
JOSEPH W. MARTIN, JR. ELEMENTARY SCHOOL

STUDENT HANDBOOK

Amvet Boulevard School
70 Amvet Boulevard
North Attleborough, MA 02760
(508) 643-2155 (phone)
(508) 643- 2184 (fax)
Principal: Mrs. Kristine Kefor

Community School
45 South Washington Street
North Attleborough, MA 02760
(508) 643-2148 (phone)
(508) 643-2179 (fax)
Principal: Mr. Jeffrey Sposato
Assistant Principal: Mr. Andrew Benharris

Early Learning Center
25 School Street
North Attleborough, MA 02760
(508) 643-2145 (phone)
(508) 643- 2188 (fax)
Coordinator: Mrs. Traci Vaughan

Falls School
2 Jackson Street
North Attleborough, MA 02760
(508) 643-2170 (phone)
(508) 643-2185 (fax)
Principal: Ms. Lee Anne Todd

Joseph W. Martin, Jr. Elementary School
37 Landry Avenue
North Attleborough, MA 02760
(508) 643-2140 (phone)
(508) 643-2186 (fax)
Principal: Dr. Jennifer Kelly
Assistant Principal: Dr. Jennifer Evans

Roosevelt Avenue School
108 Roosevelt Avenue
North Attleborough, MA 02760
(508) 643-2151 (phone)
(508) 643-2187 (fax)
Principal: Mrs. Jeannine Magliocco

Please call the main office at the school if you would like this document translated into a language other than English.

Por favor, contate a secretaria central da escola caso deseje que este documento seja traduzido para o português.

Por favor, llame a la oficina central de la escuela si usted desea que este documento sea traducido al español.

الرجاء الإتصال بالمكتب الرئيسي في المدرسة إذا أردتم ترجمة هذه الوثيقة إلى اللغة العربية.

ຖ້າຫາກວ່າທ່ານຕ້ອງການໃຫ້ມີການແປເອກະສານນີ້ເປັນພາສາອາລາວ, ກະລຸນາໂທໂທຫາຫ້ອງການໃຫຍ່ ຂອງໂຮງຮຽນ.

Non-Discrimination Policy: The North Attleborough Public School System does not discriminate on the basis of 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.

Joseph W. Martin, Jr. Elementary School

37 Landry Avenue
 North Attleborough, MA 02760
 (508) 643-2140 Fax (508) 643-2186
<http://www.naschools.net>

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**JOSEPH W. MARTIN, JR. ELEMENTARY SCHOOL
37 LANDRY AVENUE
NORTH ATTLEBOROUGH, MASSACHUSETTS 02760**



Dear Martin Families,

We extend a warm welcome to all parents and students, especially those who are new to the Martin School. The Martin staff, with your assistance and cooperation, is looking forward to a successful school year in unprecedented times. We hope that this handbook will serve as a resource to you throughout the year. Your careful adherence to the policies and procedures listed will be essential to the smooth functioning and safety of the students in our elementary school

During the year, communication to you will come in the form of a weekly Wednesday Martin School Update email, paper notices, Twitter (@JWMartinSchool), and other information will be posted on the Martin School EPack which is located on the Parents tab of the Martin website. www.naschools.net

Please feel free to contact any of us in the main office with questions or concerns throughout the year. We look forward to working together with you in order to ensure a successful school year for your child or children that attend the Martin School.

Respectfully,

Dr. Jennifer Kelly, Principal & Dr. Jennifer Evans, Assistant Principal

Follow us on Twitter @JWMartinSchool

Facebook: Martin School Association (MSA)

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School Hours

- **Grades 1-5 and Full-Day Kindergarten - 9:00 AM - 3:14 PM**

Professional Development Days

Professional Development Days afford the professional staff the opportunity to attend in-service workshops on current trends and mandates in education and to become involved in curriculum development and revision. During the 2018-2019 school year, there is no school for students on the following days: **November 3, 2020, January 25, 2021, and April 6, 2021.**

No School Days

Please be aware of the following dates per the 2020-2021 North Attleborough Public Schools District Calendar:

September 7, 2020 - No School - Labor Day
 October 12, 2020 - No School - Columbus Day
 November 26 & 27 - No School - Thanksgiving Break
 December 24, 2020 - January 1, 2021 - No School - December Break
 February 15 - 19, 2021 - No School - February Break
 April 19 - 23, 2021 - No School - April Break
 May 31, 2021 - No School - Memorial Day
 June 18, 2021 - 180th Day of School (half-day)

School Nurse

Mrs. Joanne McDonald, RN, is the Joseph W. Martin, Jr. School Nurse. It is very important for parents or guardians to share any student health concerns, allergies, or medications with Mrs. MacDonalD. Mrs. MacDonalD is available from 8:30 AM -3:30 PM each day and can be reached at (508) 643-2140, ext. 226. Also, Mrs. MacDonalD updates the School Nurse/Health Office web page regularly. Her webpage can be accessed in the Parents > Health Office section of the Martin website.

Absences and Tardiness

By law, brief notes addressed to your child's teacher are required for every absence. On the first day of any absence of your child from school, or tardiness for any reason, parents/guardians should notify the Main Office by calling **508-643-2140**. Any child on the absence list, not accounted for by a parental telephone call by 9:00 AM, will have his/her absence verified by a telephone call from the school. The only

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absences/tardies that are considered **excused** are those covered by a doctor/dentist's note, bereavement, or religious holidays.

Also, please identify your child's illness i.e., fever, rash, etc. This will enable us to track certain illnesses. If your child has a contagious illness such as chickenpox or strep throat, please indicate.

If a student is **absent for more than three days**, our school nurse will call to check on the status of your child. **If your child is absent for more than five days, your child will need a doctor's note to return.**

According to Massachusetts' law, children cannot have **unexcused** absences for more than seven days within any six-month period. If a child has unexcused absences that exceed this amount, parents will be notified by letter. All absences are considered unexcused unless a medical note is provided to the school.

For your child's protection, parents/guardians should write notes for both early dismissal and tardiness or any change in your child's regular schedule. Any child leaving the building due to early dismissal must be picked up at the Main Office and signed out. **The office will call for your child when you arrive.** Any child who is late for school must report to and sign in at the Main Office.

Arrival

The school CANNOT accept responsibility for the safety of children dropped off at school before 8:35 AM.

Carpool drop off – All students are dropped off at the side entrance to the right of the building when facing the school. Please follow the traffic flow and drive carefully. **WALKERS AND DROP-OFF STUDENTS SHOULD NOT ARRIVE AT SCHOOL EARLIER THAN 8:35 AM.** Once inside, students will line up in designated areas until it is time to report to class. There is no before school recess or supervision on the playground. 35

Walkers – Use sidewalks only and enter school after 8:40 AM in the rear entrance near the gymnasium. Please cross streets on marked crosswalks only.

Buses – Drop off for Grade K- 5 students will be on the sidewalk in front of the Peace Garden. Children disembark the bus and walk directly to their classrooms.

Daily Routine

CHILDREN SHOULD BE AT SCHOOL BY 8:50 A.M. – CHILDREN ARE MARKED TARDY AFTER 9:00 AM. DOORS CLOSE AT 8:55 A.M.

Visitors wishing to enter the building during the school day must use the Main Entrance.

Classes begin promptly at 9:00 AM

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All visitors to the school, including **ALL PARENTS AND VOLUNTEERS, MUST** report to the office whenever they enter the building to sign in and get a visitor's tag to wear. It is also **extremely important that classroom instruction NOT BE INTERRUPTED.** Therefore, visitors or volunteers may not go to, or enter a classroom without the direct permission of the Principal. All staff members have been instructed to report any violation of this policy to the office. If you need to speak to a teacher, please make an appointment.

1. Notes and correspondence are collected each morning during attendance time and taken to the office.
2. Physical Education – 1 day per week for Half-Day Kindergarten, 2 days per week for Full-Day Kindergarten & grades 2, 3, 4 and 5, 3 days per week for grade 1
3. Library Skills – 1 day per week for grades 2, 3, 4 and 5. All grade levels participate in library circulation.
4. Art – 1 day per week Grades 1 through 5
5. Music – 1 day per week Half-Day K and grades 1 through 5, Full-Day Kindergarten 2 days per week
6. Computer Lab – 1 day per week, class led by classroom teacher.
7. Recess – Grades Full-Day Kindergarten and grades 1-3, morning recess and after lunch. Grades 4 and 5, after lunch and afternoon recess.
8. Literacy- 1 day per week for Kindergarten students

Recess will be held indoors during inclement weather. Students may bring in jump ropes and balls for outdoor recess. There are also basketball nets. Students will have a working snack in the classroom either before or after recess. **No food or drink is allowed outside at recess.**

Bicycles, Rollerblades, Heeley's

With written parental permission only, students in Grades 3-5 may ride bicycles by themselves to school.

Any child allowed to ride a bicycle to school must have a parental permission note on file with the school. Each bicycle must have its own lock and must be locked in the bicycle rack at the rear of the school. For the sake of your child, please check on the condition of his/her bicycle and talk frequently about the rules of safe riding. **State law requires that all children under 13 wear protective headgear.**

Because of traffic concerns, the number of children that attend Martin School, and safety purposes: rollerblades, scooters, skateboards and Heelys, are not allowed on school property.

Martin School Behavioral Expectations

Martin School is pleased to announce that we are a PBIS school. PBIS stands for Positive Behavioral Interventions and Supports and is a school-wide approach aimed towards making our school safer and improving our student behavior.

General Rules for Martin School Students

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Students will:

- Be respectful to all adults and fellow students
- Show respect for other's property and for school property
- Walk quietly in the hallways at all times
- Not leave their classroom without permission
- Follow their teacher's directives and complete all assigned homework
- Follow classroom rules
- Be honest at all times
- Use kind words
- Speak and write using appropriate language
- Refrain from fighting, pushing, tripping, or hurting others
- Not possess dangerous items of any kind
- Not possess alcohol, tobacco, and other drugs
- Not wear outdoor clothing (e.g. coats, jackets, hats) in the school building unless special permission has been granted by the staff or administration
- Not wear clothing that is disrespectful or disruptive
- Not be in possession of electronic devices or toys

Cafeteria and Playground Rules**Students will:**

- Use appropriate table manners while eating in cafeteria
- Speak in quiet voices in the cafeteria
- Clean up after themselves and throw trash away when dismissed by an adult in cafeteria
- Remain seated in cafeteria until given permission by an adult to get out of seat to purchase snack, use bathroom, or retrieve utensils, etc.
- Follow the directions of the adults on duty at recess
- Demonstrate safe and respectful behavior at recess
- Line up quietly when recess is over
- Remain in the boundaries of the play area while at recess
- Share all playground equipment
- Avoiding bringing sports equipment to school that could result in inadvertent injury to self or others.

Special Events

Please arrive at the designated time for events/performances. Our building is in constant use for classes, thus, if you arrive 30 minutes early for a performance/event, you will have to wait outdoors until the special event area is available for seating.

****We strongly discourage the practice of dismissing siblings after special school events.** It is extremely disruptive to the learning environment of the school when large numbers of students are dismissed. If you

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must dismiss a sibling in another grade after a special school event, **a note must be sent in with that student in the morning of the event.** Please only dismiss siblings after special school events if it is absolutely necessary. Early dismissals of this type are considered unexcused absences from school.**

Drop-off and Pick-up Procedures

In the morning, cars bringing students to school should enter the school parking lot, continue to right side of the building, loop around the back playground, and then let students out of vehicles from the passenger side at the doors where Mr. San Juan and the staff are stationed.

For Afternoon pick-up, cars will be directed to the back playground area and students are brought out wing doors and matched up with their designated pick-up people. Once the first wave of cars leaves, parents do not need to exit their vehicles. Cars should proceed with great caution as they exit the backlot. Please do not park your car in the side lot, then go look for your child. We ask that parents not allow students to climb the snow piles in winter once you have connected with your children in the back playground area.

There is no parking in front of the school along the fence on Landry Ave. If you absolutely must park and get out of your car, please park on the hill of Landry Ave. then follow the sidewalks/crosswalks into the school.

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.

Response to Intervention

The Martin School is committed to assist students who are having difficulty with academics or other school related skill areas that impact learning. A Team of educators meet on a regular basis to discuss strategies to help students. This Team is known as the RTI (or Response to Intervention) Team. The Team is part of a multi-step approach that helps to identify interventions, which are then delivered at increasing levels of intensity. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education; in special education or both. Response to Intervention is a regular education program.

ADDRESS CHANGES & STUDENT WITHDRAWAL

All address changes must be reported to the Main Office. You will be asked to complete a proof of residency form. All placement determinations are made by central administration. It is important to keep Emergency contact information up to date throughout the school year. If you need to withdraw your child

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from the North Attleborough Schools, please contact the Main Office and the office staff will assist you with the necessary paperwork.

BLACKBOARD CONNECT COMMUNICATION SYSTEM

All schools in North Attleborough use the Blackboard Connect, school to parent communication system. This system allows school administrators to send parents important periodic and personalized messages via email or telephone. These messages allow us to advise you of emergency circumstances, along with those more typical school announcements and reminders, within just a few minutes. In the event of an **emergency**, all telephone numbers, which you provide will be called. Please be sure all numbers are up-to-date in the main office and with the school nurse on emergency cards. Non-emergency school information will only be dialed to your home telephone number or email.

BMI STATEMENT

The North Attleborough Schools must comply with state regulations requiring public schools to measure the height and weight of students in grades 1, 4, 7, and 10 and to calculate students' BMI. Additionally, schools are expected to send the results home to parents with additional educational materials. Parents can “opt out” of this screening by sending in a request that their child(ren) do not participate. However, a copy of a recent physical with current BMI information would be required.

BULLYING, DISCRIMINATION, HARRASSMENT, SEXUAL HARRASSMENT & HAZING

The North Attleborough School District has a Respectful Culture Initiative- Bullying Prevention and Intervention Plan. This plan can be viewed on the District website at www.naschools.net > Parents & Students > Policies & Procedures.

All of our schools are a no teasing no bullying safe zone for children.

All members of our learning community have the right to learn in a school environment free from disruptive behaviors, a school that reflects behavioral expectations and creates an atmosphere in which student self-esteem can flourish. A school has the right and responsibility to establish rules that clearly define the limits of acceptable behavior and to ask for assistance from parents and our entire learning community when support is needed to create a caring, supportive, and nurturing school climate. A school has the right to establish consequences for students who make poor choices regarding their behaviors. Appropriate and meaningful consequences may include loss of privileges, detention, suspension from school, or expulsion.

Harmful teasing and bullying are examples of behaviors that hurt others' feelings. Students who choose to hurt another person (child or adult) purposely violate the school discipline plan and will receive a consequence for their poor behavior choice. Regrettably, the violence we see in schools is often related to *harmful teasing and bullying*. Words that can *hurt the heart* are just as harmful as a physical hurt to the body.

Actions or behaviors considered *harmful teasing and bullying, harassing or threatening* will result in

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disciplinary action. Consequences may range from loss of privileges to suspension or expulsion from school. Students who become aware of any threat to another person or to the school must not withhold that information.

Threatening comments, *even made in jest or in a joking manner*, will be taken seriously.

CIVIL RIGHTS, DISCRIMINATION, HARASSMENT AND BULLYING GRIEVANCE AND INVESTIGATION PROCEDURE

Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability (hereinafter “membership in a protected class”) will not be tolerated. Retaliation against any student or other individual who has complained of discrimination, including harassment, or individuals who have cooperated with an investigation of such a complaint, is also unlawful and will not be tolerated. These provisions apply to conduct by or directed toward persons associated with the educational community by all other persons including, but not limited to, students, District employees, the School Committee, school volunteers, and independent contractors. The North Attleborough Public Schools’ Bullying and Harassment Intervention protocols may also be utilized in investigation of allegations of discrimination or harassment by students based upon membership in a protected class.

All persons associated with the North Attleborough Public Schools are expected to conduct themselves properly, reflecting the core values of the North Attleboro School District at all times, so as to provide an atmosphere free from discrimination, sexual harassment, bullying, hazing and intimidation. For purposes of administering the investigation and grievance procedure, these terms are collectively referenced as “harassment/discrimination”. Any person who engages in harassment/discrimination while acting as a member of the school community will be in violation of this policy. It shall be a violation of this policy for any employee or any student of the North Attleborough School Department to engage in or condone harassment/discrimination in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment/discrimination. Specific federal and state laws prohibit the type of behavior which is covered by these procedures.

These rules of conduct are in effect during the normal school day as well as at all school sponsored activities and while riding on North Attleborough school buses.

Any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating in an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

The school is not limited in its authority to discipline or take remedial action for the workplace or school conduct which is unacceptable, regardless of whether that conduct satisfies the formal definition of harassment, bullying, discrimination or hazing.

This policy also does not limit the school’s authority to take disciplinary action or take remedial action when such harassment/discrimination occurs out of school but has a connection to school, or is disruptive to

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or materially and substantially interferes with an employee's work, personal life, a student's schoolwork, or participation in school-related opportunities or activities.

Prohibited Conduct Defined:

Discrimination

Treating persons differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their race, ethnicity, religion, national origin, gender or sexual orientation ("membership in a protected class").

Sexual Harassment

Unwelcome sexual advances; requests for sexual favors; or other verbal, written, electronically transmitted, or physical conduct of a sexual nature may constitute harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, instruction or participation in school activities or programs.
2. Submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, attendance at school or participation in academic or curricular activities, or
4. Such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment through severe or pervasive behavior which substantially and materially interferes with work or school opportunities.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- ◆ Unwelcome sexual advances — whether they involve physical touching or not.
- ◆ Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- ◆ Displaying sexually suggestive objects, pictures, cartoons;
- ◆ Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- ◆ Inquiries into one's sexual experiences; and,
- ◆ Discussion of one's sexual activities.

Bullying

1. "Bullying" means repeated written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage the victim's property; student or employee, (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim;

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(iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

The behavior must interfere with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges or with an employee's ability to perform his or her duties:

- a. That are being offered through the school district; or
- b. During any education program or activity; or
- c. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or

2. "Cyber-bullying" means, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communication. Cyber-bullying shall also include (i) knowing impersonation of another person as the author of posted content or messages, if the creator or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or persons.

- a. Cyber-bullying may occur through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
- b. As used in this Section, "electronic communication" also means any communication through an electronic device including but not limited to a telephone, cellular phone, computer or pager.

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

Hazing

Hazing means any conduct or method of initiation, even if consented to, into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person.

1. Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

Guidelines for Investigating Discrimination/Harassment Claims

1. An individual who believes that a student, employee, parent or others with rights to admission or access to school programs, activities or premises has been subjected to harassment/discrimination should immediately report the incident to any teacher, counselor or school district administrator as soon as possible.
2. The teacher, counselor or administrator will report the complaint in writing to the principal, building administrator or another administrator with authority to address the complaint, who will initiate the following steps to investigate the complaint in an expeditious manner. The district will make reasonable efforts to complete the investigation within thirty days of receipt of the complaint unless the complexity of the issues, or availability of witnesses and/or documentary or other evidence requires additional time to complete the investigation. Parties will be kept informed in a reasonable matter of the progress of the investigation, within the limits of confidentiality.
3. The following process provides an outline of steps to be taken but does not necessarily indicate the order in which actions will be taken. As appropriate, the principal or school district administrator may employ informal efforts to resolve the complaint, but in all events, a written record of any complaint shall be maintained. The principal or school district administrator will confer with the complainant and obtain that individual's statement of facts of the complaint. After meeting with the complainant, the complainant shall put the complaint of harassment in writing or the principal or school administrator will prepare a written complaint based upon the statements of the complainant.
 - a) If the complainant is a student, and his/her parent(s)/guardian(s) are not aware of the complaint, the parent(s)/guardian(s) of the students alleging discrimination must be immediately contacted. Once the parent(s)/guardian(s) have been contacted (utilizing home, work or emergency telephone numbers, as needed), they are to be fully informed of the allegations and of any actions taken to that point. They should be invited to come to school and should be further assured that a full investigation will be conducted. Questioning of the students involved should be postponed if parents request to be present while their children are questioned.
 - b) If the allegations have been made against another student, the parent(s)/guardian(s) of the student accused of discrimination will also be immediately contacted. The parent(s)/guardian(s) of the accused student will be asked to come to school to participate in an investigatory meeting. Questioning of the students accused may be postponed, for a period of time if the parents request to be present while their children are questioned. If the parents fail or refuse to attend, the investigation will proceed. The principal or school district

administrator will then meet with the accused student(s) in order to obtain his or her response to the complaint.

- c) If the allegations are filed by or against an adult member of the school community: an employee, volunteer or independent contractor, the investigation will be conducted so as to afford the complainant and accused any applicable contractual rights. Procedures will provide notice of any charges and an opportunity for the accused to provide a response.
 - d) The principal or school district administrator may hold as many meetings with the parties as is necessary to gather facts. The principal or school district administrator will interview other individuals who may have pertinent information. The principal or school district administrator will gather and review any relevant documents needed to complete the investigation.
4. If the accused is a student, the principal or school district administrator shall immediately report the incident in writing to the parent/guardian. The principal or building administrator may first contact the Assistant Superintendent of Schools who also serves as the Harassment Compliance Officer by telephone for technical assistance in investigating the allegation.
 5. If the accused is a staff member, a volunteer or an independent contractor, the principal or school district administrator shall immediately report the incident in writing to the Assistant Superintendent of Schools. The Assistant Superintendent is the Harassment Compliance Officer for these complaints and he/she will conduct, coordinate or provide technical assistance for investigating the allegation, as necessary.
 6. Upon completion of the investigation, the principal or school district administrator shall prepare a confidential report outlining the findings. The complainant will be notified, in writing, whether the charges were supported or not supported. The complainant is not entitled to any information regarding any disciplinary action taken, except as required to implement the discipline or other remedies.
 7. In the event that the accused is a student and if discrimination is found to have occurred, a disciplinary hearing will be held and appropriate action will be taken against the student according to the guidelines contained in the appropriate disciplinary manual or handbook.
 8. In the event that the accused is an employee, volunteer or independent contractor, the principal or building administrator shall immediately report the incident in writing to the Assistant Superintendent of Schools, and appropriate action will be taken as required by law, applicable collective bargaining agreement or contract.
 9. Where required, a 51A will be filed with the Department of Children and Families. Law enforcement agencies will be notified as necessary of incidents arising under this procedure.
 10. If dissatisfied with the result of the investigation, either the complainant or the accused may appeal

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the initial decision to the Superintendent of Schools. The Superintendent of Schools will review the investigatory record and findings, and gather any further evidence as he/she deems necessary. A decision on an appeal will be provided to the parties in the same manner as specified in paragraph 5, above.

11. Notwithstanding the provisions of this grievance procedure, at any time a complainant may file a complaint with the United States Department of Education, Office of Civil Rights at the following address:

Office of Civil Rights of the Department of Education
 5 Post Office Square
 Boston, MA 02110-1491
 Phone (617) 289-0111
 Fax (617) 289-0150

Massachusetts Commission Against Discrimination
 One Ashburton Place
 Sixth Floor, Room 601
 Boston, MA 02108
 Phone: 617-994-6000
 TTY: 617-994-6196

Equal Employment Opportunity Commission
 John F. Kennedy Federal Building
 475 Government Center
 Boston, MA 02203
 1-800-669-4000
 617-565-3196
 1-800-669-6820

11. Retaliation in any form against any person who has made or filed a complaint relating to harassment/discrimination or any person who has participated or cooperated in an investigation is forbidden. False accusations of harassment/discrimination are grounds for discipline of school personnel or students making such false accusations. A referral to law enforcement may be made.

12. Reports and investigations of harassment/discrimination will be kept confidential, consistent with necessary investigation procedures and legal constraints on the dissemination of student records or personnel information about students. Provided, however, that a complainant may be notified whether the complaint has been substantiated, and any remedial or protective action necessary to prevent further

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incidents.

For further information about these guidelines or help with discrimination, sexual harassment, bullying, or hazing problems, or any other form of harassment, consult the Harassment/Discrimination Coordinators:

Harassment/Discrimination Coordinators/Grievance Officers: Mr. Cory Cox, Assistant Principal - North Attleborough Middle School, (508) 643-2130 and Mrs. Catherine Calicchia, Human Resources Director, (508) 643-2175 are the sexual harassment grievance officers and are vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedures set out above.

BUS TRANSPORTATION

Applications for bus transportation are available on the school district website at www.naschools.net > Parents & Students > Bus Information. Any family wishing to have their child/children ride the bus must complete a bus transportation application.

Bus transportation is a privilege provided to eligible students. Students may not ride a different bus than their assigned bus. **All students must have a North Attleborough Schools issued bus pass to ride the bus. A student's privilege to ride the bus can be withdrawn with or without parent notice if a student's behavior warrants it.** A *Bus Misconduct Report* will be sent home to notify parents of the behavior.

- First Misconduct Report: A written notice is sent to parents.
- Second Report: Students who choose to misbehave on the bus will receive a suspension of up to five days of bus privileges.
- Third Report: Students who receive a third notice will lose their bus privileges for up to ten days. Parents must make an appointment to speak with the principal.
- Fourth Report: Suspension of bus privileges for the remainder of the school year.

Students may only ride the bus to which they are assigned and must get on and off only at their designated stop.

If there is a change in your child's school bus dismissal, you must send in a note to inform the office. We cannot accept a child's request not to take the bus or to get off the bus at a stop other than the designated stop without a note from the parent requesting permission. Due to allergy and safety concerns, students may not eat or drink while riding the bus. As previously stated, riding the school bus is considered a privilege and inappropriate bus behavior will result in consequences. In general, students are expected to:

- Speak in quiet voices to the students sitting beside them.
- Keep hands and feet to themselves.
- Keep body safely in bus seat (arms and legs out of aisle).
- Sit in the bus seats and refrain from putting hands/arms out windows.
- Follow all the directions of the bus driver.
- Have appropriate conversation and use appropriate language.
- Show respect to the bus driver and other students on the bus.

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- Refrain from eating or drinking while on the bus and in the bus line.
- Sit in order of grade: Kindergarten students seated in front seats, followed by first grade, second grade, third grade, etc.

COMMUNICABLE DISEASES/STUDENT HEALTH INCLUDING ALLERGY GUIDELINES

STUDENT HEALTH RECORDS & MEDICATION PROTOCOLS

Health Records

1. The school physician, Dr. Mullane of Plainville, serves the school in an advisory capacity.
2. A medical record is kept for each student from kindergarten through High School. The school should be notified of any information that may be pertinent to this record, such as serious allergies, asthma of any condition requiring daily medication, or hospitalization.
3. Please help us keep school health records current by delivering copies to the School Nurse of any immunizations, vision and hearing screenings, physical examinations, or any new medications initiated. Any of the above, done over the summer months, should be forwarded to the School Nurse in September, who will add the information to your child's records.
4. Physical examinations are required by the state when entering Kindergarten, Grades 4, 7, and 10. These need to be done by your child's physician. If you do not have a physician for your child, please contact the School Nurse.
5. The School Nurse conducts mandated state screenings for vision, hearing, dental, and scoliosis with referral to outside medical agencies when indicated, and monitoring and assessing students' health needs in the school setting. Parents who choose not to have their child participate must send a letter into the nurse at the start of each school year.

Medication Taken At School

1. If your child requires medication during school hours please consult the School Nurse regarding State Mandated Medication Regulations and the necessary paperwork. This paperwork may also be found under Health on the North Attleborough Public Schools Website (www.naschools.net).
2. *ALL medications require a doctor's order. We currently have a doctor's order listing cough drops, Tylenol, Ibuprofen, or Benadryl only. These require a parent signature (please see the nurse's copy of the emergency card). Please note that cough drops are considered medication and must be kept in the nurse's office.*

Whenever possible medication should be scheduled during hours when students are not in school.

Medications are not to be transported by children. All medications must be in a pharmacy container or manufacturer's labeled container with the child's name. Medications cannot be dispensed to a child unless the prescription is written specifically for that child.

Illness at School

1. Without a doctor's note, the school nurse assumes the responsibility for determining whether your child is well enough to return to school after an illness and whether he/she

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- should be sent home because of an illness commencing during school hours.
2. Please remind your child that visits to the nurse are to be made only when necessary. Parents can help the situation by taking care of minor ailments i.e.: mosquito bites, hangnails, splinters, etc. at home. We are here to take care of your children and are happy to do so if they are truly ill. Abuse of this privilege will result in a call to the parents.
 3. Diagnosed cases of Poison Ivy, Poison Oak and other types of contact dermatitis are caused by allergic reactions to plants, chemicals, etc. They are not infectious diseases. Please consider your child's comfort when sending him/her to school. If cases are very weepy in nature, we will consider universal precautions as well.

Communicable Diseases

1. During the school year, children's communicable diseases such as impetigo, chickenpox, pediculosis (head lice, etc.) are common. In an effort to prevent illness from spreading, we believe that it is necessary for parents to be aware of our policy regarding communicable diseases.
2. The most common symptoms to look for are high temperatures, flushed appearance, inflammation of the eyes, rashes, drowsiness, and swollen glands. Any student with a rash should be seen by a doctor to determine the cause. Please send a note to us as to the medical diagnosis. One hundred percent cooperation in this matter will help not only your child but also the hundreds of others in his/her school.
3. Please remember that all students having had an infectious disease may not return to school before the end of the minimum period of isolation prescribed by the Massachusetts Department of Health as follows:
 - Chicken Pox: when pox are completely dry.
 - Whooping Cough: Please advise the School Nurse of diagnosis and treatment. Return to school policies varies depending upon the stage of the illness.
 - Impetigo: Usually 24 hours after treatment has begun and lesions are no longer draining.
 - Mumps: Nine days or until swelling has subsided, whichever comes first.
 - Ringworm: Nine days or until swelling has subsided, whichever comes first.
 - Conjunctivitis: According to the school nurse's evaluation, a child may be sent home.
 - Strep Infection: 24 hours **after** antibiotic treatment begins.
 - Scarlet Fever: 24 hours **after** antibiotic treatment begins.
 - 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 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; i.e., 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 (I.E., 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

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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 the 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 a 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 handwashing 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.

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FOOD SERVICES DIRECTOR RESPONSIBILITIES

- Provide time for training for 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 a prominent area, when indicated.
- Participate in multidisciplinary team meetings.
- Create specific areas in the 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" (e.g., 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 form 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, nurses, teachers, principals, 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.

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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 the 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.
 - a. 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.
 - a. 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.
 - b. 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.
 - d. Food service workers may be asked to assist the student should he/she request an allergen-free meal (i.e., pizza) by providing the meal to the table to prevent student’s exposure to an allergen in the line.
 - e. 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

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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 U.S.C.

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

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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 suspensions are 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 M.G.L. 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 M.G.L. C. 71, s. 37H a school district may expel a student for listed offenses. Students charged with violations under these statutes will be provided with written notice of a hearing before the

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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.

M. G. L. 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 substantially 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. M.G.L. 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 the 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 schoolwork 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.
 - b. 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 offense 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;
 - b. 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 outlined 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.

A. 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 the 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

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student stays put in the interim alternative placement unless the parent and district agree otherwise.

B. 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 a 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 the 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.

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- 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 lunch boxes, 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, (e.g. bra straps, boxer shorts, etc.)
- Clothing may not include items that might endanger student safety—e.g. 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 a 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 educational 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. The 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

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- 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, whereby 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>.

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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 that 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 . It needs to be meaningful and offer a variety of purposes.
- b . Homework generally will be assigned Monday through Thursday. The amount of homework is determined by grade level.
- c . 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.
- i . 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.

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- 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 a.m. 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 p.m. 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

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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 (e.g., teacher, lab assistant, paraprofessional, media specialist, building administrator). The 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. The 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.

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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 (e.g., 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 the 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 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

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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 is 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 the 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.

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

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 1. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. the parent has been denied visitation or has been ordered to supervised visitation, or
 3. the parent's access to the student or to the custodial parent has been restricted by a temporary or a permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request, the school must immediately notify the custodial parent by certified *and* first-class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, *such records must be marked to indicate that they shall not be used to enroll the student in another school.*
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

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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

U.S. 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 G.L. 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

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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 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

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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, i.e. 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 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 the 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, maybe 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, maybe enrolled in grade one of the North Attleborough Public Schools. There are no exceptions to this requirement.
- The 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 at 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

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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 (e.g. 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

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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 to 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:

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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