

**FRANKLIN PUBLIC SCHOOLS**

**JEFFERSON ELEMENTARY SCHOOL**

**PARENT/GUARDIAN HANDBOOK**



If you need to receive a copy of this handbook translated in your spoken language, [your language here], please contact the principal's office.

Si usted necesita recibir una copia de este manual en su lengua hablada, los españoles, entran en contacto con por favor la oficina del principal.

Se você precisa de receber uma cópia deste manual em sua língua falada, os portugueses, contatam por favor o escritório do principal.

如果您需要接受这本手册的拷贝在您的讲话的语言的，汉语，请与校长的办公室联系。

Nếu bạn cần phải nhận được một bản sao của cuốn cẩm nang này trong ngôn ngữ nói của bạn, Việt Nam, dịch, xin vui lòng liên hệ với văn phòng của hiệu trưởng.

यदि आप इस अपने बोली जाने वाली भाषा, हृदि, में अनुवाद कृपया प्राचार्य के कार्यालय से संपर्क पुस्तिका की एक प्रतप्राप्त करने की आवश्यकता है.

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**ADMINISTRATION**

**FRANKLIN SCHOOL COMMITTEE MEMBERS**

Jeffrey N. Roy, *Chair*

Paula Mullen, *Vice-Chair*

Cynthia Douglas

Ed Cafasso

William Glynn

Susan Rohrbach

Roberta Trahan

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**SUPERINTENDENT'S OFFICE**

**Ms. Maureen Sabolinski**

355 East Central Street

Franklin, Massachusetts 02038

(508) 541-5243

**PRINCIPAL'S OFFICE**

**Mrs. Jane Hyman**

Jefferson Elementary School

628 Washington Street

Franklin, MA 02038

**(508) 541-2140**

**HEAD TEACHER'S OFFICE**

**Mrs. Judy Johnson**

Jefferson Elementary School

628 Washington Street

Franklin, MA 02038

**(508) 541- 2140**

**ATTENDANCE LINE: 508 - 541 – 2120**

**Internet Email Address**

**[www.franklin.k12.ma.us/auto/schools/Jefferson](http://www.franklin.k12.ma.us/auto/schools/Jefferson)**

## **LETTER FROM OUR PRINCIPAL**

Dear Parents/Guardians,

It is my pleasure to welcome you to the Jefferson Elementary School. The teachers and staff join me in saying how happy we are to have you as part of the Jefferson School community. We are looking forward to a successful and satisfying year for both you and your child.

We are using this handbook as one means of communicating between the home and school. There are many practices, policies, regulations, and services discussed in these pages. ***Please read and keep this handbook available throughout the year. The parent handbooks are available on line. Some hard copies are available in the school office if you do not have internet access.*** Many of your questions have been anticipated and are discussed in some detail; however, we are always available to clarify any school matter.

In this handbook you will find that all of the elementary principals have worked together to try to standardize all of the important information about our elementary schools. In some cases, policies you will find in the elementary handbooks reflect district-wide policies that will be the same in handbooks through the high school level. There is some information that is specific to Jefferson School. That information is clearly indicated. New information is highlighted with the word "***new***." For the 2011-2012 school year the only new information is a slight change in language of the Bullying Prevention Plan, a school committee policy for Concussions and Traumatic Brain Injury and a policy for Home Hospital Tutoring.

On the first day of school, each family will receive a handbook written specifically for our students. We hope the two documents will better help our students and our families learn about the important policies in place in our school and school system. In addition, there will be a Parent Communication Council (PCC) packet for each child. Information contained in the packet will be put together using family distribution, that is most paperwork going home with the oldest child in the family. **Student contracts that must be signed by each student will be in all folders.** If you have any questions,

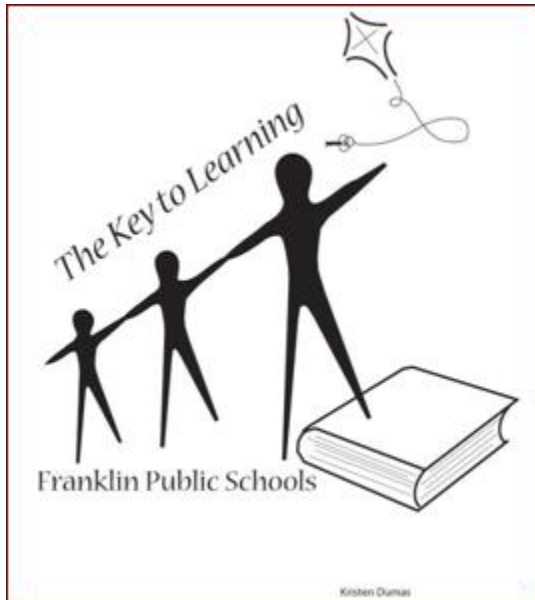
concerns, or comments regarding the information in the handbooks or your child's PCC packet, please contact me or your child's teacher directly.

*On behalf of the Jefferson Elementary School, we would like to wish each family a happy and productive school year.*

Sincerely,

Jane Hyman, Principal

# FRANKLIN PUBLIC SCHOOLS VISION, MISSION & CORE VALUES



## ❧ VISION STATEMENT ❧

The Franklin Public Schools will foster within its students the knowledge and skills to find and achieve satisfaction in life as productive global citizens.

## ❧ MISSION STATEMENT ❧

The Franklin Public Schools, in collaboration with the community, will cultivate each student's intellectual, social, emotional and physical potential through rigorous academic inquiry and informed problem solving skills within a safe, nurturing and respectful environment.

## ❧ CORE VALUES ❧

### Student Achievement

All students are entitled to academic excellence, appropriate facilities and quality materials and instruction.

### Social / Civic Expectations



Students will become engaged, responsible citizens who respect the dignity and diversity of all individuals and cultures.

### **School Climate**

Through our words and our actions, we create a culture of civility, thoughtfulness, appreciation and approachability.

### **School / Community Relationships**

An active commitment among family, community and schools is vital to student learning.

### **Community Resources for Learning**

We partner with all members of the community to exchange ideas, solve problems and build a comprehensive educational experience.

## **JEFFERSON SCHOOL MISSION**

Our mission, in partnership with Jefferson families, is to promote academic excellence through appropriate educational experiences in a safe and healthy environment that is conducive to developing a lifelong learner. We will promote social competency by encouraging a sense of self-esteem, teamwork, a respect for human diversity, and an appreciation for the importance of community involvement.

## **JEFFERSON SCHOOL CORE VALUES**

- We value a safe and clean, orderly environment that encourages lifelong learning.
- We value developing the self-esteem of children by promoting their strengths, acknowledging their needs, and recognizing the value of their opinions and ideas.
- We value providing students with cooperative developmentally appropriate activities and lessons.

- We value encouraging students to be responsible and respectful toward the diverse Jefferson community and the community at large.
- We value promoting academic excellence by encouraging and challenging students to reach their potential.
- We value the importance of staff, parents, guardians, and the community in the development of the whole child.

## **SCHOOL HOURS Grades K- 5 8:30AM – 2:40PM**

School officially starts at 8:30 AM. Teachers are on duty at **8:15AM** and children may enter the building at that time. Children are to arrive at the school between **8:15AM** and **8:30AM**. Please do not send your child to school earlier, as there is no supervision planned before **8:15AM**.

## **ABSENTEE CALL- IN PROCEDURE (508- 541-2120)**

Provide the following information when calling **school personnel** when your child is absent from school

- Student's name
- Classroom number or teacher's name
- Date(s) of absences

**Do NOT** leave the following information on the absence line:

- Confidential medical information-please speak to the nurse directly
- Requests for homework
- Messages for classroom teacher or for Solutions Personnel

## **When Should You Call the School Nurse About a Child with an Illness?**

We encourage parents/guardians to call any time they have concerns about symptoms or an illness and specifically for the following reasons:

- A new medical diagnosis, or a change in your child's health status i.e. the diagnosis of an allergy
- A newly prescribed medication
- Any change(s) in a current medication
- A serious injury such as an illness, or hospitalization
- A fracture, sprain, stitches, cast or need for crutches/wheelchair
- A contagious disease such as chicken pox, flu, strep throat, whooping cough (pertussis), salmonella, measles etc.
- If your child is absent for an extended period of time with atypical symptoms for a prolonged period of time do not hesitate to call the nurse to share information
- If there are any recent changes in your family that may affect your child; such as, a birth, recent loss, or sudden illness

## **AGE OF ADMISSION TO SCHOOL**

The School Committee establishes the age of admission to the schools at **five**. Pupils shall be **five years of age on or before August 31** of the same year to enter kindergarten and shall be six years of age on or before August 31 of the year the student enters Grade 1.

Underage students, who first establish residence in the Town of Franklin after the first day of school in Franklin, and who had been placed in kindergarten in the city or town of their former residence, shall be placed in kindergarten.

Underage students who have completed kindergarten in another city or town prior to their first establishing residence in Franklin will be placed in first grade.

Underage students, who first establish residence in the Town of Franklin after the first day of school in Franklin, and who had been placed in first grade in the city or town of their former residence, shall be placed in first grade.

For the purpose of this policy, a student is a resident of Franklin if the student actually resides in Franklin.

## **EARLY CHILDHOOD SCHOOL READINESS**

*Franklin Public School's **Early Childhood School Readiness** involves the  
Schools, Child, Family and Community*

## **SCHOOLS**

Franklin Public Schools welcomes and respects the multi-cultural and diverse families in our community. We strive to provide a smooth transition through open communication between adults and educators. Franklin Public Schools' early childhood programs value and utilize developmentally appropriate practice to raise student achievement, while at the same time fostering their curiosity and enthusiasm for learning.

## **CHILD**

Readiness is an ongoing process that includes social-emotional development. A ready child feels good about one self, gets along with others and engages in social conversation and play. They are able to regulate their emotions, follow directions and begin to think of appropriate solutions to conflicts.

## **FAMILY**

The family is the child's first educator. The family is responsible for providing for the child's basic needs as well as guiding their social and emotional development. The home environment should nurture the child's curiosity and enthusiasm. Families are active partners with the Franklin community and schools.

## **COMMUNITY**

The Franklin Community has a responsibility to partner with the schools. This partnership will invest in education by exchanging ideas, solving problems and building a comprehensive educational experience.

Through the collaborative effort of the schools, families and community, each child will be provided a supportive, healthy and safe learning environment where they will be ready for school and can become successful life long learners.

## **ATTENDANCE**

The Franklin Public Schools expect parents and students to make every reasonable effort to have their child/children attend school every day. The continuity of day-to-day instruction is a critical dynamic to the overall success of each student.

If a student is out of school due to illness, the parent may make arrangements through the Principal's office to obtain work assignments for missed work. The parent will be responsible for retrieving this material at the close of the school day and will be responsible for overseeing their son's/daughter's completion of the assignment. If a student is to be absent for an extended period of time due to illness, fourteen (14) or more consecutive days, the family may be eligible to receive home tutorial services.

Sometimes families plan vacations that occur during regularly scheduled school time. The Franklin Public School Department does **not** encourage or condone such action. Instead, the schools uphold Massachusetts General Law, Chapter 75, Sections 1 through 47 entitled "School Attendance." This section of the General Law requires parents to "cause" their children to regularly attend school. Individuals who induce student absenteeism are liable for fines up to \$200.00.

With this in mind, we reaffirm the position that parents are responsible for their child/children to attend school every day that classes are in session. The practice of the School Department is not to provide advance and/or make up work when a student is absent from school due to vacation/travel. Students who are absent at the time when state or national standardized tests are administered will be allowed to make up missed tests to the extent that scheduled make up time is available.



## **ATTENDANCE (continued)**

### **Absences due to Family Vacation (*unexcused*)**

A child who is absent from school due to a family vacation taken during the school year is of particular concern. It is important for children to receive continuous instruction; every day missed sets a child back and creates added pressure on the child and on the school. The school calendar is published in advance of the school year to help parents plan family trips so they coincide with school vacations. Parents are urged to comply with the school calendar. Since assignments are based upon material which has been previously taught, work must be made up after a child returns. Parental cooperation in this matter is greatly appreciated. Extended family vacations are considered unexcused absences. Students who are absent at the time when state or national standardized tests are administered will be allowed to make up missed tests to the extent that scheduled make up time is available.

### **Release of Sibling to Attend Events**

During the course of the school year there are certain special events that pertain to students in a particular grade level such as concerts and plays. These events are meant to be special events for the child and parents. We request that parents do not ask that siblings in other grades attend these events. Our fire codes dictate the number of people that are allowed in our common spaces. We must give priority to parents and adult relatives. In addition, we cannot justify the loss of learning and the disruption to the rest of the class which occurs when a child leaves a class in the middle of a lesson or assignment.

## **ARRIVIALS and DISMISSALS**

Buses arrive at school by **8:15AM** and dismissal begins at **2:40PM**. Kindergarten students are dismissed first. It is essential that **no vehicles enter the bus loop at any time**. *This is an extremely important safety measure that must be followed.*

## **OTHER SAFETY CONSIDERATIONS**

**Please provide the school with any relevant documents concerning custody, restraining orders, etc. Thank you for your cooperation in this matter.**

**IMPORTANT → We will not dismiss students to anyone unless we have authorization directly from the parent/guardian or the adult is not listed on the emergency card.**

## **SAFE ARRIVAL**

To ensure all children arrive at school safely, the Jefferson Elementary School has a "Safe Arrival Program." The "Safe Arrival Program" will be in place to verify any unreported student absence as quickly as possible. **The school attendance number is 508-541-2120. If your child will not be attending school, please call this automated number at any time prior to 8:00AM.**

## **TARDINESS**

Students arriving after the commencement of the student day are considered TARDY. Tardiness will be noted on report cards. Students arriving late need to sign in at the office **with an adult** for a late slip. Although, we realize that emergencies occur on occasion, **we expect students to arrive at school on time.** If a pattern develops, the administration at Jefferson Elementary School, along with the school community safety officer will consider filing a Child In Need of Services complaint with the Norfolk County Court for truancy.

## **PROCEDURE FOR WALKERS AND STUDENTS DRIVEN TO AND/OR PICKED UP FROM SCHOOL**

Please take a moment to review the procedures that should be followed when you drop off children in the morning and when you pick up children in the afternoon. *These procedures have been put in place to insure the safety of all of our children.* Franklin Police Safety Officers will monitor and/or ticket cars parked illegally. We sincerely appreciate your cooperation. *Thank you!*

### **Morning Arrival**

School begins at 8:30AM. **Children should not arrive before 8:15.** At 8:15 we have teachers who will be available to supervise student arrival. Walkers arriving from the Dianna Estates Development (Skipper Circle path) may enter the school through the door at the end of the primary wing where the kindergarten rooms are located. Walkers arriving from the Hunter's Run Development (Hennessey Road path) may enter the building through our main front door. Bus students will be dropped off in the front of our building and allowed to enter through the front door. Children being transported by car (loopers) may be dropped off at the student drop off point in the loop noted on the traffic pattern map. Please be certain to drop children off as quickly and safely as possible since there are a large number of cars all trying to use this area. Once children arrive in the building at 8:30, they are expected to proceed to their classrooms.

## **PROCEDURE FOR WALKERS AND STUDENTS DRIVEN TO AND/OR PICKED UP FROM SCHOOL (continued)**

### **Afternoon Dismissal**

Walkers will be allowed to exit the same way they entered the building. If you plan to pick up your child by car, students will be allowed to exit through the main door and **walk along the sidewalk** until they reach your location. **School is dismissed at 2:40PM. Please do not come into the school close to dismissal time for an early dismissal.** Early dismissals, other than emergencies, should take place before **2:15PM**. Please note, we do **NOT ACCEPT** a listing from a daycare provider as verification for your child's dismissal plans. Only a parent may indicate how a child is to be dismissed. Then, if one or two days a week those plans vary, you need to send notes on those days stating the change. Even if a schedule is fairly permanent, we still accept only one way to do dismissal. You may photocopy notes and just sign them as needed to help with the paperwork. While we appreciate any inconvenience this may cause, it is for the safety of the children that we have this policy in place. Thank you for your cooperation in this matter. If you have any questions, please feel free to contact the school at 508-541-2140. ***Thank you for your adherence to these procedures!***

## **FRANKLIN POLICE DEPARTMENT TRAFFIC FLOW PATTERN**

- Cars drive up Lord's Way. **This is a one-way street ONLY.** Cars may pull to the right and have live parking only if waiting to enter the car loop.
- Cars enter the car loop and drop off or pick up children. This is live parking only. **Drivers, do not exit your vehicle.** A single lane only in the loop. Do not pass other vehicles. Cars should move in a timely fashion. You may have to wait a short amount of time for the car(s) in front of you in the loop to move.
- There is only one drop off and pick up loop in our school area. The side door is not an approved entrance or exit for students being brought to school by cars.

- If you choose to park your car and pick up your children at school, you may enter the front parking lot as noted by dots on the traffic flow map and park in legal parking spaces only. No lines will be formed around the parking lot spaces.
- For adults picking up kindergarten children, parking your cars in approved spaces will allow you to pick up children without blocking the flow of traffic in the loop as kindergartners are dismissed first. It is strongly recommended that you use this option.

## **DISMISSAL**

All students will be dismissed promptly **2:40PM** each day. **Parents/Guardians must notify the school in writing** if their child is to go elsewhere other than home. If your child attends a regularly scheduled program, such as scouts or brownies, **please send in a note each week** to avoid confusion and ensure the safe dismissal of your child. As the buses are now filled to capacity, children will only be allowed to ride on their **regular assigned bus**. ***Calling the school to dismiss your child may result in someone not getting the message in a timely manner.***

## **WALKING STUDENTS**

Walkers are encouraged to travel with a companion or companions, and to proceed directly to school in the morning and directly home at the close of the school day. Students are reminded not to loiter about the travel area. Furthermore, students are warned to be very aware of strangers and never to respond to drivers attempting to entice them toward their vehicle. These safety precautions are discussed in each classroom many times. Your reinforcement of these precautions is vital.

## **WINTER GUIDELINES/EMERGENCY DISMISSALS**

**School Closing and Emergency Busing** - In the event that weather conditions require changes in normal school operations, these changes will be disseminated as soon as possible through early morning announcements on the following radio stations: **WBZ am 1030, WPRO am 630, and WRKO am 680**. The information will also be given to TV Channels **WBZ (4), WCVB (5), WHDH (7)**. **If you have signed up for the *Connect-Ed* Program, you will receive an automated call from the school department notifying you of any school cancellations or early dismissals. Please keep *Connect-Ed* information up-to-date.**

The following are the changes in school procedure that *may* occur

1. **School Cancellation:**

In the event that weather conditions dictate school cancellation, these announcements will be made on radio and television as early as possible.

**2. Delay in School Starting Time:**

Depending on the severity and timing of winter storms, Franklin has sometimes adopted a delayed opening of one or two hours. This announcement will be made as early as possible and the specific length of the delay will be announced. For example, if school opening is delayed one hour, then both elementary and secondary school openings will be one hour later than normal. All pre-school programs will be canceled in the event that school opening is delayed.



## WINTER GUIDELINES/EMERGENCY DISMISSALS (continued)

### 3. Unscheduled Early Dismissal:

In the event that adverse weather occurs or intensifies after school has begun, it may be necessary to release students earlier than normal so that buses can operate before the roads become more hazardous. In this event, all afternoon educational programs, activities and pre-school classes will be canceled. If possible, we will be putting on sufficient buses so that all students will have bus transportation home, consistent with our emergency-busing plan.

We recognize that an unscheduled early dismissal may create some hardships on parents, particularly working parents. Therefore, we will only approve unscheduled early dismissals when early dismissal is warranted for safety concerns. **While it remains the parents' responsibility to make provisions for the supervision of children in the event that those students are dismissed early from Franklin schools, we would like to make the following suggestions:**

- a. Establish a procedure with your children in the event you are not home. (Example: They are to go to a neighbor's house, etc.)
- b. Be sure that your children know their address and phone number.
- c. Children should know where at least one parent could be contacted.
- d. **Always update your Emergency Information Card.** If you wish to add additional names to the emergency card, please notify the office in writing. The school will only release students to those designated on their emergency cards or other emergency related material.

In the event that there is a situation involving an individual Franklin street that constitutes, in the parent's opinion, an extreme safety hazard, parents have the right to exercise their own discretion and keep their children home even though school is in session. The Superintendent's office should be notified of this limited safety hazard and the School Department will work with other town departments to ensure that this is corrected as soon as possible so that the children will not be kept home unnecessarily. If parents decide to keep their children home for a safety reason, the students will be

marked absent and expected to make up work and do whatever is normally required for an authorized student absence.

Parents need to use their discretion in deciding whether or not to send their child to school during inclement weather conditions. Our intent is not to send children home early; however, if you have concerns, you can dismiss your child before the regularly scheduled time.

## WINTER GUIDELINES/EMERGENCY DISMISSALS (continued)

### JEFFERSON UNSCHEDULED DISMISSAL PROCEDURE

Parents must use their own discretion deciding whether or not to send children to school during inclement weather. In the event of a school wide early dismissal at Jefferson School, parents/guardians will be notified via **Connect-Ed**, our automated telephone/e-mail service. Please be aware that *Connect-Ed* cannot dial extensions, only ten digit numbers. We recognize that an unscheduled early dismissal may create some hardships on parents; however, it is **your responsibility** to make provisions for the supervision of your children in this situation.

### EXCUSED DISMISSAL

Please try to schedule appointments after school hours. In the event that you have to dismiss your child, send a note to your child's teacher including the day, time, and who will pick up your child. In cases where we are not familiar with the adult, identification will be required. **No child will be released without an adult escort.**

### BIKE RIDERS

Students may ride their bikes to school with written permission from parents / guardians. Students should adhere to normal guidelines that apply to all bicycle riders. Helmets must be worn. Bikes should be locked at the bicycle rack using your own lock. Parents are required to instruct their children on the appropriate behavior traveling to and from school. Parents are ultimately responsible for the safety of their children walking and bicycling to and from school. Students must walk their bicycle on school grounds and cross streets safely.

### BUS PASSES/PAY TO RIDE

Bus passes are issued to each student who is *eligible* to ride a bus. Students are expected to have their bus passes every day and to make sure it's visible to the driver. In the event it is forgotten, the child will be given one day's grace period. If there is no pass the next day, he/she will not be able to board the bus.

In the event that a child loses the bus pass, there are temporary bus passes in the office. The child may use that pass until a replacement bus pass is issued. ***There is a \$5.00 fee for replacing bus passes.***

## **BUS PASSES/PAY TO RIDE (continued)**

The **Pay To Ride** application is available at the school office or at Central Office. Seats will be sold on a space available basis. All pay to ride students will be issued a bus pass identifying them as eligible to ride to and from school. Questions regarding this program may be directed to Denise Johnson at

(508) 553-4815.

### **Bus Rules**

**All parents and students should be aware that bus transportation is a privilege and may be suspended by the principal at any time due to improper behavior. Upon suspension of this privilege it then becomes the responsibility of the parents to transport their child to and from school. Questions concerning transportation should be directed to the Principal's office. Your child's safety is as important to us as it is to you. Behavior of students at the bus stops is the responsibility of parents. Therefore, to ensure the safest possible ride, the school requires that your child knows, understands, and follows the appropriate transportation practices. These rules have been established for the convenience and safety of all students and riding on the bus is considered an extension of each student's school day.**

1. The driver is in full charge of the bus and the students. Students should obey the driver promptly.
2. Students should wait in an orderly manner on the side of the road for the bus.
3. If the driver feels it is appropriate, he/she may assign seats in the bus, and students will take the seats assigned.
4. Students are to remain in their seats and face the front of the bus while the bus is in motion. Once seated, students are not allowed to change seats without the permission of the bus driver. Nothing, including hands and arms, is to be extended out the window.
5. Nothing shall be thrown on or from the bus.

6. There shall be no pushing, striking, shoving or general fooling around on the bus.
7. The use of profane, abusive or inappropriate language is not allowed.
8. Students are to keep the bus neat and are not allowed to mark, cut or break any part of the bus.
9. Students are to obey the bus driver and not distract his/her attention from driving.
10. Students are not allowed to eat on the bus and should not carry glass containers of any kind.

## **BUS RULES (continued)**

11. Students will not smoke on the bus nor create any situation that will result in an open flame.
12. Students riding the bus are required to have on their person a school issued bus pass.
13. Students must share seats with other students and respect the property of others.
14. Any behavior on the school bus that endangers the safety of any student or school member may result in immediate suspension of bus privileges. If a student has received three (3) written bus reports for misconduct or inappropriate bus behavior, the student's bus riding privileges may be suspended for up to three (3) days at the discretion of the principal.

## **CROSS WALKS**

Please remind children to cross **ONLY IN A CROSS WALK**. All walkers are asked to stay on the sidewalks until all traffic has stopped and it is safe to proceed.

## **TRANSPORTATION**

The Franklin School Committee revised the transportation policy during the 2002- 2003 school year. An overview of the policy is listed below:

1. All students in grades K-6 who reside more **than 2.0 miles** from their assigned school will be bused at no charge to the student.
2. Students in grades 7 through 12 are **not eligible** for free bus transportation.
3. Students in grades kindergarten through 12 who do not qualify for bus transportation under the provisions detailed above, may access pay to ride seats. There is a provision for free and/or reduced transportation fees for parents who meet federal income guidelines. This provision is explained in greater detail on the pay to ride application.



## **CURRICULUM**

### **GENERAL STATEMENT**

The goal of the elementary schools is to provide all students with equal opportunities to grow to their maximum potential academically and socially. While each elementary school in Franklin has its own "uniqueness," the basic curriculum offered K-5 is the same. Detailed classroom curriculum information will be presented at the Open House for parents in late September.

The Massachusetts Curriculum Frameworks are continually revised. Copies of the Massachusetts Frameworks may be found on the Department of Education website: [www.doemass.org](http://www.doemass.org) and copies of the Franklin Public School's Curriculum Guides may be found on the district website.

#### **❖ District Curriculum Accommodation Plan (DCAP)**

- As part of the Principal's role as instructional leader, the administrator must annually consult with the School Improvement Council to develop a menu of instructional supports to meet the needs of learners.
- These instructional supports are articulated in a building based Curriculum Accommodation Plan (CAP) that is required by MGL c. 71-38Q effective January 2001.
- The Curriculum Accommodation Plan must be updated annually and the supports must be implemented as part of the regular education program.

## **CONFERENCES**

By working together, the school and the home can help children attain their maximum growth. The teachers, Principal, specialists, and the school adjustment counselor welcome conferences with parents. A conference by appointment saves time and avoids conflicts. Planned parent-teacher conferences are scheduled for December and March. Parents will receive written notice of these dates and a mutually convenient time will be arranged. Special and academic problems are adjusted more satisfactorily when discussed with the individual teacher. The Principal will be available for consultation when necessary.

## **ENGLISH LANGUAGE LEARNERS**

Massachusetts General Laws, Chapter 71A defines an English Language Learner as “a child who does not speak English or whose primary language is not English and who is currently not able to perform ordinary classroom work in English.” As required by Chapter 71A, Title VI of the Civil Rights Act of 1964 and related federal statutes, educational services for English Language Learners (ELL) are based on the individual needs of the student. Professional staff assesses student needs and develops strategies and interventions and services which will enable the student to acquire language skills and access the educational curriculum.

Services provided to English Language Learners are designed to minimize barriers to educational services and extracurricular activities and to provide an appropriate education in the least restrictive learning environment.

The Franklin Public Schools is committed to teaching English to students whose primary language is not English. Personnel will provide instructional supports and services to teach language skills to students as rapidly and effectively as possible.

## **HOMEWORK**

Homework is a valuable opportunity to reinforce skills learned in the classroom. Homework may be assigned when a child returns from an absence or when a teacher feels that additional reinforcement may overcome a particular difficulty or strengthen a specific skill. Books and supplemental materials necessary for the completion of assignments may be furnished by the school. Students generally have homework four nights a week. Homework assignments should follow the daily time guidelines below. These guidelines are exclusive of independent reading, which each child should be doing, daily:

Kindergarten → special projects and being read to daily

Grade one → not more than one hour per week

Grade two → fifteen to twenty minutes

Grade three → fifteen to thirty minutes

Grade four → thirty to forty-five minutes

Grade five → thirty to forty-five minutes

## **HOMEWORK (CONTINUED)**

It is not uncommon to see students with different homework assignments for the same class. This is done because students do not all have the same needs at the same time. One student may have a practice assignment when another has an enrichment assignment. This depends on the individual's needs and the level of understanding of the material. If it is taking significantly longer than the recommended guidelines, or your child is having a very difficult time with homework, please do not hesitate to call his/her teacher immediately.

Long term assignments such as book reports, research projects etc. may be given. It is vital that we work as a team to help the students learn to budget their time so that the project is not being done in one night or over one weekend.

## **INSTRUCTIONAL SUPPORTS**

Each building will have an *Instructional Support Team* (IST) to provide a resource to teachers who express a concern about a child's difficulty in mastering the general education curriculum. The team may suggest adjustments and strategies to enable the teacher to work with a student in a more effective manner. The team may consist of the following personnel: School Adjustment Counselor, regular education teachers, Principal, Head-Teacher, related service providers and/or speech/language pathologists.

**Note: Special Educators may consult with the team but may only serve in an advisory role.**

Pre-referral is not an automatic pathway to a referral for special education evaluation. The team, in consultation with parents, may make a referral at any time; however, the pre-referral process should focus on providing instructional supports and strategies to teachers.

## **MOVIES and VIDEOS**

At times teachers will use videos or movies to supplement the curriculum.

When using videos, the school will adhere to the following guidelines:

- Parents will be informed prior to the showing if the movie is rated PG.
- PG-13 or R rated movies will not be shown.
- The video will be part of the lesson and reflect sound social/emotional and educational objectives.
- All videos will be previewed by staff before they're shown.

## **NEWSLETTERS**

Monthly curriculum calendars and important dates will be sent home at the beginning of each month. Newsletters will be sent home by the teachers at their discretion. Please check your child's bag daily for notices. Tuesday will again be designated as notice day at the Jefferson School.

## **PHYSICAL EDUCATION CLASSES**

All elementary school pupils are required to attend physical education classes. A child may be excused from participation only with a note from a physician. This note must inform the school of the nature of the problem and the date on which the doctor anticipates that the child will be able to return to physical education class.

## **RELIGIOUS OBSERVANCES**

Students may be granted excused absences when the school's schedule conflicts with religious holidays. A student may be required to submit written notification.

A student should not suffer adverse or prejudicial consequences from an excused absence; should be allowed a reasonable opportunity to make up school work missed due to the absence; and will not be subject to penalty scholastically or to attendance records due to absences incurred due to religious observances. A sincere attempt will be made to avoid scheduling assemblies, tests and other special school events on religious holidays.

## **REPORT CARDS**

Report cards will be issued three times a year:

- **December**
- **March**
- **The last day of school**



## **TESTING**

In addition to teacher made tests and informal assignments, students participate in the Massachusetts Comprehensive Assessment System (MCAS). Third, fourth and fifth graders will take the MCAS. Town-wide results of these tests will be published and parents will receive individual results. The English/Language Arts tests are given to grades three, four, and five in late March and the Math tests are administered in mid-May. The fifth grade also takes a Science test in May. Parents will be notified of specific dates for each test.

## **DISCIPLINE/CONDUCT CODE**

### **STUDENT DISCIPLINE PROCEDURES**

To ensure a good social and educational climate, it is important that each student understands that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of a teacher to teach and the right of a student to learn.

A student is reminded that any teacher or staff member in our school has the right to correct any unruly individual at any place and at any time.

*The five basic school rules at Jefferson are:*

- **Respect our school and to be kind to others.**
- **Walk in our school building.**

- **Use an indoor voice.**
- **Come to school prepared to do your best.**
- **Work together to make our school, the Jefferson community a happy place to learn.**

## **DISCIPLINE/CONDUCT CODE (continued)**

### **Student Discipline Procedures (continued)**

Teachers will have the rules and their consequences posted in their classrooms. They will explain the rules and consequences to their students. If a student is sent to the Principal's office, we may take one or more of the following actions:

1. Hold a discussion with the student and /or teacher
2. Request the teacher to contact parent by telephone or letter
3. Require a written assignment from the student
4. Personally contact the parent by telephone or letter
5. Hold an in-school conference with the parent, teacher and student
6. Require that the student be suspended in-school
7. Require that the student be suspended from school
8. Other

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. A student may be disciplined or suspended for any of the following violations:

1. Possession, transmission, and/or use of tobacco, drugs or alcohol
2. Insolence, disrespect, or insubordination
3. Use of inappropriate language

4. Fighting
5. Rowdy Behavior - such as pushing or shoving at recess or in the school
6. Leaving the classroom, school activity, or school without permission
7. Class tardiness or truancy
8. Vandalizing, damaging, or stealing school or private property
9. Threatening, bullying, or causing bodily harm to any person
10. Bringing a dangerous item to school (i.e., knives or facsimiles)
11. Any behavior on the school bus and/or school property that endangers the safety of any student or school member. If a student has received three (3) written bus reports for misconduct or behavior that endangers the safety of students, the student may be suspended for up to three (3) days at the discretion of the Principal

**At the Principal's discretion a student may be assigned to either an in school or out of school suspension.**

## **DISCIPLINE/CONDUCT CODE (continued)**

### **SUSPENSION FROM SCHOOL**

The suspension of a student from school is an extreme measure of discipline. It is reserved for instances of flagrant offenses or repeated disregard for school rules and policies. The decisions to suspend a student for up to 10 days can be made at the sole discretion of the school principal. If a student is suspended for more than 10 days, the parent/guardian may request in writing a review of the suspension at the superintendent or school committee level. Such actions will take place with regard for “due process” and ensuring the rights of each individual.

Conferences with parents/guardians indicating that a student’s behavior is not in keeping with the policy shall take place prior to any suspension. The purpose of these meetings should be to develop a further understanding of the rules and to seek the cooperation of the parents/guardians in fostering growth toward compliance and not solely for the purpose of suspension.

Effort will be made to avoid suspension through this home contact. Supportive services and possibly some form of detention may be suggested. Parental / guardian input in such matters is needed.

When all other efforts to provide positive remedies are exhausted, suspension remains the right of the school and will be instituted in accord with due process as follows:

- The principal or his/her designee will tell you what rule your child has broken or will write it and give you a copy.
- The principal or his/her designee will give you an opportunity to explain why your child broke the rule or why you believe that your child did not.

### **EXCLUSION/EXPULSION**

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws. Chapter 71, Section 37H. The grounds for exclusion/expulsion include, but are not limited to, the following:

- a. "Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or anything in the commission of assault and battery; or controlled substances as defined in chapter 94C, including but not limited to marijuana, cocaine, heroin, maybe subject to expulsion from the school district by the Principal.

## **DISCIPLINE/CONDUCT CODE (continued)**

### **EXCLUSION/EXPULSION (continued)**

- b. Any student who assaults a Principal, assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school related events, including athletic games may be subject to expulsion from the school district by the Principal.
  
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence with witnesses at said hearing before the Principal. After said hearing a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b).
  
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited to a factual determination of whether the student has violated any provisions of this section.

- e. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil's expulsion."



## **DISCIPLINE/CONDUCT CODE (continued)**

### **PROCEDURES FOR DISCIPLINING STUDENTS WITH DISABILITIES**

In general, all students are expected to meet the requirements for behavior as set forth in the student handbook and the school's code of conduct. In accordance with Chapter 71B of the Massachusetts General Laws and with federal law IDEA 2004: Section 615(k), and with Section 504 of the Rehabilitation Act of 1973: 29 U.S.C. Section 794 (A), the school may suspend or remove your child from his or her current placement for no more than 10 school days. Special provisions are outlined below for students with a documented disability who have an Individualized Education Program (IEP).

#### Suspension of Students with Disabilities

#### **Procedures for suspension(s) not exceeding 10 school days:**

- Any student with a disability may be suspended for up to ten (10) days during a school year. Disciplinary decisions are the same as for students without disabilities.
- Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement.

#### **Procedures for suspension of students with a disability when suspension exceeds 10 school days.**

- If your child is suspended for more than 10 school days in a school year, this removal is considered a "change of placement". A change of placement invokes certain procedural protections under federal special education law.

- Prior to any removal that constitutes a change of placement, the school will convene a Team meeting to develop a plan for conducting a functional behavioral assessment (FBA) that will be used as the basis for developing specific strategies to address your child's problematic behavior.
- Prior to any removal that constitutes a change in placement, the school must inform you that the law requires the school district consider whether or not the behavior that forms the basis of the disciplinary action is related to your child's disability. This consideration is called a "manifestation determination". Parents have a right to participate in this process. All relevant information will be considered including the IEP Plan, teacher observations, and evaluations reports.
- At a manifestation determination meeting, the Team will consider:

>Did the student's disability cause or have a direct and substantial relationship to the conduct in question?

## Suspension of Students with Disabilities (continued)

>Was the conduct a direct result of the district's failure to implement the IEP?

- If the manifestation determination decision is that the disciplinary action was related to the disability, then your child may not be removed from the current educational placement (unless under the special circumstances). The Team will review the IEP Plan and any behavioral intervention plans.
- If the manifestation determination decision is that the disciplinary action was not related to the disability, then the school may suspend or otherwise discipline your child according to the school's code of conduct. During the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress.

### **Special Circumstances for exclusion**

- Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement.

School personnel will provide Notice of Procedural Safeguards for students with disabilities prior to any suspension exceeding 10 school days in one school year. The Notice of Procedural Safeguards will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parent, guardian and/or student may petition Bureau of Special Education Appeals for a hearing. Until issues are resolved, the student remains in his or her current placement.



## **DISCIPLINE/CONDUCT CODE (continued)**

### **CORPORAL PUNISHMENT**

Corporal Punishment is prohibited by the Franklin Public Schools. Corporal punishment includes but is not limited to the use by any staff member of any type of physical force or contact, physical redirection, verbal abuse or demeaning of an individual student or group of students in a classroom or at a school sanctioned event. Corporal punishment also includes damaging or destroying of a student's personal property or school property assigned to a student.

Upon receipt of a complaint of corporal punishment, the Superintendent of Schools or his/her designee will conduct an investigation in accordance with Massachusetts General Laws.

### **NON-VIOLENT PHYSICAL CRISIS INTERVENTION/PHYSICAL RESTRAINT**

All schools and programs within the Franklin Public Schools strive to maintain safe learning environments for all students and staff. As part of a comprehensive approach to safety, all schools have a physical restraint policy in place with procedures, which follow the Department of Education Regulations (766 Reg. 603 CMR 46.00). If a student's behavior poses a threat of imminent harm, he/she may be restrained until calm. Qualified, trained staff carries out specific procedures and parents are notified. For further information, contact your child's school.

### **EARLY CHILDHOOD ADDENDUM/NON-VIOLENT**

#### **PHYSICAL CRISIS INTERVENTION**

Young children need to be taught pro-social behaviors. They do not automatically control their impulses, notice other's feelings or have the language to express their feelings or needs. Preschool and kindergarten personnel teach children to make caring connections through multi-sensory teaching. Good programming incorporates guiding children's auditory, visual and movement reception and expression. Guiding always involves positive, helpful touch and at times physical redirection by personnel. This is part of teaching. Only on the rare occasions that staff must protect anyone from "imminent, serious, physical harm", early childhood personnel will use non-violent physical crisis intervention/restrain according to the new regulations 603 CMR 46.00. All restraint procedures set forth above must be followed if there is any injury from holding the child or if the required restraint lasted for longer than 5 minutes. Teachers who are not on the Crisis Response Team are assured that, under the Department of Education Regulations, "the training requirements...shall not preclude a teacher or employee...from using reasonable force to protect students."

# Elementary Bullying Prevention Plan

In accordance with the Massachusetts General Laws Chapter 92 of the Acts of 2010, Franklin Elementary Schools will not tolerate or accept bullying, cyberbullying and bullying behaviors in any form. We will respond to any reported incidences of bullying in a timely manner, and investigate and take action as needed and in keeping with the Elementary discipline code and procedures.

## DEFINITIONS

This past spring the Massachusetts Legislature passed Chapter 92 of the Acts of 2010 on bullying and cyberbullying. Although the elementary schools have been proactive in bullying prevention strategies, such as the Open Circle program, the new law calls for specific policies and procedures. The law defines bullying and related behaviors as follows:

**Bullying—The repeated use by one or more students of a written, verbal or electronic expression or 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 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 purposes of this section, bullying shall include cyberbullying.

**Cyberbullying—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, email, internet communications, instant messages or facsimile communications. Cyberbullying shall also include:**

- (i) The creation of a web page or blog in which the creator assumes the identity of another person or

- (ii) The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions listed above in i-v.

**Hostile environment-**A situation in which bullying causes feelings of intimidation, ridicule, or insult which are significant enough to interfere with the conditions of the child's education.

**Perpetrator-** A student who engages in bullying or retaliation.

**Victim-** A student who has been bullied or retaliated against.

**Retaliation-** To harm or do wrong to a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying will not be tolerated.



## **Elementary Bullying Prevention Plan (continued)**

### **GUIDELINES FOR STUDENTS**

#### **What is bullying?**

**Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Bullying usually happens over and over again. Bullying may include some of the following behaviors:**

- Punching, shoving, and other acts that hurt people physically
- Spreading bad rumors about people
- Keeping certain people out of a “group”
- Teasing people in a mean way
- Getting certain people to “gang up” on others
- Blocking another student from using a computer, playground equipment, etc.
- Making mean nonverbal hand gestures or expressions

**Bullying can also happen online or electronically. Cyberbullying is when children bully each other using the Internet, cell phones, or other cyber technology. This can include:**

- Sending mean text, email, or instant messages
- Posting nasty pictures or messages about others in blogs or on Web sites
- Using someone else’s user name to spread rumors or lies about someone

Although one time incidents may be deliberately mean or cruel, they may not be bullying. Actions are considered bullying when they happen over and over.

**What should you do if you are bullied or you have information about someone being bullied?**

- Tell your parents or other trusted adults. They can help stop the bullying.
- If you are bullied at school, tell your teacher, school counselor, or principal. Telling is not tattling.
- Don't fight back. Don't try to bully those who bully you.
- Try not to show anger or fear.
- Calmly tell the student to stop—or say nothing and then walk away
- Use humor, if this is easy for you to do.
- Try to avoid situation in which bullying is likely to happen

# Elementary Bullying Prevention Plan (continued)

## GUIDELINES FOR PARENTS

### Is this bullying?

*One time incidents may be deliberately mean or cruel, but they may not be bullying. However, some other behaviors may violate other school rules so it should be reported to an adult as soon as possible. For behavior to be deemed bullying, it needs to include all of the following elements (MGL Chapter 92, Acts of 2010).*

- Must be repeated action(s) by one or more students
- Must be a written, verbal or electronic expression or a physical act or gesture
- Must be directed at a victim so that it causes one or more of the following:
  - Physical or emotional harm to the victim;
  - Damage to the victim’s property;
  - Places the victim in reasonable fear of harm to him/herself or of damage to his/her property;
  - Creates a hostile environment at school for the victim;
  - Infringes on the rights of the victim at school; or
  - Disrupts the education process or the orderly operation of a school.

### When should you report?

*In the event that a bullying incident has occurred get as much information as possible from your child and report it to a counselor, administrator, and/or teacher.*

**You should contact the school to inform them of a situation when:**

The Situation	What the School Can Do	What the School Cannot Do
Your child is afraid to see another child at school, or generally afraid to go to school because of an incident	The school may create a safety and comfort plan for your child	The school cannot share any discussions or actions taken with other children

Your child reports to you an incident that occurred at school	The school may take steps to ensure the safety of the children involved (see steps on page 7)	The school cannot discuss the steps taken that involve any other child
Your child reports to you that he/she heard a rumor about a future incident that may occur at school	The school may investigate the plausibility of the future incident and take appropriate action, including notifying law enforcement	The school cannot share with you their discussions with other children
Your child reports to you that another child is being bullied at school	The school may investigate the situation, and ensure the safety of children involved	The school cannot report back to you any outcome of the investigation
You hear about a school bullying incident from another credible source	The school may investigate the situation and ensure the safety of children involved	The school cannot report back to you any outcome of the investigation, except for your child's part, if any

## **Elementary Bullying Prevention Plan (continued)**

**If you have a question or concern about a disciplinary action taken by the school:**

- **Begin by having a private conversation with the school administration**
- **It is important that our children know that the adults are working collaboratively to solve problems**
- **Educators are bound by policy - they may not be able to change an action if doing so violates the policy set by the School Committee**

### **SCHOOL RESPONSE TO REPORTED BULLYING/CYBERBULLYING**

#### **Administrative Steps:**

- Take a complete statement from the student or parent/guardian reporting the incident
- Speak to other students involved
- Speak to other relevant adults – teachers, counselors, and/or bus drivers who may have information regarding the incident
- Make a determination regarding the incident
- Identify bully/cyberbully and bully/cyberbully-bystanders as appropriate
- Identify victim(s) as appropriate
- Include the School Resource Officer(SRO) or other law enforcement as appropriate
- Notify Superintendent, Assistant Superintendent and/or Director of Special Education as appropriate
- Provide appropriate information to the parents/guardians of the victim and the bully
- Take steps to restore a sense of safety for the victim, witnesses and school community

#### **Administrative Actions:**

*If it is determined to be a bullying incident the following administrative actions may take place but not necessarily in the order listed below.*

**Bully/Cyberbully and Bully/Cyberbully-bystanders:**

- Inform student(s) about the consequences for bullying or cyberbullying in school
- Have an educational discussion with the student(s) and parents/guardians
- Inform all relevant adults – teachers, counselors, and/or bus drivers

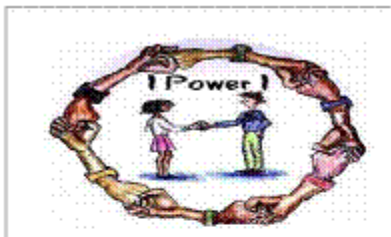
**Elementary Bullying Prevention Plan (continued)**

- Student(s) may be required to engage in educational activities such as readings, written reflection and/or research about bullying/cyberbullying
- Students may be asked to give back to the community by being asked to participate in a community service project or activity
- Student(s) are informed about further consequences if any form of retaliation were to occur
- Student(s) may be referred to School Counselor or School Psychologist
- Student(s) may be re-assigned to a different classroom or school at the sole discretion of the Administrator
- Student(s) may be assigned a disciplinary consequence but not limited to:

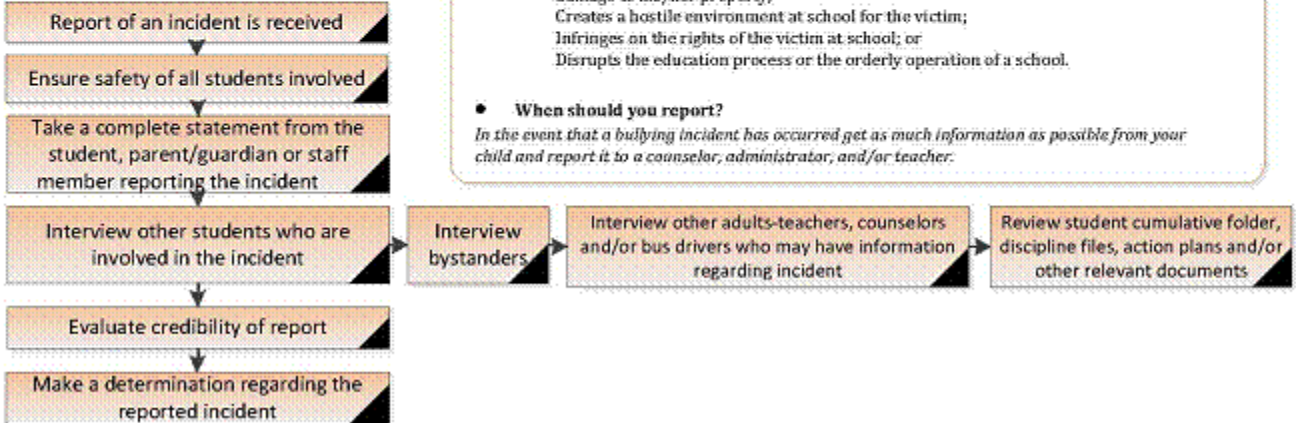
- Lunch/recess detention
- Bus suspension
- Exclusion from extra-curricular activities and/or special events, including field trips
- After school detention
- Suspension
- Other discipline at the discretion of the Administrator and consistent with school and district discipline policies

**Victim(s):**

- Have an educational discussion with the student(s) and parents/guardians
- Establish a safety and comfort plan with the student(s) and parents/guardians
- Arrange for the victim to meet with the school counselor
- Inform all relevant adults – teachers, counselors, and bus drivers
- Future follow-up with student(s) and parents/guardians



## Response to Bullying/ Cyberbullying Flow Chart



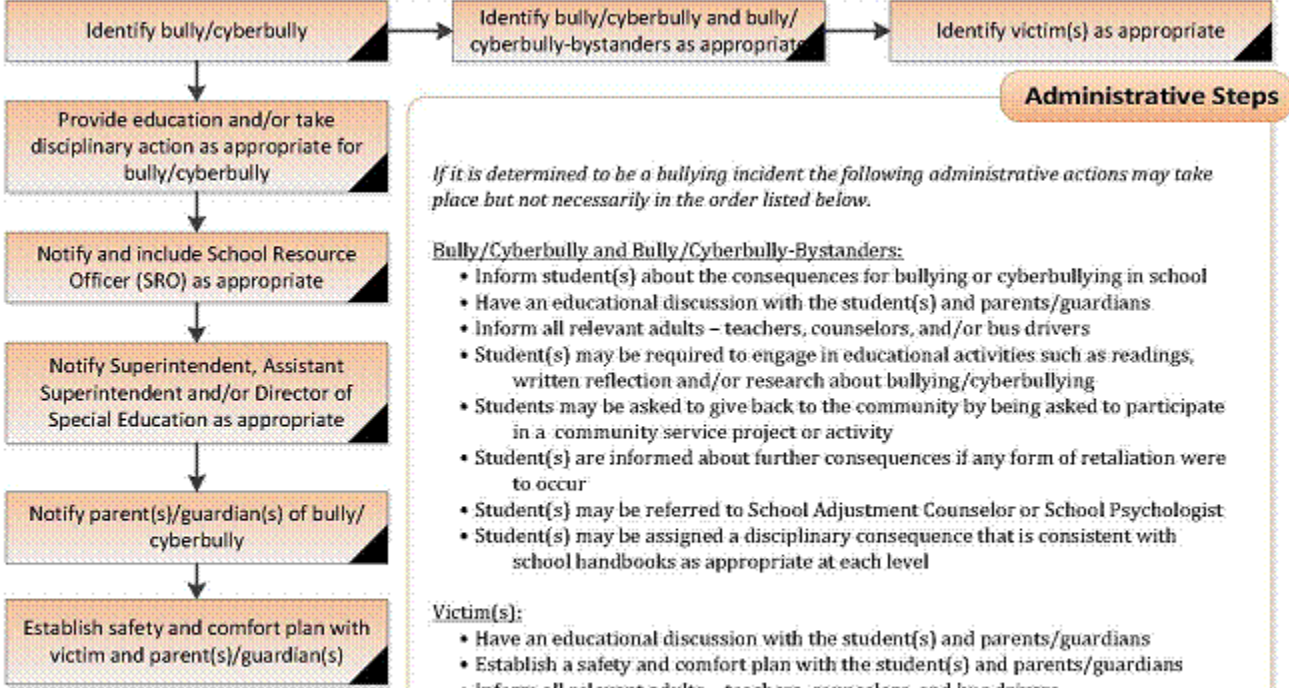
### Is this bullying?

One time incidents may be deliberately mean, cruel or developmentally inappropriate but they may not be bullying. However, some other behaviors may violate other school rules so it should be reported to an adult as soon as possible. For behavior to be deemed bullying, it needs to include all of the following elements (MGL Chapter 92, Acts of 2010).

- Must be repeated action(s) by one or more students
- Must be a written, verbal or electronic expression or a physical act or gesture
- Must be directed at a victim so that it causes one or more of the following:
  - Physical or emotional harm to the victim;
  - Damage to the victim's property;
  - Places the victim in reasonable fear of harm to him/herself or of damage to his/her property;
  - Creates a hostile environment at school for the victim;
  - Infringes on the rights of the victim at school; or
  - Disrupts the education process or the orderly operation of a school.

**When should you report?**  
*In the event that a bullying incident has occurred get as much information as possible from your child and report it to a counselor, administrator, and/or teacher.*

### If it is determined that a bullying incident has occurred...



### Administrative Steps

*If it is determined to be a bullying incident the following administrative actions may take place but not necessarily in the order listed below.*

- Bully/Cyberbully and Bully/Cyberbully-Bystanders:**
- Inform student(s) about the consequences for bullying or cyberbullying in school
  - Have an educational discussion with the student(s) and parents/guardians
  - Inform all relevant adults – teachers, counselors, and/or bus drivers
  - Student(s) may be required to engage in educational activities such as readings, written reflection and/or research about bullying/cyberbullying
  - Students may be asked to give back to the community by being asked to participate in a community service project or activity
  - Student(s) are informed about further consequences if any form of retaliation were to occur
  - Student(s) may be referred to School Adjustment Counselor or School Psychologist
  - Student(s) may be assigned a disciplinary consequence that is consistent with school handbooks as appropriate at each level

- Victim(s):**
- Have an educational discussion with the student(s) and parents/guardians
  - Establish a safety and comfort plan with the student(s) and parents/guardians
  - Inform all relevant adults – teachers, counselors, and bus drivers
  - Future follow-up with student(s) and parents/guardians



## **BULLYING WEB RESOURCES**

### **Why does my child get bullied/bully others? What can I do to help?**

[http://www.nasponline.org/resources/handouts/bullying\\_template\\_9\\_04.pdf](http://www.nasponline.org/resources/handouts/bullying_template_9_04.pdf)

<http://www.bullyonline.org/schoolbully/school.htm>

<http://www.nmsa.org/Research/ResearchSummaries/Bullying/tabid/709/Default.aspx>

<http://www.byparents-forparents.com/parenting/what-to-do-if-your-child-is-a-bully.htm>

<http://www.education.com/topic/school-bullying-teasing/>

### **Cyberbullying: What is it? What can be done?**

<http://webhost.bridgew.edu/marc/>

<http://www.stopcyberbullying.org/index2.html>

<http://www.cyberbullying.us>

### **Bullying/Cyberbullying Facts and FAQ's:**

<http://nomorebullies.wordpress.com>

<http://www.wiredsafety.org/>

<http://www.cde.ca.gov/ls/ss/se/bullyfaq.asp>

### **Social Networking Safety Tips for Teens and Parents:**

<http://www.nsteens.org/>

<http://www.onguardonline.gov/topics/safety-tips-tweens-teens.aspx>

<http://www.safefamilies.org/socialnetworking.php>

**MA State Law Chapter 92 of the Acts of 2010:**

<http://www.mass.gov/legis/laws/seslaw10/sl100092.htm>

**Articles on Bullying in Schools:**

<http://www.nmsa.org/Publications/MiddleSchoolJournal/Articles/January2006/Article2/tabid/693/Default.aspx>

<http://kidshealth.org/parent/emotions/behavior/bullies.html>

<http://www.tolerance.org/print/magazine/number-10-fall-1996/bully-trap>

## **GENERAL INFORMATION**

### **ADDRESS and TELEPHONE NUMBERS**

Please advise the school immediately when an address change occurs. In case of an emergency, it is of the utmost importance that the school be informed of current information. In addition, if contact persons' addresses and/or phone numbers listed on the emergency cards change, please notify the school as soon as possible.

### **APPROPRIATE DRESS**

Dress should not hinder the educational process and should present a comfortable atmosphere for students and staff. All students are expected to attend school appropriately dressed and properly groomed. The trends in fashion have brought some complications to this matter. Shoes and footwear such as **flip-flops and open back beach shoes are not permitted** as they pose a safety risk on stairs and in the event of an emergency. Shirts with inappropriate symbols or slogans written on them are highly discouraged. Hats may be worn to school but must be removed upon entering the building. **Wheelies/heelys**, no matter what you call them, these shoe "skates" are not permitted on school property or in the building.

### **CHAIN OF AUTHORITY**

To make the most of your child's education, it is important to address any questions or concerns **with your child's teacher** as soon as they arise. This can be done by writing a note to the teacher or by calling the school and leaving a message for the teacher. If concerns remain after discussing them with the teacher, the Principal should be contacted.

### **HANDWASHING GUIDELINES**

- Use liquid soap and running water
- Rub your hands vigorously for at least 10 seconds

***Wash everywhere:***

- Backs of hands
- Wrists
- Between fingers
- Under fingernails

***Rinse well:***

- Dry hands with a paper towel
- Turn water off using a paper towel, not your clean hands

## **LOST AND FOUND**

Please label sweaters, coats, hats, mittens, lunch boxes, etc. When you send money to school, please put it in an envelope and label it with the name of the child, teacher's name, the amount of money and purpose.

A Lost and Found area is located in the dining room. Parents and students should regularly check for items that have been lost.

Students should not bring any items of monetary or personal value to school unless the teacher has requested it. It is very difficult to properly monitor the security of such valuables. Items that can be potentially dangerous should not be brought to school; e.g. hard baseball bats, toy weapons, hockey sticks, etc.

## **LOST OR DAMAGED**

The Jefferson Elementary School takes pride in its resources. It is the responsibility of each student to use school materials in an appropriate manner. A parent may be asked to reimburse the school for the loss or abuse of school property.

## **LUNCH**

Each child has the daily option of purchasing a regular lunch, which includes milk for \$2.00 or bringing a bag lunch from home. Milk may be purchased separately for 50 cents (please consult the monthly menu).

## **MENUS**

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Monthly menus are on the Franklin Public Schools website at [www.franklin.k12.ma.us](http://www.franklin.k12.ma.us).

## **MENUS (continued)**

**Parents are encouraged to pre-pay their student's lunch.** This can be done by sending a check in with the student, payable to "Franklin School Lunch Program," for as many lunches as the parent chooses. For example, if a parent wants to pre-pay for 15 lunches for an elementary student, the check would be for \$30.00. Students do not have to purchase lunch every day to use a pre-paid card; the cafeteria manager will track how many lunches have been used and how many remain. They will notify students shortly before their account is used up, so that the parent or guardian can send in another check.

For eligible families, free lunch or lunch at a reduced cost is available upon completion of necessary documents. Until forms have been completed, there is a grace period for those who have previously received free or reduced lunch. **Forms must be completed annually.** *Students are encouraged to bring a healthy snack each day and we do not share snacks. Some snack suggestions are: crackers, sandwiches, applesauce, bagel, vegetables, fruit, pretzels, granola bars, yogurt, cracker and cheese.*

## **CHARGES AND UNCOLLECTED DEBT – FOOD SERVICE**

Based on guidance issued by the U.S. Department of Agriculture, the district recognizes that the school food service account cannot be used to cover the cost of charged meals that have not been paid.

Students at the High School and Middle School levels are not permitted to charge a lunch. Elementary students are permitted to charge up to three meals. Charges are tracked through the electronic Point of Sale program used by the Franklin Public Schools.

Students who have reached the charging limit will be provided with an "emergency meal". Under no circumstances will students be denied food because they lack the funds to pay. Choices of "emergency meals" include cheese or peanut butter and jelly sandwiches with a piece of fruit and a choice of milk.

Students provided with an emergency meal will have the cost of the meal added to their balance and parents/guardians will be notified of such balances on a monthly basis. Reimbursable meals served shall be claimed based on the eligibility status of the student. The foodservice department will make every effort to collect unpaid balances and will contact the parents/guardians to identify any extenuating circumstances that might exist within the household. Thereafter, the foodservice department will track negative balances and report same to the School Business Administrator prior to the close of the school

year (June 30<sup>th</sup>). The School Business Administrator shall cause a journal entry to be made to charge the uncollected debt to the School budget appropriation.

From time to time throughout the school year classes hold special celebrations. In keeping with the spirit of the District policies on wellness and food allergies, the staff of Jefferson School is requesting that no food items be brought into the classroom for distribution to the class. This includes treats that are sometimes sent in for birthday celebrations. Teachers will inform parents at the beginning of the school year about procedures for events such as Valentine's Day, special celebrations, and birthdays. Some alternatives to food may include: stickers, pencils, a favorite game, etc.



## NO SMOKING POLICY

The Franklin School Committee prohibits the use of any tobacco products within the school buildings, the school facilities, on school grounds or school vehicles including buses by any individual, including school personnel, consistent with Massachusetts General Laws, Chapter 71, Sections 37H.

## NOVELTY ITEMS AND TOYS

From time to time, various novelty items are brought to school that not only interfere with the educational process, but also in some instances, can cause injury to fellow classmates or damage to the items. Some examples of these are gum, caps, radios, toys, Pokeman cards, Webkinz, fingernail polish, hairspray, makeup, etc. Students are advised those or similar items or any type of toy are **not to be brought on school buses or to school**. This is to ensure the safety of the student as well as prevent possible damage to a toy and disruption to the educational environment of all students and staff. Depending on the item it may be collected by the staff and returned at a later date.

**No headphones, no earbuds are allowed. We ask that all iPods, MP3 players, CD players, tape players and other electronic gadgets be kept at home.**

## **PARTY INVITATIONS**

Invitations **may not** be handed out at school unless the entire class is invited. We do not provide phone numbers or addresses for safety and privacy reasons. If you have questions or concerns, please contact the school Principal.

## **PARENT COMMUNICATION COUNCIL**

***The PCC extends a warm welcome to you!*** We are an independent volunteer organization that endeavors to assist teachers and students, enhance the education process, offer family social activities and foster a proud school community. We meet on a monthly basis to discuss upcoming events at school, plan future activities, share ideas and socialize with other parents.

The PCC has a busy schedule throughout the year in providing assistance with special programs, volunteering time in a variety of ways during the school day and in fund raising events. Some of the activities include the cultural enhancement program, book fairs, the voluntary reading program and field trips.

## **REQUIRED WRITTEN NOTES**

- If your child is late or absent
- When your child is to be dismissed before the end of the day
- For alternate transportation after school
- Excused from Physical Education

## **SCHOOL COUNCIL**

School councils have been formed in the Franklin Public Schools in accordance with the Education Reform Act of 1993. The councils are comprised of parents, teachers and community members. The school Principal co-chairs the council along with an elected member.

The Education Reform Act has set guidelines for school councils. In general, it is the council's responsibility to advise the school Principal about school matters and to help develop a yearly School Improvement Plan. If parents are interested in being a council member at Jefferson Elementary School, they should contact the PCC Presidents. A copy of the current School Improvement Plan is available in the office.

## **TELEPHONE USAGE**

Students need to develop responsibility to remember to bring all items needed to school. Unless there is an emergency, the students should not use the telephone to call parents to bring in homework, sneakers, etc. **Students will not be permitted to have cell phones on school property.**

## **VALUABLES**

Occasionally children bring to school valuable personal property such as collections and instruments. The school personnel will make every attempt to exert reasonable care for such items, but are not responsible for loss or damage. Therefore, we do not recommend that children be permitted to bring expensive or irreplaceable items to school. Additionally, please do not allow your child to bring large sums of money to school, as the school personnel cannot be responsible for loss of cash.

## **HEALTH SERVICES**

### **EMERGENCY CARDS**

To help provide prompt care for you child, the schools REQUIRE that you complete an emergency card containing the name of your family physician and other persons to contact if you are not available. The accuracy of this information is vital. Emergency cards MUST be updated on a yearly basis. If information changes during the school year, please update the emergency card immediately. Please provide the school with any relevant COURT DOCUMENTS concerning custody, visiting privileges, etc.

### **ACCIDENTS - ILLNESS AT SCHOOL**

A school nurse is available for parents and children at the school on a daily basis. Students who are ill or injured are urged to tell their teacher, education support person (ESP) on duty, or the nearest staff member immediately. Do not allow a minor problem

to become a major one by not bringing it to the attention of a teacher or ESP. In the event of serious injury or illness at school, the school nurse will provide immediate first aid. If follow-up care is needed, or if the child cannot remain at school, parents will be notified.

**When your child returns to school from an absence, a note signed by a parent or guardian acknowledging the absence is necessary.** This note is required for all absences regardless of the duration. Absences of five **(5) days or longer** additionally require a note from a physician prior to the school readmitting your child to class.

## HEALTH SERVICES (continued)

### Communicable Diseases

A student showing signs of ill health, or of being infected with a disease, shall be sent home as soon as safe and proper transportation can be arranged. He/she shall remain at home until the communicable condition has been resolved to the satisfaction of the school nurse.

Parent help and cooperation are essential to prevent the spread of communicable diseases, such as conjunctivitis (pink eye), strep infections, and viruses. Students under treatment for conjunctivitis and strep throat **must** stay out of school for the first 24 hours of antibiotic treatment. **A child who has been ill with a fever or symptoms of vomiting or diarrhea should not return to school until he/she has been symptom-free for 24 hours.**

### FRANKLIN PUBLIC SCHOOLS

### HEALTH DEPARTMENT PROCEDURE

### NURSING PROCEDURE

Subject: Serious Communicable Disease

Purpose: To establish guidelines regarding the role of the school nurse and school administrative staff in response to an outbreak of a serious communicable disease.

1. When there is a confirmed case of a serious communicable disease (i.e. salmonella, pertussis, meningitis), the school nurse will immediately contact principal, pupil services office and superintendent of schools. In consultation with administrative personnel, the nurse will determine with the MDPH epidemiologist

the guidelines for notification, exclusion and treatment of close contacts. Copies of all letters will be sent to superintendent for review before dissemination.

2. The director of Pupil Personnel Services and school nurse, in consultation with building principal will be responsible for:
  - a. Determining close contacts as defined by MDPH
  - b. Notifying parents of close contacts by letter and/or phone, depending on the urgency of seeking preventative treatment
  - c. Assigning additional personnel to assist with notification (i.e. guidance, secretarial staff, ESP's)
  - d. Providing general notification to staff and the school community as indicated

## **HEAD INJURIES AND CONCUSSION IN EXTRACURRICULAR ACTIVITIES**

It is the policy of the School Committee to comply with the requirements of MGL 111 Section 222 and all other applicable laws and regulations. Consistent with these requirements, the following rules will apply:

At or before the start of each sport, club or band season, all students who plan to participate in extracurricular activities shall complete and submit to the coach, athletic director or band director a current permission form, athletic physical examination form and a signed MIAA form. The physical examination form must include a comprehensive medical history with up-to-date information relative to concussion history, any head, face or cervical spine history and any history of co-existent concussive injuries. Any student with a history of concussive, head, face or cervical spine injury must provide a current medical clearance and authorization signed by the treating physician to compete in the extracurricular or athletic activity

Any student, who during a practice or competition sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.

The student shall not return to play unless and until the student provides medical clearance by his/her treating physician that he is symptom-free and medically able to participate in the activity. The District may seek parental permission to speak with the physician in order to clarify the student's medical condition and to gather additional information. The District reserves the right to determine that a student may not safely participate in an athletic activity.



LEGAL REFERENCE: MGL 111 Section 222; 105 CMR 201.000

Adopted by School Committee 7/12/11

FRANKLIN PUBLIC SCHOOLS

HEALTH DEPARTMENT PROCEDURE

**NURSING PROCEDURE (continued)**

3. School nurse will contact health care professionals in other schools if close contacts and/or siblings are involved.
4. School nurse shall be responsible for direct communication with family, physicians and all health care agencies.
5. Students with a significant medical disability requiring a Section 504 Plan and/or and Individual Health Care Plan (IHCP) will be contacted by the school nurse, (as per the health plan), if they may be impacted by the spread of a communicable disease within the school community.

ILLNESS AT SCHOOL

The nurse or principal will assume responsibility for determining whether your child should be sent home because of illness. Please do not send your child to school if you detect a fever, rash or other signs of illness.

IMMUNIZATIONS

The School Immunization Law, Chapter 76, Section 15 of the General Laws states: "No child shall be admitted to school except as hereinafter provided." The provisions are:

- A physician's certificate listing immunizations given and/or the diseases the child has had.
- A physician's certificate stating immunization is contraindicated for health reasons.
- A parent or guardian's statement that immunization conflicts with religious beliefs.

The law requires immunization against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, and rubella (German measles). Principals are responsible for refusing school admittance to children who have not had the required immunizations or who are not otherwise exempted as explained above. Non-immunized or partially immunized children whose private physicians certify they are in the process of receiving the required immunizations shall be regarded as in compliance with the law. However, all immunizations must be complete for admission to kindergarten.

## HEALTH SERVICES (continued)

### IMMUNIZATIONS (continued)

In addition, the Massachusetts Department of Public Health requires Hepatitis B immunization for all students in preschool programs as a condition of school attendance. A second dose of measles vaccine will be required for entry into the 7th grade until 2002. Effective September 1996 a second dose of measles vaccine will be required for entrance into kindergarten. Hepatitis B vaccine and proof of lead screening are also required for kindergarten entry for all children born on or after January 1, 1992. A tetanus/diphtheria booster is required in grades 10 -12.

### INSURANCE

A plan of liability insurance is offered yearly at a nominal fee. A parent may insure a child against any accident while at school, going to or from school or while engaged in a school activity away from school. In case of a claim, the school office will supply all necessary forms.

### MEDICATIONS-ADMINISTERING MEDICINES TO STUDENTS

**The policy of the Franklin Public Schools as mandated by 71 M.G.L. 54B and the Massachusetts Department of Public Health 105 CMR, 210.001, et seq. "Regulations Governing the Administration of Prescription Medications in Public and Private Schools" is that prescription medication is not to be dispensed without a written order from a licensed physician as described in 105 CMR 210.002 and written parent/guardians consent. Over the counter medication and medicinal substitutes such as nutritional supplements will not be dispensed without a physicians order or parental consent, as deemed necessary by the school nurse. Required orders and consents must be renewed as necessary and at the beginning of each academic year. All medications must be in the original container, properly labeled and delivered to the school nurse by a responsible adult (parent/guardian or designee). No more than a thirty (30) day supply will be accepted at one time.**

**Medication must be retrieved in person by the parent/guardians. Medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.**

**All medications will be stored in a locked cabinet or when required in a locked box in a refrigerator in the nurse's office. All medications shall be dispensed by an R. N. (including on field trips, if the parent is not present) with the exception of medications that may be self-administered pursuant to M.G.L. Chapter 71 Section 54B. Appropriate school staff shall be notified of medication administration by the school nurse (or student's self-administration of prescription medication) with parent/guardian consent, if not in violation of confidentiality. Administration of epinephrine will follow the procedures set forth by Department of Health Regulations.**

**Students with asthma or other respiratory diseases may possess and self-administer prescription inhalers under the following rules for Student Self-Administration of Medication.**

**Students with cystic fibrosis may possess and self-administer prescription enzyme supplements under the following rules for Student Self-Administration of Medication.**

**Students with diabetes may possess and self-administer glucose monitoring tests and an insulin delivery system under the following rules for Student Self-Administration of Medication.**

**Rules for Student Self-Administration of Medication:**

**The school nurse may permit self-medication of prescription medication by a student**

**Provided that the following requirements are met:**

- **The student, school nurse and parent/guardian enter into an agreement which specifies the conditions under which the prescription medication may be self-administered;**
  
- **The school nurse develops a medication administration plan which contains elements necessary to ensure a safe self-administration of the prescription medication, including information for the safe storage of the prescription medication and providing for accessibility of the medication for the individual student;**
  
- **The school nurse evaluates the student's health status and abilities and deems self-administration safe and appropriate, after observing initial self-administration of the prescription medicine; "Self-administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.**
  
- **The school nurse is reasonably assured that the student is able to identify the appropriate prescription medication, knows the frequency and time of day for which the prescription medication is ordered, and follows the school self-administration protocols;**
  
- **There is on file a written authorization from the student's parent or guardian that the student may self-medicate;**
  
- **There is on file a written order from the licensed prescriber for self-administration;**
  
- **The student documents the self-administration of the prescription medicine and must report weekly to the school nurse. The school nurse will monitor the student's self-administration as appropriate;**

- **The student will keep a backup supply of the prescription medication with the school nurse.**

**Legal Reference: 105 CMR 210.01, et seq. and 71 M.G.L. 54B.**

**Adopted: 3/05**

## PHYSICAL EXAMINATION

The state law requires that all students present evidence of a physician's physical examination on entry into school (preschool and kindergarten) and every 3 - 4 years. Franklin Public Schools require subsequent physical examinations in grades 5, 7, and 10. Athletic physical examinations are required for athletic participation in accordance with MIAA regulations.

## PEDICULOSIS

The Franklin Public Schools have a "nit free" policy which means that a student treated for head lice will not be readmitted to school until there are no nits observed by the school nurse.





## **HEALTH SERVICES (continued)**

### POSTURAL SCREENING

Postural Screening will be conducted in the Franklin School System on all students in grades 5 through 9, as mandated by law. Every student will be screened and will not be exempt unless a note from a private physician is provided stating that the postural screening has been completed during the academic year starting in June.

Initial screening will be conducted in physical education classes in late February into March by the nurse or the physical education staff who have been trained to conduct these screenings. All students with questionable findings will be referred to the school nurse. Re-screenings will be completed by the nurse, after which recommendations will be made.

Since this is a health concern, which is likely to develop during the adolescent years of rapid growth, it is important to be assessed annually. Although this screening is usually done during a physician's annual exam, it must be specifically noted by the physician, such as "postural screening negative" or "scoliosis negative."

### SCREENINGS

All children are screened for vision and hearing annually in grades K-5, grades 7, 9, and 11. Parents of those children failing to pass either of these screenings will be notified. It then becomes the parent's responsibility to seek additional professional follow-up.

### SCHOOL NURSE

The school nurse is available for parents and children on a daily basis. All children will be screened during the year for vision and hearing. You will receive notification if there is a concern. Starting in the fifth grade, the nurse will check each child for scoliosis. In addition, each child's head may be checked, if necessary, for head lice. Parent/Guardians will be notified if their child appears to have a problem with pediculosis (lice). Recommendations for treatment will be provided. Because of the incidents of pediculosis (lice) and for other hygiene concerns, the wearing of hats in school is generally not permitted.

**Parents should keep the nurse informed of any change in the child's health in order that records remain current.**

## **HEALTH SERVICES (continued)**

### MANAGING LIFE\_THREATENING FOOD ALLERGIES IN THE EDUCATIONAL ENVIRONMENT

Franklin Public Schools recognizes that students with life-threatening food allergies require reasonable accommodations necessary to ensure access to available education and education-related benefits. It is the policy of Franklin Public Schools that the management of life-threatening food allergies be accomplished in compliance with applicable state and federal regulations. Franklin Public Schools implements this policy and administrative procedures pursuant to the guidelines established by the Massachusetts Department of Education, in a document entitled, “Managing Life-Threatening Food Allergies in Schools” and other reliable resources relating to this issue.

It is the policy of the school committee to establish age-appropriate guidelines for students within the school district in order to minimize the risk of students with life-threatening food allergies (LTA). The guidelines established might include building-based medical emergency plans, the implementation of Individual Health Care Plans (IHCP) that includes an individualized emergency plan, effective training programs for personnel, students, and consultation with appropriate medical specialists. The Franklin Public Schools maintains the expectation that specific building-based guidelines /activities will be established to insure that the health needs of all students will be met in the least restrictive environment. In order to assist students with developing the skills necessary to participate in all educational programs, building-based teams will communicate with parents and students to allow the student to gradually assume more responsibility for maintaining their safety as they advance from elementary school to secondary school.

The Franklin Public Schools has developed protocol/guidelines for the management of life threatening food allergies. Building-based teams will consult with parents, and where applicable the student, to develop a safe and effective health plan so that the student will be able to access all educational programs. If appropriate, the school-based team may indicate on the IHCP and/or the 504 Plan that the student will carry the EPI-Pen on his/her person. Where this is a recommendation all necessary training procedures and guidelines articulated in the policy will be adhered to.



# **PROTOCOL AND GUIDELINES FOR MANAGEMENT OF LIFE-THREATENING**

## **FOOD ALLERGIES IN THE FRANKLIN PUBLIC SCHOOLS**

### **BACKGROUND**

Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs.

Anaphylaxis is a potentially life-threatening medical condition occurring in food allergic individuals after exposure to their specific food allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly; dairy products, eggs, fish/shellfish, milk, peanuts/tree nuts, soy, wheat)

Anaphylaxis can occur immediately or up to two hours following allergen exposure, so it is important to:

- Identify student at risk
- Have appropriate preventative policies
- Be prepared to handle an emergency

### **PURPOSE AND GOAL**

The Franklin Public Schools cannot guarantee to provide a food allergen-free environment for all students with life threatening allergies, or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

The sections below highlight the major responsibilities of the various groups, but each child's plan will be individualized and therefore not all responsibilities can be spelled out in this protocol.

The goal of the Franklin Public Schools regarding Life-Threatening Food Allergies is to engage in a system-wide effort to:

- Prevent any occurrence of life-threatening food based allergic reactions
- Prepare for any allergic reactions to food
- Respond appropriately to any food allergy emergencies that arise

## **RESPONSIBILITIES OF THE FRANKLIN PUBLIC SCHOOL DEPARTMENT**

The Superintendent and his/her staff shall be responsible for the following:

1. Create a system-wide emergency plan for addressing life-threatening food based allergic reactions.
2. Provide annual in-service training and education on reducing food-allergy risks, recognizing food allergy symptoms, and emergency procedures for staff.
3. Training shall include, but not be limited to:
  - a. A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions.
  - b. The signs and symptoms of anaphylaxis.
  - c. The correct use of an Epi-pen.
  - d. Specific steps to follow in the event of an emergency.
4. Adopt a **“NO FOOD TRADING/SHARING”** and **“NO UTENSIL SHARING”** procedure in all schools with particular focus at the elementary school level.
5. School Health Professionals in conjunction with the student’s parent(s)/guardian(s) and the primary care provider/allergist prepare an Allergy Action Plan/Individual Health Care Plan for any student with a life-threatening food allergy. The Plans will be reviewed by the school nurse, the student’s parent(s)/guardian(s) and primary care provider and/or the student’s allergist, and signed off by the child’s physician/allergist, indicating that he/she deems it to be adequate.
6. Provide and maintain life-threatening food allergy free tables in each elementary school cafeteria as needed by the Individual Health Care Plan. These tables will be designated by a universal symbol. These tables will be cleaned and sanitized as per district protocol.
7. Lunch Room Attendants/Cafeteria Personnel, who report to principal, will be assigned to clean life-threatening food allergy tables.
8. Make the Individual Health Care Plan available in the nurse’s office and a student’s homeroom at the elementary level and in the nurse’s office at the middle and high school. Recommend that parents/guardians attach a photograph of their student with a Life-Threatening Food Allergy to their Individual Health Care Plan.
9. Submit to school bus drivers a list of students who have life-threatening food allergies.

10. Make Epi-pens (belonging to the school and those prescribed to the students) available in the nurse's office and in other clearly designated locations as specified in the Individual Health Care Plan. At the secondary level, students are allowed and encouraged to carry their Epi-pens on their person as allowed by the district's Administration of Medication Policy.

11. Familiarize teachers with the Individual Health Care Plan of their students and any other staff member who has contact with student on a need-to-know basis.

12. Consult with facilities personnel to develop protocol for cleaning classrooms, cafeteria, and other areas of the building to insure that the threat of allergens

is minimized.

### **RESPONSIBILITIES OF THE SCHOOL PRINCIPAL**

To the extent possible, the principal of each school shall be responsible for the following:

1. School nurse will familiarize teachers with the Individual Health Care Plan of their students and any other staff member who has contact with student on a need-to-know basis.
2. In conjunction with nurses, provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.
3. Send letters to all parents of children assigned to a classroom where one of the students has been identified as having a Life-Threatening Food Allergy (K-5)
4. The protocol that explains Life-Threatening Food Allergy and the application of the protocol at the school, concerning Life-Threatening Food Allergy will be discussed at kindergarten orientation.
5. Post the school's emergency protocol on Life-Threatening Food Allergies in appropriate locations.
6. Notify staff the locations of Epi-pens in the school.
7. A contingency plan will be in place and understood by all staff and students in the event the nurse is not in the office or in the building. Staff will call 911 in all instances of any allergic reaction.



## **RESPONSIBILITIES OF SCHOOL HEALTH PROFESSIONALS**

The school nurse is the primary coordinator of each student's plan.

Each school nurse will have the following responsibilities:

1. Meet with each parent/guardian of a student with a Life-Threatening Allergy and develop an Individual Health Care Plan for the student. During meetings with parents/guardians, nurses shall discuss and encourage the use of MEDIC-ALERT bracelets and other methods of identification for students with Life-Threatening Allergies.
2. Maintain updated Individual Health Care Plans in the nurse's office and in the student's homeroom at each school and in the nurse's office at the middle and high schools.
3. Nurse will assist the principal in providing information about students with Life-Threatening Allergies to staff.
4. In conjunction with the principal, provide in-service training and education for staff regarding Life-Threatening Allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.
5. Familiarize teachers with the Individual Health Care Plan of their students and any other staff member who has contact with student on need-to-know bases.
6. The school nurse will be responsible for following Department of Public Health regulations governing the administration of prescription medications. Nurses are also responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer Epi-pens.
7. Discuss with parents the appropriate locations for storing the Epi-pen and the possibility of receiving more than one Epi-pen as necessary.
8. Inform the school principal and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
9. Emergency protocol will be in place in the event the nurse is not in the building.

## **RESPONSIBILITY OF PEDIATRIC ALLERGY SPECIALIST**

Each pediatric allergy specialist will:

- Consult with administration on implementation of best practices.

- Review policies/procedures annually with administration and school health professionals.
- Conduct in-service training to personnel as needed.
- Be available to review Individual Health Care Plans if needed.

## **RESPONSIBILITIES OF TEACHERS**

Each teacher shall have the following responsibilities:

1. Receive and review the Individual Health Care Plan, in collaboration with the nurse and parent(s) of any student(s) in your classroom with life-threatening allergies.
2. Leave information in an organized, prominent and accessible format for substitute teacher.
3. Participate in in-service training for students with life-threatening allergies
4. Teacher, in collaboration with the nurse and input from the parents of the allergic child, will set a classroom protocol regarding the management of food in the classroom.
5. Participate in the planning of a student's re-entry into school after an anaphylactic reaction.
6. Advise parents of any school related activity that requires the use of food in advance of the project or activity (K-5 only).
7. Limit use of food for instructional lessons.

If food is to be used in a lesson, teacher will notify parent of students with LTA before the lesson.

8. Teacher will collaborate with administration and nurse to send out letters to all parents/guardians of students in a class with an individual with a Life Threatening Food Allergy.
9. Whenever reasonable, the teacher will reinforce appropriate hygiene techniques/hand washing before and after eating.

## **RESPONSIBILITIES OF FOOD SERVICE PERSONNEL**

The food service department shall have the following responsibilities:

1. Supply cleaning materials for washing and sanitizing tables as per district protocol.
2. Provide in-service to food service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
3. Food service employees will wear non-latex gloves.

## **RESPONSIBILITIES OF FRANKLIN SCHOOLS TRANSPORTATION**

All school bus drivers shall be informed that he/she is transporting a child with a Life-Threatening Allergy.

The school bus drivers shall have the following responsibilities:

1. Provide functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus.
2. Maintain and reinforce policy of no food eating on the bus.

## **RESPONSIBILITIES OF PERSONS IN CHARGE ON CONDUCTING AFTER-SCHOOL ACTIVITIES**

Person in charge of extracurricular programs shall have the following responsibilities:

1. The Individual Health Care Plan will be available for parents to copy to give to others who assume responsibility for their child. Examples of this may include:
  - a. Before or after school activity instructors
  - b. Coaches
  - c. Solutions Personnel
  - d. Extracurricular activity advisors

## **RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES**

During recess and physical education classes (where a child has a Life-Threatening Allergy), the school shall have the following responsibilities:

1. Children will be under the supervision of at least one adult.
2. An Epi-pen will be taken outside if specified in the child's Individual Health Care Plan.
3. Develop building-based procedure whereby emergency communication device (walkie-talkie, cell phone)

is accessible and functional.

### **RESPONSIBILITIES FOR FIELD TRIPS**

The school shall have the following responsibilities when Life-Threatening Food Allergy students go on field trips:

1. Field trips need to take into consideration the risk for food allergen exposure, and parents must evaluate potential risks when determining whether their child should attend a field trip.
2. Lunches should be held in a safe place, so that children cannot access them until the appropriate time. Lunches of children with food allergies should be stored separately to minimize cross contamination.
3. A registered nurse will accompany class on field trip and will maintain a Epi-Pen and a copy of the child's ICP.

### **RESPONSIBILITIES OF PARENTS OF STUDENTS WITH LIFE-THREATENING FOOD ALLERGIES**

Each parent of a student with a Life-Threatening Allergy shall have the following responsibilities:

1. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after diagnosis).
2. Parent(s) must arrange to meet with the school nurse to develop an Individual Health Care Plan for the student and provide medical information from the child's treating physician as needed to write the Plans. Parents must arrange for school health professionals to be able to communicate with student's physician.
3. May choose to provide the school a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.
4. Provide the school nurse with enough up-to-date emergency medications (including Epi-pens) so they can be placed in all required locations for the current school year.
5. Complete and submit all required medication forms.

6. Provide a MEDIC ALLERT ID for your child.
7. Notify nurse of upcoming field trip as soon as possible and provide Epi-pen to be taken on field trips as stated in the field trip policy.
8. Encourage students to wash hands before and after handling food.

## **RESPONSIBILITIES OF PARENTS OF STUDENTS WITH LIFE-THREATENING FOOD ALLERGIES**

Each parent of a student with a Life-Threatening Allergy shall have the following responsibilities: (continued)

9. Teach your child to
  - a. Recognize the first symptoms of a food allergic/anaphylactic reaction.
  - b. Know where the epinephrine auto-injector is kept and who has access to the epinephrine.
  - c. Communicate clearly as soon as he/she feels a reaction is starting.
  - d. Carry his/her own epinephrine auto-injector when appropriate.
  - e. Not share snacks, lunches, or drinks.
  - f. Understand the importance of hand washing before and after eating.
  - g. Report teasing an/or bullying that may relate to the child's disability.
  - h. Take as much responsibility as possible for his/her own safety.
  
10. As children get older, teach them to:
  - a. Communicate the seriousness of the allergy.
  - b. Communicate symptoms as they appear.
  - c. Read labels.
  - d. Administer own epinephrine auto-injector and be able to train others in its use.
  
11. Inform the school of any changes in the child's Life-threatening Food Allergy status.

12. Provide the school with the licensed provider's statement if the student no longer has food allergies.
13. Go on field trips and out-of-school activities with your child, whenever possible.
14. Provide bag of snacks for your child's classroom along with safe foods for special occasions.
15. Sign a release for school personnel to consult with family physician/allergist and all medical providers.

### **RESPONSIBILITIES OF STUDENTS**

Each student with a Life-Threatening Food Allergy shall be responsible for the following:

1. Take responsibility for avoiding food allergens.
2. Do not trade or share food.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an allergic food reaction.
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
6. Take more responsibility for your food allergies as you get older.
7. Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the food allergy in the school.



## FRANKLIN PUBLIC SCHOOLS

### PROCEDURES FOR REPORTING CHILD ABUSE/NEGLECT

Massachusetts General Law Chapter 119. section 51A states that:

"...who, in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering serious physical or emotional injury resulting from abuse inflicted upon him including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, **shall immediately report such condition to the department by oral communication and by making a written report within 48 hours after such oral communication.**"

By virtue of our jobs as educators, we are **mandated reporters**. We are **required** to notify the Department of Social Services (DSS) whenever we have reasonable cause to suspect any kind of abuse.

The mandated reporter is exonerated from filing with DSS if he/she immediately notifies his/her supervisor, in this case building principal, who then becomes responsible for notifying DSS. The Principal/Designee will also notify the Director of Pupil Personnel Services by phone before filing a 51A.

Mandated reporters are absolutely immune to any liability, civil or criminal for filing a report of suspected abuse. DSS maintains confidentiality of the reporter.

Complete DSS form and send one copy to the Pupil Personnel Services Office.

Principal/Designee will contact administrator of the building where any siblings attend school before 51A is filed.

Building personnel are encouraged to meet to discuss case and to gather data/documentation.

Franklin Public School educators who suspect a child is being abused or neglected shall report the following information to the principal:

1. Name and address of child and parent (or guardian)\_\_\_\_\_

2. Child's gender \_\_\_\_\_

3. Nature and extent of the child's injuries, abuse, or neglect \_\_\_\_\_

4. Any evidence of prior injuries, abuse or neglect \_\_\_\_\_

5. Action, if any, taken to treat, shelter, or assist the child \_\_\_\_\_

6. Name of person or persons making the report \_\_\_\_\_

7. Other pertinent information \_\_\_\_\_

8. DSS Contact \_\_\_\_\_

9. Reported by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**DSS Whitinsville**

**Phone: 508-929-1000**

**Fax: 508-929-1100**

**185 Church Street**

**Director: Corine Contarino**

**Whitinsville, MA 01588**

**LIFELONG LEARNING DEPARTMENT**

**SOLUTIONS**

**POLICY AND PROCEDURE**

**FOR WHEN YOU SUSPECT CHILD ABUSE/NEGLECT**

- Contact Program Manager/Assistant Program Manager and notify them of incident immediately.
- Fill out DSS Protective Screening Unit Information Form.
- Submit form.
- Program Manager/Assistant Program Manager will call to report the incident to DSS.
- File 51A, if warranted, or follow any other instructions offered by DSS.
- Program Manager/Assistant Program Manager will meet with the building principal. The building principal will be given a copy of the report, as well as any additional information received from DSS. The principal will phone the Pupil Personnel Services Office.
- File all documents in child's folder and send one copy to Pupil Personnel Services Office.

**DSS/Whitinsville Office**

**Phone # - 508-929-1000**

**FAX # - 508-929-1100**

**Pupil Personnel Services Office**

**Phone # - 508-553-4833**

**FAX # - 508-553-4897**

**Franklin Public Schools**  
**Lifelong Learning Department**  
**Solutions**

**DSS Protective Screening Unit Information Form**

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age/D.O.B.: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Siblings/Ages: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mandated Reporter information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_

The nature and extent of the child's injuries, abuse, remarks, and/or neglect: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assessment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How you learned this: \_\_\_\_\_  
\_\_\_\_\_

Any action taken to treat, shelter, or protect child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**(For office use)**

Called in on \_\_\_\_\_ By: \_\_\_\_\_

Name of DSS representative: \_\_\_\_\_

**DSS Whitinsville Office, 185 Church Street, Whitinsville, MA 01588**

**Phone: 508-929-1000 FAX: 508-929-1100**

Commonwealth of Massachusetts

Department of Social Services

REPORT OF CHILD(REN) ALLEGED TO BE SUFFERING FROM  
SERIOUS PHYSICAL OR EMOTIONAL INJURY BY ABUSE OR NEGLECT (51A)

Massachusetts law requires an individual who is a mandated reporter to immediately report any allegation of serious physical or emotional injury resulting from abuse or neglect to the Department of Social Services by oral communication. This written report must then be completed within 48 hours of making the oral report and should be sent to the appropriate Department office.

Please complete all section of this form. If some data is unknown, please signify. If some data is uncertain, place a question mark after the entry.

DATA OF CHILDREN REPORTED

Name	Current Address	Gender	Age/ Date of Birth
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Siblings Name	Current Address	Gender	Age/ Date of Birth
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	

DATA ON MALE GUARDIAN PARENT

Name: \_\_\_\_\_

First

Last

Middle

Address: \_\_\_\_\_

Street & Number

City/Town

State

Zip Code

Telephone Number: \_\_\_\_\_ Age: \_\_\_\_\_

DATA ON FEMALE GUARDIAN PARENT

Name: \_\_\_\_\_

First

Last

Middle

Address: \_\_\_\_\_

Street & Number

City/Town

State

Zip Code

Telephone Number: \_\_\_\_\_ Age: \_\_\_\_\_

DATA ON REPORTER / REPORT

Report Date: \_\_\_\_\_  Mandatory Report  Voluntary Report

Reporter's Name: \_\_\_\_\_

First

Last

(If the reporter represents an institution, school, or facility, please indicate)

Reporter's Address/School Address:

\_\_\_\_\_

Street & Number

City/Town

State

Zip Code

Telephone Number: \_\_\_\_\_

Has reporter informed caretaker of report?  Yes  No





# Report of Child(ren) Alleged to be Suffering from Serious Physical or Emotional Injury by Abuse or Neglect



Massachusetts law requires an individual who is a mandated reporter to immediately report any allegation of serious physical or emotional injury resulting from abuse and/or neglect to the Department of Children and Families by:

1. Immediately reporting by oral communication; and
  2. Completing and sending this written report to the appropriate Department of Children and Families office within 48 hours of making the oral report.
- For more information about requirements for mandated reporters and filing a report of alleged abuse and/or neglect please see [A Guide for Mandated Reporters](#) available on the DCF website at [www.mass.gov/dcf](http://www.mass.gov/dcf).

Please complete all sections of this form. If some data are uncertain or unknown, please signify by placing a question mark ("??") after the entry.

## CHILDREN REPORTED

Name	Current Location / Address	Sex	Age or Date of Birth
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	

## PARENT OR GUARDIAN 1

Name			
First	Last	Middle	
Address			
Street & Number	City / Town	State	Zip Code
Phone #		Age / Date of Birth	
Primary Language Spoken (if known)		Ethnicity (if known)	

## PARENT OR GUARDIAN 2

Name			
First	Last	Middle	
Address			
Street & Number	City / Town	State	Zip Code
Phone #		Age / Date of Birth	
Primary Language Spoken (if known)		Ethnicity (if known)	

## REPORTER / REPORT

Report Date	<input type="checkbox"/> Mandatory Report	<input type="checkbox"/> Voluntary Report
Reporter's Name		
First	Middle	Last
<small>(If the reporter represents an institution, school or facility, please indicate)</small>		
Reporter's Address		
Street & Number	City / Town	State
Phone #	Relationship to the Child	
Has reporter informed caretaker of report? <input type="checkbox"/> Yes <input type="checkbox"/> No		

What is the nature and extent of injury, abuse, maltreatment or neglect? Please list any prior evidence of same and/or other worries regarding danger to the child(ren). (Please cite the source of this information if not observed firsthand.)

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If known, please provide the name(s) and contact information of the person(s) responsible for the injury, abuse, maltreatment or neglect and/or any other information that you think might be helpful in establishing the cause of the injury, abuse, maltreatment or neglect:

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What are the circumstances under which the reporter became aware of the injury, abuse, maltreatment or neglect? Please include information on dates and timeframes for when the injury, abuse, maltreatment or neglect occurred. Pedikit# (if applicable):

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What action has been taken thus far to treat, shelter or otherwise assist the child(ren) to deal with the situation?

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If report involved alleged domestic violence, please list any information that will help DCF make safe contact with the family (e.g., work schedule, place of employment, daily routines for the adult victim):

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Please provide any information about the family's strengths and capacities that you think will be helpful to DCF in ensuring the child's safety and supporting the family to address the abuse and/or neglect concerns:

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Signature of Reporter:

## **RECESS**

Children play outside at recess unless it is raining or dangerously cold. Please see that your child is dressed warmly in the winter. Only students who wear boots and snow pants are allowed to play in the snow. However, even on the blacktop, sneakers often get wet. In winter, an extra pair of socks tucked in your child's backpack is often a welcome relief after a cold recess. To protect against cold, heat, sun injury and insect-borne disease the following is recommended: in cold weather make sure clothing is dry and layered for warmth, when sunny provide sun protective clothing for your child, apply sun block with UVB and UVA protection of SPF 15 to exposed skin and insect repellent if needed due to high risk of insect-borne disease. Please Note sunscreen and bug spray need to be applied at home. The staff may not apply them.

## **SCHOOL SAFETY**

To help ensure the safety of all our students, all outside doors will be locked during the school day. Staff members on bus and recess duty will have a radio and access to the building at all times. Parents and/or visitors should enter through the Jefferson main door during the day. This door is equipped with a camera, buzzer and a monitor. **All visitors to the school are required to sign in at the office**, wear a school badge, and sign out before leaving.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

In compliance with U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), inspections of the Franklin Public Schools were performed during 2000 for asbestos-containing materials.

All inspection finds and the asbestos management plans have been on file with the Franklin School Department since the initial inspection. Management Plans and all other related information are maintained at the office of the Director of Administrative Services.

The EPA requires schools to have asbestos re-inspections every (3) years. Complete results of the three (3) year re-inspections are on file in the Superintendent's Office.

## **EMERGENCY EVACUATIONS AND LOCKDOWNS**

From time to time throughout the year, the students and staff will conduct both announced and unannounced emergency evacuation/lockdown drills as well as other emergency drills.

## **FIRE DRILLS**

State law requires that every school hold supervised fire drills each year under the direction of the Franklin Fire Department. A written report is given to the principal indicating evacuation time and any safety related issues observed. A signal will be given indicating a fire alarm. Directions for the swift and orderly evacuation of the building are posted in each room. Every student should be thoroughly familiar with them. Absolute quiet and order are to be maintained by all students when they are leaving the building. Strict attention to the directions of staff is most important. Such directions are to be obeyed instantly and without question. The safety of all students depends on your child's cooperation.

## **COMMUNICATION SENT TO NON-CUSTODIAL PARENTS**

There are circumstances where parents share joint custody of their children and live separately. In this case the non-custodial parent may want to receive notices, report cards, etc. from school. These parents may choose one of three options.

- Provide the school secretary with self-addressed stamped envelopes and she will mail notices as they are provided to her by the teacher.
- The school secretary will collect notices and the parent may come in periodically and pick them up.
- Duplicate notices will be sent home with the child.
- You must notify the school secretary if you wish to receive duplicate notices and how you would like to collect them.

## **COMMUNITY RESOURCE OFFICERS**

The Franklin Police officers are visible in our buildings for a variety of reasons:

- 51A Child Abuse and Neglect
- Assist with arrival and dismissal
- Attend PCC, School Council and staff meetings
- Bicycle safety
- Bullying

- Grade 5 DARE
- Halloween safety
- Internet Safety
- Lunch with students
- Read Across America
- Ride the busses to and from school
- Safety Plans
- Sex Offenders
- Stranger Danger (K and 1)
- Truancy
- Visit classrooms
- Well Being Checks

Franklin Public Schools are very fortunate to have the commitment and dedication of the Franklin Police Department to make our schools safe learning environments for all of our students and families.



## **PHOTO RELEASE**

### **PHOTO / VIDEO RELEASE**

**During the course of the school year there may be occasions when video or photographs will be taken in the school environment. These times might include special school events, field trips, project displays, or particular classroom lessons. These pictures, slides, or videos might be part of a school presentation, school celebration or as a part of a public relations event. Pictures/video may appear on a school or district web page, in a newspaper, or as part of a television/cable broadcast. Please be aware that photographs will not identify child by name.**

If you do not want your child's picture taken or displayed, please put a request in writing to school administration. If we do not receive your request in writing, it will be assumed that photographing/videotaping of your child is acceptable with the appropriate release and informed consent.

Please be aware that if the press requests to cover a specific school event or story and they request to use student photographs, the request must be made to the building principal.

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### **PHOTO / VIDEO RELEASE NOTIFICATION FORM**

**Please sign and return to teacher if you do not want your child's picture used in any school/district information, presentations, and/ or public relations/publicity opportunities.**

**\_\_\_\_\_ I do not grant consent to have my child photographed or video- taped and I do not consent to my child's picture being used in school or district web pages, press reports and/or television/cable broadcasts.**

**Child's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

(please print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE RETURN TO TEACHER**

## VISITORS TO THE SCHOOL

Parents, accompanied by school personnel, are welcome to visit the school to observe their child's classroom. To ensure the safety of the children and to avoid disrupting the educational process, these visits must be arranged through the Principal's office. Parents bringing lunches or other items to their children are asked to leave these in the office to be distributed.

### Classroom Observation and Visitation Procedures

In response to your request, we want to make your visit as productive as possible. Please take a minute to familiarize yourself with the following information. If you have any questions regarding the information provided, please don't hesitate to contact your child's school principal or designee.

#### **Setting up a classroom observation:**

To schedule a visit to a classroom, please call your child's school principal to schedule a date and time when activities/instruction you are most interested in will be occurring. When you speak with the school principal, please provide him/her with the following information:

1. Names and roles of the observers.
2. What are you interested in observing in regard to your child's performance and progress? Please specify if you are interested in observing a current classroom or a proposed classroom.
3. Are there any related services you are interested in observing, e.g. occupational therapy, speech/language, physical therapy?
4. In order for us to best coordinate the visit, please be able to supply convenient dates and times for you.

5. The length of time of the visit will be predetermined through conversation between you and the building principal/designee. Please understand that lengthy visits may, at times, interrupt the integrity of the program. Your child's right to quality education is important to us as well the educational rights of other students. You should plan to discuss the length of time you feel is needed to accomplish your observation goal.
  
6. There may be times during a school day when schedules include activities that may breach another student's right to confidentiality. Classroom visits will not be scheduled during these times. On behalf of *all* students, please respect the school professionals to make that judgment call.
  
7. In order to maintain confidentiality, please understand that no information will be provided about other students and their educational needs, performance, and programs. There are times when observers may, despite the district's best efforts, receive information that identifies another student. Observers will be asked to sign a statement that information about other students will not be disclosed.

## **Observing in the classroom:**

As in all times visitors enter a school building, please report to the school office in order to sign in and receive a Visitor's Pass. One of our staff will meet you at the office and accompany you throughout the visit.

Before your visit, a place in the classroom will be designated for you to sit and observe. We ask all observers to be sensitive to the following observation criteria:

1. Students can often be curious and easily distracted by visitors. If there is more than one observer, please do not converse during the observation. We encourage note-taking to facilitate conversation after the observation. Please bring with you something on which you can write notes and/or questions.
2. During your visit, you will not be able to talk with the teacher, service providers or students, including your own child. Their job at that time is to provide instruction/therapy. However, if you have questions you would like to discuss at a later date, please make arrangements through the building principal or designee.

Thank you for helping us make your visit and observation as helpful to you and respectful to all as possible. We appreciate your interest in our classrooms and programs.

SCHOOL VOLUNTEERS

Our school programs in the past have been successful because of the help from parent and adult volunteers. Volunteers have helped teachers by working with individuals and small groups of students and assisting with projects such as sewing, plays and creative arts. Parents have also assisted teachers with clerical chores such as duplicating materials, collating and stapling papers. If you wish to volunteer on a regular basis, let your child's classroom teacher know of our availability. As with any visitor, volunteers are required to check in at the front office, sign in, and wear a visitor's badge.

**All volunteers are required to complete a CORI background check each year. You must apply in person to the school office and present photo identification.**

## **SPECIAL EDUCATION**

### SPECIAL EDUCATION PROGRAM

Chapter 766 is the Massachusetts Comprehensive Special Education Law enacted in 1974. The law provides that students who are suspected of having special needs may be evaluated by a team of professionals. Prior to evaluation, members of the Special Services staff will work with regular education teachers to help modify the child's regular program, if necessary. The modifications suggested prior to the evaluation are often conducted as a result of an *Instructional Support Team* (IST) meeting.

In Massachusetts, in order to be eligible for special education services, a student must demonstrate the presence of a disability (autism; developmental delay; intellectual, sensory, neurological, emotional, communication, physical or health impairment; or specific learning disability) that prevents the student from making effective progress in education and requires specially designed instruction or related services in order to access the general curriculum. An initial evaluation to determine eligibility will seek sufficient evaluative information to make a fair determination that considers all of these factors.

If an evaluation is completed, the TEAM, of which parents are an integral part, will determine if the student is eligible for special services. For students who are identified as being in need of special education, a range of services is available within the Franklin Public Schools.

At the pre-school level, the Special Services Department provides a number of programs for children three years of age or older who are evaluated and found to have special educational needs. Classes at the pre-school level emphasize language acquisition and school readiness skills as well as socialization experiences.

Our school has services for children who require specialized remedial instruction as written in each of their Individual Educational Plans. Specialists in speech and language therapy, learning disabilities, and emotional and/or behavioral problems service designated children. In addition, the Special Services Department may suggest other specialized programs provided by other agencies.





## **SPECIAL EDUCATION (continued)**

### **SPECIAL EDUCATION PROGRAM (continued)**

#### **EDUCATIONAL SERVICES TO STUDENTS IDENTIFIED AS HOMELESS**

Section 725 (2) of the McKinney-Vento Homeless Assistance Act, which applies to the Franklin School District, defines homeless children and youths as:

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

#### **This definition includes:**

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations;
- migratory children (as such term is defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and
- unaccompanied youth a youth not in the physical custody of a parent or guardian.

The McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll a homeless student, even if they do not have the documents usually required for enrollment, such as school records, record of immunizations, medical records or proof of residency. Homeless youth covered by the Act may also be entitled to other services or program benefits, such as transportation or reduced/free lunch.

## **SPECIAL EDUCATION (continued)**

### SPECIAL EDUCATION PROGRAM (continued)

#### Section 504

#### **Services for Students with Disabilities**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
2. has a record of such impairment; or
3. is regarded as having such an impairment.

The Franklin Public Schools District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district.

Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. Any questions concerning the implementation of policy and procedures may be directed to:



**Section 504 Coordinator**  
**Franklin Public Schools**  
**355 East Central Street**  
**Franklin, MA 02038**

## **SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS**

In January 1975, the State Board of Education adopted regulations pertaining to student records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974. The regulations apply to all public elementary and secondary schools. They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. Under ordinary circumstances, when releasing records, students should allow up to five (5) school days for processing.

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

Pursuant to Mass. General Laws Chapter 71, Section 34E and Section 23.01(3) of the Massachusetts Student Records Regulations, a parent of a student has the right to inspect his or her child's student record regardless of the student's age. Under Section 23.07(2) (a) of the regulations, parents and "eligible students" (those fourteen or older or in at least the ninth grade) have the right upon request to a copy of any information in the student record. However, Section 23.01 (3) of the regulations permits a student eighteen or older to limit his or her parent's right to a copy of some or all of the information in the record by submitting a written request to the principal or superintendent. A copy of such request must be kept in the student record and honored by school officials.

### **CONFIDENTIALITY OF RECORD**

With a few exceptions, no individuals or organizations but the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student. In addition, any person inspecting or releasing information in the temporary record must note which portion was inspected or released and for what purpose in a log that is kept as part of the temporary record.

### **AMENDMENT OF RECORD**

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information on the record be amended or deleted. The parent and the student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provision through which the decision may be appealed to higher authorities in the school system.

## **DESTRUCTION OF RECORDS**

The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

## **ACCESS TO STUDENT RECORDS FOR NON-CUSTODIAL PARENTS**

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 Department of Education Regulations. Any individual who by court order does not have physical custody of the student is considered a non-custodial parent for purposes of M.G.L. 71, & 34H, 603 CMR 23.07 and this policy. This includes parents who by court order do not reside with or supervise the student, even for short periods of time. The school district will follow the law and the regulations developed by the Massachusetts Department of 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").

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

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
  - 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
  - 2. The parent has been denied visitation or has been ordered supervised visitation, or
  - 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
  
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.00.

- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
  
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07.
  
- (e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
  
- (f) Upon receipt of a court order, which prohibits the distribution of information pursuant to M.G.L. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.



## **TECHNOLOGY**

### **ACCEPTABLE USE POLICY**

The Franklin Public Schools shall provide access students to the technology system/network, including access to external networks, for limited educational purposes. The technology system/network will also be used to provide information to the community, including parents, governmental agencies, and businesses.

The Superintendent or his/her designee shall implement, monitor, and evaluate the district's technology system/network for instructional purposes. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of technology and shall agree in writing to comply with such regulations and procedures.

When utilizing school sanctioned modes of communication, students, staff, teachers and coaches are responsible for following all applicable laws, regulations, district policies, school rules and codes of conduct. Noncompliance with applicable regulations and procedures may result in suspension or termination of access and/or other disciplinary actions consistent with policies of the Franklin Public Schools. Violation of law may result in criminal prosecution as well as disciplinary action by the Franklin Public Schools. The Superintendent or his/her designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Franklin Public Schools as well as with law and policy governing copyright.

The Franklin Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Franklin Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Reviewed; revised – Adopted 9/22/09

## **TECHNOLOGY**

### **ACCEPTABLE USE POLICY (continued)**

Franklin Public Schools Acceptable Use Student Agreement  
for Grades K-5

In order for a student to use the Franklin Public Schools technology, parents / guardians must be aware that its use is for educational purposes only; he/she must read these guidelines or have them read and explained by a parent / guardian.

All technology use at the elementary level is under the supervision of a teacher or responsible adult. Unless the statement below is signed and returned, it is assumed that the student does not have permission to use technology in school.

## **Rules for Technology Use:**

- I will use the computer as instructed by my teachers.
- I may use the Internet and World Wide Web only when a teacher or other adult is present and I have permission to do so.
- I will not download any files or software without the permission of a teacher or other adult.
- I will never give out personal information about others or myself over the Internet.
- I will not use my name, only my first initial, if I am doing project work over the internet.
- I will inform my teacher immediately if I find materials or sites that make me uncomfortable.
- I will be polite and only use language that is acceptable in my school.
- I will not harass or bully other students through the use of the computer.
- I understand that I may be subject to school-based discipline if I do not follow the rules.
- I understand that my parent/guardian will be notified if I do not follow rules.

## TECHNOLOGY

### ACCEPTABLE USE POLICY (continued)

Franklin Public Schools Acceptable Use Student Agreement  
for Grades K-5

**Acceptable Use Student Agreement for Students K-5**

**Contract for use of Technology**

**Please return signed page to your classroom or homeroom teacher.**

**Failure to return this form to school indicates the student does not have permission to use technology at school.**

**We have reviewed the rules and agree to follow them.**

---

*Student Name (Print Name) Grade Date* **Student**

---

*Student Signature*

---

*Parent/Guardian Name (Print Name)*

*Date*

---

*Parent/Guardian Signature*

**Reviewed; Revised; Adopted 9/22/10**

## **FRANKLIN PUBLIC SCHOOL DISTRICT**

### **COMPLAINT AND GRIEVANCE POLICY AND PROCEDURE**

#### **POLICY**

It is the policy of the Franklin Public School District to provide learning and working environment free from discrimination and harassment. Staff or student complaints of discrimination or harassment based upon sex, race, color, religion, national origin, disability, age, or sexual orientation should be brought to: Discrimination/Harassment Complaint Coordinator, Franklin Public Schools, Administration Office, 397 East Central Street, Franklin, MA 02038. The policy and procedures set forth herein shall apply to complaints pursuant to state and federal laws, including: Title VI of the Civil Rights act of 1964; Title IX of the Education Amendment of Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans With Disabilities Act; and Massachusetts General Laws, Chapter 151B.

#### **PROCEDURE**

All grievances shall be processed in a fair, expeditious and confidential manner. When a complaint of discrimination or harassment is made, the following investigative and appeal procedures will be followed:

##### **Step 1: Discrimination/Harassment Complaint Coordinator**

Complaints may be made verbally or in writing to the Coordinator, who has authority to investigate all grievances. Complaints should be made promptly, within a short time after the occurrence, giving rise to the complaint, to assure a prompt investigation and fair resolutions. All complaints will be thoroughly investigated. Both the complainant and the subject of the complaint will be interviewed and given a full opportunity to state

their case. Witnesses, if any, will also be interviewed. A record will be kept of each investigation.

The complaints will be investigated within a reasonable time, usually not to exceed ten (10) school days after the complaint has been received. Both the complainant and the subject of the complaint will be informed of the result of the investigation, in writing. If the complaint is substantiated, the Coordinator will refer the matter to the proper supervisor or administrator for appropriate disciplinary action. For students, discipline may include a warning or reprimand, in school or out of school suspension, or expulsion from school. Discipline of school staff will be consistent with collective bargaining procedures, if applicable, and may include reprimand, suspension from employment, or employment termination.



**FRANKLIN PUBLIC SCHOOL DISTRICT**  
**COMPLAINT AND GRIEVANCE POLICY AND PROCEDURE**

**PROCEDURE (continued)**

**Step 2: Superintendent**

In the event a complainant or subject of a complaint disputes the result of the investigation, he/she may further appeal to the Superintendent of Schools within ten (10) school days of the Coordinator's decision. Any request for appeal shall be made in writing. The Superintendent shall meet with the parties to hear the appeal, and shall review the records of the investigation. The Superintendent shall issue a decision within ten (10) days of the hearing.

**Step 3: School Committee**

Further appeal may be made to the School Committee within ten (10) school days of the Superintendent's decision. Such appeal must be made in writing. The School Committee will hear the complaint and make a determination within ten (10) school days of the School Committee Hearing.

**DISCRIMINATION-HARASSMENT**

**HATE CRIMES**

The Franklin Town Council has adopted Resolution 96-135.

**Be it resolved by the Town Council:**

1. That the Town of Franklin declares a zero tolerance policy for all hate crimes in the form of any overt action motivated by bigotry and bias, including a threatened, attempted, or completed overt act motivated by racial, religious, ethnic, handicap, gender, or sexual orientation prejudice, or which otherwise deprives or seeks to interfere with or disrupt the exercise of a person's constitutional rights by threats, intimidation or coercion.
2. That the Town of Franklin's public officials and officers be charged to pursue such policy by fully applying the powers of enforcement established under the Massachusetts General Laws at Chapter 22C @ 32; Chapter 265, S37 and S39; and Chapter 266, S127A; and Chapter 272.

## **DISCRIMINATION-HARASSMENT (continued)**

HATE CRIMES (continued)

### **AMENDMENT TO ANTI-DISCRIMINATION LAW**

Effective March 10, 1994 the state law prohibiting discrimination against students in public schools includes protection against discrimination based on sexual orientation. As the result of enactment of Chapter 282 of the Acts of 1993, General Laws Chapter 76, section 5 now includes the following provision:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

### **DISCRIMINATION/HARASSMENT (CHAPTER 76 S.5)**

The Franklin Public School Department is committed to equal educational opportunity for all students and members of the school community without regard to age, color, disability, national origin, race, religion, sex or sexual orientation, 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 Franklin Public School Department is also committed to maintaining a school environment free of harassment based on age, color, disability, national origin, race, religion, sex or sexual orientation. The Franklin School Department expects all members of the school community to conduct themselves in an appropriate and professional manner with concern for the students.

## SEXUAL HARASSMENT

### **INTRODUCTION**

It is the goal of the Franklin School Committee to promote a workplace that is free of sexual harassment. Sexual harassment of employees, students, and/or all other individuals conducting business in any Franklin Public School facility, occurring in the workplace or in the settings which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this school district. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with any investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Franklin Public School takes allegations of sexual harassment seriously, the Superintendent or his/her designee will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, he/she will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

### **DEFINITION OF SEXUAL HARASSMENT**

In Massachusetts, the legal definition for sexual harassment is this:  
"sexual harassment" means sexual advances, requests for sexual favors,  
and verbal or, physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexual oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

## **SEXUAL HARASSMENT (continued)**

### **DEFINITION OF SEXUAL HARASSMENT (continued)**

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

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

### **COMPLAINTS OF SEXUAL HARASSMENT**

If any employees, students, and/or individuals conducting business in any Franklin Public School facility believe that they have been subject to sexual harassment, they have the right to file a complaint with the school district. This may be done in writing or orally with the following personnel:

**Assistant Superintendent of Schools, District Compliance Officer**

Central Office, 355 East Central Street

Phone: 508-553-4819

**Director of Human Resources**

355 East Central Street

Phone: 508-553-4810

**Building Principal and/or Department Director/Manager**



## **SEXUAL HARASSMENT (continued)**

### **COMPLAINTS OF SEXUAL HARASSMENT (continued)**

#### **SEXUAL HARASSMENT INVESTIGATION**

When the complaint is received it will promptly be investigated in a fair and expeditious manner, usually not to exceed ten school days. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private and confidential interview with the person filing the complaint and with the witnesses. The person alleged to have committed sexual harassment will also be interviewed. When the district has completed its investigation, it will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. A written record will be kept of each investigation and a written report will be issued to the Superintendent of Schools.

#### **DISCIPLINARY ACTION**

If it is determined that inappropriate conduct has been committed by an employee, the Superintendent or his/her designee will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action, as the Superintendent deems appropriate.



## **SEXUAL HARASSMENT (continued)**

### **COMPLAINTS OF SEXUAL HARASSMENT (continued)**

### **DISCIPLINARY ACTION (continued)**

### **STATE AND FEDERAL REMEDIES**

If sexual harassment has occurred, an individual may file a formal complaint with any of the following government agencies set forth below. Using the complaint process of the Franklin Public Schools does not prohibit an individual from filing a complaint with these agencies. Each of the agencies has a short time period of filing a claim (EEOC – 180 days; MCAD – 6 months).

#### **•The United States Equal Employment Opportunity Commission (“EEOC”)**

1 Congress Street – 10<sup>th</sup> Floor

Boston, Massachusetts 02114 (617) 565-3200

#### **•The Massachusetts Commission Against Discrimination (“MCAD”)**

Boston Office:

Springfield Office:

One Ashburton Place, Room 601 424 Dwight Street, Room 220

Boston, Massachusetts 02108

Springfield, Massachusetts 01103

(617) 727-3990

(413) 739-2145

#### **•Massachusetts Department of Elementary and Secondary Education(DESE)**

350 Main Street

Malden, MA 02148

781-388-3300

#### **•The U.S. Department of Education, Office for Civil Rights**

222 J.W. McCormack Post Office & Courthouse, 7<sup>th</sup> Floor

Boston, MA 02109-4557

617-223-9662

LEGAL REFERENCES:

**M.G.L. 151 B, Section 3A; 603 CMR 26.00**

Title VII, Section 703, Civil Rights Act of 1964 as amended (now known as 42 USCS § 2000e-2)

EEOC Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)

34 CFR Part 106

## **DRUG AND ALCOHOL POLICY**

All students attending the Franklin Public Schools should be aware that the possession, sale and/or use of illicit drugs, including alcohol, are wrong and harmful and will not be tolerated in the schools, on school grounds, or at school functions which are either on or off school property.

**Offending students will be given due process, however; once sufficient evidence has been produced to prove the offense was committed, the following steps will be taken:**

1. Notification of parents and Superintendent of Schools
2. Suspension from school for up to ten days
3. Police/Juvenile office notified
4. Conferences with the Principal, school counselor/psychologist, and nurse to determine the need and/or course of action for counseling and/or a rehabilitation program.
5. Fulfillment of the recommendations of the committee identified in #4.

**Additional offenses will automatically cause the following actions to be taken:**

1. Referral to the District Court for a “Child in Need of Services” petition.
2. Referral to the Superintendent of Schools for an expulsion hearing.

**FRANKLIN PUBLIC SCHOOLS LIAISONS/  
COMPLAINT OFFICERS**

**Individuals with Disabilities**

**/Special Education Director**

Ms. Elizabeth Fitzmaurice

Director of Special Education

355 East Central Street

Franklin, MA 02038

**Title II Liaison**

Ms. Sally Winslow

Asst Superintendent of Schools

355 East Central Street

Franklin, MA 02038

**Homeless Liaison**

Ms. Sally Winslow

Asst Superintendent of Schools

355 East Central Street  
Franklin, MA 02038

**Title VI Civil Rights Officer**

**Harassment / Grievance**

Ms. Sally Winslow

Asst Superintendent of Schools  
355 East Central Street

Franklin, MA 02038

**English Language Learner/**

**Title 1 Coordinator**

Ms. Michele Kingsland-Smith

**Title IX Officer**

Ms. Sally Winslow

Asst. Superintendent of Schools

Parmenter Elementary School

235 Wachusett Street

Franklin, MA 02038

355 East Central Street

Franklin, MA 02038

**Section 504 Coordinator**

Ms. Elizabeth Fitzmaurice

Director Special Education

355 East Central Street

Franklin, MA 02038

**Educator Licensure**

Ms. Lisa Trainor

Director Human Resources

355 East Central Street

Franklin, MA 02038



## **FRANKLIN PUBLIC SCHOOLS LIASIONS / COMPLAINT OFFICERS**

### **MEMORANDUM OF UNDERSTANDING**

#### **Preamble**

This Memorandum of Understanding ("MOU") is established between the Franklin Public Schools ("DPS"), Franklin Police Department ("FPD"), and Norfolk County District Attorney's Office ("NCDAO") regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within FPS facilities or at any school related activities. The MOU is intended to foster and ensure an environment in which students, teachers, parents, administrators, employees and members of the school community may participate in the educational process without fear of violence or other illegal activity. Toward the end, there shall be a "Zero Tolerance" policy regarding serious acts of violence, weapons, hate crimes and drug distribution within and on the school grounds of the FPS. A zero tolerance policy means that such incidents will not be tolerated in the FPS and violators will be referred for disciplinary action, evaluation and/or prosecution in an expeditious fashion. Initially, this MOU will establish a protocol to foster and facilitate regular communication and cooperation between the parties in areas of mutual concern.

This MOU is an internal document between the parties and does not confer any rights, privileges or obligations nor is it enforceable as against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties of the MOU will be protected by all laws relating to privacy and confidentiality. This MOU is in addition to, and does not supplant, policies of the FPS with regard to disciplinary procedures and codes of student conduct which are not or may be formulated and published in any student handbook.

The parties hereby agree that in order to provide a *"safe educational zone"* for the FPS the following policies will be established:

- I. **Official Response to Reports of Serious Acts of Violence, Weapons, Hate Crimes or Drug Distribution**

1. The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding any "serious act of violence." A serious act of violence shall include, but not be limited to, any actual or threatened assault involving at least one student against another student, teacher, administrator, employee or member of the school community occurring in a school facility, or on school property and/or in connection with a school function, which results in bodily injury and/or involved the possession or use of a weapon.

## **MEMORANDUM OF UNDERSTANDING (continued)**

### **Preamble (continued)**

#### **I. Official Response to Reports of Serious Acts of Violence, Weapons, Hate Crimes or Drug Distribution (continued)**

1. (continued)

The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any instance where a "weapon" is possessed by or taken from a student within the school, on school grounds or surrounding area, or in connection with a school function. A weapon includes any item as defined in Massachusetts General Laws Chapter 269, Section 10, and any other object that FPS, in its discretion, feels warrants further attention by FPD.

The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding the distribution of drugs within the school, on school grounds or surrounding area, or in connection with a school violence.

2. The FPD shall assign an officer to serve as liaison with the FPS. The FPD shall continue to make the liaison officer available to FPS during school hours. The liaison officer shall receive report from the FPS superintendent or his/her designee regarding serious acts of violence, the possession or use of weapons, incidents of hate crimes or the distribution of drugs within the school, on school grounds or surrounding area, or in connection with a

school function. The FPD liaison shall investigate such cases and, where appropriate, refer such cases to NCDAO for prosecution. The FPD shall promptly notify the NCDAO of any reports of weapons, distribution of drugs, hate crimes or serious acts of violence.

## **MEMORANDUM OF UNDERSTANDING (continued)**

### **Preamble (continued)**

#### **I. Official Response to Reports of Serious Acts of Violence, Weapons, Hate Crimes or Drug Distribution (continued)**

3. The NCDAO shall coordinate any case involving a child over the age of eleven which involves serious acts of violence, weapons, hate crimes or drug distribution with the FPD liaison and the FPS. Such cases will be evaluated by NCDAO and prioritized for prosecution where appropriate. **The NCDAO shall make every effort to consult with the FPS superintendent or his/her designee and FPD liaison regarding appropriate conditions of pretrial recognizance during the pendency of the juvenile or criminal case.** The NCDAO shall make every effort to consult with the FPD and FPS regarding the disposition recommendation of such cases. In any case involving serious acts of violence, weapons, hate crimes or distribution of drugs, it shall be the policy of the NCDAO not to recommend a dismissal or pre-trial probation on any such case, except for extraordinary circumstances and only after consultation with liaisons of both the FPS and FPD.

The NCDAO shall report any felony delinquency complaint or adjudication to the appropriate FPS superintendent.

#### **II. Discretionary Reporting of Any Illegal Activity**

1. In addition, the FPS, FPD and NCDAO shall establish regularly scheduled meetings to discuss the implementation and monitoring of this Agreement.

#### **III. Roundtable Meetings**

1. The FPS, FPD and NCDAO shall establish regularly scheduled meetings to discuss the implementation and monitoring of this Agreement.
  
2. Such roundtable meetings shall occur monthly, unless by a suggestion of the parties, it is necessary or appropriate to meet more frequently. The parties may also invite other officials (e.g., DYS, Probation) to participate as appropriate.
  
3. To the extent permitted by law, the parties shall share information regarding the implementation of the Agreement. The parties agree that any information acquired during roundtable meetings shall be confidential and subject to privacy restrictions established by law.

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

It is the policy of the School Committee to comply with the requirements of state regulations regarding the obligation of the Franklin Public Schools to provide educational services to a student who is confined to the home or hospital for medical reasons for a period of not less than fourteen school days in a school year. The intent of the regulation is to provide students receiving a publicly-funded education with the opportunity to make educational progress even when a physician determines that the student is physically unable to attend school. Home/hospital educational services are not intended to replicate the total school experience. The number of tutoring hours provided to the student will be based upon the Districts recommendations of what is required to minimize educational loss and taking into account the medical needs of the student. The District determines if credit will be awarded for work completed during tutoring.

If a chronic or acute medical condition that is not temporary in nature appears likely to adversely impact a student's educational progress, the Building Principal and/or his or her designee will initiate a referral to determine eligibility for special education services.

The District requires students who seek home/hospital instruction to provide the Building Principal with a Department of Elementary and Secondary Education Physician's Statement form (form 23R/3) that is completed and signed by the Student's attending physician. The District may seek parental permission to speak with the physician in order to clarify the student's medical availability to receive educational services, to gather additional information and to develop a transition plan to return the student to a school setting. Students who do not provide a fully-completed and signed form will not be provided with tutoring.

LEGAL REFERENCE: 603 CMR 28.03(3)(c)

Adopted by School Committee 7/12/11

File: IHBG

## **HOME SCHOOLING**

The Massachusetts General Law requires the Franklin School Committee to determine that a Home Schooling program meet with the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:



The parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment.

The parent/guardian must certify in writing, on a form provided by the district, the name, age place of residence, and number of hours of attendance of each child in the program.

The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the Superintendent or School Committee in deciding whether or not to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The capacity of the parents to teach the children,
3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.
4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

**A student being educated in a home-based program within the district may have access to public school activities of an extra-curricular nature (e.g. sports, clubs) with the approval of the Superintendent.**

**The district reserves the right to allow enrolled students to have precedence or priority over the home-schooled student with regard to placement on sports teams and activities that have limited enrollment. With approval of the Superintendent or designee in consultation with the Principal, a home-schooled student may participate in sports teams and activities that have limited enrollment provided that he or she does not displace an enrolled student.**

**The home-schooled student who accesses Franklin Public School athletics or extra-curricular activities is subject to the following provisions that are consistent with MIAA guidelines:**

- **Signed Franklin Public School handbook release form must be on file with the home school plan, acknowledging compliance with all Franklin Public Schools' rules and policies including MIAA guidelines**
- **A home-schooled student who is determined to be eligible for High School athletics shall submit quarterly progress reports for review by the High School Principal on or before the dates established by the high school for report card distribution. Progress reports shall be submitted in a format that indicates clearly whether the home-schooled student has passed or failed each course identified under the approved home-school plan**
- **The home-schooled student is subject to all Franklin High School eligibility standards as outlined in the student handbook and MIAA guidelines**

**Home-schooled students are not eligible to attend/participate in social events (e.g. school dances, prom, senior all-night party) that are not open to the public and that are intended for enrolled Franklin Public School students only.**

**Home-schooled students may not participate in specific classes or courses offered during the school day that are not open to the public and that are intended for enrolled Franklin Public School students only.**

**A Home Schooled student is not eligible for a Franklin High School diploma.**

REFS: MIAA Handbook

LEGAL REFS.: M.G.L. 69:1D; 76:1, Care and Protection of Charles  
Care and Protections of Charles - MASS. Supreme Judicial Court  
399 Mass. 324 (1987)

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