all 5th and 6th grade students
4. Body Mass Index (BMI) Screening of all 1st and 4th grade students

A parent or guardian will be notified if the child fails any of these tests. For BMI, parents are notified of results (parents of 1st and 4th grade students).

SCREENING EXAMINATIONS

All **KINDERGARTEN STUDENTS** are required to have a physical examination.

All **FIRST GRADE** students who do not have a physical examination recorded from Kindergarten Screening are required to have a physical examination.

All **FOURTH GRADE** students are required to have a physical examination.

A form with the results of the physical examination is required to be a part of every student's Health Record.

The School Doctor will examine all children who have not returned a Physical Examination form by October 31st of the school year.

Forms may be obtained at the school office if you would prefer to have your own doctor do the physical examination.

REGULATIONS REGARDING COMMUNICABLE DISEASES

The following regulations regarding communicable diseases are prescribed by Massachusetts State Law. The number of days which the student must remain out of school is mandated. Students may be sent home if any of the following illnesses are discovered by the school nurse or the teacher. If the classroom teacher or the school nurse suspects one of these illnesses, he/she will notify the parents.

The following diseases are reportable to the local Board of Health:

Vaccine Preventable Diseases: Measles, Mumps, Rubella, Diphtheria, Tetanus, Pertussis, Haemophilus Influenza Type B (HiB disease) or Hepatitis B.

Infectious Diseases: Infectious Diarrheal Diseases, Hepatitis A,C,D, Chickenpox, Meningococcal Illness and Tuberculosis. (A comprehensive list of all reportable diseases is available from Mass. Dept. of Public Health.)

Students returning to school after one of the above must bring a note from the doctor, and see the school nurse.

OTHER ILLNESSES

It must be noted that if a child has a sore throat, cough, ear infections, or a cold and cannot follow school routine, the child should remain at home. Students with a fever must remain home

until they are fever free for 24 hours without the use of fever-reducing medications. Please contact the school nurse if you have any questions.

REGULATIONS REGARDING THE NUMBER OF DAYS STUDENTS WILL STAY HOME

Group A Streptococcal Infections:

- A. Strep Throat - Affected student may return to school after at least 24 hours of antibiotic treatment and fever is gone.
- B. Scarlet Fever - Affected student may return to school after at least 24 hours of antibiotic treatment and fever is gone.
- C. Chickenpox - Affected student may return to school seven days from eruption (when all blisters are crusted over and dry).
- D. Head Lice - Children who are found to have head lice and nits will be sent home for treatment. All nits must be removed from the hair with a nit comb before a child may return to school. They must see the nurse before re-entering the classroom. **The school nurse should be notified if your child is found to have head lice.**
- E. Impetigo - Affected student may return to school after using medicine for 24 hours.
- F. Conjunctivitis - (Pink Eye) Affected student may return the day after antibiotic eye medication has begun.
- G. Scabies - Affected student may return the day after treatment is started.

MEDICATION POLICY

The Plainville Public Schools medication policy requires that a signed Parent/Guardian Consent for Medication Administration form and a signed Medication Order form must be on file in your child's health record before any medication can be given at school. It is recommended that you contact the school nurse to alert her that your child will need medication in school. Only medication that is considered absolutely necessary by the prescribing physician will be administered during school hours. Whenever possible, the medication scheduled should be arranged so that it may be taken at home.

PROCEDURE FOR ADMINISTERING MEDICATION

1. Medication not prescribed on a scheduled basis will be given by the nurse as soon as possible, e.g. those for an allergic reaction. (Exception: severe reaction to insect stings. See below.)

2. All medication must be accompanied by instructions from the prescribing physician noting the following: a) pupil's name; b) drug's name; c) indications for administration; d) dosage; e) time of administration; f) duration of treatment and; g) name of prescribing physician.
3. The medication must be in a container, appropriately labeled by the pharmacist.
4. The responsible parent or guardian must complete a form authorizing the administration of the medication in school. These forms are available at the school.
5. This parental permission must be submitted at the initiation of treatment and renewed at the beginning of each school year or more frequently at the discretion of the school nurse.
6. The parent or guardian is responsible to ensure that the supply of medication kept in the school is adequate and that permission forms are completed as required.
7. **Medication should be brought to the nurse's office by the parent or guardian. No medications are to be carried by the pupil unless they meet the following M.G.L. 71:54B regulations.**

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

- a. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
 - b. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
 - c. Students with diabetes may possess and administer glucoses monitoring tests and insulin delivery systems.
8. All medications not removed by the responsible parent/guardian within one week of the termination of the order or one week beyond the end of the school year will be discarded by the nurse.

SEVERE REACTION TO INSECT STINGS

If your child has had a **SYSTEMIC REACTION** following an insect sting and requires Epinephrine please inform the school. You will be asked to fill out a permission form and return it with a properly labeled kit to the school health office as soon as possible. Parents of children requiring oral antihistamines for severe **LOCAL REACTIONS** should follow the medication policy outlined above.

EDUCATIONAL SERVICES IN HOME OR HOSPITAL

Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal arranges for provision of educational services in the home or hospital. Such services are provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal coordinates such services with the Administrator for Special Education for eligible students. Such educational services are not considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

At the beginning of the school year all parents/guardians of students in our schools will be notified in writing via the student handbook of courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. During the year each course or curriculum we offer which involves human sexual education or human sexuality issues will have a separate letter/parent bulletin go home before the curriculum begins via the students to explain the program. The Superintendent of Schools has determined the school nurse is responsible for sending the notice(s).

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. If the planned curriculum changes during the school year, to the extent practical, parents/guardians will be notified of this fact in a timely manner before implementation.

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

- 1) exempt their child from any portion of the curriculum that primarily involves 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 may be given an alternative assignment.
- 2) inspect and review program instruction materials for these curricula, which will be made accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

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 send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give

the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

OUTLINE OF HUMAN DEVELOPMENT

Curriculum on Puberty – Grades 4, 5, and 6

Grade 4 – Puberty lessons and class discussion. Materials include videos on puberty, e.g. “Just Around the Corner” for girls and “Just Around the Corner” for boys.

Grade 5 – Puberty lesson materials include videos and class discussion, e.g. “Always Changing”.

Grade 6 – Human Reproduction System. Materials include videos and classroom discussion, e.g. “Then One Year” video.

ATTENDANCE POLICY FOR STUDENTS WITH AIDS/HIV INFECTION

All students with AIDS/HIV infection may attend regular classes and participate in school programs and activities.

The exception to this statement would be the following:

1. If a student has weeping or bloody skin or mouth sores that cannot be successfully covered or controlled with medication;
2. If a student exhibits biting of an unusual frequency or severity that would be accompanied by actual transfer of blood from the biter, as might happen only from a student with chronically bloody gums or mouth;
3. If a student exhibits bloody diarrhea

As a public health measure, the above students who exhibit such conditions should not be in school until such time as these conditions are resolved. These conditions are grounds for the exclusion of any student from a school setting regardless of whether she/he is known or suspected to harbor a blood borne infection, since a number of serious infectious diseases are spread by contact with human blood, e.g. Hepatitis B virus.

The student’s parent(s) or guardian(s) are the gatekeepers of information relating to the student’s AIDS/HIV status. In consultation with the student’s primary care physician, the student’s parent(s) or guardian(s) may decide to inform certain school personnel about the student’s AIDS/HIV status, particularly the school nurse or school physician. This student’s parent(s) or guardian(s) may benefit from information about the occurrence of threatening contagious diseases that might further compromise the student’s health.

A young person with AIDS/HIV infection might need to take medication administered by a school health professional or they may need different immunizations than other students. Knowledge of the AIDS diagnosis or HIV infection of a student might help the school nurse or school physician do their job better.

Should the parent(s) or guardian(s) decide to disclose their child's AIDS/HIV infection status, this process of information exchange should ideally be direct person-to-person contact. Information about an individual's AIDS/HIV status should be treated as highly confidential. Any further disclosure of a student's AIDS/HIV status by the school nurse, school physician, or School Superintendent to other school personnel requires the specific informed written consent of the student's parent(s) or guardian(s).

This policy will be revised as medical information becomes available. Inservice workshops will be required for all school personnel as deemed appropriate.

This policy has been written to insure the safety and health of all students and to protect the rights of all children. For this reason, the Plainville Public Schools have adopted the following:

STANDARD PRECAUTIONS FOR SCHOOL SETTINGS

Standard precautions refer to the usual and ordinary steps **all** school staff need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (such as the Hepatitis B virus).

They are **standard** because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected.

They are **precautions** because they require foresight and planning, and should be integrated into existing safety guidelines.

Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels and latex gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills.

1. Treat human blood spills with caution.
2. Clean up blood spills promptly.
3. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean-up. Non-latex gloves contribute an added measure of protection, but are not essential if skin is intact. Disposable non-latex gloves will be available in each school building room for appropriate use by school personnel.

4. Clean up blood spills with a solution of one part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution.
5. **Always** wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up.) Soap and water will kill HIV.
6. Clean up other body fluid spills (urine, vomitus, feces), unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

Adapted from Massachusetts Department of Public Health, The Comprehensive School Health Manual, (June, 2007.)

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

PURPOSE

The goal of the McKinney Vento Homeless education act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public pre-school education, as provided to other children and youths.

DEFINITION

The Massachusetts Department of Education has adopted Section 725(2) of Act regarding the definition of homeless children and youth:

- individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

This definition shall include:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- unaccompanied youth meaning a youth not in the physical custody of a parent or guardian.

LIAISON

The Administrator of Special Education has been designated as the district's Homeless Education liaison.

Edward N. Clarke
Administrator of Special Education
68 Messenger Street
Plainville, MA 02762
(508) 699-1309

ENROLLMENT

The federal McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll homeless student in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency.

Furthermore:

- homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing
- students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing
- homeless Education Liaison must assist the family and contact the previously attended school system to obtain the required records

TRANSPORTATION

School districts must adopt policies and practices to ensure that transportation is provided, at the request of the parent, guardian or unaccompanied youth, to and from the school of origin.

Furthermore:

- if the homeless student continues to live in the area served by the district in which the school of origin is located, that district must provide or arrange transportation
- if the homeless student moves to an area served by another district, though continuing his or her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin
- if the districts cannot agree upon such a method, the responsibility and costs must be shared equally

ACCESS TO COMPARABLE SERVICES

Homeless students provided services and education programs comparable to those received by other students and for which they meet eligibility criteria, such as services provided under Title I or similar state or local programs: programs for students with disabilities; programs for students with limited English proficiency; gifted and talented programs; and school nutrition programs. To expedite the delivery of nutritional benefits, school officials may accept documentation that students are homeless from the local educational liaison or the director of the homeless shelter where the student resides as the determination of eligibility for free lunch.

ACCESS TO PRESCHOOL

An important goal of McKinney-Vento is to afford homeless preschoolers the same opportunity to enroll, attend and succeed in preschool as non-homeless preschoolers, thereby minimizing their educational disruption due to homelessness. School District Homeless Education Liaisons and early care and education providers, including child development and preschool program personnel, child care resource and referral agencies, and other service providers, must coordinate

and collaborate to review and revise practices, or policies that inadvertently act as barriers to the enrollment of homeless children in child care and early education programs.

DISPUTE RESOLUTION

A student must be allowed to attend the school whose district is challenging the student's right to attend until the Commissioner of Education or the Commissioner's designee makes a final decision regarding the dispute. The challenging school district must continue to provide transportation and other school services to the student until the dispute is resolved.

1. The dispute resolution process begins at the time a school/district challenges the right of either a parent or guardian to enroll a child or to continue a child's enrollment in school, or in the case of an unaccompanied youth, the youth's right to enroll or to continue enrollment in school.
2. When a school or school district challenges the enrollment of the child or unaccompanied youth, the school or school district must:
 - a. provide notice of the challenge to the district Homeless Education Liaison (Liaison) and the parent, guardian, or unaccompanied youth, through the Liaison, on the day of the challenge using the form prescribed by the MADOE (see [Homeless Education Advisory 2003 - 7A: School District Notification of Enrollment Decision](#)).
 - b. provide notice of the right to appeal the challenge to the parent, guardian, or unaccompanied youth, through the Liaison. This notice must include a form to be completed by the parent, guardian, or unaccompanied youth should he or she decide to appeal the school district's enrollment decision. (See [Homeless Education Advisory 2003 - 7B: Appeal of School District's Enrollment Decision](#)).
3. Notify MADESE of the challenge on the day of the challenge and provide MADESE with copies of all notices given to the parent, guardian, or unaccompanied youth

UNACCOMPANIED YOUTH & CHILDREN AND YOUTH IN STATE CARE OR CUSTODY

Unaccompanied youth are youth who are homeless; not in the physical custody of a parent/guardian; and not in the custody of a state agency. This definition includes youth living on the street, in inadequate housing, denied housing by their families, those who have left home voluntarily, even when their parents want them to return home, and youth doubled up with friends or relatives. Also, in collaboration with the Department of Social Services, the Massachusetts Department of Education has determined that children and youth in state care or custody who have been placed out of their homes into temporary, transitional, or emergency living placements are awaiting foster care placement and therefore homeless.

Students in state care or custody who are awaiting foster care and therefore determined to be homeless are entitled to the same educational rights and services, including transportation, under McKinney-Vento as any homeless child or youth in the care of their parent(s)/guardian(s).

PLAYGROUND POLICY AND REGULATIONS

RECESS

Recess provides the opportunity to socialize with other students, to exercise, and to release energy.

There are times when parents submit letters requesting their child be excused from outdoor recess. In some cases this may be necessary. Requests for a student to stay in because of the cold, someone bothering him/her, or simply preferring to stay inside are not acceptable and will not be honored.

PLAYGROUND RULES

- No fighting is allowed.
- No running around the equipment.
- No touching another child; no “chase” games.
- No jumping off the equipment.
- No sitting on the fences.
- No picking up or throwing rocks, mulch, sticks, etc.
- Stay on the hardtop, grassed or mulch area only – not in the woods, or near the building.
- Students are to report to the “Duty Teacher” anyone who may be abusing them or causing harm to another. Students should not become involved in fighting.

USE OF BALL EQUIPMENT: Playground balls are to be thrown, not kicked.
No baseballs, bats, hardballs, footballs or Frisbees are to be brought to school.

MONKEY BARS: Wait in line.
Keep the line moving.
No hanging upside down.

SLIDE: Only one student sliding down at time, feet first.
No running or jumping starts.
No walking up the slide.
No standing on the slide.

BALANCE BEAM: Two at a time; go in the same direction

SWINGS: One student per swing.
No standing on or jumping off the swings. If all are in use, stand in front of one and count to 50. Child on that swing then gets off so the next child can have a turn.

OTHER OBSERVATIONS

Students are not to play near the classroom windows so as not to disturb classes in session.

Students are never allowed to enter the building before school or during recess unless they have permission from a duty teacher.

When recess ends, all students should stop play activity immediately and walk to their class line. Students are to remain quiet while filing to their rooms.

Teachers in charge of play areas are always expected to question unknown persons talking to children on the playground.

No adults (other than school staff members and parent volunteers) are allowed on the playground when recess is in session.

SEXUAL HARASSMENT, BULLYING, HAZING

POLICY STATEMENT

Sexual harassment is prohibited by both federal and state statutes and will not be tolerated in the Plainville Public Schools. An explanation of the federal and state laws may be obtained at either the Principal's or Superintendent of Schools' office.

DEFINITION OF SEXUAL HARASSMENT

Sexual Harassment is unwanted and unwelcome behavior of a sexual nature that is annoying, bothersome, harmful and may even result in physical and/or emotional injury. **Sexual harassment is defined by the victim.** It can cover a range of behaviors, including sexual insults and name-calling, off-color jokes, intimidation by words or actions, offensive touching, and pressure for sexual activity.

Sexual harassment can be subtle and ambiguous, or direct and overt. Both males and females may be subject to sexual harassment. Sexual harassment may occur:

- Student to Student
- Staff to Student
- Student to Staff

IMPLEMENTATION

The Superintendent of Schools is responsible for the overall implementation of this policy. The policy will be included in each student and staff handbook.

Allegations of sexual harassment shall be reported to the Superintendent and/or Principal except in cases in which the School Committee is the hiring authority, the School Committee shall be informed. If the individual bringing the complaint does not wish to discuss the issue with the Superintendent and/or Principal, or the School Committee, she/he may report it to any staff member, including the Title IX/622 Coordinator, who in turn, will report the allegations to the Superintendent and/or Principal or the School Committee within 24 hours.

The Superintendent and/or Principal or the School Committee together with the Title VI/IX Coordinator will begin a formal investigation into the alleged charges within 24 hours of receiving the complaint. All reports of sexual harassment will be handled in an impartial manner that protects the confidentiality of all parties.

Upon completion of the investigation, the Superintendent and/or Principal will render a decision in writing and undertake appropriate action. In instances where the School Committee is the hiring authority, the School Committee shall be charged with this responsibility. If there is a finding of sexual harassment, disciplinary action may include: an apology, on-going education and/or counseling, suspension, letter of reprimand, termination of employment, and/or court involvement.

Further, in accordance with Massachusetts General Laws Chapter 119, Section 51A, a staff member *“who in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department [Massachusetts Department of Social Services] by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department [Massachusetts Department of Social Services] or notify the person in charge of such institution, school or facility or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section.”*

BULLYING/CYBERBULLYING

Definition and Prohibition of Bullying

Bullying is defined as the severe or repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional 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;
- places the target in reasonable fear of harm to him or herself or of damage to his or her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or any electronic means.

Bullying is Prohibited

- at school and at all school facilities
- at school-sponsored or school-related functions, whether on or off school grounds
- on school buses and school bus stops
- through the use of technology or an electronic device owned, licensed or used by a school
- at non-school-related locations and through non-school technology or electronic devices, if the bullying affects the school environment

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviours are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Retaliation

Retaliation by any individual against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

HAZING

The School Committee forbids hazing in any form. Should an alleged instance of hazing occur the provisions of M.G.L. Chapter 269 sections 17, 18, and 19 shall be adhered to. In addition the Superintendent of Schools and the School Committee chairman shall immediately be notified of the circumstances of the complaint and the actions taken.

Any organization found guilty of a charge of hazing shall lose the privilege of using school facilities for a period of time as determined by the School Committee.

TESTING PROGRAM

THE FOLLOWING TESTING PROGRAM IS CARRIED OUT IN THE PLAINVILLE PUBLIC SCHOOLS:

A **PRE-SCHOOL** screening program is available to all three and four year old children throughout the school year at the parent's request. A specialist individually tests each child in the area of basic concepts, speech and language, and small and large muscle coordination.

Students entering **KINDERGARTEN** are initially screened in the spring in the areas of basic concepts, speech and language, and small and large muscle coordination.

State-mandated MCAS (Massachusetts Comprehensive Assessment System) Tests are administered in the spring to students in grades 3, 4, 5, and 6.

TRANSPORTATION

All **JACKSON SCHOOL** students are eligible to ride the bus. At the **WOOD SCHOOL**, students who are not designated as walkers by the administration are eligible to ride the bus. Riding the bus to and from school, or for any other activity, is a privilege and not a right.

Transportation does not have to be provided for those students whose actions while riding the bus jeopardize the safety of others.

It is school policy not to allow students to ride a bus other than his/her regular bus. If it is necessary for your child to get off his regular bus at a different stop, you are to notify the teacher in writing with all necessary information regarding the change. **If a student makes an unauthorized change in their bus stop a bus conduct report will be issued and appropriate action will follow.**

If your child will not be riding the bus we need to have a note from the parent/guardian. It is school policy that absences, late arrivals, early dismissals, or any changes in regular transportation be explained in writing by the parent or guardian to the classroom teacher. Please explain to your child that the note is to be given to the teacher upon entering the classroom.

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

In addition, the Plainville School Committee authorizes the use of video cameras on school buses as an aid in monitoring student and adult behavior. The recording from these cameras may be used to assist school administrators in deciding upon appropriate disciplinary action.

Under the direction of the school committee the superintendent or his/her designee shall be responsible for the implementation of procedures relative to this policy. The procedures will comply with all applicable state and federal laws and regulations including the Family Education and Privacy Act. Also, the district will include notice of the use of video cameras in the parent/student handbook.

STUDENT CONDUCT ON SCHOOL BUSES

Our philosophy: We believe all students can behave appropriately while riding on a school bus. We will not tolerate any student stopping drivers from doing their job or preventing other students from having safe transportation to and from school.

1. Pupils transported in a school transportation vehicle are under the authority of and directly responsible to the driver of the vehicle.
2. The driver of any school transportation vehicle is responsible for the orderly conduct of the pupils transported.
3. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for a pupil to be denied transportation on a school transportation vehicle by the superintendent/supervising principal.
4. Each pupil may be assigned to a seat in which he will be seated at all times unless permission to change is given by the school authorities and/or driver.
5. Students are not to leave their seats until the bus has come to a complete stop and the driver has opened the door.
6. Seats will not be changed while the bus is in motion.
7. Outside of ordinary conversation, classroom conduct must be observed. Remember that loud talking and laughing or unnecessary confusion divert the driver's attention and may result in a serious accident.
8. Pupils are to help keep the buses clean by keeping their rubbish off of the floor. Upon returning from a field trip or special event, chaperones are responsible for seeing that the buses are cleared of all student belongings and rubbish. Pupils must also refrain from throwing anything out of the window of the buses.
9. No pupil shall at any time extend his or head, hands, or arms, out of the windows, whether the school bus is moving or standing still.
10. Pupils must cross the street in front of the school bus but only after looking to be sure that no traffic is coming from either direction. Make sure you cross in front of the bus so that the driver can see you.
11. Pupils who have to walk some distance along the roadway to the bus stop must walk on the left hand side of the road facing the on-coming traffic; this will also apply to pupils leaving the bus stop. Observe safety rules as you travel between home and your bus stop.
12. Pupils must keep their books and belongings out of the aisles.
13. Pupils must be on time at the designated school bus stops.
14. Pupils must stay off the road while waiting for the bus. Bus riders are not permitted to move toward the bus at the school loading zone until buses have been brought to a complete stop.

15. With the exception of regularly scheduled morning or afternoon bus runs, NO bus is to leave the school without chaperones unless specifically authorized by the superintendent/supervising principal.
16. The above rules and regulations will apply to any trip under school sponsorship.
17. Smoking and alcoholic beverages are not permitted on school buses under any circumstances in accordance with state law.
18. No pupils can engage in unnecessary conversation with the driver while the vehicle is in motion.
19. No animals will be transported in a school transportation vehicle.
20. No person should be allowed to occupy a position in a school transportation vehicle that interferes with the vision of the driver to the front, to either side of him or through the mirror to the rear, or with the operation of the vehicle.
21. All electronic devices, including but not limited to cell phones, are not to be used on the bus at any time.
22. Failure to comply with these regulations and reasonable requests of drivers and school authorities can result in denial of the permission to ride for a period of time or permanently. The superintendent/supervising principal or his/her designees administer punishments when rule infractions are reported.

CONSEQUENCES

In addition to the consequences outlined below, all school rules and consequences apply while students are riding on the bus. Depending on the severity of the incident, the bus driver may skip to Step 3.

When a student breaks a rule, the following consequences will be applied:

- 1st STEP:** The driver verbally warns student that the behavior must stop.
- 2nd STEP:** The driver stops the bus and has the student move to an assigned seat. The driver may have a conference with the student after other students exit the bus.
- 3rd STEP:** The driver writes a **Bus Conduct Report** and gives it to the Principal. This may result in detention and/or loss of recess and loss of privileges.

SEVERE MISBEHAVIOR OR REPEATED OFFENSES

Generally, the second bus conduct report warrants five days' loss of bus privileges. The third bus conduct report warrants ten days of bus suspension. Any other bus conduct reports would result in loss of bus privileges for a period of time to be determined by the Principal. In the case of severe or repeated offenses, the Principal may use his/her discretion to assign detentions, suspend, or expel the student.

BUS ACCIDENT PROCEDURE

In the event of a school bus accident, students may only be discharged to their parent or guardian by a school representative.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extra curricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of Schools.
2. The owner of the vehicle being used in transporting students must acknowledge in writing that he/she has been advised that his/her insurance policy will be first in the line of coverage in the event of any accident. The driver of the vehicle and any other adults present in the vehicle shall also submit to a criminal background check.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect. The statement will also include language releasing the district from any and all actions which may be sustained as a result of the student being transported.

BIKE RIDING

Only Wood School students who are designated walkers will be allowed to ride their bikes to school. When a student arrives at a walkway to the school, they must walk their bike to the designated bike rack.

Other modes of transportation including but not limited to skateboards, scooters, and roller blades will not be permitted.

All Plainville parents, guardians, and students are reminded that Massachusetts General Laws, Chapter 85, Section 11B(iii) requires that all children, age 12 years or younger, riding bikes or being carried as a passenger on a bicycle on a public way, bike path or any other public right-of-way must wear an approved safety helmet. The helmet must fit well and be secured by straps

when the bicycle is being operated. A helmet is an approved safety helmet if it meets the American National Standards Institute (ANSI Z 90.4) or subsequent standards or the Snell Memorial Foundation's 1984 standard for use in bicycling or subsequent standards.

Any student who rides a bicycle to the Wood School must wear a helmet.

WALKERS

Students who walk to school must walk on sidewalks. Walkers on the side of Messenger Street opposite the Wood School must cross at the designated school crosswalk. The designated school crosswalk will be clearly marked and controlled by a police officer, special police officer or their designee. Students who fail to cross at the designated school crosswalk can expect to receive the following punishments at the discretion of the Principal:

- a. Principal/Student conference
- b. Loss of recess(es)
- c. After-school detention
- d. Parent/Principal/Student conference
- e. Suspension

GUIDELINES FOR STUDENTS BEING DRIVEN TO AND PICKUP AT SCHOOL

Parents who drop their children off at the Jackson School or the **Wood School** in the morning are to let the children out no earlier than 8:25 a.m. The parents should then leave the area immediately as the buses are also arriving at this time. **IMPORTANT:** No student should arrive on the school grounds before these times, as there is NO supervision available.

Any request for a change of transportation must be in writing and sent to the office. The office must clear any transportation of a student, other than his/her usual routine. Each teacher and parent should emphasize to the students that any diversion from the usual route home must be requested by the parents in writing. It is not the teacher's obligation to call the parents. Parents are responsible for transportation to any activities which are not related to school.

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or

playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Plainville School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

GUIDE TO SPECIAL EDUCATION

Students with disabilities can achieve great things in school when they receive the supports and services they require. While not every child with a disability will require special education services, every child whose disability affects their school progress is entitled to receive a free and appropriate public education (FAPE) which meets their unique needs. In this era of school reform, it is expected that high standards will guide the teaching of all students.

A parent, teacher or other professional may refer a student for special education evaluation at any time by contacting the school's principal or administrator of special education.

If you are concerned that your child may have a disability that is affecting his or her ability to make progress in school, you can first speak with the classroom teacher. As you speak with the teacher, explain your concerns and ask the teacher to share his or her concerns. As part of your discussion, it may be decided that classroom accommodations will be used to address concerns for a short period of time. If your child continues to have difficulty with schoolwork, you may make a referral for a special education evaluation at any time.

PRINCIPLES OF SPECIAL EDUCATION LAWS AND REGULATIONS

Special education is specially designed instruction and related services that meet the unique needs of an eligible student with a disability or a specific service need that is necessary to allow the student with a disability to access the general curriculum. The purpose of special education is to allow the student to successfully develop his or her individual educational potential. Along with providing services to the child, if necessary, services are provided to parents and to teachers for the student to benefit from special education. Special education is provided by the school district at no cost to parents.

In Massachusetts, the special education system is based on the federal special education law, the Individuals with Disabilities Education Act (IDEA), in combination with the state's special education law (MGL c. 71B). These laws protect students with disabilities who are eligible for special education and guarantee them an Individualized Education Program (IEP) designed to meet their unique needs.

Special Education Law is organized around the following six principles:

1. Parent and Student Participation
2. Appropriate Evaluation
3. Individualized Education Program (IEP)
4. Free and Appropriate Public Education (FAPE)
5. Least Restrictive Environment (LRE)
6. Procedural Safeguards

SCREENING SERVICES

In an attempt to assist in the identification of students who may have potential special educational needs, a series of general tests are administered to all elementary age children of Plainville who attend public schools; while these screenings and tests do not constitute a special education evaluation, their results can be helpful in determining if a special education evaluation is needed/appropriate. The following is generally adhered to.

- A. **PRESCHOOL:** This service is available for any Plainville child who is 2.6 years of age through 5 years on an individual request basis throughout the year. Again, if the screening does identify a special education need(s), a referral for a more extensive and formal special education evaluation will be sought; the areas to be screened will be: large muscle and fine motor coordination, language, cognitive concepts and social development. Appointments for a pre-school screening can be made by calling the Office of the Administrator of Special Education at (508) 699-1309.

- B. **KINDERGARTEN:** The screening of pupils entering kindergarten takes place in early spring. Parents will be notified of the exact dates. No student will be allowed to attend the Plainville Public Schools Kindergarten unless he/she has turned five (5) years of age before September 1st of the school year he/she enters. Also, all students must have reached the age of six (6) before entering grade one.

If a child has had difficulty with one or more of these screening tests, the parent(s)/guardian(s) will be contacted to determine whether further evaluation may be appropriate.

SERVICES AND PROGRAMS

PRE-SCHOOL PROGRAM:

The purpose of the preschool program is to provide expedient early identification, professional and reliable evaluation and high quality service delivery to each Plainville

preschool aged child so that that child will be ready to profit from his/her Kindergarten, primary and middle school years.

The Plainville Public Schools receives referrals from both Enable Early Intervention and The Kennedy Donovan Early Intervention programs.

Services to preschool children are developed through the office of the Administrator of Special Education and, if needed, a screening is scheduled. This screening is a short, global survey of a child's abilities across all major areas of development. If the screening identifies an area of weakness, a recommendation will be made to have the child evaluated by the preschool TEAM.

The consent for evaluation is then sent to the parent(s)/guardian(s) and the evaluation is completed, a TEAM meeting held, and the creation of an Individualized Educational Plan is created. Occasionally a finding of "no special needs" is made.

The Plainville Integrated Preschool is in session on Monday through Friday mornings from 8:40 a.m. -11:10 a.m. and afternoons on Monday through Thursday from 12:15 p.m. -2:45 p.m. at the Jackson School. The student population is composed of seven students between the ages of three and five who have been identified as having special educational need(s) and eight "typical" students (students without special educational need(s), the community students participate at a minimal tuition cost payable on a monthly basis.

DEVELOPMENTAL INTEGRATED KINDERGARTEN:

The Integrated Kindergarten offers both special needs and non-special needs children the opportunity to participate in an environment, which encourages a holistic multi-sensory approach to introduce readiness skills. The students are engaged in creative, "hands on" active learning and encouraged to develop skills at their own ability level.

Less than fifty percent of the classroom population will be comprised of students with identified special needs. The class size should be a minimum of fifteen students and should not exceed eighteen.

The non-special-needs students will be selected as a result of the Kindergarten screening and also upon parental request.

INDIVIDUALIZED LEARNING CENTERS:

The Individualized Learning Centers (ILC) at both the Jackson and Wood schools are highly structured, language-based programs for students with identified special needs who require such a setting in order to make educational progress.

The program, which cannot exceed twelve students, has a full-time teacher and a full-time instructional aide. Students come to the ILC for one or more subjects depending on their specific needs. The curriculum is highly individualized but based on the Massachusetts curriculum Frameworks.

As required by the special education regulations, each student's program contains some element of inclusion as determined by the TEAM. Ancillary special educational services (such as Speech and Language Therapy, Occupational Therapy and Physical Therapy) can be delivered within these programs.

SPECIAL EDUCATION "INTEGRATED SERVICES":

In order to promote the provision of a free appropriate public education in the least restrictive environment, both elementary schools offer the delivery of special educational services within the regular classroom. These programs will enable students with diverse learning needs and identified special needs to remain in the regular classroom.

SPEECH AND LANGUAGE THERAPY:

Speech and Language diagnostic assessment and therapy services are available to the student in the Plainville Public Schools and require formal referral through the special education process. With the writing of an IEP, services in the areas of receptive and expressive language, auditory processing and speech (articulation, fluency, and voice) are provided on a one-to-one or small group basis. Children who have difficulty with speech sounds will be serviced through a regular education program plan or Section 504. These services are available, as well, to three and four year olds through the special education process.

COUNSELING SERVICES:

Counseling services are provided as part of the regular educational program or under an individualized plan. These services are designed to assist students to function more effectively in the classroom environment. These services are provided by the school psychologist

Short-term counseling can be provided to the student who is facing a difficult situation that impacts his/her schoolwork. Community options are explored that might be available to children and families.

The School Psychologist administers psychological evaluations as part of the special education process in order to better understand a student's school difficulties.

HEALTH SERVICES:

The School Nurse consults with parents, teachers and administrators in both school buildings regarding any special health concerns and provides specific health counseling services to children. The school nurse also assists parents in arranging for home instruction if medically necessary. While these services are available to all students, the school nurse is frequently a contributing member of the special education TEAM and reports a child's medical history and interprets to the TEAM any medical information that may have been a part of the evaluation.

If necessary an Individualized Healthcare Plan will be written by the School Nurse to reflect the child's specific medical, nursing and educational needs. A healthcare plan is designed to ensure that the child receives the health services he/she needs during the school day. The development of this plan is a collaborative process which involves the child's family, the child (when appropriate), the School Nurse, the school physician (when appropriate), other school staff, community health providers and medical specialists where indicated.

ADDITIONAL SERVICES:

In addition to the aforementioned services, a student may require individual services such as: Occupational Therapy (O.T.), Physical Therapy (P.T.), Vision Specialists, Hearing Impaired Specialists, Behavioral Specialists, etc. Through formal evaluations, determinations must be made as to be "educationally appropriate."

SPECIAL EDUCATION PARENT ADVISORY COUNCIL

In accordance with G.L. 603 CMR 2003, each School System is required to have a Special Education Parent Advisory Council (SPED-PAC).

The purpose of the SPED-PAC is to "meet regularly with school officials to participate in the planning, development, and evaluation of the School Committee's Special Education programs." It is required to "advise the School Committee on matters that pertain to the education, health, and safety of students with special needs, as well as participate in the development and review of the Three-Year Program Plan prior to submission" to the Department of Education..

All parents and legal guardians of Plainville elementary students (PK-Grade 6) are invited and urged to attend. Membership is free and everyone is welcome to come.

Further information can be acquired by contacting the Administrator of Special Education at (508) 699-1309 during regular school hours.

REGULATIONS PERTAINING TO STUDENT RECORDS

The Department of Education has adopted regulations pertaining to Student Records. These regulations are enforced by law 603 CMR 23.00 and apply to **all** elementary and secondary educational facilities that include private schools with approval to provide special education services, as well as vocational educational facilities. They are designed to insure parent and student rights of confidentiality, inspection, amendment, destruction and receipt of copies as well as to assist school administration in its responsibility for the maintenance of said records.

The regulations apply to any and all information kept by a School Committee on a student. The regulations divide records into two sections.

1. **Transcript:** includes only the minimum information necessary to reflect the student's educational progress. This includes name, address, course titles, grades, credits, and grade level completed. These records are kept by the school district for at least sixty (60) years after the student leaves the system.
2. **Temporary:** contains the majority of information maintained by a school system about a student. This includes such things as standardized test results; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. These records are destroyed within five (5) years after the student leaves the system.

The summaries of major parent and (14+ year old) student rights concerning records as per Student Record Regulations are as follows:

1. **Inspection of Record:** A parent, or a student who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than two days after the request, unless the parent or student consents to a delay.

The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials.

Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

2. **Confidentiality of Record:** With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

3. **Amendment of Record:** The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school Principal to make their objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.
4. **Destruction of Records:** The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction are entitled to meet with the Principal (or Principal's designee) to discuss their objection and to receive a written decision. A parent or eligible student who is not satisfied with the Principal's decision may appeal to higher authorities in the school district.

For more detailed information, copies of *Student Records: Questions, Answers and Guidelines* may be obtained through the Department of Education.

STUDENT RECORDS - NON-CUSTODIAL PARENTS RIGHTS

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 1. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. the parent has been denied visitation or has been ordered to supervised visitation, or
 3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).

(e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

POLICY ON DISCIPLINE FOR STUDENTS WITH DISABILITIES

STUDENTS IDENTIFIED AS HAVING SPECIAL NEEDS

1. All students are expected to meet the requirements for behavior as set forth in the policies of the Plainville Public Schools. Chapter 71B of the Mass. General Laws, formerly known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose individualized program is described in an Individualized Educational Plan (IEP).
 - a. Students with Special Needs may be suspended for up to ten (10) consecutive days, and may also be suspended up to ten (10) cumulative days, as fully outlined under M.G.L. c.71B, and the Individuals with Disabilities Education Act. Such suspensions may be carried out without any further or additional process.
 - b. Suspensions or exclusions in excess of ten (10) consecutive days or ten (10) cumulative days may also occur, provided that the conduct for which the student is being disciplined is not a manifestation of his/her disability, and the District provides educational services which will allow the student to access the general curriculum and to make progress toward his/her goals.
2. The IDEA and M.G.L. c.71B allow school personnel to move a student with disabilities to an Interim Alternative Educational Setting (IAES) for up to 45 school days, if that student is in possession of a dangerous weapon at school or a school function or on school property, is in possession or uses a controlled substance or sells or solicits the sale of a controlled substance while at school or a school function or on school property, or inflicts

serious bodily injury on a person, including him/herself. The appropriate interim alternative educational setting shall be determined by the IEP TEAM.

3. The IDEA and M.G.L. c.71B also allow school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 school days, if they are substantially likely to injure themselves or others in their current placement.
4. When a special needs student has been suspended for more than ten (10) consecutive or cumulative days in a school year, such that a substantial change in placement is occurring or will occur, the IEP TEAM will meet to conduct a manifestation determination. Relevant members of the TEAM meet for the manifestation determination, and they answer two questions, after reviewing relevant documents and the misconduct of the student:

Is the misconduct the result of failure to implement the student's IEP? AND

Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the parent(s)/guardian(s) as soon as possible after the review.

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

STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct may assert any of the protections provided for special education students if the school had knowledge (as determined by the IDEA) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred. Please contact the Director of Special Education for more information.

STUDENT IDENTIFIED AS HAVING A DISABILITY AND PROVIDED WITH A SECTION 504 PLAN

1. Students are expected to meet the expectations for behavior identified in the policies of the Plainville Public Schools. A student on a Section 504 plan may be disciplined like

any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than fifteen (15) cumulative days (and there is a change in placement as a result), then a manifestation determination review shall be conducted. The student's 504 team shall convene, and answer two questions, after reviewing relevant documents and the misconduct of the student:

Is the misconduct the result of failure to implement the student's 504 plan?

Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the parent(s)/guardian(s) as soon as possible after the review.

INTERNET ACCEPTABLE USE POLICY

CIPA, known as Children's Internet Protection Act became law on April 20, 2001. According to the FCC, schools and libraries must certify that they are enforcing a policy of Internet Safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. They must also have adopted and implemented an Internet Safety Policy that addresses specific issues.

COPPA, known as Children's Online Privacy Protection Act of 1998, effective April 21, 2000, applies to the online collection of personal information from children under 13. The new rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.

INTERNET ACCEPTABLE USE POLICY

Overview

Plainville Technology Mission Statement

We are strongly committed to prepare students to be technologically literate in the skills needed to compete in an information based global community of the 21st century. To ensure this, we must enhance our curriculum to guarantee that technology becomes an integral and routine part of the learning and teaching experience for everyone in the Plainville education system.

In keeping with the mission statement, the Plainville School District is providing access to the Internet.

The Internet is an electronic communications network that provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students, is to

promote educational excellence in the Plainville Public Schools by facilitating resource sharing, innovation and communications.

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communications with other Internet users around the world. The Plainville Public School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance from teacher and staff. Exploration, discovery and manipulation of resources are encouraged. However, with such great potential for education also comes some potential for abuse. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

TECHNOLOGY PROTECTION MEASURE

Parents and students must understand that the information available on the Internet is not always age appropriate or accurate. The Plainville School District has installed a firewall to protect the network from hackers, and has enabled content filtering on all computers to protect against Internet access by adults and minors to visual depictions that are obscene, child pornography and harmful to minors. While the necessary technology protection measures have been taken to protect students from accessing to inappropriate material on the Internet, it is impossible to guarantee that students will not accidentally or purposely find material that is not consistent with the educational mission, goals and policies of the school. Student access to and use of the Internet will be available only through a student account and as such, will be under teacher direction and monitored. Direct supervision is required. When students are using the Internet, the content filtering software cannot be disabled even with parental or teacher permission and supervision. A system administrator may disable content filtering software only for adults who are using the school computers for bona fide research or other lawful purposes.

The most important prerequisite is the user take full responsibility for his/her own actions. The Plainville School District will not be liable for the actions of anyone connecting to the Internet through our Network. All users assume full liability, legal, financial, or otherwise, for their actions. Access, as provided by the Plainville Schools is considered a privilege not a right. With this privilege, comes the responsibility of all users to abide by acceptable use practices.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET – TERMS AND CONDITIONS OF USE

PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each user will be trained in the proper use of the network and the Internet. The school district administrators will deem what is inappropriate use and their decision is final. When inappropriate use of computers and websites is discovered, the school district administrators will promptly bring that inappropriate use to the attention of the student. They may close an account or deny access any time as required. The administration, faculty, and staff of the Plainville School District may request the system administrator to deny, revoke, or suspend specific user accounts because of inappropriate use.

PRIVACY

The system administrators may review files and monitor all computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed.

ACCEPTABLE USES

Purpose of the backbone networks making up the Internet is to support research and education in and among the academic institutions by providing access to unique resources and the opportunity for collaborative work. Access must be in support of education and research and consistent with the educational objectives of the Plainville School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network.

UNACCEPTABLE USES

- Cyberbullying is prohibited through the use of technology or an electronic device owned, leased or used by the Plainville Public Schools.
- Cyberbullying is prohibited through the use of technology or an electronic device that is not owned, leased or used by the Plainville School District if the act or acts in question:
 1. create a hostile environment at school for the target
 2. infringe on the rights of the target at school; and/or materially and substantially disrupt the education process or the orderly operation of a school
- Unauthorized access, including so called “hacking” and illegal activities are strictly forbidden
- Unauthorized disclosure, use, and dissemination of personal identification on students are prohibited
- Access to inappropriate material on the Internet and World Wide Web is prohibited

- Unauthorized and illegal copying, downloading, or distributing of copyrighted software, materials or games
- Plagiarizing
- Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secrets
- Use of the Internet for commercial activities, product advertisement or political lobbying is prohibited

NETWORK ETIQUETTE

You are expected to abide by the accepted rules of network etiquette. These include, but not limited to, the following:

- Be polite. Do not get abusive in your messages to others
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language
- Do not disrupt the use of network
- All communications and information accessible via network should be respected as private property
- Do not use another individual's account without written permission

SAFETY RULES

When using electronic communication that includes, but not limited to, electronic mail, chat rooms and instant message services, you must take the following precautions:

- Do not reveal any identifying information such as last name, address, phone number, ethnicity, school name or that of students or colleagues. Electronic mail is not private. Messages relating or in support of illegal activities must be reported.
- DO NOT ARRANGE AN IN-PERSON MEETING WITH SOMEONE YOU HAVE MET ONLINE.
- Do not post pictures of yourself, your family, or friends online.
- Do not complete an online profile.

You should immediately contact a system administrator or a teacher if:

- You received an electronic mail when you do not know the sender.
- You received an attachment when you do not know the sender.
- You received a rude, threatening or harassing electronic mail and other forms of electronic communication.
- You received electronic mail with subjects that you think sound inappropriate for your age.
- You are asked to participate in any kind of sexual activity.
- You know something does not feel right.

LIABILITIES

Plainville School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Plainville School District will not be responsible for any damages the user suffers including: loss of data resulting from delays, miss-deliveries or service interruptions caused by network disruptions or user errors or omissions. Use of information via Internet is at the users own risk. The Plainville School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your teacher. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a System Administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.