

Brewster Elementary Schools

Parent/Student Handbook

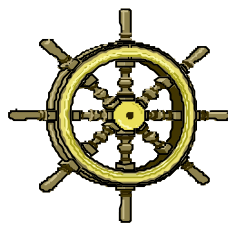
2018-2019

Stony Brook Elementary Preschool - Grade 2



Keith Gauley, Interim Principal
384 Underpass Road
508-896-4545

Mary Louise and Ruth Eddy Elementary Grades 3 – 5



Joanna Hughes, Principal
2298 Main Street
508-896-4531

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40 NAUSET DISTRICT POLICIES ADDENDUM:

State and federal laws prohibit discrimination in education. In the Nauset Public Schools, we do not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, homelessness, active military/veteran status, ancestry, or national or ethnic origin with regard to admission and in the administration of its educational policies, employment policies, and other administered programs and activities.

Extracurricular activities sponsored by the district are nondiscriminatory in that:

1. the school provides equal opportunity for all students to participate in intramural and interscholastic sports;
2. extracurricular activities or clubs sponsored by the school do not exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, disability, or homelessness.

This Handbook, as well as the Nauset District Policies, can be accessed online at www.nausetschools.org or hard copies are available in the school offices upon request.

THE NAUSET STANDARD

Nauset Schools are dedicated to the development of individuals within a community. Students and adults alike must strive to treat others as they themselves wish to be treated. Each school community will strive to accomplish this by consistently modeling and upholding its code of conduct, and by supporting the belief that each person is worthy and capable.

NAUSET MISSION STATEMENT

We exist to educate each student to the highest attainable levels of academic excellence, social responsibility, and cultural awareness.

NAUSET VISION

Our vision is to be an exemplary public school system. That is, the Nauset Schools will continue to set standards of teaching practice at optimum levels of effectiveness. Nauset's member communities provide the resources necessary to achieve this vision. The Nauset Schools are accountable to those communities. This partnership requires the commitment of students, parents, and staff in an educational contract which acknowledges concerted efforts are required by all.

STONY BROOK ELEMENTARY SCHOOL MISSION STATEMENT

Our goal is to prepare our children to successfully meet the academic and social challenges of an ever-changing world.

Stony Brook staff, in partnership with the parents and community, believe in and are committed to upholding this mission.

We work towards maintaining a safe, respectful environment that supports and challenges all individuals.

EDDY ELEMENTARY SCHOOL MISSION STATEMENT

Our Goal is to meet the unique intellectual, social, emotional and physical needs of every student by providing a challenging, engaging curriculum in a compassionate, safe environment. We strive to empower and prepare our students to be competent, respectful and responsible citizens in our global society.

Telephone Directory

Stony Brook Office: 508-896-4545

Eddy School Office: 508-896-4531

**Nauset Youth Alliance Program: 508-896-7900 (Stony Brook)
508-237-3487 (Eddy)**

Nauset Preschool: 508-255-2903

Brewster Recreation Department: 508-896-9430

Superintendent Thomas Conrad: 508-255-8800 X 100

Assistant Superintendent Keith Gauley: 508-255-8800 X 160

Business Manager Giovanna Venditti: 508-255-8800 X 220

Director of Student Services Ann Caretti: 508-255-8800 X 200

Technology Coordinator Barbara Lavoine: 508-255-8800 X 216

Human Resources Carol Forgione: 508-255-8800 X 240

School Council

The Education Reform Act of 1993 established school councils to assist principals in adopting educational goals, identifying education needs of students, reviewing the budgets and formulating a School Improvement Plan. Membership consists of the principal, who serves as one of two co-chairs, teachers, parents of students attending the school and community members.

School Councils are bound by State statutes of the
"Open Meeting Law" and the "Public Inspection of Records".

A copy of each School Improvement Plan is available at the main office.

BREWSTER SCHOOL COMMITTEE - 2018-2019

Name/Address	Telephone #
David Telman, Chair (2007-2019) 9 Barons Way Brewster, MA 02631 telmand@nausetschools.org	508-896-2116 (home) 508-400-3021 (cell)
Marie Enocht (2014-2017) (Vice Chair) 84 Chestnut Circle Brewster, MA 02631 enochtym@nausetschools.org	508-896-2111 (home) 508-280-3170 (cell)
Claire Gradone (2014-2017) 54 Newport Road Brewster, MA 02631 gradonec@nausetschools.org	508-896-7442 (home) 508-246-3175 (cell)
Jessica Larsen (2015-2018) 89 Beach Rose Lane Brewster, MA 02631 larsenj@nausetschools.org	774-722-4631 (cell)
Robert Miller (2015-2018) P.O. Box 1814 Brewster, MA 02631 millerb@nausetschools.org	508-896-4218 508-237-9808
Ann Tefft teffta@nausetschools.org	255-8800 ext. 100

Subcommittees:

Policy	David Telman
Central Office Budget	Claire Gradone
Negotiations	Jessica Larsen
Transportation	Claire Gradone
Health and Wellness	Jessica Larsen
Building Needs Assessment	David Telman

Committee Representatives:

Cape Cod Collaborative	Jessica Larsen
PTA Liaison	Robert Miller
Eddy School Council Liaison	Robert Miller
Stony Brook School Council Liaison	Jessica Larsen
Payroll Authorizer	Claire Gradone
Payroll Authorizer Alternate	Jessica Larsen

Union #54 Voting Members:

Dave Telman
Marie Enocht
Claire Gradone

Alternate voting members: Robert Miller and Jessica Larsen



Stony Brook Elementary School
384 Underpass Road
Brewster, MA 02631
Keith Gauley, Interim Principal
508-896-4545 (Fax) 508-896-4081



Mary Louise and Ruth Eddy Elementary School
2298 Main Street
Brewster, MA 02631
Joanna Hughes, Principal
508-896-4531 (Fax) 508-896-4529

Dear Stony Brook and Eddy Elementary School Families:

It is with much enthusiasm and excitement that we welcome you to the 2018-2019 school year! It is such a pleasure to be a part of the Brewster community. We look forward to working with students, parents and staff in the year ahead as we strive toward excellence in learning.

Both the Stony Brook and the Eddy Elementary School staff are devoted to helping each and every child reach their full potential. We are truly looking forward to a great year ahead as we work together to help your child be highly successful and happy at school. We believe that every child matters. We also believe that every child should have the opportunity to reach academic proficiency and to grow personally and socially through meaningful, challenging experiences. It is our goal to help every child develop a lifelong passion for learning and prepare them for bright, engaging futures.

Our Parent/Student Handbook is designed to serve as a resource to you and your child when searching for different information about policies and procedures at our schools. We consider it to be one important method of communication, but we also encourage parents to call with any other questions. If you cannot find the answers you need in this handbook, please call the school office and we will be glad to assist you. Some important items for you and your child to review in the handbook are the *Behavior Code*, which outlines our schools' *Bill of Rights*, student responsibilities and expectations, and consequences for inappropriate behavior. We ask all families to please sign and return our *Partnership Pledge*. We are all partners in education, and together we make a difference.

As we begin the year, please know that communication between home and school is essential. Our handbook will continue to be accessible online, as will our monthly newsletter and the Lunch/Breakfast menu. In addition, we will send home notices or other information electronically as much as possible. Please let the office know if you would prefer a hard copy of any of these items. Again, we wish all families and students the best for an outstanding school year. We look forward to working with all parents, students, and staff to make this year successful and rewarding.

Sincerely,

Joanna Hughes
Eddy School Principal

Keith Gauley,
Stony Brook Interim Principal

**STONY BROOK ELEMENTARY SCHOOL
STAFF LISTING 2018-2019**

ADMINISTRATION

Keith Gauley, Interim Principal

OFFICE

Laureen Barnes, Principal's Secretary
Susan Ford, Office-Data Secretary
Colleen Lawless, School Nurse

GUIDANCE

Missy Carpenter, School Psychologist/School Counselor

KINDERGARTEN

Kelly Barnatchez
Julie Ericson
Alison Trudel
Alexis Katchmar

GRADE ONE

Tonia Donovan
Chelsea Reichers/
Carolyn McCutcheon
Kathy Roy

GRADE TWO

Jennifer Rogacz
Martha Dunford
Kathy Hannon
Paul Kehoe

SPECIAL AREAS

Antoinette Young Art
Stacey Faris Music, Vocal
Andrew Kirk Physical Education
Elisa Bucci Library
Kendra Whitney Library/Media

RESOURCE

Mary Berzinis Speech
Christene Keefe Special Needs Teacher
Carey Raimo Occupational Therapist
Christine Ednie Special Needs Teacher
Randi O'Shea ESL Tutor
Julie Edwards Physical Therapist
Erin Gates Special Needs Teacher

EDUCATIONAL ASSISTANTS

Janet Bausch	Holly Everson	Fran Mayer	Nancy Salvaggio
Donna Brunelle	Kelly Gordon	Nancy Muniz	Deborah Carr
Patricia Johnson	Rebecca Murphy	Linda Sullivan	
Jeanne Correia	Susan Matulaitis	Susan Norton	
Lisa DeLong	Dane Moody		

Reading Specialist: Rebecca Bunce

Title I: Jennifer Rogers/Elisa Bucci

Academic Intervention and Enrichment Teacher: Heather Holcomb Jones

Science: Jennifer Rogers

NAUSET PRESCHOOL

Melissa Regan	Teacher	Justine Ryan	Teacher
Maggie Ferrara	Assistant	Maryanne Cahill	Assistant
Christy Pranga	Assistant	Katie Margotta	Assistant
Joanne O'Connell	Speech/Language		

CAFETERIA

Donna Drown, Supervisor
Sara Slowik

CUSTODIANS

Barry Schofield, Head Custodian
Duane Gomez
Richard Hatfield
Kyle LeMay

EDDY ELEMENTARY SCHOOL

STAFF LISTING 2018-2019

ADMINISTRATION	GUIDANCE
Joanna Hughes, Principal	Barbara Doucette, School Psychologist & Counselor
OFFICE	Sonja Bono, Adjustment Counselor
Cynthia Eldredge, Principal's Secretary	RESOURCE
Peggy Admirand, Secretary/Receptionist	Judith Ireland Gr. 3 SN Teacher
Melissa Miller, School Nurse	Carol Rubin Gr. 3/4/5 SN Teacher
GRADE 3	Emily LaBonte Grade 5 SN Teacher
Perry Andac	Jessica Huse Grade 4 Teacher SN/Reading/Ela Coordinator
Caroline Bellarosa	Lori Peterman SN
Sheree Eldredge	Laurie Daniels Speech/Language
Amy Montgomery	Carey Raimo Occup. Therapist
GRADE 4	Anna Braude ELL Teacher
Marsha Dugas	Julie Edwards Phys. Therapist
Anne Przygocki	EDUCATIONAL ASSISTANTS
Chelsea Smythe	Julie Benning
Megan Harrington	Deb Bergstrom
GRADE 5	Suzanne Brooks
Sarah Brunelle	Sarah Moen
Christine Seymour	Lori Clancy
Oona Melanson	Wendy Underhill
Talia Shanahan	Cheryl Eldredge
	Robin Hacking-Davis
Patsy Marchant –Science Curriculum Leader	Susan Hancock
Charlie McKendree – Science/Academic Tutor	Wende O'Brien
	Linda Sullivan
SPECIALS	
Leah Belliveau Music M,W,Th	CAFETERIA
Elisa Bucci Librarian	Patti Taylor - Cafeteria Supervisor
Stacey Faris Music, T, Th, F pm	Michelle Aucoin - Cafeteria Worker
Allyson Joy Physical Education	CUSTODIANS
Darlene Noonan Technology Integration Specialist	Barry Schofield - Facilities Mgr.
Antoinette Young Art – M,W, F	Sean Pitta - Day Custodian
Deborah Meyer Title I Teacher	Dudley Young - Night Custodian
Patricia Ellis Reading / Math	Tom Bulman – Night Custodian

2018/2019 Brewster Schools' Calendar

9/6	First Day of School for all grades
9/10	First Day for Preschool
9/12	Open House, 5:30-7pm, Stony Brook - Parents only
9/18	Open House, Eddy, 5:30 - Gr. 3; 6:00 - Gr. 4; 6:30 - Gr. 5
9/19	Picture Day, Stony Brook Elementary
9/20	Brewster School Committee Meeting, 6pm
9/26	Picture Day, Eddy Elementary
10/8	NO SCHOOL - Columbus Day
10/18	Brewster School Committee Meeting, 6pm
11/12	NO SCHOOL - Veteran's Day
11/15	Brewster School Committee Meeting, 6pm
11/16	<u>EARLY DISMISSAL</u>, 11:00 am, NO LUNCH, Early Elementary Release
11/21-23	NO SCHOOL - Thanksgiving Break
11/29	Evening Parent Conferences, 4:30-8pm
11/30	<u>EARLY DISMISSAL</u>, 11:00 am, NO LUNCH, Conferences, 11:30-2:30
12/20	Brewster School Committee Meeting, 6pm
12/24-1/1	NO SCHOOL - Holiday Vacation
1/2	NO SCHOOL - District PD Day
1/17	Brewster School Committee Meeting, 6pm
1/21	NO SCHOOL - Martin Luther King, Jr. Day
2/18-2/22	NO SCHOOL - Winter Vacation
2/28	Brewster School Committee Meeting, 6pm
3/6, 3/7	Kindergarten Registration/Stony Brook 9-11am
3/14	Evening Parent Conferences, 4:30-8pm
3/15	<u>EARLY DISMISSAL</u>, 11:00 am, NO LUNCH, Conferences, 11:30-2:30
3/21	Brewster School Committee Meeting, 6pm
4/15-4/19	NO SCHOOL - Spring Vacation
4/25	Brewster School Committee Meeting, 6pm
April - May	MCAS Dates TBA
5/16	Brewster School Committee Meeting, 6pm
5/27	NO SCHOOL - Memorial Day
6/20	Brewster School Committee Meeting, 6pm
6/21	Last Day if no snows days are used- <u>EARLY DISMISSAL</u>, 11:00 am



BREWSTER PTO

A message from the Brewster PTO:

The start of a new school year is a very exciting time for both students and parents. It is a time of anticipation of meeting new teachers, new friends, and reconnecting with old ones. On behalf of the Brewster PTO, I would like to give a warm welcome back!

The Brewster PTO is a non-profit, volunteer based fundraising organization. We are dedicated to supporting both Stony Brook Elementary and Eddy Elementary Schools. Our main goal is to help maintain the continuing growth and activities of all Brewster Elementary Students. We continuously raise money for both schools' field trips, educational programs, and school supplies, as well as support social opportunities for the students. For the PTO to accomplish this, we are always looking for volunteers. All parents are welcome to volunteer. Please sign up to volunteer for one of our fundraiser or social events. We encourage you to share any ideas!

There are many opportunities to become involved in the PTO. Please feel free to talk to any of the officers with questions, or contact us at brewsterpto@yahoo.com. We will be available to answer any questions and sign up volunteers at the Stony Brook Open House on September 26th or at the Eddy Open House on September 18th. We hope to see you there!

Please take the time to like us on Facebook, our page is BREWSTER PTO, Brewster, MA and get up to date information about events and volunteer opportunities.

Sincerely,

Michelle Gray: President
Christin & Crash Sims: VP Stony Brook
Bridget Dickson: Director/ Treasurer
Liz Blanchard: Director
Edward Chlebek: Director
Sharon Kautz: Secretary

GENERAL INFORMATION AND POLICIES

Age Requirement

Brewster children entering kindergarten must be five years old by August 31 of that school year. Brewster children entering grade one must be six years old by August 31 of that school year.

Integrated Arts

Art Classes

Each class from kindergarten through fifth grade participates in instructional art classes once a week. A certified art teacher introduces the students to a wide variety of artistic medium. Many of the projects are related to classroom curriculum. Students' work is exhibited in many locations in the school and surrounding community throughout the year.

Computer Lab

We are fortunate to have a network of computers in a lab setting. Grades K-5 have weekly access to the lab to work with teachers for the development of computer skills and computer-assisted instruction. A telecommunications system also gives us access to other schools and Internet sites through the World Wide Web (please see Internet Policy).

Library

Our libraries, located in the heart of each school, are important to all of us. The book collection consists of fiction, chapter books and picture books, nonfiction, reference, and professional books. A Parent's Shelf is available with books about child growth and development, dealing with difficult situations, and other topics of interest. We also have a large collection of audiovisual materials. We welcome volunteers who enjoy managing the circulation, helping children, mending and filing books. Students participate in a weekly library science class where they are instructed in the use of the library and exposed to the world of great literature by the librarian.

Physical Education

All classes are given physical education instruction twice each week for 50 minutes. These classes are aimed at physical fitness, skill building, and the awareness of the wide variety of physical activities to be experienced, as well as a general knowledge of wellness.

General Music

Once a week each classroom experiences music instruction where students learn about choral music, American music history, and begin to use musical instruments. The music teacher coordinates the study with topics studied in the classroom as well as seasonal and holiday themes. In addition we offer chorus for both fourth and fifth graders. Children learn choral singing appropriate for elementary children's voices. At the Eddy School, practice takes place at 2:00 p.m. after school one day a week. Students in chorus participate in performances each year.

Instrumental Music and Band

Students in both grades 4 and 5 have the opportunity to learn a musical instrument as well as reading musical notation. In addition, a weekly band practice session is held one afternoon a week after school at 2:00 p.m. Students in grade 4 will also have small group practice sessions after school. Students in grade 5 will have small group practice sessions during school.

Brewster One-Wheelers Mrs. Joy, our physical education teacher at Eddy Elementary, offers unicycling as an option for interested students.

Brewster Recreation Program

The Town of Brewster Recreation Department offers recreation activities for evening, weekend, and vacation weeks. Sports activities, summer recreation, and adult recreation activities are offered. Information may be obtained by calling the Recreation Department at 508-896-9430.

Nature Trail

The Nature Trail was developed by the Brewster Elementary Schools, the Brewster Boy Scouts Group, and our Brewster Parent Group to provide an opportunity to learn about the land and plants that grow in the area between the school buildings. Teachers take their children on the Nature Trail for walks.

School Pictures

Individual student photographs are taken every year, usually in the fall. Provisions for retakes are made for children absent on the day pictures are taken or those whose pictures are determined by the photographer to be of inferior quality. Parents who wish to consider purchasing pictures are requested to pay in advance. Those who later do not wish to keep the pictures will have their money refunded. Notices are sent home with children prior to picture day and include a payment envelope. All students are photographed to provide an identification picture for office files.

Attendance

Regular and consistent attendance, punctual arrival, and remaining for the full day are paramount to a student's successful progression and success in school. If students repeatedly miss school or are intermittently tardy, it puts them at risk for understanding concepts that are taught and reinforced while they are not present. Consistent attendance is a priority in the Brewster schools. Perfect attendance is recognized with no absences and no more than three days tardy and/or three early dismissals (equivalent to one per term).

Stony Brook Elementary School Hours: Kindergarten through Grade 2, 7:45am - 2:00pm

- When a child is absent or tardy, please call 896-4545 before 7:45am, press "1", and leave a recorded message with the child's name, grade, teacher, and reason for their absence or tardiness. All absences are verified.
- Tardy - Children are marked tardy after 7:50am and must report to the office accompanied by a parent (a tardy is unexcused).
- If a student is dismissed before 11am, or arrives after 11am he/she will be marked absent.

Eddy Elementary School Hours: Grades 3-5, 7:45am - 2:00pm

- When a child is absent, please call 896-4531 before 7:45am and leave a recorded message with the child's name, grade, teacher, and reason for their absence. All absences are verified.
- Tardy - Children are marked tardy after 7:50am and must report to the office (a tardy is unexcused).
- If a student is dismissed before 11am, or arrives after 11am he/she will be marked absent.

Students should arrive no earlier than 7:30am - there is no adult supervision prior to 7:30am.

Students with attendance issues will be contacted by the Principal or School Psychologist. The Principal will address continued attendance and tardy problems.

Please note that students are not allowed to participate in afternoon or evening school activities if they are absent for any reason and/or dismissed from school due to illness on that day.

See page 28 to review the Child Requiring Assistance (C.R.A.)

BEHAVIOR CODE - The attached Partnership Pledge, found after the Behavior Code, should be read, signed by both the parent/guardian and student and returned to the appropriate school. A separate section of the handbook addresses "Be a buddy not a bully" and the Massachusetts law on bullying prevention. **See Nauset District Policies.**

Students are expected to follow this Behavior Code in all instructional areas, in the cafeteria, in the hallways, on the playground, on buses, and at special activities and events.

My job as a student at Stony Brook or Eddy Elementary School is to demonstrate:

KINDNESS, RESPECT, and RESPONSIBILITY.

For all instructional areas...

1. Behaving politely and cooperatively
2. Treating people and property with respect
3. Coming to school prepared
4. Using appropriate language with peers and adults
5. Dressing neatly and appropriately
6. Leaving toys, electronic devices, and other non-school related items at home
7. Following established school rules
8. Listening to others while they speak without interruption or comment
9. Listening to adults at all times during the school day
10. Following directions
11. Completing home and class assignments on time, reflecting my best efforts
12. Taking responsibility for missed work
13. Accepting consequences for my behavior

For the cafeteria...

1. Always walking and using indoor voices in the cafeteria.
2. Being courteous to classmates and the adults on duty.
3. Raising my hand to ask permission to leave my assigned table.
4. Using good manners and carefully cleaning my own eating space (both on the table and floor).
5. Stopping and listening when I hear the microphone.
6. Lining up with voices off when asked to do so.

For the playground...

1. Using equipment safely.
2. Out of bounds areas include the woods, parking lots and roads.
3. Never using rocks, sticks, snowballs, fighting, pushing, or tackling.
4. Wearing sneakers for safety (recommended footwear for recess).

For the bus...

Waiting for the Bus at the Bus Stop - Your child's safety is your responsibility while at the bus stop!

1. Try not to have your child waiting at the bus stop more than ten minutes early
2. Wait on the side of the road, not in the roadway
3. Wait for the bus to come to a complete stop before approaching
4. If your child must cross the road, he/she should wait for the driver to put out the "Stop" sign, put on the red flashing lights, and signal child to cross the road in front of the bus.

Riding the Bus... the six simple rules!

1. Obey the bus driver.
2. Face front.
3. Feet and hands to yourself.
4. Talk quietly.
5. Backpack on your lap.
6. Food and drink not permitted.

Unacceptable Behavior on the Bus

Failure to follow the rules of conduct will lead to a Bus Behavior Report. If inappropriate behavior continues, the principal may suspend bus privileges for a period of time.

BUS RESPONSIBILITIES

The School Committee' responsibility for students will normally begin when students enter the school bus and will normally end when the student leaves the school bus. The safety of the students shall be the parents' responsibility up to the time they enter the school bus in the morning and after departure from the school bus at the end of the school day. **Kindergarten and first grade students will be brought back to school if a parent or adult is not at the bus stop in the afternoon.**

The bus contractor's responsibility is to pick up and deliver the children to given stops. The contractor assumes no responsibility for supervision of children while waiting for the bus. Moreover, it is a parental responsibility to supervise the children upon departure from the bus. If at any time, parents are unable to meet students off the bus, please establish a contingency plan with a neighbor or a relative.

EXPECTATIONS AND CONSEQUENCES

Brewster Elementary School children are expected to behave respectfully and to follow the classroom, cafeteria, playground, school and bus rules as well as the Massachusetts law on bullying prevention. However, when Behavior Code violations occur, they will usually be handled immediately by the staff member in charge, and always in a manner that is respectful to all students. School personnel contact parents by telephone and written notes about their child's behavior as deemed necessary. When there is a pattern of continued misbehavior or behavior is of a serious nature, staff will seek assistance from the Principal, Counselor, and/or the Teacher Support Team.

DUE PROCESS

Due process means that a student has the right to an explanation of any alleged behavior indiscretions and an opportunity to present his/her side of the story before discipline is imposed. In most cases, this process will be an informal meeting with the student or students involved.

If a student's behavior is thought to have violated the school's Code of Conduct, the following steps will be taken:

- The student will be informed of the inappropriate behavior.
- The student will be allowed to explain his/her side of the story and his/her perception of what happened.
- If necessary, an appropriate consequence or outcome will be determined.
- Where practicable, the child's parents will be contacted and informed of their child's behavior. It should be noted that parent contact and involvement may not be sought in case of minor disciplinary infractions.

The goal of this process is for the child to learn from this experience and for the behavior to improve.

If a student is charged with a much more serious offense that may result in a long-term suspension or expulsion, he/she is entitled to a more formal due process hearing including the right to representation by an attorney at the hearing, at his/her own expense, as well as the right to present evidence and witnesses at said hearing. Due process hearings are held with the building Principal. Advanced notice must be given to the Principal if a student will be represented so that arrangements can be made to have school counsel present. In the event that students bring counsel to the hearing without notifying the Principal in advance, the hearing will be postponed. Students who are expelled from school by the Principal have the right to a hearing before the Superintendent of Schools.

CONSEQUENCES MAY INCLUDE:

Verbal warning, restatement of the broken rule, and possible loss of privilege.

Verbal or written apology, or making amends.

Time out with student restatement of broken rule, student makes plan for better choice, and possible loss of privilege.

Time out with student writing, drawing or restating the problem, and possible loss of privilege.

Parent may be notified of the consequence.

A serious offense or cumulative pattern of negative behavior will result in principal intervention, a phone call home, and appropriate disciplinary action. This action may include temporary removal from the instructional area, loss of a privilege, before-school or after-school detention, suspension, or expulsion.

See page 50 to review Student Discipline

BILL of RIGHTS

We have the right to be happy and to be treated with respect in these schools.

This means that we have a right:

- to be treated fairly, regardless of the color of our skin, our size, or whether we are a boy or a girl.
- not to be teased for being different or thinking differently.
- not to hear bad language or name-calling.
- to be included in activities.

We have a right to learn and express ourselves in this school. This means that we have a right:

- to learn without being interrupted or distracted by other's behavior.
- to listen to others and have others listen to us.
- to be able to say what we believe but not to be hurtful to others.
- to learn at our own level and pace.
- to be appreciated for our efforts.

We have a right to feel safe in this school. This means that we have a right:

- not to be hit, pushed, or hurt in any way.
- not to be threatened, harassed, or bullied.

We have a right to privacy and to respect each other's space. This means that we have a right:

- to have our backpacks, cubbies, and desks be private [unless there is reasonable cause for a search of these items to be conducted].
- to touch only our own things unless we have permission.
- to take care of school property and our own property.

PARTNERSHIP PLEDGE

We have received and reviewed the Brewster Elementary Schools' Bill of Rights and Behavior Code.

We recognize that greater learning opportunities take place in a positive and disciplined school environment.

We acknowledge our role as important members of the Brewster Elementary School community.

We understand that it is our responsibility to work within the guidelines of the Behavior Code.

We pledge to work as partners to ensure successful participation in all school related activities.

Teacher _____

Parent/Guardian _____

Student _____

Date _____

Buddies Not Bullies - *Remember: "A bully is not who you are, it's how you act."*

Children need a worry-free environment in order to do their very best in school. The learning of appropriate social skills is a vital part of the educational process. As per Massachusetts General Laws, bullying behavior is defined as the repeated use by one or more students of written, verbal or electronic expression or a physical act or gesture, or any combination thereof, directed at a target that has the effect of:

- ❖ Causing physical or emotional harm, or of damage to his/her property
- ❖ Placing a target in reasonable fear of harm or of damage to his/her property
- ❖ Creating an unwelcome or hostile environment at school for another person
- ❖ Infringing on the rights of another person at school, or
- ❖ Materially or substantially disrupting the educational process or the orderly operation of a school

Together, with wonderful support from parents, we help our children learn that it is important to work and learn respectfully in our school community. Brewster Elementary Schools' staff will teach students to recognize bullying behavior and to take appropriate actions, as required by law, when it occurs.

Complaints of bullying behavior will be taken seriously and responded to in a consistent manner. If students' actions violate the law, the police will be notified. In addition, if incidents are determined to involve bullying or harassment, a safety plan will be developed for the target(s) and a conduct plan will be developed for the aggressor(s). Parents will be notified of incidents involving bullying or harassment and we will work collaboratively to guide and teach children appropriate social skills to prevent further incidents from occurring.

Bullying Prevention and Intervention-SEE NAUSET DISTRICT POLICIES

Bus Policy (please also see Behavior Code/Bus Responsibilities)

Buses stop at established stops determined by Cape Cod Collaborative. Children are not permitted to ride a bus other than the one to which they are assigned, except for child care purposes. (Changing buses for meetings, appointments, parties, or visiting friends is not permitted.) Parents should file a "Letter of Intent" with the office for children who regularly disembark at a different location after school. If a child gets on the wrong bus, the driver will notify the school, and the child will be brought back to the office and the parent called.

The Nauset Regional School District has approved the installation of audio and video recording equipment on busses owned and operated by Cape Cod Collaborative to assist in student behavior management and to enable drivers to concentrate their attention on the complexities of vehicular traffic, road conditions and safe driving procedures. Behavior infractions will be reported to school on a Bus Behavior Report form. When appropriate, discipline will be assigned and the form sent home for parent signature. Continual misbehavior on the bus will result in a bus suspension or other consequence as outlined in the Code of Conduct. The safety of the students is the responsibility of the parents up to the time that they enter the school bus in the morning and after departure from the school bus at the end of the school day.

*If at any time, parents are unable to meet students off the bus, please establish a contingency plan with a neighbor or a relative to meet the bus in the afternoon. Kindergarten and first grade students will be brought back to school if a parent or adult is not at the bus stop in the afternoon.

Cell Phones

Cell phone use is not permitted in school. If a cell phone is brought to school, it must remain off and secured in a backpack. The school does not assume responsibility for electronic devices.

Change of Address/Moving

Are you moving? Please notify the office at least two weeks in advance to request a transfer or update information for the school offices.

Character Education

The foundation for good character is added to the academic building blocks for students. Students are reminded that living by the Golden Rule is very important: treat others the way you would want to be treated yourself. Students at both Stony Brook and Eddy Elementary School meet once each month to learn and discuss the aspects of good character including: trustworthiness, respect, responsibility, fairness, caring, courage, citizenship, and more. Our theme-related program provides practical suggestions and daily reminders of what good character means and how to put it into practice. The learning of appropriate social skills is a vital part of the educational process. Together, with wonderful support from parents, we help our children learn that it is important to work and learn respectfully in our school community. We hope a love of lifelong learning, as well as a commitment to good character, is established in these elementary school years.

Complaints

Should a parent or other citizen become dissatisfied with the action of a teacher, administrator, or other school district employee, there is a recommended course of action to follow. The School Committee intends that all parties to a complaint be treated fairly and impartially. First, try to resolve the complaint directly with the employee on an informal basis. Following the employee/parent discussion, persons can bring the issue to the Principal followed by the Superintendent of Schools, and lastly to the School Committee. See Nauset District Policies.

Custodial Parents

Custodial parents should inform the school of any changes in custody, especially court restraining orders. Non-custodial parents requesting information for a student should provide the child's teacher with self-addressed, stamped envelopes for periodically mailing information - OR - the child's teacher can be directed to collect information to be transported with the student to the non-custodial parent. This information can also be picked up at the office by the non-custodial parent barring legal restrictions. See Nauset District Policies

Discipline - See Nauset District Policies

Discipline of students with special needs procedures

All Students are expected to meet the requirements for behavior as set forth in the student handbook unless there has been a specific determination otherwise. Federal and state laws require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is implemented under an Individualized Education Plan (IEP) or a 504 Plan. The IEP or 504 Plan for each special needs student will indicate whether or not the student can meet the general attendance and discipline codes or if the student needs accommodations or modifications of such. School personnel may consider any unique circumstances on a case-by-case when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The following requirements apply to the discipline of special needs students:

- The principal or designee will notify the Special Education Office that a special needs student may be subject to a suspension from school and a record will be kept of such notices.
- 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.
- Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team will develop or review a functional behavioral assessment of the student's behavior to modify a behavior intervention plan or develop an assessment plan and to identify appropriate alternative educational settings. The Team will convene to determine whether the student's misconduct 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 school's failure to implement the student's IEP or a 504 Plan.
- 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).
- If the Team determines that the student's misconduct is NOT a manifestation of his/her disability, then the school may suspend or expel the student consistent with policies applied to any student without disabilities, except that the school must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.
- Regardless of the manifestation determination, the school 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.

The school will provide written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the interim alternative placement, unless the parent and school agree otherwise.

Procedural requirements applied to students not yet determined to be eligible for special education

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student 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 district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

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

State Requirements

Federal Requirements

34 CFR 300.534

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. When a suspension constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP—"a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer:
 - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
 - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days
 - a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
 - b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.

Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.
5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.
6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the

decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

State Requirements

Federal Requirements

34 CFR 300.530-537

For a discipline flow chart, see http://www.doe.mass.edu/sped/IDEA2004/spr_meetings/disc_chart.doc.

IDEA's discipline procedures. They are found in the final regulations for Part B of IDEA from §§300.530 through 300.536. SEA refers to state education agency. LEA refers to school district.

Discipline Procedures for all students with disabilities

§ 300.530 Authority of school personnel.

(a) **Case-by-case determination.** School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of this section, is appropriate for a child with a disability who violates a code of student conduct.

(b) **General.** (1) School personnel under this section may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to children without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement under § 300.536).

(2) After a child with a disability has been removed from his or her current placement for 10 school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under paragraph (d) of this section.

(c) **Additional authority.** For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability pursuant to paragraph (e) of this section, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities, except as provided in paragraph (d) of this section.

(d) **Services.** (1) A child with a disability who is removed from the child's current placement pursuant to paragraphs (c), or (g) of this section must—

(i) Continue to receive educational services, as provided in § 300.101(a), so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and

(ii) Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

(2) The services required by paragraph (d)(1), (d)(3), (d)(4), and (d)(5) of this section may be provided in an interim alternative educational setting.

(3) A public agency is only required to provide services during periods of removal to a child with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if it provides services to a child without disabilities who is similarly removed.

(4) After a child with a disability has been removed from his or her current placement for 10 school days in the same school year, if the current removal is for not more than 10 consecutive school days and is not a change of placement under § 300.536, school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed, as provided in § 300.101(a), so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

(5) If the removal is a change of placement under § 300.536, the child's IEP Team determines appropriate services under paragraph (d)(1) of this section.

(e) **Manifestation determination.** (1) Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the LEA, the parent, and relevant members of the child's IEP Team (as determined by the parent and the LEA) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine—

(i) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

(ii) If the conduct in question was the direct result of the LEA's failure to implement the IEP.

(2) The conduct must be determined to be a manifestation of the child's disability if the LEA, the parent, and relevant members of the child's IEP Team determine that a condition in either paragraph (e)(1)(i) or (1)(ii) of this section was met.

(3) If the LEA, the parent, and relevant members of the child's IEP Team determine the condition described in paragraph (e)(1)(ii) of this section was met, the LEA must take immediate steps to remedy those deficiencies.

(f) **Determination that behavior was a manifestation.** If the LEA, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team must—

(1) Either—

(i) Conduct a functional behavioral assessment, unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or

(ii) If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; and

(2) Except as provided in paragraph (g) of this section, return the child to the placement from which the child was removed, unless the parent and the LEA agree to a change of placement as part of the modification of the behavioral intervention plan.

(g) **Special circumstances.** School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, if the child—

(1) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of an SEA or an LEA;

(2) 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 under the jurisdiction of an SEA or an LEA; or

(3) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an SEA or an LEA.

(h) **Notification.** On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must notify the parents of that decision, and provide the parents the procedural safeguards notice described in § 300.504.

(i) **Definitions.** For purposes of this section, the following definitions apply:

(1) **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)).

(2) **Illegal drug** means a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.

(3) **Serious bodily injury** has the meaning given the term “serious bodily injury” under paragraph (3) of subsection (h) of section 1365 of title 18, United States Code.[1]

(4) **Weapon** has the meaning given the term “dangerous weapon” under paragraph (2) of the first subsection (g) of section 930 of title 18, United States Code. [2]

(Authority: 20 U.S.C. 1415(k)(1) and (7))

§ 300.531 Determination of setting.

The child’s IEP Team determines the interim alternative educational setting for services under § 300.530(c), (d)(5), and (g).

(Authority: 20 U.S.C. 1415(k)(2))

§ 300.532 Appeal.

(a) **General.** The parent of a child with a disability who disagrees with any decision regarding placement under §§ 300.530 and 300.531, or the manifestation determination under § 300.530(e), or an LEA that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by requesting a hearing. The hearing is requested by filing a complaint pursuant to §§ 300.507 and 300.508(a) and (b).

(b) **Authority of hearing officer.** (1) A hearing officer under § 300.511 hears, and makes a determination regarding an appeal under paragraph (a) of this section.

(2) In making the determination under paragraph (b)(1) of this section, the hearing officer may—

(i) Return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of § 300.530 or that the child's behavior was a manifestation of the child's disability; or

(ii) Order a change of placement of the child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

(3) The procedures under paragraphs (a) and (b)(1) and (2) of this section may be repeated, if the LEA believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.

(c) **Expedited due process hearing.** (1) Whenever a hearing is requested under paragraph (a) of this section, the parents or the LEA involved in the dispute must have an opportunity for an impartial due process hearing consistent with the requirements of §§ 300.507 and 300.508(a) through (c) and §§ 300.510 through 300.514, except as provided in paragraph (c)(2) through (4) of this section.

(2) The SEA or LEA is responsible for arranging the expedited due process hearing, which must occur within 20 school days of the date the complaint requesting the hearing is filed. The hearing officer must make a determination within 10 school days after the hearing.

(3) Unless the parents and LEA agree in writing to waive the resolution meeting described in paragraph (c)(3)(i) of this section, or agree to use the mediation process described in § 300.506—

(i) A resolution meeting must occur within seven days of receiving notice of the due process complaint; and

(ii) The due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of the receipt of the due process complaint.

(4) A State may establish different State-imposed procedural rules for expedited due process hearings conducted under this section than it has established for other due process hearings, but, except for the timelines as modified in paragraph (c)(3) of this section, the State must ensure that the requirements in §§ 300.510 through 300.514 are met.

(5) The decisions on expedited due process hearings are appealable consistent with § 300.514.

(Authority: 20 U.S.C. 1415(k)(3) and (4)(B), 1415(f)(1)(A))

§ 300.533 Placement during appeals.

When an appeal under § 300.532 has been made by either the parent or the LEA, the child must remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period specified in §A300.530(c) or (g), whichever occurs first, unless the parent and the SEA or LEA agree otherwise.

(Authority: 20 U.S.C. 1415(k)(4)(A))

§ 300.534 Protections for children not determined eligible for special education and related services.

(a) **General.** A child who has not been determined to be eligible for special education and related services under this part and who has engaged in behavior that violated a code of student conduct, may assert any of the protections provided for in this part if the public agency had knowledge (as determined in accordance with paragraph (b) of this section) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

(b) **Basis of knowledge.** A public agency must be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred—

(1) The parent of the child expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;

(2) The parent of the child requested an evaluation of the child pursuant to §§ 300.300 through 300.311; or

(3) The teacher of the child, or other personnel of the LEA, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education of the agency or to other supervisory personnel of the agency.

(c) **Exception.** A public agency would not be deemed to have knowledge under paragraph (b) of this section if—

(1) The parent of the child—

(i) Has not allowed an evaluation of the child pursuant to §§ 300.300 through 300.311; or

(ii) Has refused services under this part; or

(2) The child has been evaluated in accordance with §§ 300.300 through 300.311 and determined to not be a child with a disability under this part.

(d) **Conditions that apply if no basis of knowledge.** (1) If a public agency does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors consistent with paragraph (d)(2) of this section.

(2)(i) If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under § 300.530, the evaluation must be conducted in an expedited manner.

(ii) Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

(iii) If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of §§ 300.530 through 300.536 and section 612(a)(1)(A) of the Act.

(Authority: 20 U.S.C. 1415(k)(5))

Child Requiring Assistance (CRA)

Child Requiring Assistance (CRA), Chapter 240 of the Acts of 2012 formerly known as child in Need of Assistance (CHINS). The purpose of this law is to shift the focus away from punishment to instead emphasize prevention and a holistic, community-based service. Under the new law, an application of assistance may be filed on a child between the ages of 6 and 18, for the four traditional categories of student truancy: stubborn, truant, school offender and runaway. The categories are defined as a child who repeatedly:

1. Fails to obey the lawful and reasonable commands of a parent, guardian, or custodian, thereby interfering with their ability to care and protect the child;

2. Willfully fails to attend school for more than 8 days in a quarter when not otherwise excused from attendance in accordance with lawful and reasonable school regulation;
3. Fails to obey lawful and reasonable school regulations; and/or
4. Runs away from home.

If your child is approaching 8 days of unexcused absences in one quarter, school staff will contact you to set up a meeting with school personnel and may include community representatives.

Dismissal

For student safety, it is important for parents to keep their child's after-school schedules consistent. Changing after school day care, day to day or week to week, creates anxiety in students and places unrealistic responsibility on staff at dismissal time where already heightened activity requires vigilance and extra attention. We understand that emergencies do exist and it is with this understanding that we take last minute phone requests for changes in student dismissals. However, changes should be the exception and not the rule. Changes in the regular dismissal schedule should be arranged the night before and accompanied to school with a note to the teacher. If it is necessary to phone school to arrange a change, please do so before 11:00 AM. Calling at the end of the day makes it difficult to insure the message gets to the teacher and bus duty staff. The school office closes promptly at 3:00pm. Parents, or persons authorized by parents in writing, may sign out children at dismissal. The main office is located in the lobby area in each building. The secretaries are responsible for manning walkie-talkie's, answering telephones, corresponding with the bus company and accessing the intercom system. These tasks become difficult when parents remain in the building after signing their child(ren) out. Additionally, students are eager to get their after school play underway. Children should continue to follow school rules while in the building, i.e., use indoor voices, stay with an adult and use walking feet when exiting the building.

Stony Brook Dismissal:

Parents should arrive to pick up their child(ren) at 2:00pm. Students will be called to the cafeteria shortly before 2:00pm to be picked up. Please wait for your students in the lobby. The cafeteria doors will open once all students getting picked up have arrived. Students may be signed out once the cafeteria doors have been opened at an alphabetically designated table. Students will be dismissed only after they have been signed out. Please wait until your child arrives to sign them out, as we want to be sure the connection has been made. Students will be instructed to remain seated until they receive a signal from a staff that they have been signed out. Does the office know you're picking up your child? Only students whose parents have previously informed the office will be sent to the cafeteria for pick up. All others will be dismissed to their bus. Always have identification readily accessible when picking up your child.

Eddy Dismissal:

Parents, or persons authorized by parents in writing, may pick up children at 2:00 pm in the lobby for dismissal as long as a note has been sent in with your child in the morning. Students will be called to the cafeteria to be picked up at 2:00pm. Please wait for your students in front of the purple table. Students may be signed out as they approach the purple table. Students will be dismissed only after they have been signed out. Please wait until your child arrives to sign them out, as we want to be sure the connection has been made. Does the office know you are picking up your child? Only students whose parents have previously informed the office by means of a note in the morning will be sent to the cafeteria for pick up. All others will be dismissed to their bus.

Emergency Dismissal:

In the event of early dismissal or delayed opening, a Blackboard Connect call will be sent out to each family's identified primary phone number. **Please be sure we have the number you want called.** In the instance of severe storms, heating failure, etc., requiring early dismissal, parents should have a plan for their student as to what to do if no one is at home (going to a neighbor or where to find a house key). These TV/radio stations will announce closure or emergency dismissal:

WCOD - 106.1 FM	WQRC - 99.9 FM
WXTK - 95.1 FM	WOCN - 104
WCIB-101.9 FM	WFCC - 107.5
WRZE-96.3 FM	WKE 103.9
WPXC - 102.9 FM	WBZ - Channel 4
WGTZ-102	WFXT - Fox 25

Dress

- Sneakers must be worn for indoor physical education activities.
- To maximize physical fitness opportunities and for student safety, sneakers, not sandals or flip flops, should be worn for recess.
- An old shirt or apron is recommended for (especially primary grades) art activities.
- Children need to be dressed warmly enough in cold weather and when snow is on the ground, i.e. hat, gloves, boots, as they go out to recess each day, weather permitting. When there is snow on the ground during recess, boots are required.
- Please mark outer clothing and personal property with your child's name!

Dress Code

We encourage all members of our school community to adhere to a dress code that maintains our strong educational goals and primary school environment. Staff members should dress in a manner becoming their profession and reflecting their position as role models for all students. Parents are asked to send their children to school dressed to help reinforce school community values, promote positive school discipline, and provide a school setting that reflects important educational responsibilities. Clothing should not advertise alcohol or tobacco products or display offensive messages. Low cut tops, tank tops, low riding pants, very short shorts, skirts or any clothing exposing undergarments or midriffs, should be restricted to at-home wear. Clothing that causes a distraction to the learning environment is prohibited and students will be asked to change their clothing or parents will be contacted for a change of clothing as needed. Sunglasses, headgear, heavy chains or items posing a threat to safety of the child or others should not be worn in school. Sneakers with wheels, balls or spinning mechanisms are also not allowed.

Concerns related to the School Dress Code will be addressed on an individual basis.

Ethics

In compliance with the Massachusetts State Ethics Commission, school staff may not accept gifts and gratuities that have a value of \$50 or greater.

Extended Vacation/Make-Up Work

Families are strongly encouraged to take vacations during the regularly scheduled school vacation and holiday periods as any school day that a student misses due to a vacation is considered an unexcused absence. Each grade level has curriculum mandated by state standards that students are expected to learn and understand. Introduction to new material occurs daily and many hands-on, interactive teaching methods make it difficult, if not impossible to fully make-up what has been missed.

In the event that a vacation during the school year cannot be avoided, the student will be able to make-up any essential work and/or tests that he/she has missed *upon return*. **We do not provide extended work ahead of time for students to take on vacation periods.** Lessons change on a daily basis based upon student performance. We do recommend that students read each day and keep a small journal while on vacation. Missing sizeable periods of instruction may result in additional homework assignments upon return from a vacation in order to make-up what has been missed.

Home assignments for pupils who are ill may be provided, allowing sufficient time for the teacher to gather the materials. When a child is ill for several days you may wish to contact the teacher to ask for home assignments if the child is able to work.

Pupils, because of prolonged illness or injury, who are advised by their physician that an extended absence from school is anticipated, are eligible for home-school instruction. Requests should be made to the Principal who will advise parents of options available and of the medical information required. There is no cost to the parents for approved service of this nature.

Fundraising Activities

Fundraising for school-related activities occur at regular intervals, particularly for Brewster PTO, our combined parent group. However, door-to-door solicitations by the children are not permitted for safety reasons. Many individuals and organizations have raised funds for worthwhile purposes over the years. The staff appreciates their good work. But fundraising involving the school done by individuals and organizations will not be approved if there is any manner of commercial endorsement involved - stated or implied.

Health Regulations and Services (also see Administration of Medication, Field Trips, Emergency Treatment Costs - Nauset's Policy)

Any medication that your child might need to take during school hours needs to be brought to the school by a parent/guardian with the physician's orders.

Physical Examinations - Massachusetts State Law requires that all students entering school or within the first six months of the start of school, and in grades 4, 7, and 11, will have a physical examination. Lead screening is required for children entering kindergarten and transferring from out of state.

Body Mass Index (BMI)

All Massachusetts public schools will continue BMI screenings for students in grades 1, 4, 7, and 10. In the Nauset Public Schools, we address our children's health and wellness with a comprehensive approach that includes health screenings and initiatives. The school nurse will supervise your child's screening and

will make sure your child's privacy is respected at all times. The results are strictly confidential and will be kept in your child's school health record. For additional information you may access the state's resources at www.mass.gov/massinmotion/. You have the right to waive your child's BMI screening at school by submitting a written request to your school nurse.

School Immunization Law, Chapter 76, Section 15

"No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate, that the child has been successfully immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps, and rubella." Requirements for Kindergarten also include immunizations against Hepatitis B and Chicken pox (or physician-documented history of disease). NOTE: Children exempt from physical examination and immunizations reasons must present a statement signed by the parent or guardian upon entrance.

Fluoride Treatment - Sodium fluoride rinses are provided for grade 1 -5 only, with parental permission.

Head Lice - Children found with live head lice or children found with nits that have had no current treatment will be dismissed at the nurse's discretion to parents/guardians for treatment. Head lice are not associated with infectious disease; therefore, students will not be excluded from school after the appropriate lice treatment.

The School Nurse will determine evidence of treatment prior to the child returning to the classroom. The child may be readmitted to school even if some nits are noted. Further monitoring of the child for signs of re-infestation by the School Nurse will be done as needed. Parents will receive education regarding the prevention, early detection, and treatment of head lice.

Physical Education Excuses - Physical education and outdoor recess periods are part of the normal school day. Unless children have a valid medical reason from a physician or school nurse, they are expected to participate in all activities. If a physician's excuse is not submitted, parents wishing to have their children excused are asked to write a note or call the school nurse.

Records - Health records are kept by the school nurse. Please notify the nurse of illness, surgery, immunizations, booster shots, etc.

Screenings - Vision, hearing, height, and weight of all children are checked annually by the school nurse. In fifth grade postural screening occurs. Any indications of health problems in these or other routine examinations are reported to the parents.

Health Curriculum (see also Parent Notification of Sex Education - Nauset's Policy)

The Parental Notification Law (General Laws Chapter 71, Section 32A) passed in 1996, requires school departments to notify parents/guardians in writing of the courses and curriculum offered that primarily involve human sexual education or human sexuality issues. The Nauset Regional School District and Union No. 54 School Committees will provide this notification prior to its implementation by sending home an overview of the health education curriculum.

Health Suggestions

Please keep your child at home for sore throat, nausea, diarrhea, chills, skin rash, inflamed eyes, discharging ear, vomiting, earache, coughing or fever. If your child vomited or had a fever during the night, please do not send your child to school the following day.

School health policy reminds you that if your children are ill enough to remain indoors for recess, they are generally too ill to be in school and should remain at home until their symptoms disappear as colds and some illnesses spread easily among young children.

Homework

Homework is any task assigned to students during the school day, which is to be completed outside of the regular class time. We believe that homework in every grade improves student learning by providing needed practice. Homework can foster student initiative, independence, organizational skills and responsibility. It can reinforce, supplement and improve student learning as well as enhance the relationship between school and home. The parent's role in observing and reinforcing concepts and skills can assist and improve learning, making homework a positive experience for children. Issues with homework concepts or the length of time students spend on homework should be addressed with individual teachers. Classroom teachers will communicate any areas of concern to parents.

Homework Time Guidelines

The following homework times are approximate for families. If your child has difficulty completing homework within these guidelines, please contact his/her teacher.

Grade K-2

The foundation for homework will be established in kindergarten, grade 1 and grade 2. Homework, once introduced, will be assigned a minimum of two evenings per week, Monday through Thursday. Long-term projects may also be assigned over a longer period of time. As students develop their reading skills in the early K-2 years, nightly reading may include time that the child is read aloud to by an adult and/or the amount of time the child spends enjoying picture books. The average daily guidelines:

- Kindergarten: 5-10 minutes per night plus 10 minutes of reading
- Grade 1: 10-15 minutes per night plus 20 minutes of reading
- Grade 2: 20-25 minutes per night plus 20 minutes of reading

Grades 3-5

Homework will be assigned a minimum of three evenings per week, Monday through Thursday. Long-term projects may also be assigned over a longer period of time. The average daily guidelines:

- Grade 3: 30-35 minutes per night plus 20 minutes of reading
- Grade 4: 40-45 minutes per night plus 20 minutes of reading
- Grade 5: 50-55 minutes per night plus 20 minutes of reading

Internet Policy - Brewster Schools (see Acceptable Use/Nauset Policy on Nauset Website)

For a student to use the Nauset Public Schools Internet connection, a copy of the policy sent home must be read and the contract signed by the student and a parent or guardian. Please print out the contract which follows, sign it and return it to the appropriate school with your student.

Internet Access The Nauset Public Schools provides access to the Internet. The Nauset Public Schools strongly believes in the educational value of electronic services and recognizes the potential to support

the curriculum and student learning by facilitating resource sharing, innovation, and communication. The Nauset Public Schools will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experience with the information network, but there is no system in place to totally restrict student access. Please discuss the following use guidelines with your child and sign where indicated. You and your child's signature will indicate acknowledgement and understanding of these services. As a user of this network, your child will be expected to abide by the generally accepted rules of network etiquette.

Student Internet Access The Web is a global database system providing access to information from around the world. Students have access to Internet information resources and the local network through their classroom, library media center, or school computer lab. There is an Internet protection and a network security system in place, but these systems are not intended to replace appropriate student use and supervision by the classroom teacher.

E-mail is an electronic mail system, which allows students to communicate one-to-one with people throughout the world. Email accounts have been assigned to each classroom and teacher and will be assigned to a homeroom itself if needed for use in a group project.

Unacceptable Uses The following uses of the Nauset network are considered unacceptable:

- 1. Personal Safety and Personal Privacy.** You will not provide personal contact information about yourself. Personal contact information includes your home address, telephone number, school address, etc. This information may not be provided to an individual, organization, or company, including Web sites that solicit personal information. You will not agree to meet with someone you have met online. You will promptly disclose to your teacher or other school employee any message you receive or Web site you encounter that is inappropriate or makes you feel uncomfortable.
- 2. Email, Chat and Instant Messaging.** Users of the Nauset networks are not permitted to use commercial Web-based mail (Hotmail, Yahoo, etc.) on any school computer, or any type of instant messaging including, but not limited to, AOL, Instant Messenger, MSN Messenger, and ICQ. Students are not permitted in online Web-based chat rooms (such as TalkCity) unless it is part of a collaborative sharing project under the direct supervision of a teacher, and are prohibited from using IRC chat programs on any school computer.
- 3. Illegal Activities.** You will not attempt to gain unauthorized access to the network or to any other computer system through the system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the Nauset network to engage in any other inappropriate act such as threatening the safety of another person, etc.
- 4. System Security.** You are responsible for any file space you have on the network or classroom computer and must take all reasonable precautions to prevent others from being able to access your data. Under no condition should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. No computer software or shareware may be downloaded or installed onto school machines at any time. If a diskette of data is brought in from home, you will

make every attempt to scan it for viruses before use. Adding a password to a computer file is prohibited.

5. **Respecting Resource Limits.** You will use the system only for educational and classroom activities. This includes guided searching as assigned by a teacher or staff member, and does not extend to using the Internet for personal recreation. Streaming video and audio for recreation purposes will not be allowed. This includes radio station, feeds, movie trailers, etc.
6. **Copyright and Plagiarism.** You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
7. **Inappropriate Access to Material.** You will not use the Nauset network to access material that is designated for adults only or is profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people.

If you mistakenly access inappropriate information, you should immediately inform your teacher. This will protect you against a claim that you have intentionally violated the Internet and Network Use Guidelines. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The Nauset Public Schools fully expects that you will follow your parent's instructions in this matter.

Disciplinary Actions

You should expect only limited privacy in the contents of your personal files or record of Web research activities on the Nauset network. Routine maintenance and monitoring of the network traffic may lead to discovery that you have violated this Policy, the Nauset Public Schools disciplinary code, or the law. The District will cooperate fully with local state, or federal officials in any investigation related to any illegal activities conducted through the Nauset network. In the event there is a claim that you have violated this Policy or the Nauset Public Schools disciplinary code in your use of the Nauset network, your parents and you will be provided with notice and opportunity to be heard in the manner set forth in the Nauset Public Schools disciplinary code.

Limitation of Liability

The Nauset Public Schools makes no guarantee that the functions or the services provided by or through the Nauset Public Schools system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The Nauset Public Schools is not responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

Grade K-5 Student Computer & Network Use Agreement

- I agree to respect the school's computer hardware and software. I will treat equipment and software like it was my own.
- I will report to my teacher if I see someone hurting the hardware of software.
- I agree to use the Internet at school only to find information for a school project.
- I agree that I will not use any instant messaging or e-mail software on a school computer.
- I agree I will send, receive, and display only information that is polite, good, and respectful to all people.
- I agree to respect authors and artists who put their work on the Internet. I will not change work that is not my own.
- I will not use words, graphics or information from the Internet and present the information as my own work. I will give credit to the authors and artists for their work.
- I agree to respect my privilege of using the Internet by keeping my account name and password private.
- I agree **never** to use my whole name, home address, or telephone number on the Internet.
- I agree **never** to sign up for anything over the Internet without my parent/guardian's approval.
- I agree to tell my teacher if I locate a place on the Internet that makes me feel uncomfortable.
- I understand using the network and the Internet at school is a privilege, not a right.
- I understand I will lose my privilege to use the network and the Internet if I break any of these agreements.

I have read this *Grade K-5 Student Computer and Network Use Agreement* with my parent or guardian.

My name: (Student Signature) _____

Print your name: _____

Parent/guardian's signature: _____

Parent/guardian's name: _____

Today's date: _____

Grade: _____ **Teacher:** _____



Insurance - See Nauset District Policies

Lost and Found

The Stony Brook lost and found is located in the Cafeteria and Eddy lost and found is in the corridor by the main office. Please check Lost and Found regularly as we accumulate many items. Unclaimed items are donated to a local charity prior to the December vacation and at the end of the school year. Be sure to label all of your children's clothing, backpacks, and lunch boxes.

Lunch Program

Hot lunches are served daily and include milk (\$3.00*). Milk may be purchased separately by those students who bring a lunch (50 cents*). The purchase of lunch tickets is encouraged (detailed information available at the school office) to avoid lost or forgotten lunch money. A Point-of-Sale [POS] system to purchase school lunches may be installed during this school year. Benefits of this system include adding money to your child's account online and reviewing purchases that are made. No child is ever denied lunch for lack of money, whether they have lost or forgotten it. However, funds for borrowing are limited and we encourage prompt repayment. Menus for the month are posted in each classroom, and a monthly menu is provided on the Nauset website (hard copies are sent upon written request). Breakfast is available before school at Stony Brook and Eddy Elementary for \$1.50*. An a la carte menu for 50 cents* an item is available. *Prices are subject to change.

Free or reduced price lunches are available to families who qualify. Families who do not qualify in September may qualify later in the year as circumstances change. All applications are kept strictly confidential and are available throughout the year at the school office. We encourage families who qualify to apply as participation helps us receive greater federal reimbursement.

Observation in the Classroom

We do not encourage parents to observe in classrooms as a means of evaluating their children's progress because it is often disruptive to the lesson and may bridge confidentiality issues with other children in the room. Additionally, when a parent or outside visitor is in the classroom, it changes the dynamics of the classroom learning environment and learning can be compromised. However, there are exceptions where observation may be appropriate. Please contact the school principal in writing should you wish to consider this option. An Observation Form must be filled out prior to meeting with the principal and will be used to determine whether the observation is granted.

Parking, Drop-Off, Pick Up Areas -no student drop off before 7:30am(unless assigned to morning programs)

Signs are posted and the roads are marked regarding bus and car entrances to the parking lot. Please park in the parking areas designated for visitors and observe the areas marked "No Parking". Please do not park, stand in or stay long in this area as it becomes quite congested at arrival times and is not a parking area at dismissal. **SAFETY, SAFETY, SAFETY is our primary concern... for everyone!** Parents, or persons authorized by parents in writing, may pick up children at 2:00 pm at designated areas in each school for dismissal. All students must be signed out - please see "Dismissal".

Parties

Birthday celebrations will focus on recognizing each child as special and important. Teachers and classmates will recognize students in the classroom in imaginative ways. The celebrations will be NON-FOOD. We ask your cooperation in making our schools safe and healthy places for all. Invitations to private parties should not be distributed at school out of consideration for students not invited. As a matter of policy the school cannot release addresses or telephone numbers for any purpose. The Brewster PTO annually provides a voluntary Student/Family Directory. Look for information at the beginning of the school year.

Pets

On occasion a student will request permission to bring their pet to school for sharing or as part of a special report. While the request may at first appear reasonable, other students or teachers may not be able to tolerate animals due to allergies or being frightened of certain animals. The State of Massachusetts also has restrictions regarding particular animal species. Therefore, in the interest of all, animals are not allowed in our building with the exception of Assistance Animals for students, parents, or guests in need of such assistance.

Progress Reports, Parent Conferences and Standardized Testing

Progress Reports are issued during the months of November, March and at the end of the school year. Two early dismissals for conferences (11:30am-2:30pm) and two evenings (4:30-8pm) are provided during the year:

November 30th, Early Dismissal @11:00am ~ NO BREAKFAST or LUNCH is SERVED

November 29th, 4:30-8pm Evening Conferences

March 15th, Early Dismissal @11:00am ~ NO BREAKFAST or LUNCH is SERVED

March 14th, 4:30-8pm Evening Conferences

Standardized Testing

<u>Grade</u>	<u>Test</u>	<u>Purpose</u>	<u>Time</u>
Preschool	Early Screening Inventory	Screening	Winter
Kindergarten	Screening Inventory	Screening	May/June
Grades 3,4,5	MCAS*	Assessment	March/May

*Massachusetts Comprehensive Assessment System

Publication of Student Photos for School Events

From time to time there are opportunities for publicity of an event here at Stony Brook or Eddy Elementary School by the local newspapers and includes the photographing of students. In order for children's photos to be published, parental permission is needed. The annual student information gathered at the beginning of each school year includes that request for your permission.

Residence

Any student registered to attend a Brewster Elementary School must reside within the town lines of Brewster. Proof of residency from the parents/guardians who are Town of Brewster residents will be required.

Snacks (see also Wellness - Nauset's Policy)

In keeping with our Wellness Policy, healthy snacks are encouraged each day. You will be notified prior to the start of the school year if your child has been placed in a peanut-free classroom, at which time a snack list will be provided. Water bottles and juice are permitted at snack times only.

Solicitation/Publicizing of Non-School Activities

The sales of cookies, chances, tickets and similar solicitations cannot be permitted within the school. Publicity handouts can be distributed if they have been approved by the Superintendent of Schools. They must be consistent with the policies established by the School Committee relative to their distribution. Approved handouts should be brought to the office in pre-counted groups of 20 and will be distributed within a reasonable time as determined by the school office.

Sports Equipment/Toys

Children are not permitted to bring electronic toys, stuffed animals, dolls, trading cards, sports equipment, musical instruments, cell phones, skateboards or sleds to school unless specifically requested by a teacher. Items are prohibited if their use at school creates a distraction or safety hazard. The school will not be responsible if valuable equipment/toys are lost or stolen. The good judgment of parents is the best guideline and we seek your cooperation.

Student Searches (see Nauset Policy 5131.7 available on the Nauset website)

Nauset Regional School District and School Union #54 reserve the right to conduct a search whenever school officials have reasonable suspicion that the search will reveal evidence that a student has violated or is violating a state law or school rule. This statement is intended to serve as notice of the School Department's right and intent to conduct searches when it is deemed reasonable.

STUDENT SERVICES

GUIDANCE

Guidance services are available to parents concerned about their children's educational, intellectual, social, or emotional development. Call Missy Carpenter at (508) 896-4545, ext. 6109 at Stony Brook or Barbara Doucette at (508) 896-4531, ext. 104 at Eddy Elementary in the guidance office or speak with your child's teacher.

SPECIAL EDUCATION

This service has been primarily designed to provide children having special needs with help for their educational progress. If you feel that your child, from the age of 3 through 21, is in need of supportive services to benefit from school educational programs, please discuss with your child's teacher, School Psychologists Missy Carpenter or Barbara Doucette, or contact the office of the Director of Student Services, Ann Caretti, 78 Eldredge Parkway, Orleans, 02653 at 508-255-8800, ext. 200.

Student Assistance

Teachers are available one day per week, with the exception of Fridays or any day preceding a non-school day, to provide student assistance. The time of assistance is scheduled outside the school day and varies according to the teacher's schedule.

TITLE I

Title I is a federally funded program designed to provide limited reading and math services, on a most needed basis. Referral for the program requires small group tutorial services in the regular classroom or in a pull-out model. The children receiving Title I services are usually only slightly below grade level. Students leave the program when the parent, classroom teacher and Title I teacher agree that adequate progress has been made.

Nauset Youth Alliance

NYA is a non-profit organization established to serve the children and parents of Stony Brook and Eddy Elementary Schools. The program will provide safe and supervised after school child care for children, ages 5-14. For information, please call Director David Rost @ 508-896-7900.

Tiered System of Support (TSS) at Stony Brook Elementary

Tiered system of support is a multi-tiered system of support. It is our goal to ensure every student is taught at his/her individual learning ability. Some students will receive enrichment, while other students may benefit with extra support in a specific skill. TSS is extension of our curriculum and individualizing instruction. If a student demonstrates a weakness in an academic area, he/she may have the opportunity to participate in an Intervention Program. Unless the intervention is part of the student's I.E.P. under Special Education, it is not necessary to request parent permission. Intervention programs are research-based and are part of Stony Brook Elementary School's commitment to best teaching practices and as such are considered a tool to individualize student instruction.

Visitors

All visitors will be greeted electronically, will need to state their purpose and destination, and admitted to sign in at the office where they will need to show their license and will be given a name badge to wear. Parental visits to a classroom must be pre-arranged with your child's teacher. Cafeteria and playground visits or observations are not permitted.

Volunteers

We welcome your volunteer efforts and ask that you first check with the classroom teacher, librarian, or front office to inquire where we might best use your assistance. Anyone who volunteers with children in any way in the school community needs to have completed a **CORI** form at least one month prior to volunteering. These forms can be obtained in the school offices and must be returned accompanied by a government-issued photo ID, i.e., driver's license or passport. We will be happy to make the copy for you and attach it to your completed form for submission to the Superintendent's Office. A new CORI form must be submitted every three years.

Weapons

No weapons of any kind are allowed in school. Any item that constitutes a weapon will be confiscated and appropriate disciplinary action will be taken. (See Due Process.)

Hard copies of this handbook are available in the school offices upon request.

NAUSET DISTRICT POLICIES ADDENDUM:

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NAUSET PUBLIC SCHOOLS POLICIES FOR PARENTS/STUDENTS

STUDENT ABSENCES AND EXCUSES (File: JH)

The Committees recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. Observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

RESPONSIBLE USE OF TECHNOLOGY – STUDENTS (File: IJNDB)

OVERVIEW

This policy is a use guideline for electronic devices and network services for students in grades 6 to 12.

Students shall follow the guidelines as defined by the technology standard to “Demonstrate the responsible use of technology and an understanding of ethics and safety issues in using electronic media at home, in school, and in society.” These guidelines will be taught in multiple content areas in grades 6, 8 and 9.

The full draft of the technology standards is located at <http://www.doe.mass.edu/odl/student.html>.

Electronic devices include, but are not limited to:

- Beepers/pagers/two-way radios
- Flash drives/USB drives/travel drives, dongles
- PDAs/tablets/iTouch devices
- Cell phones
- MP3 players/iPods

Network Services include, but are not limited to:

- Technology components such as computers, laptops, iPads, tablets, printers, digital cameras, video cameras, video displays, projectors, interactive white boards, document cameras, scanners, copy machines, CD ROM players, and recording devices
- Computer applications
- Network storage
- Internet/Intranet/Extranet and FTP use
- School/Teacher web sites
- Instant Messenger, blogging
- Electronic Mail

PHILOSOPHY

The resources provided are the property of the Nauset Public Schools and are to be used for educational purposes in serving the interests of the Nauset Public Schools, its staff, students, and community members in the course of normal operations. Educational purposes shall be defined as classroom activities, career and professional development and activities related to the individual's public education role and responsibility.

It is the responsibility of every technology user to know these guidelines and to conduct their activities accordingly.

Therefore, the intentions of this Responsible Use Policy are:

- Not to impose restrictions, but rather to protect the Nauset Public Schools staff, students and community from illegal or damaging actions by individuals, either knowingly or unknowingly.
- To be in compliance with all federal, state and local laws.
- Provide data integrity and ensure confidentiality of network resources and electronic devices on the Nauset Public Schools network infrastructure.

INTERNET

The Internet is an electronic network that provides information on a great many subjects. Students can access the Internet from their computers. Once on the Internet, they can go to sites all over the world to obtain information for educational purposes that will help answer questions or solve problems.

Not all information on the Internet is equally reliable or helpful. Students must evaluate the source of information, as well as the information itself, to determine its appropriateness and usefulness. In addition to obtaining research information, students can also talk with other people on the Internet by sending and receiving electronic mail or joining news groups, chat rooms or social networking sites. Therefore, the following guidelines will be followed when using Internet services:

Content Filtering

The Nauset Public Schools uses content filtering technology in compliance with CIPA (Children's Internet Protection Act) on all computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. Nauset Public Schools realizes this fact and takes every effort to monitor online activity.

The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access.

Student Safety

Personal information such as home address, personal phone numbers and/or last name for yourself or any other person should not be posted on blogs, bulletin boards, websites, social networks, podcasts, or any public domain (i.e. class web page or Internet).

Pictures of student groups and/or work may be included on district/ school/ classroom websites without identifying captions. Individual student photos require a parent signature to publish. This form can be found in district forms on our web site.

Cyber-Bullying and Harassment

Nauset Public Schools prohibits cyber-bullying in accordance with M.G.L. c.71 §370 and the district's Bullying Prevention policy (5147).

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying.

Bullying is prohibited:

- On school grounds
- On property immediately adjacent to school grounds
- At school-sponsored or school-related activities

- At functions or programs whether on or off school grounds
- At school bus stops
- On school buses or other vehicles owned, leased or used by the school district, or
- Through the use of technology or an electronic device owned, leased or used by the Nauset Public Schools & Union 54

Email Communications

The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access.

Internet Conduct/Netiquette

Each individual is responsible for all activity that occurs under his or her username, generic login or password. Students may not use the Nauset school computers to go to any Internet/Intranet/Extranet site or sites that contain information that is inappropriate for educational or career purposes.

Additionally, students using school computers must follow commonly accepted rules of Internet/Intranet/Extranet use.

- District Web Site
 - The Nauset Public Schools are committed to providing a safe and respectful school community environment.
- Published email addresses are restricted to staff members or to a general group email address where email is forwarded to a staff member.
- Internet/Intranet/Extranet etiquette ("netiquette")
 - Please refer to the Technology Handbook posted on the school website
- Inappropriate sites
 - Individuals who accidentally reach an inappropriate site must immediately leave the site.
 - Students must report the site to his or her teacher.
 - Staff members will report the site to system administrators.

Plagiarism/Copyright/Licensing

Information obtained from the Internet/Intranet/Extranet will not be plagiarized. Information must be attributed to its source. Individuals may not claim as their own information made available by someone else on the Internet/Intranet/Extranet. This includes all forms of media such as, but not limited to, graphics, music and text. Students must adhere to the copyright laws of the United States.

Blogging

Students must honor copyrights and other legal rights of users who “blog.” Information obtained from “blogs” will not be plagiarized and must be attributed to its source. Individuals may not claim as their own information made available by someone else on a posted blog.

Students will respect the freedom of speech blogging provides and will follow the guidelines identified in Internet Conduct.

Nauset Public Schools is not responsible for any and all blogging comments and shall be held harmless.

Social Networking

Social Networking is an online forum that focuses on social networks or social relations among people who share similar interests and activities. These online forums include such services as Facebook, Twitter and LinkedIn. Access is at the discretion of the classroom teacher and or staff member. Students shall be respectful of their decision.

Podcasting

Content and project specific podcasting sites will be permitted providing the site is managed and monitored by the teacher/staff member for the sole purpose of use within the classroom curriculum.

NETWORK SERVICES

The school computers and network infrastructure are for staff and students to use to go on the Internet/Intranet/Extranet and to store files in a designated network folder. Access to these services is for getting or exchanging information that is relevant for educational purposes. Any other use of Nauset Public School computers and network infrastructure is not acceptable or permissible. In other words, users are not

permitted to use Nauset Public School computers to gain or exchange information that is not specifically for education.

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to:

- Tampering with computer hardware or software
- Software piracy
- Unauthorized entry into computers and files (hacking)
- Knowledgeable vandalism or destruction of equipment
- Deletion of computer files belonging to someone other than oneself
- Uploading or creating of computer viruses
- Distribution of obscene or pornographic materials
- Sexting

Such activities are considered criminal under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised that it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

Examples of Unacceptable Network Conduct

- Downloading inappropriate or non-related educational material to your network/computer folders
- Deleting, altering or plagiarizing materials that do not belong to the individual or that are not contained in that individual's network/computer folder
- Unauthorized access of data, files, or applications that do not belong to the individual or related to an individual's educational needs
- Restricting and or preventing another individual's access to network/computer services
- Destruction, theft and inappropriate alteration of network services and equipment
- Downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project
- Downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws

System Responsibilities

Nauset Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Nauset Public Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet/Intranet/Extranet is at your own risk. Nauset Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on the computer system is a high priority, especially when the system involves many users. If you feel you have identified a security problem on the Internet/Intranet/Extranet, network, or computer you must notify System Administrators.

- Do not demonstrate the problem to other users
- Do not use another individual's account
- Attempts to log on to the network as a system administrator will result in cancellation of user privileges
- Any user identified as a security risk or having a history of problems with other computer systems may be denied a user account

Personal Computers/Laptops/Mobile Phones/Tablets

- Any and all personal devices must be registered with the Technology Department to ensure the system meets the following criteria:
 - Antivirus is current and virus definitions are up to date.
 - Inappropriate material and/or applications will result in the device being confiscated.
- Nauset Public Schools is not liable for any device stolen or damaged at school.

- If a device is stolen or damaged, it will be handled through the Main Office similar to any other personal item.
- The student:
 - Is responsible for the proper care of his or personal device, including cost of repair, replacement or any modifications needed to use the device at school.
 - Will charge personal devices prior to bringing them to school.
 - Will take precautions to preserve battery life during the school day.
- Only the school provided Internet gateway may be accessed via Wi-Fi while in school.
- Personal internet connections via 3G or 4G networks are not permitted.
- The technology must be in silent mode while at school and riding the bus.
- The technology may not be used to cheat on assignments or tests, or for any non-instructional purposes.
- The student may not use the devices to record, transmit or post photos or videos of a person or persons in school without the express permission of the individual.
- The use of technology will be directed by the classroom teacher and the student will comply with all teacher requests to shut down the device.
- The student acknowledges that the school's network filters will be applied to all connections and will not attempt to bypass them.
- The student understands that bringing devices that might infect the network with a virus or program designed to damage or access unauthorized information is a violation of the NPS RUP and will result in disciplinary actions.
- The school reserves the right to inspect a student's personal device if there is a reason to believe that the student has violated the NPS Responsible Use Policy, School Handbook, or has engaged in misconduct while using their personal device.

Privacy

The Nauset Public Schools resources are the property of the Nauset Public Schools and are to be used in conformance with these guidelines. The Nauset Public Schools retains the right to inspect any user's hard drive and the files it contains and/or to monitor and/or inspect any files that users create, any messages they post or receive and any web sites they access.

CONSEQUENCES

Students will abide by the classroom teacher/staff request to the use of any and all technology in their classroom, office or school space. If requested that the device be shut down, the student will abide by that decision or face disciplinary action.

Disciplinary action will be handled in accordance with the applicable provisions of the student handbooks and or the principal's discretion. Violators will be given the appropriate due process. Consequences imposed will be based upon the severity of the violation and can range from loss of access up to and including expulsion. The Nauset Public Schools will cooperate fully with the local, state or federal officials in any investigation concerning any illegal activities conducted through the Nauset Public School system.

MANAGEMENT OF LIFE-THREATENING ALLERGIES (File: EFAB)

Nauset Public Schools (NPS) recognizes that students with life-threatening allergies (LTA) require reasonable accommodations necessary to ensure access to available education and education-related benefits. A 504 Plan may be appropriate in certain situations. It is the policy of NPS that the management of LTA be accomplished in compliance with applicable state and federal guidelines established by the Massachusetts Department of Elementary and Secondary Education, in a document entitled, "Managing Life-Threatening Food Allergies in Schools" and other reliable resources relating to all LTA.

NPS cannot guarantee to provide an allergen-free environment for all students with LTA. The goal is to minimize the risk to students with LTA. The guidelines established include building-based plans, the implementation of LTA action plan and training programs for personnel.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

ANIMALS IN SCHOOL (File: IMG)

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

The Nauset Public Schools is committed to providing a high quality educational program to all students in a safe and healthy environment.

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

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

BULLYING PREVENTION (File: JICFB)

The Nauset Public Schools & Union 54 is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

Definition: "Bullying" is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- (i) causes physical or emotional harm to the victim or damage to the victim's property;
- (ii) places the victim in reasonable fear of harm to himself or damage to his property;
- (iii) creates a hostile environment at school for the victim;
- (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. For the purposes of this section, bullying shall include cyber bullying.

A perpetrator: A student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, who engages in bullying or retaliation.

"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
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Nauset Public Schools & Union 54;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Nauset Public Schools & Union 54 if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

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

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

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

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

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

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed. The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

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

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The Nauset Public Schools & Union 54 shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Nauset Public Schools & Union 54 website www.nausetschools.org

ATHLETIC CONCUSSION POLICY (File: JJIF)

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

STUDENT CONDUCT ON SCHOOL BUSES (File: EEAEC)

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school including bus stops. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

The District reserves the right to use video surveillance of students at our own discretion.

STUDENT DISCIPLINE (File: JIC)

The School Committee 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. Self-discipline is one of the immediate important goals of education and its practice is of great concern to the committee. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

All employees of the schools shall share responsibility, as designated by the principal, for supervising the behavior of students.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students. Discipline should be administered in such a manner that the dignity of the student be maintained. Humiliation of a student will not be tolerated by the school committee or the administration.

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.

The Superintendent shall provide each principal with a copy of the regulations promulgated by DESE and shall have each principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension: Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and

parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – not more than 10 days consecutively or cumulatively

The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. The principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing – Short Term Suspension of up to 10 days. The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation. The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

If the principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal

If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing - A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent. The student or parent shall file a notice of appeal with the superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.

The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The decision of the superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction,

or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

DRUG FREE ENVIRONMENT – STUDENTS (File: JICHA)

Possession, use, manufacture, and sale or distribution of drugs and alcohol or other controlled substances are prohibited by law. The Nauset Public Schools will take all necessary steps to prevent any of the above activities from taking place on school premises or as a part of any of its activities.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

NAUSET PUBLIC SCHOOL DISTRICT E-MAIL (File: IJNDE)

The Nauset School District established and maintains an e-mail system to assist in the conduct of school district business and to facilitate communication for students and staff. The e-mail system provides students and staff with access to related applications. Users of the Nauset e-mail services are expected to act in accordance with the Acceptable Use of Technology Policy and with professional and personal courtesy and conduct. E-mail may not be used for unlawful activities.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

ENGLISH LANGUAGE LEARNERS (File: IHBEA)

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

ENTRANCE AGE (File: JEB)

Entrance age for kindergarten shall be five years on or before August 31 of the school year in which the child shall enter. Entrance age for grade one shall be six years on or before August 31 of the school year in which the child shall enter.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

EQUAL EDUCATIONAL OPPORTUNITIES (File: JB)

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals.

State and federal laws prohibit discrimination in education. In the Nauset Public Schools, we do not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, homelessness, active military/veteran status, ancestry, or national or ethnic origin with regard to admission and in the administration of its educational policies, employment policies, and other administered programs and activities.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

HARASSMENT (File: ACAC)

The Nauset Public Schools are committed to equal employment and education opportunity for all employees and applicants, students, and members of the school community without regard to race, color, religion, sex, national origin, age, sexual orientation, or disability in all aspects of employment and education. The members of the school community include the school committee, administration, staff, students, and volunteers working in the schools, while they work and study subject to school authorities.

The Nauset Public Schools are also committed to maintain a school and work environment free of harassment based on race, color, religion, national origin, age, sex, sexual orientation, or disability. The Nauset Public Schools expect all employees and members of the school community to conduct themselves in an appropriate and professional manner with concern for their fellow employees and the students.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

HAZING (File: JICFA-E)

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include 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 other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

STUDENT HEALTH SERVICES AND REQUIREMENTS (File: JLC)

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be

made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;

- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
- Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

HOME AND HOSPITAL TUTORIAL (File: IHBF)

On written request from the principal or parent, as substantiated by the student's attending physician, the Nauset Schools will provide home and/or hospital tutoring for any child from the Nauset towns who must remain at home and/or in a hospital for a period of fourteen or more calendar days.

IMMUNIZATION (File: JFAC)

No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate that the child has been fully immunized in accordance with standards established by the Department of Public Health.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (File: IHB) (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

The goals of this school system's special education program are to allow each child to grow and achieve at his own level, to gain independence and self-reliance, and to be included to the mainstream of school society as soon as possible.

The requirements of Chapter 71B and the Massachusetts General Laws and state regulations will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three through 21 who have not attained a high school diploma will be eligible for special education.

The School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. These children should also be given the opportunity to participate in the school system's non-academic and extracurricular activities with appropriate support if needed.

The Committee recognizes that the needs of certain children are so great that special programs, special classes or special schools may be necessary. When appropriate programs, services, or facilities are not available within

the public schools, the Committee will provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the Committee that the schools work closely with parents in designing and providing programs and services to children with special needs. Parents will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents will be accorded the right of due process.

The Committee will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive, the Committee will make every effort to obtain financial assistance from all sources.

STUDENT INSURANCE PROGRAM (File: JLA)

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program. All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

ADMINISTRATION OF MEDICATION (File: JLCD)

It is the intent of the Nauset Schools that, whenever possible, prescription medication will be administered to students outside of school hours. When administration is required during scheduled hours, school nurses will be responsible for overseeing such administration. Consistent with state regulations, the administration of medications may be delegated to appropriate individuals. All medications must be accompanied by a written physician's order. Medications must be appropriately labeled with the student's name, name of medication, dosage, frequency of administration and name of prescribing physician. While it is normally the responsibility of the student to report to the nurse for medication, in occasional cases, staff may have to seek out students to ensure proper care.

No parenteral (injection) medications may be given by the school nurse except: Epi-Pen/Epi-Pen Jr. with a physician's written order; insulin with a physician's written order; and glucagon with a physician's written order. In the case of a medical emergency, administration of Epi-Pen/Epi-Pen Jr. should be administered first, then telephone medication orders obtained from a physician.

Self-administration of prescription medication, including inhalers for asthma, may be permitted at the discretion of the school nurse and with written permission from the child's parent, and for elementary age students with a physician's consent.

Tylenol, Ibuprofen, Benadryl, and/or Tums may be administered to students in accordance with school physician guidelines.

FIELD TRIPS AND SHORT TERM SPECIAL EVENTS

Elementary Schools - When it is not possible to obtain a nurse to accompany students on field trips and short term special events, the school nurse (RN) may delegate, with written parental permission, the administration of prescription medications to a responsible adult.

Children with life threatening conditions as documented by the child's physician must be accompanied on all field trips and short term special events by a parent/guardian or registered nurse.

Middle and High Schools - Middle and high school students, with written parental permission, may assume responsibility of taking their own medications while on a field trip.

NON-CUSTODIAL PARENTS' RIGHTS (File: KBBA)

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

NONDISCRIMINATION (File: AC)

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

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

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, gender, religion, gender identity, national origin, sexual orientation, homelessness or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, gender, religion, gender identity, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

NON-RESIDENT STUDENTS (File: JFAB)

Families who have pupils in the twelfth grade shall be permitted to have those pupils finish the school year without tuition charge if the family moves outside the district after January 1.

Families who have pupils in grades below the twelfth shall be permitted to have those pupils finish the school year without tuition charge if the family moves outside the district after April 1.

The school committee will not be responsible for transporting of pupils residing outside the school district.

PHYSICAL EXAMINATIONS OF STUDENTS (File: JLCA)

Every student will be examined for screening in sight, hearing, BMI*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

PHYSICAL RESTRAINT POLICY (File: JKAA)

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Nauset Public Schools. This policy applies to all public education programs including school events and school sponsored activities. Further, students of the district are protected by law from the unreasonable use of physical restraint.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

PUPIL PLACEMENT POLICY (File: JG)

When a pupil enters the Nauset Schools from another public school system or from a private school in the United States, the initial grade placement should be made by the principal in accordance with the transfer papers, report cards, or cumulative records which the pupil brings from the school they have just left.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

PROMOTION AND RETENTION OF STUDENTS (File: IKE)

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

PUBLIC COMPLAINTS (File: KE)

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

SCHOOL/PARENT RELATIONS GOALS (File: KBA)

It is the general goal of the District to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, the District provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student,

members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

SEARCHES AND INTERROGATIONS (File: JIH)

Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION (File: IHAMA)

In accordance with General Laws Chapter 71, Section 32A, the School Committees of the Nauset Public Schools have adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent will determine the administrator(s) responsible for sending the notice(s).

Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, parents/guardians will be notified of this fact in a timely manner before implementation.

Any school assembly scheduled for the purposed of addressing human sexual education or human sexuality issues, parental notification will be made no less than ten (10) school days in advance to the parent or guardian. Pertinent information about the speaker as it relates to the content will be included in the notification.

Notification at the beginning of the year may be included in the packet of information sent home with each student. Notification during the school year will be made through the mail.

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

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal

requesting an exemption. Any student who is exempted by request of the parent/guardian under his policy may be given an alternative assignment.

2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the superintendent.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the superintendent for review of the issue. The superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the superintendent's decision may send a written request to the school committee for review of the issue. The school committee will review the issue and give the parent/guardian a timely written decision, preferable within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

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

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS (File: IHBA)

1. Parents' request to observe their child(ren), current program, or a potential placement must be made at least five school days in advance with the Special Education Director or designee and/or Principal.
2. The Special Education Director or designee shall contact the parent(s) for initial scheduling conversation within five (5) days of receipt of the parents' request.
3. When a parent requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the Director of Special Education and the building principal before it is processed. Such approval may only be withheld for those reasons outlined within law and DESE regulation.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

STUDENT RECORDS (File: JRA)

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

STUDENT RIGHTS AND RESPONSIBILITIES (File: JI)

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.

4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

TOBACCO USE BY STUDENTS (File: JICG)

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

VANDALISM (File: ECAC)

The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

VISITORS TO THE SCHOOLS (File: KI)

The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

For more information on this policy please go to: www.nauserschools.org or contact your school's Principal.

SCHOOL VOLUNTEERS (File: IJOC)

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

WELLNESS POLICY (File: ADF)

The Nauset Public 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. Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Good health fosters greater student attendance and improved learning outcomes. Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity.

For more information on this policy please go to: www.nausetschools.org or contact your school's Principal.

SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS
AND DISTRICT COORDINATOR
INFORMATION NAUSET PUBLIC SCHOOLS
Synopsis of Laws

Mr. Keith Gauley, Assistant Superintendent

Dr. Ann Caretti, Director of Student Services

Nauset Public Schools, 78 Eldredge Park Way, Orleans, MA (508) 255-8800

<p>Title VI of the Civil Rights Act of 1964 Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color or national origin in programs or activities receiving federal financial assistance. Title VI is codified at 42 U.S.C. 2000d et seq.; regulations have been promulgated under it in the Code of Federal Regulations at 34 CFR Part 100 (available at http://www.ed.gov/policy/rights/reglocr/edlite-34cfr!OO.html).</p>	<p>Coordinator: Mr. Keith Gauley ext. 160</p>
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<p>Title IX of the Education Amendments of 1972 Prohibits discrimination, exclusion from participation, and denial of benefits based on sex in educational programs and activities receiving federal financial assistance. Title IX is codified at 20 U.S.C. 1681 et seq.; regulations have been promulgated under it at 34 CFR Part 106 (available at http://www.ed.gov/policy/rights/reglocr/edlite-34cfr106.html).</p>	<p>Coordinator: Dr. Ann Caretti ext. 200</p>
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<p>Section 504 of the Rehabilitation Act of 1973 Prohibits discrimination, exclusion from participation, and denial of benefits based on disability in programs or activities receiving federal financial assistance. Section 504 is codified at 29 U.S.C. 794; regulations have been promulgated under it at 34 CFR Part 104 (available at http://www.ed.gov/policy/rights/reglocr/edlite-34cfr104.html).</p>	<p>Coordinator: Dr. Ann Caretti ext. 200</p>
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<p>Americans with Disabilities Act of 1990 The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (34 CFR 35.107(a))</p>	<p>Coordinator: Mr. Keith Gauley ext.160</p>
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<p>Equal Educational Opportunities Act of 1974 This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs (20 USC §1203(t))</p>	<p>Coordinator: Mr. Keith Gauley ext. 160</p>
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<p>Mass. General Laws CH.76,S5 (also known as Chapter 622) This state law provided that "no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation."</p>	<p>Coordinator: Mr. Keith Gauley ext. 160</p>
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<p>Title I of the Elementary and Secondary Education Act of 1965 Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they receive special education services. Also school districts must ensure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class).</p>	<p>Coordinator: Mr. Keith Gauley ext.160</p>
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<p>Massachusetts General Laws, Chapter 71B Governs the education of children with special needs. Section 6 relates to the assignment of children to special education classes. Regulations have been promulgated under c. 71B at 603 CMR 28.00.</p>	<p>Coordinator: Dr. Ann Caretti ext. 200</p>
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<p>McKinney-Vento Homeless Education Assistance Act</p>	<p>Coordinator: Dr. Ann Caretti ext. 200</p>
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The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

State and federal laws prohibit discrimination in education. In the Nauset Public Schools, we do not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, homelessness, active military/veteran status, ancestry, or national or ethnic origin with regard to admission and in the administration of its educational policies, employment policies, and other administered programs and activities.