

# Community Elementary School

## Student Handbook

Amvet Boulevard School  
70 Amvet Boulevard  
North Attleborough, MA 02760  
(508) 643-2155 (teléfono)  
(508) 643-284 (fax)  
Directora: Sra. Kristine Kefor

Centro de aprendizaje temprano  
25 School Street  
North Attleborough, MA 02760  
(508) 643-2145 (teléfono)  
(508) 643- 2188 (fax)  
Coordinador: Sra. Traci Vaughan

Joseph W. Martin, Jr. Escuela primaria  
37 Landry Avenue  
North Attleborough, MA 02760  
(508) 643-2140 (teléfono)  
(508) 643 -2186 (fax)  
Directora: Dra. Jennifer Kelly  
Subdirectora: Sr. Robert San Juan

Community School  
45 South Washington Street  
North Attleborough, MA 02760  
(508) 643-2148 (teléfono)  
(508) 643-2179 (fax)  
Director: Sr. Jeffrey Sposato  
Subdirector: Sr. Andrew Benharris

Falls School  
2 Jackson Street  
North Attleborough, MA 02760  
(508) 643-2170 (teléfono)  
(508) 643-2185 (fax)  
Directora: Sra. Lee Anne Todd

Roosevelt Avenue School  
108 Roosevelt Avenue  
North Attleborough, MA 02760  
(508) 643-2151 (teléfono)  
(508) 643-2187 (fax)  
Directora: Sra. Jeannine Magliocco

### **Bienvenida del director:**

Community School fue construida en 1918-1919 como una escuela secundaria. Hoy, Community School sirve a estudiantes en los grados K-5. Creemos en educar a todo el niño en un ambiente acogedor y afectuoso. La escuela comunitaria se enorgullece de proporcionar a todos los estudiantes una educación de alta calidad. Nuestra puerta está siempre abierta. No dude en contactarnos con cualquier pregunta o inquietud.

Jeffrey Sposato  
Director

### **Escuela primaria comunitaria:**

- Oficina: 508-643-2148 (teléfono): utilice este número para informar las ausencias de su hijo.  
508-643-2179 (fax)
- Horario escolar comunitario: 8:30 am - 2:44 pm Los estudiantes son marcados tarde después de las 8:30 am
- Los estudiantes pueden comenzar a llegar a la escuela a las 8:05 am Todos los estudiantes entrarán al edificio por la entrada principal. Si va a dejar a su (s) hijo (s) en automóvil, conduzca todo el camino hacia adelante en la entrada delantera antes de permitir que su (s) alumno (s) salgan.
- Para la seguridad de nuestros estudiantes, los maestros están de servicio a partir de las 8:05 am No se debe dejar a los estudiantes antes de las 8:05.
- El desayuno se sirve todos los días a partir de las 8:05 am en la cafetería.
- Los estudiantes deben seguir sus rutinas habituales de salida a menos que sepamos de antemano de cualquier cambio. No despedimos estudiantes a ninguna persona que no figure en las tarjetas de emergencia de los estudiantes. Se requiere identificación apropiada.
- Los estudiantes pueden andar en bicicleta a la escuela. Los estudiantes deben tener un casco y equipo de protección de acuerdo con la ley estatal. El estudiante y la familia asumen la responsabilidad del almacenamiento adecuado de la bicicleta fuera de la escuela.
- Los estudiantes de autobús deben tener un pase para viajar en el autobús. Los estudiantes no pueden viajar en ningún otro autobús que no sea su autobús asignado.

## **CAMBIOS DE DIRECCIÓN Y RETIRO DEL ESTUDIANTE**

Todos los cambios de dirección deben ser reportados a la Oficina Principal. Se le pedirá que complete un formulario de prueba de residencia. Todas las determinaciones de ubicación son hechas por la administración central. Es importante mantener actualizada la información de contacto de emergencia durante todo el año escolar. Si necesita retirar a su hijo de las Escuelas de North Attleborough, comuníquese con la Oficina Principal y el personal de la oficina lo ayudará con la documentación necesaria.

## **SISTEMA DE COMUNICACIÓN DE BLACKBOARD CONNECT**

Todas las escuelas en North Attleborough usan Blackboard Connect, el sistema de comunicación de la escuela a los padres. Este sistema permite a los administradores escolares enviar a los padres importantes mensajes periódicos y personalizados por correo electrónico o por teléfono. Estos mensajes nos permiten informarle sobre circunstancias de emergencia, junto con los avisos y recordatorios escolares más típicos, en solo unos minutos. En caso de **emergencia**, se llamará a todos los números de teléfono que usted proporcione. Asegúrese de que todos los números estén actualizados en la oficina principal y con la enfermera de la escuela en las tarjetas de emergencia. La información de la escuela que no sea de emergencia solo se marcará al número de teléfono de su casa o correo electrónico.

## **DECLARACIÓN DE IMC**

Las Escuelas de North Attleborough deben cumplir con las regulaciones estatales que requieren que las escuelas públicas midan la altura y el peso de los estudiantes en los grados 1, 4, 7 y 10 y calculen el IMC de los estudiantes. Además, se espera que las escuelas envíen los resultados a los padres con materiales educativos adicionales. Los padres pueden "optar por no participar" de esta evaluación enviando una solicitud para que sus hijos no participen. Sin embargo, se requeriría una copia de un examen físico reciente con información de IMC actual.

## **ACOSO, DISCRIMINACIÓN, ACOSO, ACOSO SEXUAL Y ACOSAMIENTO**

El Distrito Escolar North Attleborough tiene una Iniciativa de Cultura Respetuosa - Plan de Prevención e Intervención de Intimidación. Este plan se puede ver en el sitio web del Distrito en [www.naschools.net](http://www.naschools.net) > Padres y estudiantes> Políticas y procedimientos.

## **Todas nuestras escuelas son una zona segura para niños sin burlas ni intimidación.**

Todos los miembros de nuestra comunidad de aprendizaje tienen derecho a aprender en un entorno escolar libre de conductas disruptivas, una escuela que refleja las expectativas de comportamiento y crea una atmósfera en la que la autoestima de los estudiantes puede florecer. Una escuela tiene el derecho y la

responsabilidad de establecer reglas que definan claramente los límites del comportamiento aceptable y de solicitar ayuda de los padres y de toda nuestra comunidad de aprendizaje cuando se necesita apoyo para crear un clima escolar solidario, solidario y afectuoso. Una escuela tiene el derecho de establecer consecuencias para los estudiantes que toman malas decisiones con respecto a sus comportamientos. Las consecuencias apropiadas y significativas pueden incluir la pérdida de privilegios, detención, suspensión de la escuela o expulsión.

***Las burlas dañinas y el acoso*** son ejemplos de comportamientos que hieren los sentimientos de los demás. Los estudiantes que eligen lastimar a otra persona (niño o adulto) violan deliberadamente el plan de disciplina escolar y recibirán una consecuencia por su mala conducta. Lamentablemente, la violencia que vemos en las escuelas a menudo está relacionada con *burlas y acoso nocivos*. Las palabras que pueden *dañar el corazón* son tan dañinas como un daño físico para el cuerpo.

Las acciones o comportamientos considerados *burlas y acoso nocivos, acoso o amenazas* resultarán en medidas disciplinarias. Las consecuencias pueden variar desde la pérdida de privilegios hasta la suspensión o expulsión de la escuela. Los estudiantes que se dan cuenta de cualquier amenaza a otra persona o a la escuela no deben retener esa información.

Los comentarios amenazantes, *incluso en broma o en broma*, se tomarán en serio.

## DERECHOS CIVILES, DISCRIMINACIÓN, ACOSO Y PROCEDIMIENTO DE RECLAMACIÓN E INVESTIGACIÓN POR ACOSO

No se tolerará la discriminación, incluido el acoso, por motivos de raza, color, religión, origen nacional, origen étnico, información o pruebas genéticas, sexo, orientación sexual, edad o discapacidad (en adelante "membresía en una clase protegida"). Las represalias contra cualquier estudiante u otra persona que se haya quejado de discriminación, incluido el acoso, o las personas que han cooperado con una investigación de dicha queja, también son ilegales y no serán toleradas. Estas disposiciones se aplican a la conducta o dirigida hacia personas asociadas con la comunidad educativa por todas las demás personas, incluidos, entre otros, estudiantes, empleados del distrito, el comité escolar, voluntarios escolares y contratistas independientes. Los protocolos de intervención de acoso y hostigamiento de las Escuelas Públicas de North Attleborough también se pueden utilizar en la investigación de denuncias de discriminación o acoso por parte de estudiantes basados en la membresía en una clase protegida.

Se espera que todas las personas asociadas con las Escuelas Públicas de North Attleborough se comporten adecuadamente, reflejando los valores centrales del Distrito Escolar de North Attleboro en todo momento, a fin de proporcionar una atmósfera libre de discriminación, acoso sexual, intimidación, novatadas e intimidación. A los fines de administrar el procedimiento de investigación y reclamo, estos términos se denominan colectivamente "acoso / discriminación". Cualquier persona que participe en acoso / discriminación mientras actúa como miembro de la

comunidad escolar violará esta política. Será una violación de esta política que cualquier empleado o estudiante del Departamento Escolar de North Attleborough participe o tolere el acoso / discriminación en la escuela o no informe o tome medidas correctivas razonables cuando se den cuenta de un incidente de acoso /discriminación. Las leyes federales y estatales específicas prohíben el tipo de comportamiento cubierto por estos procedimientos.

Estas reglas de conducta están vigentes durante el día escolar normal, así como en todas las actividades patrocinadas por la escuela y mientras viajan en los autobuses escolares de North Attleborough.

Cualquier represalia contra una persona que se ha quejado de acoso o represalia contra personas por cooperar en una investigación de una denuncia de acoso es igualmente ilegal y no será tolerada.

La escuela no está limitada en su autoridad para disciplinar o tomar medidas correctivas por conducta en el lugar de trabajo o en la escuela que sea inaceptable, independientemente de si esa conducta satisface la definición formal de acoso, intimidación, discriminación o novatadas.

Esta política tampoco limita la autoridad de la escuela para tomar medidas disciplinarias o medidas correctivas cuando dicho acoso / discriminación ocurre fuera de la escuela pero tiene una conexión con la escuela, o es perjudicial o interfiere material y sustancialmente con el trabajo, la vida personal de un empleado, el trabajo escolar de un estudiante o la participación en oportunidades o actividades relacionadas con la escuela.

Conducta prohibida definida:

#### Discriminación

Tratar a las personas de manera diferente, o interferir con ellas o evitar que disfruten de las ventajas o privilegios otorgados a otras personas debido a su raza, origen étnico, religión, origen nacional, género u orientación sexual ("pertenencia a una clase protegida").

#### Acoso sexual

Avances sexuales no deseados; solicitudes de favores sexuales; u otra conducta verbal, escrita, transmitida electrónicamente o física de naturaleza sexual puede constituir acoso cuando:

1. La sumisión a dicha conducta se hace explícita o implícitamente un término o condición de empleo, instrucción o participación en actividades o programas escolares.

2. La sumisión o el rechazo de dicha conducta por parte de un individuo es utilizada por el delincuente como base para tomar decisiones personales o académicas que afecten al individuo sometido a avances sexuales.

3. Dicha conducta tiene el propósito o efecto de interferir injustificadamente con el trabajo de un individuo, la asistencia a la escuela o la participación en actividades académicas o curriculares, o

4. Dicha conducta tiene el efecto de crear un ambiente de trabajo o aprendizaje intimidante, hostil u ofensivo a través de comportamiento severo o generalizado que interfiere sustancial y materialmente con las oportunidades laborales o escolares.

Si bien no es posible enumerar todas las circunstancias que pueden constituir acoso sexual, los siguientes son algunos ejemplos de conducta, que si no son bienvenidos, pueden constituir acoso sexual dependiendo de la totalidad de las circunstancias, incluida la gravedad de la conducta y su omnipresencia:

- .. Avances sexuales no deseados, ya sea que impliquen contacto físico o no.
- .. Epítetos sexuales, bromas, referencias escritas u orales a la conducta sexual, chismes sobre la vida sexual de uno; comentar sobre el cuerpo de un individuo, comentar sobre la actividad sexual, deficiencias o destrezas de un individuo;
- .. Mostrar objetos sexualmente sugerentes, imágenes, dibujos animados;
- .. Liderazgo, silbidos, roces inoportunos contra el cuerpo, gestos sexuales, comentarios sugestivos o insultantes;
- .. Investigaciones sobre las experiencias sexuales de uno; y
- .. Discusión de las actividades sexuales de uno.

### **Intimidación**

1. "Intimidación" significa expresión escrita, verbal o electrónica repetida o un acto o gesto físico o cualquier combinación de estos, dirigida a una víctima que: (i) causa daño físico o emocional a la víctima o daña la propiedad de la víctima; estudiante o empleado, (ii) coloca a la víctima en un temor razonable de daño a sí mismo o de su propiedad; (iii) crea un ambiente hostil en la escuela para la víctima; (iv) infringe los derechos de la víctima en la escuela; o (v) interrumpe material y sustancialmente el proceso educativo o el funcionamiento ordenado de una escuela.

El comportamiento debe interferir con el rendimiento académico o la capacidad de aprendizaje de un alumno, o interferir con la capacidad de un alumno de participar o beneficiarse de los servicios, actividades o privilegios o con la capacidad de un empleado de desempeñar sus funciones:

- a. Que se ofrecen a través del distrito escolar; o  
segundo. Durante cualquier programa o actividad educativa; o
- c. Mientras esté en la escuela, en el equipo o propiedad de la escuela, en vehículos escolares, en autobuses escolares, en paradas de autobuses escolares designadas, en actividades patrocinadas por la escuela, en eventos sancionados por la escuela; o

2. "Acoso cibernético" significa, el acoso mediante el uso de tecnología o cualquier comunicación electrónica, que incluirá, pero no se limitará a, cualquier transferencia de signos, señales, escritura, imágenes, sonidos, datos o inteligencia de cualquier naturaleza. transmitido en su totalidad o en parte por un sistema de cable, radio, electromagnético, fotoelectrónico o fotoóptico, incluidos, entre otros, correo electrónico, comunicaciones por Internet, mensajes instantáneos o comunicación por fax. El acoso cibernético también debe incluir (i) suplantación de identidad de otra persona como autor de contenido o mensajes publicados, si el creador o la suplantación crea alguna de las condiciones enumeradas en las cláusulas (i) a (v), inclusive, de la definición de acoso escolar. medios electrónicos de comunicación a más de una persona o la publicación de material en un medio electrónico al que pueden acceder una o más personas.

a. El acoso cibernético puede ocurrir mediante el uso de datos, teléfono o software informático al que se accede a través de una computadora, sistema informático o red informática o cualquier instituto de educación pública.

segundo. Tal como se utiliza en esta Sección, "comunicación electrónica" también significa cualquier comunicación a través de un dispositivo electrónico que incluye, entre otros, un teléfono, teléfono celular, computadora o buscapersonas.

3. Ambiente hostil "significa una situación en la cual el acoso escolar hace que el ambiente escolar esté impregnado de intimidación, ridículo o insulto que es lo suficientemente grave o dominante como para alterar las condiciones de la educación del estudiante.

### **Novatada**

Las novatadas significan cualquier conducta o método de iniciación, incluso si se consiente, en cualquier organización estudiantil, ya sea en propiedad pública o privada, que ponga en peligro intencionalmente o imprudentemente la salud física o mental de cualquier estudiante u otra persona.

1. Dicha conducta incluirá, pero no se limitará a, azotes, golpes, marca, calistenia forzada, exposición al clima, consumo forzado de cualquier alimento, licor, bebida, droga u otra sustancia o cualquier otro tratamiento brutal o actividad física forzada. que es probable que afecte negativamente la salud física o la seguridad de cualquier estudiante o persona, o que someta a dicho estudiante u otra persona a un estrés mental extremo, incluida la privación prolongada de sueño o descanso o el aislamiento prolongado.

2. Quien sepa que otra persona es víctima de las novatadas y se encuentra en la escena de dicha actividad, deberá, en la medida en que dicha persona pueda hacerlo sin peligro o peligro para sí mismo o para otros, reportar dicha actividad a un oficial de la ley apropiado. tan pronto como sea razonablemente posible. Quien no informe tal comportamiento estará sujeto a disciplina.

### **Pautas para investigar reclamos de discriminación / acoso**

1. Una persona que cree que un estudiante, empleado, padre u otras personas con derechos de admisión o acceso a programas, actividades o locales escolares ha sido objeto de acoso / discriminación debe informar inmediatamente el incidente a cualquier maestro, consejero o administrador del distrito escolar como tan pronto como sea posible.
2. El maestro, consejero o administrador reportará la queja por escrito al director, administrador del edificio u otro administrador con autoridad para abordar la queja, quien iniciará los siguientes pasos para investigar la queja de manera expedita. El distrito hará esfuerzos razonables para completar la investigación dentro de los treinta días posteriores a la recepción de la queja, a menos que la complejidad de los problemas, o la disponibilidad de testigos y / o documentación u otra evidencia requiera tiempo adicional para completar la investigación. Se mantendrá informadas a las partes sobre un asunto razonable del progreso de la investigación, dentro de los límites de la confidencialidad.
3. El siguiente proceso proporciona un resumen de los pasos a seguir, pero no indica necesariamente el orden en que se tomarán las acciones. Según corresponda, el director o el administrador del distrito escolar pueden emplear esfuerzos informales para resolver la queja, pero en todo caso, se mantendrá un registro escrito de cualquier queja. El director o el administrador del distrito escolar consultarán con el demandante y obtendrán la declaración de hechos de la queja de ese individuo. Después de reunirse con el demandante, el demandante presentará la queja de acoso por escrito o el director o administrador de la escuela preparará una queja por escrito basada en las declaraciones del demandante.
  - a) Si el demandante es un estudiante, y sus padres / tutores no están al tanto de la queja, los padres / tutores de los estudiantes que alegan discriminación deben ser contactados de inmediato. Una vez que se haya contactado a los padres / tutores legales (utilizando los números de teléfono de casa, trabajo o emergencia, según sea necesario), se les debe informar completamente sobre las acusaciones y sobre cualquier acción tomada hasta ese punto. Se les debe invitar a venir a la escuela y se les debe asegurar que se llevará a cabo una investigación completa. El interrogatorio de los estudiantes involucrados debe posponerse si los padres solicitan estar presentes mientras se interroga a sus hijos.
  - b) Si las alegaciones se han hecho contra otro estudiante, los padres / tutores del estudiante acusado de discriminación también serán contactados de inmediato. Se les pedirá a los padres / tutores del estudiante acusado que vengan a la escuela para participar en una reunión de investigación. El interrogatorio de los estudiantes acusados puede posponerse por un período de tiempo si los padres solicitan estar presentes mientras se interroga a sus hijos. Si los padres fallan o se niegan a asistir, la investigación continuará. El director o el administrador del distrito escolar se reunirán con el (los) estudiante (s) acusado (s) para obtener su respuesta a la queja.



- c) Si las denuncias son presentadas por o contra un miembro adulto de la comunidad escolar: un empleado, un voluntario o un contratista independiente, la investigación se llevará a cabo para permitirle al demandante y acusar los derechos contractuales aplicables. Los procedimientos darán aviso de cualquier cargo y una oportunidad para que el acusado brinde una respuesta.
  - d) El director o el administrador del distrito escolar pueden mantener tantas reuniones con las partes como sea necesario para recopilar datos. El director o el administrador del distrito escolar entrevistarán a otras personas que puedan tener información pertinente. El director o el administrador del distrito escolar reunirán y revisarán cualquier documento relevante necesario para completar la investigación.
4. Si el acusado es un estudiante, el director o el administrador del distrito escolar informarán inmediatamente el incidente por escrito al padre / tutor. El director o el administrador del edificio pueden comunicarse primero por teléfono con el Asistente del Superintendente de Escuelas, que también se desempeña como Oficial de Cumplimiento de Acoso para obtener asistencia técnica en la investigación de la denuncia.
  5. Si el acusado es un miembro del personal, un voluntario o un contratista independiente, el director o el administrador del distrito escolar informará inmediatamente el incidente por escrito al Asistente del Superintendente de Escuelas. El Superintendente Asistente es el Oficial de Cumplimiento de Acoso para estas quejas y él / ella conducirá, coordinará o brindará asistencia técnica para investigar la denuncia, según sea necesario.
  6. Al finalizar la investigación, el director o el administrador del distrito escolar preparará un informe confidencial que describa los resultados. El demandante será notificado, por escrito, si los cargos fueron respaldados o no. El demandante no tiene derecho a ninguna información sobre ninguna acción disciplinaria tomada, excepto cuando sea necesario para implementar la disciplina u otros remedios.
  7. En caso de que el acusado sea un estudiante y si se descubre que ha ocurrido discriminación, se llevará a cabo una audiencia disciplinaria y se tomarán las medidas apropiadas contra el estudiante de acuerdo con las pautas contenidas en el manual o manual disciplinario apropiado.
  8. En caso de que el acusado sea un empleado, voluntario o contratista independiente, el director o administrador del edificio informará inmediatamente el incidente por escrito al Asistente del Superintendente de Escuelas, y se tomarán las medidas apropiadas según lo exija la ley, la negociación colectiva aplicable acuerdo o contrato.
  9. Cuando sea necesario, se archivará un 51A ante el Departamento de Niños y Familias. Las agencias de aplicación de la ley serán notificadas según sea necesario de los incidentes que surjan bajo este procedimiento.

10. Si no está satisfecho con el resultado de la investigación, el demandante o el acusado pueden apelar la decisión inicial ante el Superintendente de Escuelas. El Superintendente de Escuelas revisará el registro de investigación y los hallazgos, y reunirá cualquier evidencia adicional que considere necesaria. Se proporcionará una decisión de apelación a las partes de la misma manera que se especifica en el párrafo 5 anterior.
11. A pesar de las disposiciones de este procedimiento de queja, en cualquier momento un demandante puede presentar una queja ante la Oficina de Derechos Civiles del Departamento de Educación de los Estados Unidos en la siguiente dirección:

Oficina de Derechos Civiles del Departamento de Educación  
5 Post Office Square  
Boston, MA 02110-1491  
Teléfono (617) 289-0111  
Fax (617) 289-0150

Comisión de Massachusetts contra la discriminación  
One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
Teléfono: 617-994-6000  
TTY: 617-994-6196

Comisión de Igualdad de Oportunidades de Empleo  
Edificio Federal John F. Kennedy  
475 Government Center  
Boston, MA 02203  
1-800-669-4000  
617-565-3196  
1-800-669-6820

11. Las represalias en cualquier forma contra cualquier persona que haya presentado o presentado una queja relacionada con el acoso / discriminación o cualquier persona que haya participado o cooperado en una investigación están prohibidas. Las acusaciones falsas de acoso / discriminación son motivo de disciplina para el personal escolar o los estudiantes que hacen acusaciones falsas. Se puede hacer una referencia a la policía.

12. Los informes e investigaciones de acoso / discriminación se mantendrán confidenciales, de conformidad con los procedimientos de investigación necesarios y las restricciones legales sobre la difusión del registro

del estudiante o la información del personal sobre los estudiantes. Sin embargo, siempre que se pueda notificar al demandante si la queja ha sido fundamentada, y cualquier acción correctiva o protectora necesaria para evitar nuevos incidentes.

Para obtener más información sobre estas pautas o ayuda con problemas de discriminación, acoso sexual, intimidación o novatadas, o cualquier otra forma de acoso, consulte a los Coordinadores de: Coordinadores de

Acoso / Discriminación Acoso / Discriminación / Oficiales de Quejas: Sr. Cory Cox, Subdirector - North Attleborough Middle School, (508) 643-2130 y la Sra. Catherine Calicchia, Directora de Recursos Humanos, (508) 643-2175 son los oficiales de reclamos de acoso sexual y tienen la autoridad y la responsabilidad de procesar todas las quejas de acoso sexual de acuerdo con los procedimientos establecidos anteriormente.

### **TRANSPORTE EN AUTOBUS**

Las solicitudes para el transporte en autobús están disponibles en el sitio web del distrito escolar en [www.naschools.net](http://www.naschools.net)> Padres y estudiantes> Información del autobús. Cualquier familia que desee que sus hijos viajen en el autobús, debe completar una solicitud de transporte en autobús.

El transporte en autobús es un privilegio proporcionado a los estudiantes elegibles. Los estudiantes pueden no viajar en un autobús diferente al que tienen asignado. **Todos los estudiantes deben tener un pase de autobús emitido por las Escuelas de North Attleborough para viajar en el autobús. *El privilegio de un estudiante de viajar en el autobús se puede retirar con o sin aviso de los padres si el comportamiento de un estudiante lo amerita.*** Se *informe de mala conducta en el autobús* enviará a casa unpara notificar a los padres sobre el comportamiento.

- Primer informe de mala conducta: se envía un aviso por escrito a los padres.
- Segundo informe: los estudiantes que elijan portarse mal en el autobús recibirán una suspensión de hasta cinco días de privilegios de autobús.
- Tercer informe: los estudiantes que reciben un tercer aviso perderán sus privilegios de autobús por hasta diez días. Los padres deben hacer una cita para hablar con el director.
- Cuarto informe: suspensión de los privilegios del autobús por el resto del año escolar.

**Los estudiantes solo pueden viajar en el autobús al que están asignados y deben subir y bajar solo en su parada designada.**

Si hay un cambio en el despido del autobús escolar de su hijo, debe enviar una nota para informar a la oficina. No podemos aceptar la solicitud de un niño de no tomar el autobús o bajar del autobús en una parada que no sea la parada designada sin una nota del padre solicitando permiso. Debido a problemas de alergia y seguridad, los estudiantes no pueden comer ni beber mientras viajan en el autobús. Como se indicó anteriormente, viajar en el autobús escolar se considera un privilegio y el comportamiento inapropiado del autobús tendrá consecuencias. En general, se espera que los estudiantes:

- Hablar en voz baja a los estudiantes que se sientan a su lado.
- Mantenga las manos y los pies para sí mismos.
- Mantenga el cuerpo de manera segura en el asiento del autobús (brazos y piernas fuera del pasillo).
- Sentarse en los asientos del autobús y abstenerse de sacar las manos / brazos por las ventanas.
- Siga todas las instrucciones del conductor del autobús.
- Tener una conversación apropiada y usar un lenguaje apropiado.
- Mostrar respeto por el conductor del autobús y otros estudiantes en el autobús.
- Abstenerse de comer o beber mientras está en el autobús y en la línea de autobús.
- Sentarse en orden de grado: los estudiantes de kindergarten sentados en los asientos delanteros, seguidos de primer grado, segundo grado, tercer grado, etc.

## **ENFERMEDADES TRANSMISIBLES / SALUD DEL ESTUDIANTE, INCLUIDAS LAS DIRECTRICES DE ALERGIA**

### REGISTROS DE SALUD DEL ESTUDIANTE Y PROTOCOLOS DE MEDICACIÓN

#### **Registros de salud**

1. El médico de la escuela, el Dr. Mullane de Plainville, sirve a la escuela como asesor.
2. Se mantiene un registro médico para cada estudiante desde el jardín de infantes hasta la escuela secundaria. Se debe notificar a la escuela sobre cualquier información que pueda ser pertinente para este registro, como alergias graves, asma de cualquier afección que requiera medicación diaria u hospitalización.
3. Ayúdenos a mantener actualizados los registros de salud de la escuela entregando copias a la enfermera de la escuela de las vacunas, exámenes de visión y audición, exámenes físicos o cualquier medicamento nuevo iniciado. Cualquiera de los anteriores, realizado durante los meses de verano, debe enviarse a la enfermera escolar en septiembre, quien agregará la información a los registros de su hijo.
4. Los exámenes físicos son requeridos por el estado al ingresar a Kindergarten, Grados 4, 7 y 10. Estos deben ser realizados por el médico de su hijo. Si no tiene un médico para su hijo, comuníquese con la enfermera escolar.
5. La enfermera escolar lleva a cabo evaluaciones estatales obligatorias de visión, audición, odontología y escoliosis con derivación a agencias médicas externas cuando se indique, y supervisa y evalúa las necesidades de salud de los estudiantes en el entorno escolar. Los padres que eligen no hacer que su hijo participe deben enviar una carta a la enfermera al comienzo de cada año escolar.

#### **Medicamentos tomados en la escuela**

1. Si su hijo requiere medicamentos durante el horario escolar, consulte a la enfermera escolar sobre los reglamentos estatales de medicamentos obligatorios y la documentación necesaria. Esta documentación también se puede encontrar en Salud en el sitio web de las Escuelas Públicas de North Attleborough ([www.naschools.net](http://www.naschools.net)).
2. *TODOS los medicamentos requieren una orden del médico. Actualmente tenemos una orden del médico que enumera pastillas para la tos, Tylenol, Ibuprofeno o Benadryl*

*solamente. Estos requieren la firma de los padres (consulte la copia de la enfermera de la tarjeta de emergencia). Tenga en cuenta que las pastillas para la tos se consideran medicamentos y deben guardarse en la oficina de la enfermera.*

Siempre que sea posible, se debe programar la medicación durante las horas en que los estudiantes no están en la escuela.

**Los medicamentos no deben ser transportados por niños. Todos los medicamentos deben estar en un recipiente de farmacia o en un recipiente etiquetado por el fabricante con el nombre del niño. Los medicamentos no se pueden dispensar a un niño a menos que la receta esté escrita específicamente para ese niño.**

### **Enfermedad en la escuela**

1. Sin una nota del médico, la enfermera de la escuela asume la responsabilidad de determinar si su hijo está lo suficientemente bien como para regresar a la escuela después de una enfermedad, y si debe ser enviado a casa debido a una enfermedad que comienza durante el horario escolar.
2. Recuerde a su hijo que las visitas a la enfermera deben realizarse solo cuando sea necesario. Los padres pueden ayudar a resolver la situación cuidando dolencias menores, es decir: picaduras de mosquitos, colgantes, astillas, etc. en el hogar. Estamos aquí para cuidar a sus hijos y estamos felices de hacerlo si están realmente enfermos. El abuso de este privilegio resultará en una llamada a los padres.
3. Los casos diagnosticados de Hiedra Venenosa, Roble Venenoso y otros tipos de dermatitis de contacto son causados por reacciones alérgicas a plantas, químicos, etc. No son enfermedades infecciosas. Tenga en cuenta la comodidad de su hijo cuando lo envíe a la escuela. Si los casos son muy llorosos, consideraremos también precauciones universales.

### **Enfermedades transmisibles**

1. Durante el año escolar, las enfermedades transmisibles de los niños, como impétigo, varicela, pediculosis (piojos, etc.) son comunes. En un esfuerzo por prevenir la propagación de enfermedades, creemos que es necesario que los padres estén al tanto de nuestra política con respecto a las enfermedades transmisibles.
2. Los síntomas más comunes para buscar son altas temperaturas, apariencia enrojecida, inflamación de los ojos, erupciones cutáneas, somnolencia e inflamación de las glándulas. Cualquier estudiante con erupción debe ser visto por un médico para determinar la causa. Envíenos una nota sobre el diagnóstico médico. La cooperación cien por ciento en este asunto ayudará no solo a su hijo sino también a los cientos de otros en su escuela.
3. Recuerde que todos los estudiantes que hayan tenido una enfermedad infecciosa no pueden regresar a la escuela antes del final del período mínimo de aislamiento prescrito por el Departamento de Salud de Massachusetts de la siguiente manera:
  - Varicela: cuando la varicela está completamente seca.
  - Tos ferina: informe a la enfermera escolar sobre el diagnóstico y el tratamiento. Las políticas de regreso a la escuela varían según la etapa de la enfermedad.

- Impétigo: generalmente 24 horas después de que el tratamiento ha comenzado y las lesiones ya no están drenando.
- Paperas: nueve días o hasta que la inflamación haya disminuido, lo que ocurra primero.
- Tiña: nueve días o hasta que la inflamación haya disminuido, lo que ocurra primero.
- Conjuntivitis: según la evaluación de la enfermera de la escuela, un niño puede ser enviado a casa.
- Infección por estreptococo: 24 horas **después de** que comience el tratamiento con antibióticos.
- Fiebre escarlata: 24 horas **después de** comenzar el tratamiento con antibióticos.
- Fifth Disease: By the time the rash develops, the contagion is over. However, notify the school nurse so that pregnant school staff can be alerted.
- Pediculosis (head lice): After treatment of live lice. \*Students must be checked by the nurse before returning to the classroom.

### **Returning to School after Absence Due to Illness**

1. Children can return to school 24 hours after their temperature has returned to normal- (100 or more) without the aid of fever reducing medicine-(Tylenol or ibuprofen).
2. Children can return to school only when they have had 1 full day (24 hours) of a prescribed medication.
3. Children can return to school **24 hours after** their last episode of vomiting or diarrhea.

### **Notes Required**

1. A note from a parent is required after any absence.
2. A note from a doctor is required after your child has been absent for 5 or more days.
3. A note from a doctor or the discharge sheet if any emergency treatment has occurred; ie, sprained or broken bones, asthma treatments.
4. Any medical condition or accident, which may limit physical education activities, must be followed up with a note from your doctor; particularly if this affects recess or physical education.
5. When a student is injured so as to require a splint or a cast, the student will not be able to participate in gym or recess for his/her own safety and that of his/her classmates. When the splint or cast is removed a note from the attending physician stating the student can return to all activities is required.

**Also, please remember to update your emergency CONTACT INFORMATION if changes occur DURING THE SCHOOL YEAR (ie, job change, and telephone number change).**

## **ALLERGY GUIDELINES**

### **Purpose**

- The Allergy Guidelines assume that managing potentially life-threatening allergies in school is a shared responsibility among students, parents, principals, teachers, custodians, food services and health care professionals. The Guidelines are intended to:
  - Minimize the risk of allergic reactions of students with known food allergies while at school.
  - Ensure that all information provided by parents of allergic children is provided to the appropriate school staff.
  - Foster cooperation and communication between parents and school staff in determining effective strategies to minimize an allergic reaction while in school.
  - Educate school staff, students and their families about food allergies and ways to reduce the risk of an in-school reaction.

**SCHOOL GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES  
ALLERGIES TO LATEX AND INSECTS (BEES, etc.)**

Food allergies can be severe and occasionally life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, egg soy, wheat, fish, and shellfish. Allergic reactions to the above listed foods can range from mild skin irritations to severe reactions, which may cause anaphylactic shock or even death.

**PURPOSE**

The following guidelines assume that managing potentially life-threatening allergies in school is a shared responsibility among students, parents, principals, teachers, custodians, food services and health care professionals. These guidelines are intended to:

- Minimize the risk of allergic reactions of students with known food allergies while at school.
- Ensure that all information provided by parents of allergic children is provided to the appropriate school staff.
- Foster cooperation and communication between parents and school staff in determining effective strategies to minimize an allergic reaction while in school.
- Educate school staff, students and their families about food allergies and ways to reduce the risk of an in-school reaction.

**PARENT RESPONSIBILITIES**

- Notify the school of the child's allergies.
- Provide medical documentation from the child's health care provider.
- Provide a list of foods and/or ingredients that would cause a life-threatening reaction.
- Provide an order for epinephrine by a licensed provider as well as any other medication needed.
- Deliver medication(s) to school in original pharmacy-labeled container(s).
- Collaborate with the School Nurse and multidisciplinary school team to develop an Allergy Action Emergency Plan (AAP) and/or Individual Health Care Plan (IHCP).

- Meet with the classroom teacher to review AAP and/or IHCP.
- Participate in classroom education.
- Educate child in the self-management of their allergy as age-appropriate including: safe and unsafe foods, strategies for avoiding the allergen, symptoms of an allergic reaction, how and when to tell an adult a reaction is starting and how to read food labels.
- Provide a medical alert bracelet/necklace for the child. Provide a photo of the child (when appropriate).
- Accompany child on field trips, if possible.

### **SCHOOL RESPONSIBILITIES**

- Establish a basic medical emergency plan for the building for use in any medical emergency.
- Ensure that an Individual Health Care Plan (IHCP) and/or Allergy Action Plan (AAP) are created for each child with a life-threatening allergy.
- Develop a mechanism whereby substitute teachers are notified about student with life threatening allergies.
- Adopt and maintain a no-sharing/no trading food policy including eating utensils.
- Eliminate the use of food for rewards.
- Encourage the use of non-food items to recognize special events.
- Teach students and staff proper hand washing techniques.
- Establish a cleaning protocol for classrooms, cafeteria and other areas of the building.
- Notify parents in advance of any school activities that require the use of food.
- Ensure that all bus drivers have functioning emergency communication devices.
- Reinforce no-eating practices on buses.

### **FOOD SERVICES DIRECTOR RESPONSIBILITIES**

- Provide time for training to food service staff.
- Familiarize self with laws protecting students with food allergies as they relate to food services.
- Maintain food labels from each food served to a child with allergies for at least 24 hours following service.
- Provide food ingredient list for parents, when requested.
- Post the student's Allergy Action Plan (AAP) in prominent area, when indicated.
- Participate in multidisciplinary team meetings.
- Create specific areas in cafeteria that will be allergen safe.

### **SCHOOL NURSE RESPONSIBILITIES**

- Develop an Individualized Health Care Plan (IHCP) and/or an Allergy Action Plan (AAP) with



parents/guardians and multidisciplinary school team (when appropriate) prior to school entry or when a new life-threatening food allergy is diagnosed.

- Communicate the above plan(s) to school staff that have a “need to know” (eg, principal, teachers, specialists, food service personnel, bus drivers, etc.).
- Communicate with classroom parents regarding ways to reduce the risk of a reaction while in school.
- Determine the need for an allergen-free classroom.
- At the beginning of each school year, provide education and training of school staff to review the signs and symptoms of anaphylaxis and Epi-pen administration.
- Conduct in-service and education for appropriate staff for individual students that have life threatening allergies as described in the IHCP and/or AAP.
- Post a list of students who require epi-pens for allergic reactions in the health office. IHCPs and/or AAPs will be available in their health record.

The North Attleborough Public Schools cannot guarantee that a student will never experience an allergy related event while at school. The above guidelines, as well as the protocol developed for students with food allergies, were created to minimize the risk of life-threatening reactions of allergic students while in school.

#### **PROTOCOL FOR STUDENTS WITH FOOD, INSECT, LATEX ALLERGIES**

1. A documented doctor's order, either on an official order from or on a report from the allergist, will identify the allergy, the potential reaction and treatment to be provided.
2. A conference is held with parents, nurse, teacher, principal, etc., to discuss the student's individual situation and to set up a plan of action (emergency health plan) to meet his needs in the school setting. Each year the plan will be updated and adjusted as needed. The care plan may require modifications of these protocols with parental permission and in accordance with the district's guidelines.
3. A copy of the child's emergency plan will be identified in the classroom – in the substitute folder, and elsewhere as noted in the plan. An Epi-pen, if required to be kept in the classroom, will be kept in an easily accessible, yet secure location. Parents will supply an extra Epi-pen so that one can be kept in the classroom as well as in the nurse's office.
4. The school staff is given a list of the children with medical problems including those with peanut allergies on a “need to know” basis.
5. The staff in each affected classroom is offered training to use the Epi-pen (including paraprofessionals). Part of the training includes instructions on the signs and symptoms of an allergic reaction according to state regulations.
6. Extra pictures of the child are provided for cafeteria staff, which identifies the child and his/her allergies.
7. Parents are instructed to provide child's entire snack (beverage if applicable), and to provide a snack for special occasions for their child – or they may leave a supply for their child in the classroom.

8. The school nurse will determine if there is a need to establish a peanut free classroom and/or table in the cafeteria.
    1. The nurse will send a letter to all parents in the class, explaining the life threatening facts, according to the care plan. This letter will advise that no foods containing the food (that the child is allergic to) can be sent in.
  9. If a peanut free table is required, the school nurse will work with the food services staff and the custodial staff to ensure proper cleaning, identification. A plan will be developed to ensure that the table is used appropriately.
    1. The allergen free table will be identified as such with a laminated sign. Only students whose food does not contain the allergen may sit at this table.
    2. The table will be cleaned with a separate cleaning cloth to avoid cross contamination from other tables.
- c. Students who sit at this table will have their meals checked and will be asked to move if needed.
- re. Food service workers may be asked to assist the student should he/she request an allergen free meal (ie, pizza) by providing the meal to the table to prevent student's exposure to allergen in the line.
- mi. Staff who regularly monitor the lunchroom will be offered Epi-pen© training.

## **CURRICULUM & GRADING**

The North Attleborough Elementary Schools follow the Massachusetts' Curriculum Frameworks for learning. Parent Teacher Conferences will be scheduled during the school year to discuss student progress. The North Attleborough School District Curriculum Accommodation Plan provides guidelines for assisting all students, including those with special learning needs, meet Massachusetts and District standards and to demonstrate success on assessments and classroom performance. The fundamental goals of the District Curriculum Accommodation Plan is to provide the regular classroom teacher with the tools needed to analyze and accommodate the diverse learning styles of all children in the classroom. Standards-Based Report Cards are issued according to the following schedule:

Kindergarten – Grade 5: December, April, June  
ELC: January, June

## **DANGEROUS WEAPONS**

Any student who is found on school premises or at school sponsored related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or knife shall be suspended by the Principal for a period of up to ten days after appropriate hearing and may be subject to expulsion from the school or school district by the Principal. Any student who is charged with a dangerous weapons violation shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have

representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

In cases involving a firearm as defined by the Gun-Free Schools Act of 1994 (1) the student, determined to have brought the weapon to school, must be expelled for a period of not less than one year. The statutory definition of 'firearm' (2) includes any weapon that will, or can readily be converted to, 'expel a projectile by means of an explosive.' The definition also includes the 'frame or receiver of such a weapon,' or any form of explosive or gas device. Included in this definition are starters, pistols, BB guns, pellet guns, and mace or other gas canisters.

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 days from the date of the expulsion in which to notify the Superintendent of the 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 policy.

When a student is expelled for violations of the Dangerous Weapons Policy and applies for admission to another school for acceptance, the Superintendent of the receiving school of the reasons for the pupil's expulsion. (1) 20 USC

## **DISCIPLINE CODE**

### **I. Student Discipline Procedures**

The North Attleborough Public Schools believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct. The students in North Attleborough Public Schools are expected to maintain academic integrity and plagiarism of any kind will not be tolerated. The North Attleborough Elementary Schools utilize a Progressive Discipline approach for students demonstrating behaviors that disrupt the learning environment, show disrespect, or impact the safety of others. Discipline begins at the classroom level with the teacher working collaboratively with the parents/guardians of the students in order to encourage appropriate classroom behavior. If behaviors persist, the principal or assistant principal may become involved with increasing consequences and possible development of a behavior plan.

Principals and staff will not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students. The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

Elementary School principals shall provide the Superintendent with prior written notice in any instance where an out of school suspension is imposed upon a student in kindergarten through grade 3.

The following procedures govern the imposition of disciplinary consequences that may remove the student from his/her regular school program for some period of time, in accordance with MGL c. 71, ss. 37H, 37H ½ and 37H ¾ and 603 CMR 53.00. The goal of the following procedures is to limit the role of long term suspension as a disciplinary consequence and to encourage student and parent participation in maintaining appropriate school behavior.

**A. In School Suspension:** A principal/designee may determine that a student's alleged misconduct should result in an in-school suspension, rather than a short term out of school suspension. In such a case, the principal shall inform the student of the nature of the offense and give the student an opportunity to explain or dispute the charge. If the principal decides that the student did violate school rules or policies, the student will be told of the length of the in-school suspension. On that same day, the principal shall make reasonable efforts to notify the parents orally of the offense, the reason for the decision to suspend in-school and the length of the suspension. As soon as possible, Parents will be invited to a meeting to discuss the student's academic performance and ways to address the problem behavior. The parents and student will also be provided with written notice of the suspension, the rationale for the suspension and its duration on the day of the suspension.

In school suspensions of ten days or more, consecutively or cumulatively for the school year will be considered long term suspensions, subject to the provisions for long term suspensions set out below.

**B. Suspensions/Expulsions for Possession of Drugs, Weapons or Assault on Staff or Pendency/Adjudication of Felony Charges.**

Under MGL c. 71, s. 37H a school district may expel a student for listed offenses. Students charged with violations under this statute will be provided with written notice of a hearing before the principal which shall include notice of the right to representation and the right to present evidence. The hearing will be taped recorded. A written decision will be issued by the principal and shall include notice of the student's right to educational services and to appeal an adverse decision to the Superintendent.

MGL c. 71, s. 37H ½ allows a principal to suspend or expel a student who has been charged with or adjudicated responsible for a felony charge. The principal will provide written notice of a hearing to determine whether the student's continued presence in school would have a substantial detrimental effect on the school community. The hearing will be tape recorded. The student will have the right to representation and to present evidence on his/her behalf.

A suspended or expelled student is entitled to educational services as provided by the district's educational services plan.

**C. Short Term or Long Term Suspensions** for other reasons. MGL c. 71, s. 37 H ¾ provides additional procedures for students who may be subject to short term (less than 10 days) or long term (more than ten days) of suspension out of school for conduct not covered by s 37 H or s. 37 H ½.

1. Prior to suspension, the student and parent must be provided with oral and written notice including the nature of the disciplinary offense, the basis for the charge, the potential consequences, the opportunity for a hearing to dispute the charges and present evidence, the time date and location of the hearing and the right to an interpreter, if necessary
2. If the student may be suspended long term, the hearing notice shall include the right to examine the student's record before hearing, the right to be represented, the right to cross-examine witnesses and the right to a recording of the hearing and to have an interpreter present, as necessary.
3. At hearing, the principal shall discuss the incident, the basis for the charge that school rules or policies were violated and other pertinent information. Both the student, and the parent, if present, may present information, including mitigating facts that should be considered by the principal in making the determination regarding the student's responsibility and consequences.
4. The principal shall notify the student and parent in writing of the decision and the reasons for it. If the student is to be suspended, the notice shall include the type and duration of the suspension and advise the student and parent of the student's opportunity to make up school work or receive educational services offered in the district's plan during the suspension.

a. If the penalty is a short term suspension, the decision will be provided as an addendum to the original notice of hearing. There is no appeal to the Superintendent.

segundo. If the penalty is a long term suspension, the written decision will include the information regarding the incident, list the participants at the hearing, set out the principal's key findings and conclusions, and advise the student and parent of the opportunity to receive educational services during the suspension and of the right to an appeal to the Superintendent.

**D. Appeal to the Superintendent.** An appeal from a long term suspension must be filed within 5 days of the principal's decision. If an appeal is not filed within the 5 day limit, the Superintendent may deny the appeal, or grant a hearing at his discretion. The Superintendent will hold the appeal hearing within three days of the request for appeal, but may grant an extension of up to seven additional days, upon request. The Superintendent will make a good faith effort to include the parent in the hearing and send written notice of the date, time and place of the appeal hearing. The Superintendent will determine whether the student committed the offence and what, if any the consequence shall be. The Superintendent's hearing shall be recorded. The student will have the same rights accorded at the long term suspension hearing before the principal including the right to representation, to present evidence and to cross examine witnesses. A written decision shall be provided within 5 days of the Superintendent's appeal hearing in the form required for the principal's decision. There is no appeal from the Superintendent's decision.

**E. Emergency Removal.** If the principal/designee determines that the continued presence in school of a student poses a danger to persons or property or materially and substantially disrupts the order of the school, and there is no alternative available to alleviate the danger or disruption, the principal may remove the student from school prior to a hearing for a period not to exceed two school days in accordance with the following procedure:

a. the principal will notify the Superintendent of the removal and the reasons for it, and will make immediate and reasonable efforts to notify the parents of the emergency removal orally to be followed by written notice which shall contain and provide information regarding the incident, the student's rights to due process and the date, time and place where a disciplinary hearing will be held;

segundo. the hearing shall be held before the expiration of the two school days of emergency removal unless an extension of time is agreed to by the student, parent and the principal; and

c. the principal shall take adequate measures to provide for the safety and transportation of a student removed on an emergency basis.

**F. ReEntry Meeting.** At the end of a suspension or exclusion from school the student and his/her parent(s) will meet with the principal or designee to discuss the student's reentry to school, including behavioral expectations and any appropriate conditions for participation in school programs and activities,

**G. Educational Services.** The Principal, or his or her designee will notify the student and parent of a suspended about how the student may make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers, and projects. Additionally, the Education Service Plan will detail whatever tutoring, alternative placement, Saturday school, and online or distant learning are available. Any student who is expelled or subjected to a long suspension as defined herein will be provided with a list of alternative educational services. Upon the student or parent/legal guardian's selection of any alternative educational services the school or the District will help facilitate and verify enrollment in the service.

## **II Additional Procedures for Students with Disabilities**

In general, all students are expected to meet the requirements for behavior as set forth in the student handbook and the school's code of conduct. All students are entitled to the due process procedures outline above to determine whether a provision of the Code of Conduct was violated. In addition, the provisions are outlined below apply to students with a documented disability who have an Individualized Education Program (IEP) or a Section 504 Plan.

### **1. Students with Individual Education Plans:**

1. The principal or designee will notify the Special Education Office of the suspendable offense of a special education student and a record will be kept of such notices.
2. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 days but constitute a pattern are considered to represent a change in placement.
3. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team will convene to determine whether the student's conduct is a manifestation of his/her disability. A student's conduct is a manifestation of his/her disability if the conduct in question was caused by or had a direct and substantial relationship to the child's

disability, or if the conduct in question was the direct result of the district's failure to implement the student's IEP or a 504 Plan.

4. If the Team determines that the student's misconduct IS a manifestation of his/her disability, the Team will convene to review the student's functional behavioral assessment and will create, review or modify as necessary the student's behavior plan and IEP or a 504 Plan. Under such circumstances, the student will be returned to his/her current placement unless the Team determines that another placement is required to provide the student with FAPE (free appropriate public education).

5. If the Team determines that the student's misconduct is NOT a manifestation of his/her disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.

6. Regardless of the manifestation determination, the district may unilaterally place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function; 2) a student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.

7. North Attleborough Public Schools will provide written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the interim alternative placement, unless the parent and district agree otherwise.

#### 1. Students with 504 Plans

Students with disabilities who are eligible for accommodations under Section 504 of the Rehabilitation Act of 1973, are entitled to a manifestation determination using the same criteria as applied to special education students if a 504 student is suspended out-of-school for more than ten days. If the conduct is a manifestation of the student's disability, the student may not be suspended. If the conduct is not a manifestation of the student's disability, he or she may be suspended in the same manner as a general education student.

### **III. Procedural requirements applied to students not yet determined to be eligible for special education**

1. If, prior to the disciplinary action, the school had knowledge that the student may be a student with a disability, the school will provide the student with all protections available under the laws pertaining to student with disabilities until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

- a. The parent had expressed concern in writing; or
- b. The parent had requested an evaluation; or
- c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The school will not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the school had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the school will proceed consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then he/she will receive all procedural protections subsequent to the finding of eligibility.

### **DRESS CODE**

Children should dress appropriately for school and the weather. Clothing should conform to reasonable standards of modesty and cleanliness. Tee shirts and other clothing with messages should be appropriate for elementary school children. Tank tops; tops with spaghetti-straps and tops that bare the midriff are not allowed. Shorts and skirts should be of a respectful, school-appropriate length.

- Sneakers are the recommended footwear. For obvious safety reasons, shoes without straps or no backs are not appropriate, including flip-flops. Sneakers that convert to roller blades are not permitted in school for obvious safety reasons.
- Students should wear appropriate clothing and footwear on the days they have physical education classes.
- Clothing that contains obscenities, sexual references, or references to drugs, alcohol, weapons and/or racist remarks is not acceptable.
- In addition to clothing, distracting hairstyles are not permitted. Coats, hats, hoods, and bandanas are not to be worn during the school day unless they are part of a planned classroom or school activity.
- If necessary, students will be asked to call their parents for a change of clothing or to select something appropriate from the nurse's office.
- To reduce the accumulation of items in the Lost & Found box at the school office, **PLEASE** plainly mark all lunchboxes, backpacks, water bottles, sweatshirts, jackets, and coats with your child's name. Every few months, the Lost & Found box is emptied and all unclaimed articles are donated.
- Underwear may not show above or outside clothing, (eg bra straps, boxer shorts, etc.)

· Clothing may not include items that might endanger student safety—eg pins, chains, etc.

### **EDUCATIONAL SERVICES IN THE HOME OR HOSPITAL**

Educational services in the home or hospital are provided under Massachusetts regulation 603 CMR 28.03(3)(c). It states:



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 days in any school year, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be 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 shall coordinate such services with the Director of Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

Students with chronic illnesses who are expected to have recurring home or hospital stays of less than 14 consecutive days, but totaling more than 14 days in a school year are also eligible for home or hospital educational services, provided that they are requested and medical need is documented by the physician. The regulation provides for instruction on a temporary basis to allow the student to make education progress and minimize educational loss when it has been determined by the student's personal physician that (s)/he cannot attend school. The physician must then notify the school district by completing a Department of Education form 28R/3 (Physician's Statement for Temporary Home or Hospital Education).

The physician's signed notice must include at least the following information regarding:

- a. Date the student was admitted to a hospital or was confined at home
- b. Medical reason(s) for the confinement
- c. Expected duration of the confinement
- d. What medical needs of the student should be considered in planning the home or
- e. Hospital education services

Additional information is available in The North Attleborough Public Schools Office of Student Services.

**\*At the elementary level the school principal coordinates temporary home/hospital education. At the middle and high school level the guidance counselor is the principal's designee to coordinate temporary home/hospital education.**

### **EMERGENCY PROCEDURES**

Should an emergency or disaster situation ever arise in our area while school is in session, all North Attleborough Public Schools have made preparations to respond effectively to such situations. With the assistance of the North Attleborough Police and Fire Departments, plans have been formulated to respond to various emergency situations. While the schools have had fire and bomb threat procedures in place for many years, school and system responses to other situations such as severe weather, hazardous materials accidents, gas leaks, intruders, etc. have been devised.

Responses to the various situations vary, but the students will either evacuate the building or they will shelter in place. Some circumstances will call for relocation of the students to another site, where-by sites are identified by the individual schools.

We discuss these situations in age appropriate language and practice the drills with the students. Each faculty member in every school has an Emergency Procedures Guide that they review carefully. We prepare to be ready for these events but we hope never to use any of them.

Some situations will dictate that the students need to remain at school (at least temporarily), while others will allow parents to dismiss their children to take home. Our regular dismissal procedures will be used. A parent, guardian, or other adult listed on the emergency card will sign out the child in the office. If your child is in the YMCA After-School Program he/she will be released to them unless you provide different instructions.

## **FERPA- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **Student Records**

Under both state and federal laws, parents and students have rights related to student records maintained by the North Attleborough Public Schools. These rights include the ability to request access to all student records, and the opportunity to challenge the content of the student record. Student record laws and regulations, noted below, regulate third party access to student records and define how long records must be maintained. Detailed regulations are found at 603 CMR 23.00 and are available at <http://www.doe.mass.edu/lawsregs/603cmr23.html>.

State regulations provide that a non-custodial parent is “eligible to obtain access to the student record unless: (i) the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or (ii) the parent has been denied visitation, or (iii) the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.” The non-custodial parent must request access in writing, and notice to the custodial parent of the request is provided.

### **Student Records Forwarded Without Consent**

The student record may be forwarded to a school to which the student is transferring without the student or parent's consent. When records are requested and transferred, parents will be notified. Regulations provide that the parent may request a copy of the records transferred and may ask for a hearing to challenge the content of the record. Such requests should be addressed in writing to the principal.

## **FIELD TRIPS**

The school plans field trips that enhance classroom learning throughout the year. Students must have a signed permission slip to attend a field trip. Students without a signed permission slip may be assigned to another classroom while the class is on the trip. Permission for field trips can only be given by a parent or legal guardian.

Students who are not allowed to attend a field trip because of poor behavior may be assigned to another classroom while the class is on the trip. Teachers are required to notify parents prior to the trip and to discuss alternate plans for the student.

## **HOMEWORK**

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class.

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

Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity.

This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and/or the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment.

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them.

There are many other learning activities in the life of a student besides homework. Such things as participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers when planning consistent assignments. Homework is not to be used as a form of punishment under any circumstances.

Homework is an important element in the development of good work habits and success in school. The report card lists Homework under the section *Learning Habits and Behaviors and Lifelong Learning Skills*. Homework serves an important purpose, it complements daily instruction and helps develop a student's sense of responsibility and contributes to self-directed learning.

**Homework is the responsibility of the student.** While we encourage parents to provide a suitable atmosphere for homework, we expect children to complete work by themselves. This is one way that a teacher is able to determine a child's understanding of key concepts and skills. If the work is not solely that of the child, the teacher may not be able to appropriately assess a student's progress toward meeting grade level expectations.

### **Principles of Homework**

- a. Needs to be meaningful and offer a variety of purposes.
- segundo. Homework generally will be assigned Monday through Thursday. Amount of homework is determined by grade level.
- do. Grade 1: 10-15 minutes on average
- d. Grade 2: 15-30 minutes on average
- e. Grade 3: 20-40 minutes on average
- f. Grade 4: 30-45 minutes on average
- g. Grade 5: 45-60 minutes on average
- h. To accommodate the completion of long-term projects, the classroom teacher will make adjustments in daily assignments.
- yo. Homework should enhance and extend concepts or skills, which relate to ongoing work within the classroom.
- j. With increased maturity, student homework completion should become an independent activity.
- k. Presently, many teachers have classroom websites. You can access these Teachers' websites through the School homepage.

### **Requests for Homework for a Sick Child**

Homework requests must be made before 10:00 am to give the teacher time to prepare a packet for a child absent due to illness; packets may be picked up in the office between 2:00 – 2:30 pm Work sent home must be completed and returned to the teacher the first day back from the illness. Work may be completed when the student returns at the teacher's discretion.

### **INSURANCE**

Liability insurance is offered through a private company for a premium. The insurance covers accidents going to and from school, at school, or while involved in a school activity. If you would like insurance, please print the form and return it to Main Office.

## **INTERNET**

North Attleborough Technology Mission Statement: Through the integration of technology in the North Attleborough School District, we seek to develop students who can communicate, think critically and participate in group decision-making and who have the competence to contribute to local, national and global communities. The District's Acceptable Use Policy shall apply to all student use of the School District's technology equipment, networks, web site(s), and Internet access.

### **Introduction**

The purpose of this Policy and Contract is to outline the acceptable use of technology hardware, software, systems, networks, websites, Internet connections and/or other equipment, hereinafter referred to as "technology," belonging to, or in the possession and/or control of, the North Attleborough School District (NASD). NASD will not be liable for the actions of anyone connecting to the Internet. All users shall assume full liability, legal, financial, or otherwise, for their actions. NASD may make changes in this Policy and in the Contract at any time, with or without prior notice to students or other users, or parents.

**Any failure to comply with this Policy shall constitute misconduct by the user and may result in discipline and/or legal action against the user.**

### **I. PRIVACY**

The Internet is not private. All documents, emails and postings are archived and can be found in the future. NASD can and does monitor all computer use. All messages, files, sounds, image and information created, sent, or retrieved over NASD technology are the property of the NASD. NASD reserves the right to monitor, inspect, copy, review, delete, destroy, maintain and/or store at any time without prior notice any and all messages, data and information created, sent, or retrieved over NASD technology. All files shall be and remain the property of the NASD, and no user shall have any expectation of privacy regarding such materials. Likewise, all users shall have the expectation that NASD will not use information stored on their servers for commercial purposes. However, all information maintained by NASD on its technology equipment, networks, and/or web site(s) is subject to the Massachusetts Public Records law, and NASD may be required to make any such information available to members of the public, regardless of the anticipated use of such information.

NASD has the right to access information stored in any user folder or documents on the current user screen. Each computer keeps a history of all Internet sites visited, which can be retrieved if necessary.

### **II PERSONAL RESPONSIBILITY**

By signing the Contract, the user agrees to follow all rules outlined in this Policy and to report violations of the Policy by other students to the site administrator (eg, teacher, lab assistant, paraprofessional, media specialist, building administrator). Use of NASD technology is a privilege and not an entitlement. It is expressly agreed that NASD may, acting in its sole discretion, limit or deny that privilege to any user at any time. Use of personal technology must be in compliance with the student handbook and this Policy.

### **III. TERM OF THE PERMITTED USE**

A student who returns a properly signed Contract will have access to NASD technology. *The student and/or the parent/guardian must sign the Contract upon entrance to NASD and upon entrance to the Middle School. A signature must be on file for each student.*

#### **A. ACCEPTABLE USES**

##### **Educational Uses**

NASD provides access to its computer networks and the Internet for educational purposes only. Specific approved uses include, but are not limited to

- research
- distance learning
- communication and activities that support our educational mission
- educational or vocational searches

#### **B. Unacceptable Uses of Network**

The following uses are considered unacceptable:

1. Violating the law or encouraging others to violate the law.
2. Transmitting offensive or harassing messages including cyber-bullying.
3. Using NASD technology for a primarily commercial, social and/or entertaining nature, with no related educational purpose.
4. Using NASD technology to view, transmit or download pornographic or otherwise objectionable materials.
5. Using NASD technology to transmit confidential materials. Providing private information about oneself and any other individual over the Internet including credit card or social security numbers (unless for approved uses, such as college or employment applications).
6. Using NASD technology to download and/or use any program, partial program, peer-to-peer software or game.
7. Using the network to cause harm to others or their property.
8. Using the network to access, modify or destroy a file that has been created by another.
9. Sharing passwords or assigned accounts.
10. Knowingly engaging in activities that expose NASD technology to computer viruses, harmful software, or physical damage.
11. Hacking activities or circumventing security measures on school or remote computers.
12. Unauthorized copying, downloading, or distributing of copyrighted software or materials. This

includes, but is not limited to: e-mail, text files, program files, image files, database files, sound files, music files, and video files.

13. Plagiarizing.

14. Spamming or the unauthorized use of NASD distribution lists for e-mails. This includes creating or forwarding chain letters or pyramid schemes of any type.

15. Distributing jokes, stories, or other materials that are based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

16. Bypassing NASD filtration (eg, use of proxy servers).

17. Any other use deemed unacceptable by NASD.

#### **Netiquette**

1. All users must abide by rules of network etiquette, which include the following:
2. Be polite.
3. Avoid offensive language.
4. Forward or redistribute e-mail messages and/ or e-mail addresses only with the permission of the sender.
5. Be considerate when sending attachments with e-mail.

### **IV. INTERNET SAFETY**

#### **A. Individual Responsibility**

Every user must take responsibility for his or her use of the network and Internet. If a student finds that other users are visiting offensive or harmful sites, he or she is encouraged to report such use to the site administrator.

#### **B. Personal Safety**

If someone attempts to arrange a meeting as a result of an Internet contact, the student is to report the communication immediately to the site administrator.

#### **C. Confidentiality of Student Information**

Personally identifiable information and/or images of students may not be disclosed or used in any way on the Internet without the permission of a parent/guardian, or if the student is 18 or over, the permission of the student. If the user has any doubts or questions about providing information over the Internet, the user is urged to contact the site administrator or supervising teacher before providing such information.

#### **D. Active Restrictive Measures**

NASD either by itself or in combination with the Internet Service Provider (ISP) utilizes filtering or blocking software or other monitoring technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Although filtering software and monitoring efforts are designed to make the Internet an educational and safe experience, they cannot completely eliminate the risk that students will be able to access inappropriate material.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
  - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
  - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- CIPA (Children's Internet Protection Act) mandates that filtration be in place.

## **V. VIOLATIONS OF THE POLICY**

Failure to follow the Policy can, at the discretion of NASD, result in

- restricted technology access.
- loss of technology access.
- other disciplinary action.
- referral to law enforcement personnel and/or legal action including, but not limited to, criminal or civil prosecution and/or penalty under appropriate state and federal laws.

## **VI. WARRANTIES/INDEMNIFICATION**

NASD makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its technology provided under this Policy. NASD shall not be responsible for any claims, losses, damages, injuries or costs or fees (including attorney's fees) of any kind suffered or incurred, directly or indirectly, by any user arising from use of NASD technology. By signing the Contract, the user takes full responsibility and agrees to hold harmless and indemnify NASD, its Internet Service Provider (ISP), the town of North Attleborough, and all of NASD, its ISP officers, and the town's employees, agents, representatives, administrators, teachers, volunteers and staff from any and all claims, losses, damages, injuries or costs or fees (including attorney fees) of any kind resulting from the user's access to the NASD technology, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent/guardian agrees to cooperate with the district in the event of the school's initiating an investigation of a user's access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the network.

## **VII. UPDATES**

If the account information initially provided changes, it is the user's responsibility to report such changes immediately to the site administrator. Users may be asked, on occasion, to re-sign the Contract.

## **VIII PUBLISHING ON THE INTERNET**

NASD requires that all publications of school, grade, department, group or project pages that are displayed on any NASD webpage be created and reviewed within the guidelines established by NASD.

### **A. North Attleborough School District's Website**



The purpose of the NASD website is to encourage and enhance teaching and learning and to provide accurate and timely information about our school system.

1. All webpages will be official publications of NASD.
2. The district webmaster will oversee all NASD webpages.

### **LEGAL CUSTODY AND NON-CUSTODIAL PARENTS: ACCESS TO STUDENT INFORMATION**

Anyone having a court order granting legal and/or physical custody of a child must file a copy of that order with the principal of the child's school. The school is required to follow these protocols as mandated by state law and is not intended as a commentary upon your relationship with your child. **Changes in custody rights must be reported to the school office.** The policy is listed in the Appendix section of this portion of the handbook.

As required by MGL 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 GL 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.

### **NOTICE REGARDING NON-DISCRIMINATION PRACTICES**

The North Attleborough Public School System provides Equal Educational and Employment Opportunities without regard to race, color, religion or religious creed, ancestry, national or ethnic origin, age, gender, gender-identity, sexual orientation, military or veteran status, disability, genetic information, or any other

characteristic protected under applicable federal, state or local law in admission to, access to, employment in, or treatment in its programs and activities. The School District complies with all applicable 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. If you believe that your child is being discriminated against in any manner, you may contact:

Ms. Julieann Hoell Director of Student Services John Woodcock Adm. Building 6 Morse Street North Attleborough, MA 02760 (508) 643- 2100	Cory Cox, Assistant Principal NAMS Sexual Harassment Officer North Attleborough Middle School 564 Landry Avenue North Attleborough, MA 02760 (508) 643-2130	US Department of Education Office for Civil Rights 33 Arch Street Suite 900 Boston, MA 02110-1491
--	--	---

### **OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS**

The legislature recently amended Section 3 of GL c. 71B, the state special education law, to require school committees, upon request by a parent, to grant timely and sufficient access by parents and parent-designated independent evaluators and educational consultants to a child's current and proposed special education program so that the parent and named designees can observe the child in the current program and any proposed program. The law, referred to in this advisory as “The Observation Law,” limits the restrictions or conditions that schools may impose on these observations. The purpose of the law is to ensure that parents can participate fully and effectively in determining the child's appropriate educational program. The Observation Law, which went into effect on January 8, 2009, can be found at <http://www.mass.gov/legis/laws/seslaw08/s1080363.htm>.

In order to fully comply with The Observation Law parents and parent designated independent evaluators and educational consultants are asked to work closely with building administration in regards to each of the specific areas outlined in The Observation Law. They are detailed as follows;

#### **Receiving and Responding to Observation Requests**

Parents are requested to put their request to observe in writing to the building principal. If the request is from a parent designee and the school has no prior knowledge of the designee, it is reasonable for the school to confirm with the parent that the designee is acting on his or her behalf. If the designee will review the student's records, as is often the case, the school must obtain written permission from the parent for the record review consistent with Section 23.07(4) of the Student Records

#### **Timely Access**

The obligation to provide “timely access” to the program for purposes of observation is a core component of The Observation Law. Different observation requests may require more planning and observation time than others depending on the complexity of the student needs being evaluated, the program(s) to be observed, the program schedule, and the schedule of the parent or designee. It is also important to note that the timely

access requirement does not mean that a school district must allow observations on demand, or that parents or designees may unilaterally set a schedule for observations. School administrators may take a reasonable period of time to inform school staff and plan the logistical aspects of an observation.

### **Sufficient Duration and Extent**

The Observation Law requires that school districts permit access to programs that is of “sufficient duration and extent” to accomplish the purpose of the visit. District policies and practices specify that the duration and extent of observations will be determined in consultation with building administration on an individual basis. The complexity of the child's needs as well as the program or programs to be observed, should determine what the observation will entail and the amount of time required.

### **Conditions or Restrictions on Observations**

The Observation Law states that districts may not condition or restrict program observations except when necessary to protect,

- The safety of the children in the program during the observation;
- The integrity of the program during the observation; and
- Children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program.

Building administrators will discuss the need for these conditions or restrictions on an individual basis with the program observer in planning the school visit.

### **PHYSICAL RESTRAINT POLICY COMPLIANCE**

North Attleborough complies with the provisions of 603 CMR, Sect. 46.06(5) dealing with the restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the Principal, the Director of Special Education, and the Superintendent's office. Further, the district policy is posted on the main bulletin board near the school office. New restraint regulations went into effect in January 2016.

### **REPORTING CHILD ABUSE & NEGLECT**

School personnel are mandated reporters when we have knowledge of or the suspicion of child abuse or neglect. We are required to notify the Department of Children and Families when concerns are observed or when children disclose information that indicates they may be in danger or in a potentially harmful situation.

### **SCHOOL ATTENDANCE**

#### **Absences**

**The state of Massachusetts considers any student who is absent more than 8 days in a six-month period to have excessive absences.** Students with excessive absences will be reported to the Attendance Officer.

*Absences can only be excused if a child has a medical or court appointment, for a religious holiday, or must attend a funeral.* Please note that per state regulations, a parent's report of a child's absence because of illness, must have medical verification to count as excused. *District policy requires that a doctor's note is provided if your child is ill for more than three days or if there are repeated absences for illness.* If your child is going to be absent, please call the school's attendance line and leave a voicemail message. Include your child's name, grade and a brief reason for the absence. The attendance voicemail is available 24 hours a day. *Your message must reach us before 9 AM.* If a call is not received in time, the parent will be called at home or at work. The Attendance Officer will be called if absences become excessive.

### **Vacations**

Being present in the classroom is essential for academic success, therefore, we request that parents schedule vacations during school breaks. Parents are asked to notify the school in advance, in writing, when a vacation is scheduled within school time. Vacation absences are legally considered unexcused absences. Students on vacation during school time are responsible to obtain and make up the work within a reasonable amount of time after returning. *Teachers will not provide students with assignments prior to departure for a non-school vacation.*

### **How to Get Work for an Absence**

*After three consecutive days of absence parents may request homework from the teachers. It is a student's responsibility to get all missed assignments and arrange to make up tests.* Homework is often posted on a teacher's or team's website. Teachers inform parents and students at the beginning of the year how to obtain assignments for their classes.

### **Tardy To School**

Please call Main Office to report a student's late arrival to school. They will be issued a tardy pass. Lateness will be excused only for scheduled appointments, ie doctor, dentist; *a note from the doctor or dentist must accompany the student upon his/her arrival at school.*

### **Truancy**

The general laws of the State of Massachusetts, state that every person in control of a child shall cause him/her to attend school and attend school on time daily. In accordance with the Laws of the State of Massachusetts, Chapter 76, Section 2, the School Committee appoints an Attendance Officer who is authorized to investigate cases of suspected truancy. He/she may apply for a petition in District Court alleging that a child between the ages of 7 and 16 persistently and willfully fails to attend school; or persistently and willfully fails to attend school in a punctual manner; or persistently violates the lawful and reasonable regulations of the school. If he/she fails to do so, he/she shall on complaint of the Attendance Officer, face appropriate consequences which may include filing a CRA for any child absent to school for 8 or more days or tardy to school for 14 or more days within a six month period.

## **Dismissals**

*A parent/guardian note is required to allow a student to be dismissed from school early.* The note must be brought to the front office before the end of homeroom. To sign out a student, a parent must enter the building through the front door and report to the main office. Persons dismissing students from school should be listed on student Emergency Cards and will be asked to show identification in the main office.

## **SCHOOL CANCELLATIONS AND DELAYED OPENING OF SCHOOL**

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 later than usual and all buses will run later accordingly. All schools will close, however, at regularly scheduled times.

### ***DELAYED OPENING/NO SCHOOL***

1. In the event that schools are closed or delayed because of inclement weather, the district will post, by 6:00 AM when possible, on the website [www.naschools.net](http://www.naschools.net) the status of school delays/closures.
2. The district will, by 6:00 AM when possible, use an automated messaging system to notify those school families whose number is provided in student data management system any school delays or closures.

Announcements of school closings and delays will also be made via local news channels as well as through the automated messaging system.

## **SCHOOL ENTRANCE AGE REQUIREMENTS**

According to the North Attleborough School District Policy, the entrance age for students is as follows:

- A child who will have attained the age of five years by August 31, may be enrolled in kindergarten of the North Attleborough Public Schools. There are no exceptions to this requirement.
- A child who will have attained the age of six years by August 31, may be enrolled in grade one of the North Attleborough Public Schools. There are no exceptions to this requirement.

Initial admission of children to other grades will involve a consideration of both chronological age and readiness of the children to do the work of those grades.

### **SCHOOL LUNCH & FREE AND REDUCED PRICE LUNCH**

School breakfast and lunch is served daily in the cafeteria. **Students may be eligible for free or reduced price lunches if they have a completed and approved application on file.** (A new application for each child is required each year.) Parents may complete an application any time during the year, but this benefit is not retroactive. Please note that milk is only served with a complete meal or can be purchased for \$.50. Federal regulations do not permit the distribution of free milk to a student who brings a lunch from home even if the student is eligible for a free lunch.

The monthly lunch menu is available on the District website under “Departments” “School Nutrition” and “Menus.” The cost of an individual lunch is \$2.50, which includes the meal, dessert and milk. Milk may be purchased for \$.50, snacks and water may be purchased for \$1.00. We ask that parents closely monitor their child/children's lunch account to ensure that there is a balance if children will be purchasing lunch. We allow students to charge a lunch if they forget their money, however, full payment is expected the next day. Students may pre-order an extra slice of pizza for \$1.75. Parents/Guardians can add money and check the account balance using the **MySchoolBucks** program <https://www.myschoolbucks.com>. Parents/Guardians are able to deposit money into lunch accounts by sending checks/cash in an envelope with their child's name. Checks should be made payable to “North Attleborough Food Service”. There is a \$25 fee for returned checks.

### **SEARCHES**

Students' lockers are assigned for the period of the academic year. A locker is not the private property of the student assigned its use. Lockers are the property of North Attleborough Public Schools and are provided only for uses consistent with legitimate school or social purposes. Storage of contraband (eg weapons, drugs, alcohol, stolen property) in school lockers is not permissible, and lockers are subject to periodic inspections to ensure compliance with these policies. Likewise, since possession of contraband is illegal and inconsistent with school policy, students, their belongings, and/or vehicles on school property may also be searched if they are suspected of having such contraband. Random searches may be conducted of lockers, students, students' belongings, and vehicles on school property by contraband seeking dogs. These may come at any time and students will be expected to remain in their classrooms for the duration of any search.

### **SECTION 504 ACCOMMODATION PLANS**

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities, including schools, that receive federal funds. Section 504 provides that: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 identifies a handicapped person as

anyone with a physical or mental disability that substantially limits one or more major life activity such as walking, seeing, hearing, speaking, working, or learning. Section 504 makes local school districts responsible for providing an appropriate education for all physically and mentally handicapped students at public expense. For information, contact Section 504 Coordinator, Ms. Julieann Hoell, Director of Student Services, Woodcock Administration Building, 6 Morse Street, North Attleborough, MA 02760; phone 508-643-2100. Persons who believe they have been discriminated against in any of the District's educational or employment activities can file an internal, written grievance complaint with the appropriate officer.

### **TOBACCO USE**

North Attleborough Schools are tobacco free school environments. State law prohibits the use of any tobacco product within the school, on school grounds, or on school buses by any individual, including school personnel, and chaperones on school field trips. If you escort your child to school and you smoke, you must extinguish your tobacco product before you get to the school grounds. Please do not discard your cigarette butts on school property.

### **VOLUNTEERS**

North Attleborough Public Schools require all volunteers to have a background check from the Criminal System History Board. This check is good for three years and transferable to other schools in North Attleborough. All applications and renewals and a photo ID must be present to the:

Human Resources Office (Second Floor)  
Woodcock Administration Building  
6 Morse Street  
508.643.2175

Each volunteer, in any capacity (field trip chaperone, library helper, classroom helper, book fair helper, etc.), must have his or her own approved CORI on file in the office of the North Attleborough Human Resources Office before they are allowed to serve as a volunteer.

### **WELLNESS**

The North Attleborough School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. The North Attleborough Public Schools recognize the important relationship between wellness and academic success, not only for students, but the entire school community. The Wellness policy is intended to outline the districts' ongoing commitment in support of wellness in the areas of nutrition, physical activity, and other school-based activities that promote health and wellness. The district Wellness policy can be viewed in the appendix on the district's website.

### **WRITTEN NOTICE OF ASBESTOS MANAGEMENT PLAN**

**Notification of Asbestos Management Plan**  
**North Attleborough Public Schools**  
*John Woodcock Administration Building*  
**6 Morse Street**  
**North Attleborough, Massachusetts 02760**  
**Kyle P. Kummer**  
**Director of Facilities and & Grounds**  
**508-643-2100 (phone) 508 643-2110 (fax)**

September 2018

Dear Parents:

The North Attleborough Public Schools, in compliance with the Asbestos Hazard Emergency Response Act (AHERA) contracted with Briggs Associates and Diversified Environmental Corporation to perform inspections of all North Attleborough Schools. As a consequence of these inspections, Operations Maintenance Programs and Management Programs were developed for each school and submitted to the Commonwealth for approval.

A copy of your school's Management Plan is available for viewing in the principal's office. Inspection reports and Management Plans for all schools are available for public inspection at the Office of the Superintendent. Copies of the Management Plans will be made available upon request for fees associated with reproduction. The person designated to implement the Management Plans for the schools is Kyle Kummer, Director of Facilities and Grounds, 6 Morse Street, North Attleborough, MA 02760.

Kyle Kummer  
Director of Facilities and Grounds