

Gerald M. Parmenter School

Family Handbook

2011 - 2012



235 Wachusett Street

Franklin, MA 02038

[www.franklin.ma.us/auto/schools/parmenter](http://www.franklin.ma.us/auto/schools/parmenter)

Telephone: (508) 541-5281

Fax: (508) 553-0894

## WELCOME FROM THE PRINCIPAL

Dear Parmenter Families,

On behalf of the faculty and staff, it is my pleasure to welcome you to the Parmenter School! I look forward to working together in order to create a production and successful school year for all our children.

We firmly believe that children are more likely to experience success when school and families work together as a community. Success for our children is a collective responsibility.

By dictionary definition, success is described as “the achievement of a desired object or end”. Success is achieved by hard work, time commitment, and focusing our energy on mutually agreed upon goals.

At Parmenter, we invite you, our parent community to work with us to provide an optimum environment for your child to grow academically, physically, socially, emotionally and artistically. Together we can guide the children of today to acquire the skills necessary to become responsible, well-educated, compassionate and productive citizens.

As we foster this collaborative relationship, communication between home and school is an essential ingredient. This handbook is one means of such communication. It contains important information regarding practices, policies, rules, regulations and services. Many of your questions have been anticipated and are discussed in some detail; however, we are always available to clarify concerns as they arise.

As part of our work together, we ask that parents please take the time to read this handbook and discuss pertinent information with your child. This information combined with the weekly e-newsletter, classroom newsletters, and additional notices, will keep you well abreast of school policies and events.

We encourage parents to become involved in the school by participating in parent-teacher efforts such as; Parmenter Parent Communication Council (PCC) meetings, committees and functions, volunteering as a room parent, and attending scheduled parent-teacher conferences. Please feel free to visit the school and maintain dialogue with the teachers and myself regarding the progress of your child.

Please contact the office with any question you may have: 508-541-5281. Again, I welcome you to the Parmenter School Community.

Sincerely,

Tom Morris

Principal

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, हिंदी, में अनुवाद कृपया प्राचार्य के

कार्यालय से संपर्क पुस्तिका की एक प्रति प्राप्त करने की आवश्यकता है.

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## **ADMINISTRATION**

### **FRANKLIN SCHOOL COMMITTEE MEMBERS**

Jeffrey N. Roy, Chair

Paula Mullen, Vice-Chair

Ed Cafasso

Cynthia Douglas

William Glynn

Susan Rohrbach

Roberta Trahan

## **SUPERINTENDENT'S OFFICE**

Mrs. Maureen Sabolinski  
355 East Central Street  
Franklin, Massachusetts 02038  
(508)541-5243

## **PRINCIPAL'S OFFICE**

Tom Morris  
Gerald M. Parmenter School  
235 Wachusett Street  
Franklin, Massachusetts 02038  
(508) 541-5281

## **OTHER RELEVANT TELEPHONE NUMBERS**

Mrs. Lois Welch, Secretary, (508) 541-5281  
Mrs. Susan King, Nurse, (508) 541-5280-Ext. 2242  
Staff Voice Mail – (508) 541-5280  
Attendance Line – (508) 541- 5281 – press 1

Internet Email Address: [www.franklin.k12.ma.us/parmenter](http://www.franklin.k12.ma.us/parmenter)

## **GERALD M. PARMENTER SCHOOL MISSION STATEMENT**

The Gerald M. Parmenter School community's mission is to touch the minds and shape the futures of its students preparing them to meet the opportunities and challenges of their lives. Parmenter creates a learning environment in which students are encouraged to:

- develop into self-confident, independent, responsible, and compassionate individuals.
- respect other points of view and appreciate differences.
- become self-motivated learners who strive to attain high levels of achievement.
- work individually and cooperatively to solve problems creatively and communicate effectively.
- reach out to the global community to broaden their learning experiences.

## **GERALD M. PARMENTER ELEMENTARY SCHOOLS GOALS**

Gerald M. Parmenter Elementary School provides a balanced curriculum that enables and encourages students to:

- accept social and academic responsibility for their actions.
- respect integrity, hard work, diversity and the rights, opinions, and feelings of others.

- apply appropriate problem-solving skills in academic areas and social situations.
- communicate effectively when speaking and writing.
- listen with understanding and empathy.
- read for understanding and enjoyment.
- use mathematical skills as a practical life tool.
- develop skills based on the scientific method and a hands-on approach.
- learn about people and their cultures.
- develop skills and attitudes that promote physical and mental health.
- develop an appreciation of the arts.
- use technology and other media appropriately as tools to gain knowledge and enhance understanding of other curricular areas.



## ∞ 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.



## 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 also not permitted** as they pose a

safety risk at recess 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, this 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 your child, teacher's name, the amount of money and purpose. A Lost and Found area is located near the front office. 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 SCHOOL PROPERTY**

The Parmenter 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 (please consult the monthly menu). Milk may be purchased separately for **50** cents. Payment of meal tickets, in advance, is possible and, in fact, encouraged.

We now have a computer program which can track students' payments and purchases as well as keep track of food allergies. Meals can be purchased in advance for any length of time. Please call (508) 541-5280 x2239 for more information. If a child has forgotten his/her lunch money, s/he may charge his/her lunch by signing a charge slip in the cafeteria. There will be no hot lunch served after the third unpaid charge. Students will only be able to charge sandwiches.

## **MENUS**

Monthly menus will be sent home at the beginning of each month and are on the Franklin Public Schools website at [www.franklin.k12.ma.us](http://www.franklin.k12.ma.us).

**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 the pre-paid system. Our computer point-of-sale program will track how many lunches have been used and how many remain. Extras such as a second lunch, ice cream or cookies can also be paid for in advance. The cafeteria will notify students shortly before their payments are 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 brief grace period for those who have previously received free or reduced lunch. **Forms must be completed annually.**

## 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 such balances 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.

## SNACKS



Students are encouraged to bring a **healthy snack** each day and **we do not share snacks**. Some snack suggestions are: applesauce, bagels, vegetables, fruit, pretzels, granola bars, yogurt, crackers and cheese.

## **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**

Special toys and items of value should not be brought into school unless special arrangements have been made with your child's teacher. The Gerald M. Parmenter School will not assume responsibility for any lost or stolen items.

*We ask that all cell phones, 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.

## **GERALD M. PARMENTER PARENT COMMUNICATION COUNCIL**

The P.C.C. is a parent volunteer organization that supports the school by organizing volunteers for various programs and by providing financial assistance through fundraising for Cultural and Enrichment Programs, field trips and other items not available through school funds. As the parent/guardian of a Gerald M. Parmenter student, you are automatically a member of the P.C.C. No registration or payment of dues is required. Meetings are held on a monthly basis as determined by the board. Minutes of meetings are sent home with students, as well as newsletters announcing meeting dates, special events and other P.C.C. news.

## **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 or recess

## **ROOM PARENTS**

Each classroom has at least one room parent, which is designated at the beginning of the school year. Responsibilities of the room parent(s) include getting volunteers to come into the classroom to assist with projects/celebrations and for parents to bring in materials. Room parents will be given a list of students and one phone contact in case of an emergency in the event that Connect-Ed is not available.

## **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. 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 use cell phones during the school day.**

## **EMERGENCY CARDS**

Please complete and return two copies of the emergency card, which your child will bring home. **KEEP THIS UPDATED IF ANY CHANGES OCCUR DURING THE YEAR.** Please provide the school with any relevant COURT DOCUMENTS concerning custody, visiting privileges, etc.

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

## **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. The school is not responsible for personal items that may become lost or damaged. 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.





## **Arrival**

School starts at 8:30 a.m. Please do **NOT** send your child/ren to school before **8:15 a.m.** as there is no supervision before that time. Students who arrive after 8:30 a.m. should report to the office, and they will be marked tardy. **Students who are late need to bring in a note.** It is important that your child/ren arrive at school on time. **Parents are asked to leave the students in the foyer of the school and not bring them to their classrooms. The teachers have various morning activities that need to be completed before the final morning bell.**

School Hours– 8:30 a.m. to 2:40 p.m.

## **Tardiness**

Students arriving after the commencement of the school day are considered TARDY. Tardiness will be noted on report cards. Students arriving late need to sign in at the office. Although we realize that emergencies occur on occasion, **we expect students to arrive to school on time.**

## **Dismissal**

All students will be dismissed beginning at 2:40 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 time** to avoid confusion and ensure the safe arrival of your child to his or her after school destination. Calling the school to change your child's dismissal may result in someone not getting the message in a timely manner.

It would be a good idea to have an alternate plan in case you are not able to meet the bus or will not be home. It is the parents' responsibility to have this plan with your child. The bus driver is not responsible for the safety of your child once he/she is off the bus. As the buses are now filled to capacity, children will only be allowed to ride on their regular assigned bus.



## **DISMISSAL PROCEDURE**

### **Wachusett and King Street Walkers**

Wachusett and King Street Walkers will be dismissed at the cafetorium and gymnasium doors after all buses have departed. Staff will accompany walkers to Wachusett and King Street, where a crossing guard will assist them to cross safely.

### **Buses and Vans**

All buses and vans will be dismissed as they arrive from 2:40 on, and students will board their respective buses. Kindergarten and first graders will be the first to board the bus.

### **Loopers**

The crossing guard will direct vehicles into the loop. Teachers will help escort students to their cars.

### **Solutions**

Students attending the Solution Program will be dismissed to Solutions' Personnel.

## **PARMENTER 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 Parmenter 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.

## **ABSENTEE CALL-IN PROCEDURE (508 541-5280 - press 1)**

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



*You will receive an automated message via Connect-Ed if your child is not in school and you have not called in to report the absence.*

## **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

## **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.

## **Safe Arrival**

If your child is going to be absent or tardy, please call the school to let us know. If we do not hear from you, we will assume you sent your child in and he/she did not arrive. We will then contact you via Connect-Ed to verify that he/she is home sick and not lost on the way to school. The school has an absent hot line (508-541-5280 – press 1) to report all absences.

**Please send a note when your child returns to school after being absent, with the dates and the reasons for the absences.** Please do not request that your child stay inside due to cold, illnesses, etc. If your child is too ill to go outside, he/she most likely should not be in school.

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(s). 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 a 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 only to the extent that scheduled make up time is available.

### **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. Please remember 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.



## ENTRANCE AGE

The policy for admission to kindergarten and first grade has been developed so that all children will be successful as they enter school. For the purpose of this policy, the school year is defined as beginning July 1<sup>st</sup> and ending the following June 30<sup>th</sup> in accordance with Department of Education regulations.

The Franklin School Committee establishes the age of admission to elementary school at five (5). 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 first grade.

### **Kindergarten Enrollment**

Students who have completed a full- year of full -day NAEYC accredited kindergarten with another public school district will be eligible to enter grade one. However the Franklin Public Schools reserves the right to a review the placement of any underage child after 30 school days and to change the grade level placement if deemed appropriate by the principals in consultation with parents and the superintendent.

A parent may petition the Superintendent to assess the child for grade acceleration if:

The family moved to Franklin from another community or from out of state and

the child attended a full day NAEYC accredited public school program or an NAEYC full day independent private kindergarten program for 90 school days or more.

## Or

If a parent residing in Franklin enrolls an underage child in a private independent NAEYC accredited kindergarten program in order to circumvent the Age of Admission policy the parent may petition the superintendent and request the child be assessed for grade acceleration.

If the child is not deemed an appropriate candidate for grade acceleration, he/she may be placed in kindergarten for an additional year.

For the purpose of this policy, a student is a resident of Franklin if the student actually resides in Franklin. However, if a student resides temporarily in Franklin, for the special purpose of attending school, and his or her parents'/guardians' legal residence is a city or town other than Franklin, then the School Committee may recover tuition from said student's parents/guardians.

LEGAL REFS.            M.G.L. 76:6

CROSS REF.:            JHD, Denial of Admission from School Attendance

JEA: Exhibit

### **Request for Grade Acceleration/Procedure**

- Parent/Guardian makes formal request to the Superintendent of Schools/designee
- Superintendent refers to the Assessment Team
- Assessment Team meets with Parents
- Assessment Procedure

Team conducts a Cognitive/IQ Assessment

If initial cognitive assessment reveals the students' IQ is in the range of 115-130 the team will complete full assessment.

If the cognitive assessment reveals the students' IQ is below 115 further assessment will not be recommended and the age appropriate placement will be implemented.

- Full Assessment Battery

For students recommended to participate in a full assessment the areas of assessment will include:

1. Developmental Assessment/School History
2. Parent Interview
3. Student Observation in Educational Setting
4. Evaluation of Student Ability, Aptitude and Achievement
5. Evaluation of Social Skills

- Decision Making Process

The team will review all data and a decision will be made

Decision will be shared with parent

All decisions are final

- Transition

Assessment Team and School Personnel will collaborate with parents and student to transition student into recommended school program.

**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 Connect-Ed, our automated telephone message system, as well as the Parmenter List Serv and 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)**.

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.

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.

## 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 for a fee. There is a cap for family members living in the same household. 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**.



### BUSES

#### Bus Pass Implementation Procedures

Bus passes are issued to each student who is eligible to ride. Students are expected to have their bus pass each day and to make sure that it is visible to the bus driver. In the event that a child forgets a bus pass in the morning that child will be given one day's grace. If that child does not have a pass the next day, he/she may not be allowed to board the bus.

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

Buses are filled to capacity. Therefore, students may only ride on their assigned bus. Bus company regulations do not permit switching of buses at any time. We will accommodate permanent childcare arrangements.

If you are helping your child board the bus, **PLEASE WAIT FOR THE BUS DRIVER TO DIRECT THE CHILD TO CROSS THE STREET.** If the parent is not there or can't clearly see down the street, it is important for the pupil to rely on the bus driver for help when crossing the street. **THE BUS DRIVER HAS THE ADVANTAGE OF HAVING THE BEST VIEW ALL AROUND THE BUS DUE TO MIRRORS AND THE HEIGHT OF THE BUS.** Let the bus driver make the decisions.

Parents/Guardians and teachers should review bus safety procedures with their children.

- ◆ Hands and feet are to be kept to yourself. No hands out the window or feet in the aisle.
- ◆ Sit down and face front. Do not stand until the bus reaches your stop.
- ◆ Behavior at the bus stop should be the same as expected at school.
- ◆ Kindergarten students should be seated at the front of the bus.

Bus disciplinary slips will be issued to children causing a disruption on the bus. Bus privileges can be revoked for continued disruptions.

The **Pay to Ride** application is available at the school office or at Central Office. Seats will be sold on a space available basis only beginning **September, 2011** which is after the start of the school year. 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, Transportation Coordinator at (508) 553-4815.



### **Bike Riders**

1. Only “walkers” are allowed to ride bikes to school.
2. For safety reasons, students whose ride home would take them on King Street will not be able to ride their bikes to/from school.
3. Only students in grades three, four and five will be permitted to ride bikes to school.



Review bicycle safety with your child. Bicycle riders may ride to and from the school with the written permission of parents and the Principal. **All bike riders must wear a helmet.** All bike riders must:

- ◆ ride the bike with the flow of traffic
- ◆ wear a helmet
- ◆ make sure the bike is safe and has good working brakes
- ◆ walk the bike across the street

Scooters and skateboards are not allowed on school property.

## **CROSSING GUARDS**

Please remind children to cross with the crossing guards. In the Parmenter district we have crossing guards assigned to King Street, Wachusett Street (opposite East Park St.), the intersection of Arlington and Union Streets and at the entrance to the 'loop'.

## **PARKING**

When parking on Wachusett Street, please park with the flow of traffic, facing King Street. Have children exit on the sidewalk side, not into traffic. Do not cross traffic or park facing oncoming traffic. This is for the protection of the children exiting cars. Do not make three-point turns on Wachusett Street. Do not drop off the children across the street. Do not double park.

The driveway loop is one-way and reserved ONLY for buses and overflow teacher parking during arrival and dismissal. Parent parking is allowed in the loop between the hours of

9:00 a.m. – 2:15 p.m. Parents picking up students will be directed to enter the bus loop by either the Principal or the Crossing Guard. There are teachers on duty before and after school to cross the children on the school driveway. There are also crossing guards located on Wachusett Street and King Street.



## **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 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.

### **REPORT CARDS/CONFERENCES**

Report cards are issued three times a year in grades K-5. They will be issued in December, March, and the last day of school in June. Teachers will hold parent conferences in December after the first report card is issued and again, if necessary, in March.

Please look at your child's report card as a measure of current academic and social skills. Notice and point out the good and the positive, emphasize what your child is doing right and build on that to improve what needs improving.

### **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 POLICY**

The homework policy is designed to help students develop work-study habits and to take on new responsibilities at home. As students progress through the grades, they are expected to complete homework assignments more independently.

**Grade 1:** Weekly spelling, math homelinks and reading log

**Goal** – Parent involvement and child responsibility

**Grade 2:** Weekly reading/math log – spelling and math homelinks

Special assignments when required



**Goal** – Develop a homework area and routine. Promote more responsibility outside of school



**Grade 3:**     **Monday – Thursday** – 30 minutes of math/ELA

15 minutes of reading each night

Special assignments as needed

**Grade 4:**     Assignment notebook format (approximately 45 minutes daily for four nights plus book report and special assignments as needed)

**Grade 5:**     Assignment notebook format (60 minutes daily four nights a week-sometimes on weekends) Special projects will be assigned as needed. Math/Language assignments are given almost every night and Science and Social Studies are given less frequently.

**GOAL OF HOMEWORK IN GRADES 3, 4, AND 5** – Individual accountability.

### **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 Psychologist, regular education teachers, Principal, Head-Teacher, related service providers and/or speech/language pathologists.

## **MOVIES ~ VIDEOS ~ DVDs**

At times teachers will use videos or movies to supplement the curriculum. Video tapes are one of the many learning tools used for curriculum reinforcement. Use of this media is consistent with developmental educational theory where children learn best through multisensory exposure to information. When using media, 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**

An e-newsletter with important information and dates will be sent home each Friday afternoon. Classroom newsletters will be sent home by the teachers on a weekly or monthly basis.

## **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.

**NEW Dates each year**

## **TESTING**

In addition to teacher made test 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 administered to students in grades three, four and five in late March or early April. The Math tests are administered in mid-May. The fifth grade also takes a Science test in May. Parents/Guardians will be notified of specific dates for each test.

## **CONDUCT AND DISCIPLINE**

### **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.

The School Rules listed below are posted throughout the building.

**BE RESPECTFUL AND RESPONSIBLE**

BE A GOOD LISTENER

NO BULLYING! NO TEASING! NO NAME CALLING!

RESPECT THE RIGHTS AND PROPERTY OF OTHERS

PLAY FAIR – BE A GOOD SPORT

WALK SAFELY AND QUIETLY

TREAT OTHERS THE WAY YOU WANT TO BE TREATED

SPEAK AND ACT APPROPRIATELY IN SCHOOL

## **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.

## **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

### **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:

<b>The Situation</b>	<b>What the School Can Do</b>	<b>What the School Cannot Do</b>
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



**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:**

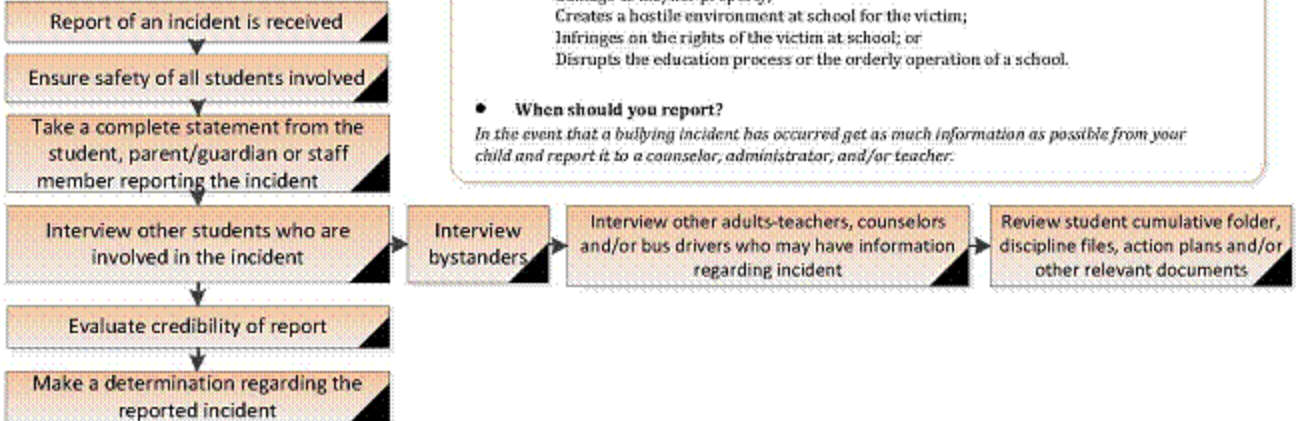
- Inform student(s) about the consequences for bullying and cyberbullying in school
- Have an educational discussion with the student(s) and parents/guardians
- Inform all relevant adults – teachers, counselors, staff, and/or bus drivers
- Student(s) may be required to engage in educational activities 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 Counselor or School Psychologist
- If the Student is a special education student, the Team may reconvene
- 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?

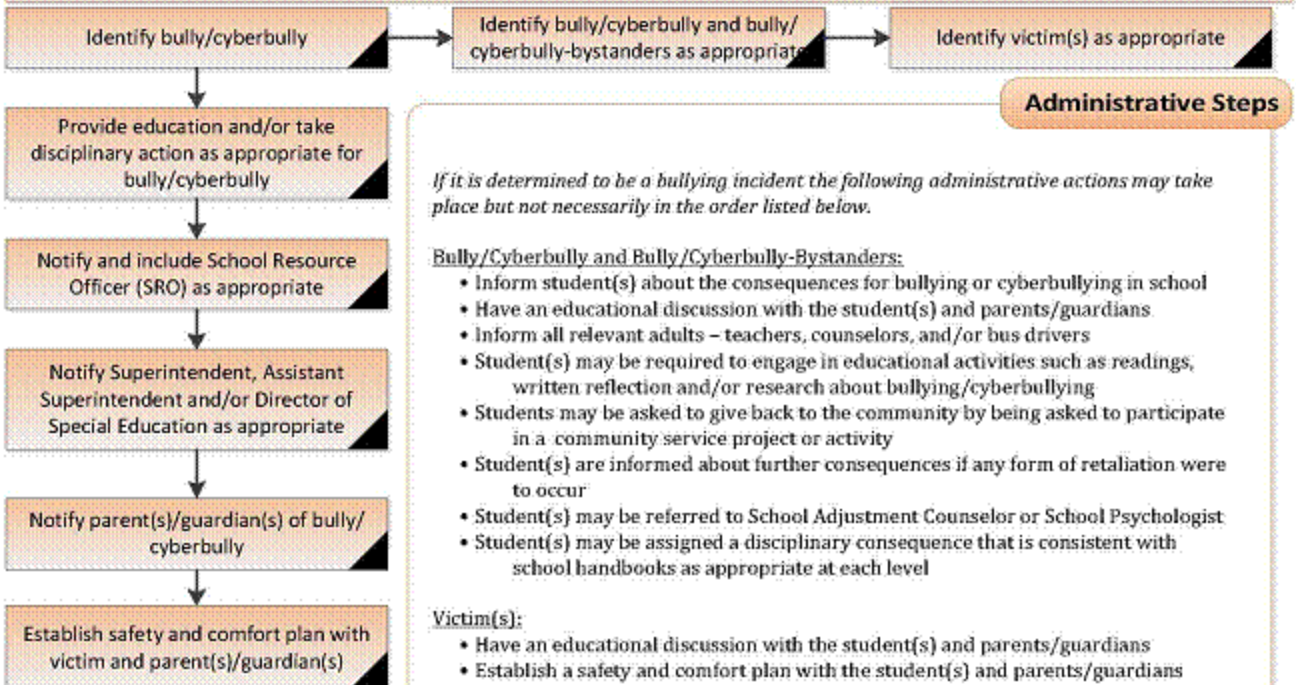
One time incidents may be deliberately mean, cruel or developmentally inappropriate but they may not be bullying. However, some other behaviors may violate other school rules so it should be reported to an adult as soon as possible. For behavior to be deemed bullying, it needs to include all of the following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

[http://www.nasponline.org/resources/handouts/bullying template 9\\_04.pdf](http://www.nasponline.org/resources/handouts/bullying%20template%209_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/s1100092.htm>

Articles on Bullying in Schools:

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

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

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## **DISCIPLINE POLICY**

It is important for our students and our staff that a pleasant, orderly and safe environment exists at the Gerald M. Parmenter School. In order to maintain this environment, we have established consequences for those students who do not observe the rules and respect the rights of others. Warnings are issued to students by all personnel outside the classroom for inappropriate behavior and language. If a student receives two or more warnings that occur in the same week, he/she will have lunch/recess detention up to two consecutive days (grades K-2) or up to five consecutive days (grades 3-5) following the week the warnings are received. Students that receive a double warning in one day will begin their lunch/recess detention immediately. Students with lunch/recess detention will be sent to a supervised room or to the office. The Principal and staff at Gerald M. Parmenter School reserve the right to judge the severity of any act which inhibits the safety and rights of others.

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

1. Hold a discussion with the students and/or teacher

2. Request the teacher to contact parent/guardian by telephone or letter
3. Require a written assignment from the student
4. Personally contact the parent/guardian by phone or in writing
5. Hold an in-school conference with the parent/guardian, 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 examples of student behavior that violate school policy when they occur at school or during school activities. A student may face discipline for any of the following:

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
6. Leaving the classroom, school activity or premises without permission
7. Vandalizing, damaging or stealing school property
8. Threatening, bullying or causing bodily harm to another
9. Bringing a dangerous item to school (knives or facsimiles)
10. Any behavior on the school bus that endangers the safety of another. If a student has received three written bus warning slips, that child may be suspended from the bus for three days.

## **SUSPENSION FROM SCHOOL**

While suspension from school is rarely used, in extreme cases it might be necessary when disciplining a student. Students are only suspended as a last resort. Parents/guardians will be contacted when the situation requires parental involvement. At the Principal's discretion a student may be assigned to either an in-school or out-of-school suspension. If a student is suspended out-of school, parents will receive written notification and be required to have a conference with the Principal before the student may re-enter school.

## **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.
- 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."



## **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 and Section 504.
- 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 or Section 504 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?

>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 or Section 504 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 the school's code of conduct. For students with IEPs, 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. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10<sup>th</sup> school day of suspension.

### **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. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10<sup>th</sup> school day of suspension.

School personnel will provide Parent's Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights Under Section 504 for students with disabilities prior to any suspension exceeding 10 school days in one school year. These notices 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 or the Office of Civil Rights (Section 504). Until issues are resolved, the student remains in his or her current placement.

## 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".

*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.



## **HEALTH SERVICES**

Franklin school nurses are important members of the education team. The school nurse is available for any emergency that may arise while your child is at school. In the event of serious injury or illness at school, the nurse will provide immediate first aid. If follow-up care is needed, or if the child cannot remain at school, the parents are notified. Parents should keep the nurse informed of any change in their child's health.

## **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.

### **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

## **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

## **ACCIDENTS - ILLNESS at SCHOOL**

Students who are ill or injured are urged to tell their teacher, educational assistant (EA) 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 EA. 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.

### **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
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.

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.

## **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 nurse.

### **PHYSICAL EXAMINATIONS**

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.

### **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. Parents should

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

## 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 plans 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.

Parents/Guardians of children placed in the same classroom with a child presenting with a Life-Threatening Food Allergy will be informed in writing and are requested to be sensitive to needs of children with these types of significant food allergies. We ask that parent/guardians comply with requests to inform the teacher when sending in any type of snack for the class.

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 parents and students, 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 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.
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 and/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.
- 16.

#### 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.

#### CHILD ABUSE

According to Massachusetts law, a teacher is a mandated reporter of suspected child abuse or neglect. Based on legal requirements of Chapter 119, Section 51A of the Massachusetts General

Laws, guidelines, procedures and information memoranda have been prepared to provide direction for school staff members in identifying and reporting suspected child abuse/neglect cases. Personnel should be aware that by state statute they are immune from civil or criminal liability when reporting suspected child abuse/neglect cases. Failure to report may result in a fine of up to \$1000.00.

Franklin Public School teachers or other employees who suspect a child is being abused or neglected shall **report the following information to the principal as** soon as possible.

1. Name and address of the 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 the person or persons making the report
7. Other pertinent information

School employees shall not contact the child's family or any other persons to determine whether the child is in need of protection. However, it should be noted that nurses and school counselors should carry out their normal duties in talking with parents about actions and physical hurts of children.

Any personal interview or physical inspection of the child should be conducted in a professional manner.

### **Definitions of Abuse and Neglect**

Abuse means the infliction, by other than accidental means, of physical harm upon the body of a child. Neglect means the failure to provide necessary food, care, clothing, shelter, or medical attention for a child.

Cases of reported abuse or neglect are to remain **confidential**. Discussion of these situations is limited to appropriate meetings with school staff members who have a need to know or authorized personnel from the Department of Public Welfare or the Children's Protective Services.

### **Procedures for Reporting Cases of Child Abuse**

The following procedures are to be used in referring suspected child abuse:

Any school staff member who suspects that a child has been abused shall report this as soon as possible to the principal and administrator of Pupil Personnel Services on the day of observation. After notification and consultation with the school psychologist, the principal will notify the Department of Social Services by telephone and within two (2) working days submit a written report (Form 51A) to:

Department of Children and Families  
185 Church Street  
Whitinsville, MA 01588  
(508) 929-1000

### **SCHOOL SAFETY**

#### **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.

## **SCHOOL SAFETY**

To help ensure the safety of all our students, all outside doors will be locked during the school day. Staff members on recess duty will have a communication device and access to the building at all times. Parents and/or visitors should enter through the Parmenter 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 legal 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
- Internet Safety
- Ride the buses to and from school
- Safety Plans
- Sex Offenders
- Stranger Danger (K and 1)
- Truancy
- 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**

During the course of the school year there may be occasions when photographs will be taken. These times might include special school events, year books, class photos, field trips, project displays or particular classroom lessons. These pictures, slides or videos might be used as part of a school presentation, an exhibit, or publicity in a local newspaper or on Cable TV. If you **do not** want your child's picture taken or displayed, please **notify the school in writing addressed to Mr. Morris, Principal**. Otherwise it will be assumed that photographing or videotaping of your child is acceptable.

## **VISITORS TO THE SCHOOL**

Parents, accompanied by school personnel, are welcome to visit the school to observe classes and tour the building. 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

#### *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.

### **ATTENDANCE AT SCHOOL EVENTS**

During the course of the school year, there are certain special events that pertain to the students in a particular grade level. These events are meant to be special events for the child and the parents. We request that parents/guardians do not ask 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/guardians 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.

### **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 cooking, 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, please notify the office.

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 AND PUPIL PERSONNEL SERVICES**

### **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.

## **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.



## **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)

Reviewed, revised, Accepted by the School Committee 10-26-10

## 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 on 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



## **STUDENT RECORDS**

### **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 PARENT'S**

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
- (e) 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.
- (f) 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.

- (g) 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.

LEGAL REF.: M.G.L. 71:34D; 71:34H; 603 CMR 23.07

Adopted: September 26, 2006

## **TECHNOLOGY**



### **ACCEPTABLE USE FOR STUDENTS**

The Franklin Public Schools shall provide students access 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 to ensuring the accuracy of usability of any information found on external networks.

Reviewed; Revised – Adopted 9/22/09



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.

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*Student Name (Print Name)*

*Grade*

*Date*

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*Student Signature*

---

*Parent/Guardian Name (Print Name)*

*Date*

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*Parent/Guardian Signature*

Reviewed, Revised, Adopted 9/22/10

*Please visit the school's website at [www.franklin.k12.ma.us](http://www.franklin.k12.ma.us) for any updates to this policy.*

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, 355 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 complain 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.



## **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.

### **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.

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 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.

**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:

One Ashburton Place, Room 601

Boston, Massachusetts 02108

(617) 727-3990

Springfield Office:

424 Dwight Street, Room 220

Springfield, Massachusetts 01103

(413) 739-2145

**Massachusetts Department of Elementary and Secondary Education**

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 LIASIONS / COMPLAINT OFFICERS**

#### **Individuals with Disabilities /Special Education Director**

Ms. Elizabeth Fitzmaurice

Director of Special Education

355 East Central Street



Franklin, MA 02038

**Homeless Liaison**

Ms. Sally Winslow

Assistant Superintendent of Schools

355 East Central Street

Franklin, MA 02038

**English Language Learner/Title I Coordinator**

Ms. Michele Kingsland-Smith

Parmenter Elementary School

235 Wachusett Street

Franklin, MA 02038

**Section 504 Coordinator**

Ms. Elizabeth Fitzmaurice

Director of Special Education

355 East Central Street

Franklin, MA 02038

**Title II Liaison**

Ms. Sally Winslow

Assistant Superintendent of Schools

355 East Central Street

Franklin, MA 02038

**Title VI Civil Rights Officer Harassment / Grievance**

Ms. Sally Winslow

Assistant Superintendent of Schools

355 East Central Street

Franklin, MA 02038

**Title IX Officer**

Ms. Sally Winslow

Assistant Superintendent of Schools

355 East Central Street

Franklin, MA 02038

**Educator Licensure**

Mrs. Lisa Trainor

Director Human Resources

355 East Central Street

Franklin, MA 02038

**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.

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.

1. 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.

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 NDCAO 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.

**IMPORTANT TELEPHONE NUMBERS**

Parmenter Office – (508) 541-5281



Attendance Line – (508) 541-5280 – Press 1

Nurse – (508) 541-5280 – Ext. 2242

Staff Voice Mail – (508) 541- 5280

Psychologist – (508) 541-5280 – Ext. 2247

Head Teacher – (508) 541-5280 – Ext. 2230

Sped Team Chair – (508) 541-5280 – Ext. 2211

Library – (508) 541-5280 – Ext. 2246

Solutions Office – (508) 520-8340

Solutions (Before and After School Care) 508-541-5280 Ext. 2232

Cafeteria – (508) 541-5280 – Ext. 2239