

**Easton Public
Schools**

**STUDENT &
PARENTS
HANDBOOK
K-5**

2016-2017

Easton Public Schools

VISION STATEMENT

The Easton Public School System educates children to become motivated, lifelong learners who as confident and creative individuals function to their full potential, understand and value individual differences, and are contributing members of their community able to meet the challenges of a global society.

EASTON PUBLIC SCHOOLS

Andrew W. Keough, Ed.D.
Superintendent of Schools

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September, 2016

Dear Easton Public School Student,

Welcome to the 2016-2017 school year! I am sure you will agree, you are all part of an outstanding school system with a long history of dedication to quality public education. However, it has been through our devotion to such high ideals as the Easton Public Schools Core Values of academic excellence and equity for all, respecting and valuing diversity, commitment to community, and cooperative and caring relationships that we have separated ourselves from others and become recognized as one of the top school districts in the state of Massachusetts. They are values that took years to develop and must be cherished at all times if we are to maintain our reputation for excellence. I hope I can count on your support in this regard. After all, it is *the Easton way!*

This handbook was developed by administrators, teachers, parents and students, for the benefit of the entire student body. It clearly lists our mission and beliefs, policies and procedures, names and important contacts, as well as the extensive resources available to you as students. We hope you will find it to be a useful guide as you navigate the challenging waters of education. Please, take time to familiarize yourself with this document and know your rights and responsibilities as Easton Public School students. Each of us as members of this school community, has an obligation to honor and uphold the rules outlined in this book, whether in school or at any school sponsored event.

As you move forward through the year, take time to consider the many opportunities before you and show your appreciation by actively engaging in the learning process. Your teachers are highly qualified and can guide you toward achieving your dreams. Listen, learn, reflect, and above all, enjoy the experience. It will go by quickly!

Best wishes for a rewarding school year.

Sincerely,



Andrew W. Keough, Ed. D.
Superintendent

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ABSENCE

All absences require a written excuse from home. Included in this note should be the date or dates and the reason for the absence, signed by the parent or guardian.

When a child is absent more than three (3) school days, parents must report the illness to the school nurse. Absences of five (5) school days or longer require a doctor's note for readmission to school.

We encourage parents to telephone the school when children are absent and indicate the reason. This helps keep the lines of communication open between the home and the school. If your child's teacher is aware of the absence (either temporary or extended) plans can be made accordingly. The teacher may set papers aside for the next day when your child returns, or books and work may be sent home through some mutual arrangement. It may also become necessary for the school to arrange for tutoring in event a student is confined to home or hospital for medical reasons for more than 14 days in a school year.

A simple telephone call to the school office may save everyone involved many anxious moments and insure us that you know where your child is. **Please call the school office if your child is home for the day.**

Parents and guardians must furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. Parents will be contacted within three (3) days of the student's absence if the Parent(s) or Guardian has not contacted the school regarding an absence.

ACTIVITY FEE

In 1989 the system created an activities fee in order to retain enrichment programs as budget resources declined. The activities fees help defray costs connected with both extracurricular and enrichment activities. The money is used to pay for some of the transportation costs incurred as well as some associated fees.

Current costs are:

\$35.00 activity fee per student, grades 1-6

\$17.50 activity fee per student in kindergarten

Please make check payable to the **Easton Public Schools** and send to your child's school.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, the Easton Public Schools makes reasonable accommodations for individuals with disabilities as necessary to allow access to school sponsored programs. If you need such accommodations, please give either the principal of the school or the Central Administration sufficient prior notice so that the necessary arrangements can be made.

APPROPRIATE DRESS

Parents have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not disrupt the learning process

Parents are asked to provide clothing for their child which is compatible with existing weather conditions. If possible, clearly mark coats, hats, gloves, boots, lunch boxes, etc.

Parents of young children should purchase clothing the child can easily put on or take off, requiring minimum assistance. Children are expected to put on their own coats, hats, boots, and mittens. They should be taught and encouraged to do the same at home.

Children should not wear heavy boots all day in school since their feet perspire, inviting a possible foot problem. If this is a problem for your child, please supply him/her with a second pair of shoes to wear in school. Stocking feet are not allowed for health reasons.

ATTENDANCE POLICY

The Easton School Committee requests that parents attempt to develop a positive school attendance attitude concerning their child's education, impressing upon them the importance of attendance as paramount to success. This includes planning family vacations only during the several school breaks scheduled throughout the school year and during the summer.

The following is consistent with Easton's philosophy of providing an appropriate education for all students:

1. Students are to be in attendance when school is in session.
2. Students should be absent from school in accordance with guidelines established in the General Laws of Massachusetts, i.e. only for illness or other medical necessity. Short term absences due to family matters of a serious nature may also be permitted.
3. When a student is on extended absence from school, the student is responsible to make up all work that is missed within an equal number of school days plus one (1) with a maximum of ten (10) school days, including tests and quizzes. Thus, classroom tests and quizzes will generally not be administered on the day the student returns to school from an extended absence.
4. If the student fails to make up work or tests, the student will generally receive a zero which will be averaged in with the other grades.
5. In the event a parent allows a student to miss school on an extended basis for reasons under than illness, the parent is responsible for providing any make up assistance. The teacher is not required to provide work prior to an extended absence. Upon the

student's return, parents must arrange for pick up of missed work from school. Make-up work will not be sent home with the student.

Parent(s) or Guardians will be notified when a student has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year and a meeting will be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian and the student to develop an action plan to improve the student's attendance. In all circumstances Parents/Guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school.

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

The Easton Public Schools have implemented an Automatic External Defibrillator (AED) policy in accordance with guidelines from the Massachusetts Department of Public Health, Caritas Samaritan Medical Center and the Easton Fire Department. An AED is used to assist an individual experiencing cardiac arrest in addition to Cardio-Pulmonary Resuscitation, (CPR). The AED is available in AED designated schools for the faculty, staff, students and community groups using the designated schools whenever these buildings are open to these groups, providing that there are properly trained AED providers available at the time of the cardiac arrest.

BICYCLES

Children in grades 3-5 may ride bicycles to school provided that a parental permission slip is sent to the teacher. Bicycle racks are provided. These students should not arrive until 10 minutes before the bell rings. The law now requires children through the age of twelve to wear helmets. Students should walk bicycles on school grounds rather than ride them in accordance with student safety procedures.

BULLYING AND HARASSMENT

POLICY PROHIBITING AND ADDRESSING BULLYING

The Easton Public Schools is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects thereof. We further recognize that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment.

Acts of bullying and cyber-bullying are prohibited:

- (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school.

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

A. Definitions

Aggressor is a student or a staff member of a staff who engages in bullying, cyber-bullying, or retaliation.

Bullying, as defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students or by a staff member or by a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

causes physical or emotional harm to the target or damage to the target's property;
places the target in reasonable fear of harm to himself or of damage to his property;
creates a hostile environment at school for the target;
infringes on the rights of the target at school; or
materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- (i) the creation of a web page or blog in which the creator assumes the identity of another person;
- (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 enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- (iii) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment, as defined in M.G.L. c. 71, s. 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Easton Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students or staff who engages in bullying or retaliation will be subject to disciplinary action; however, with respect to students, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, expulsions from school or termination of employment as determined by school officials, subject to applicable procedural requirements. Nothing in this policy is intended to prevent school officials from taking disciplinary action for conduct that does not meet the definition of bullying or cyber-bullying, or retaliation, as defined above, but nevertheless is inappropriate for the school environment or a staff member's position.

C. Reporting Obligations

Reporting by Staff: A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee. In the event of an allegation against the principal, the matter should be reported to the superintendent and if against the superintendent, to the chair of the school committee.

Reporting by Students, Parents/Guardians, and Others: The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee or in the case of an allegation against the principal, to the superintendent and if against the superintendent, to the chair of the school committee.) An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to Parents/Guardians: In the event the Easton Public Schools determines that bullying or retaliation has occurred, the principal or designee must promptly notify the parent/guardian of the target and the aggressor of that determination and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures. There may also be circumstances in which the principal/designee contacts parents prior to an investigation and determination of bullying.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school administrator or other applicable school official has a reasonable basis to believe that the incident may involve criminal conduct, the school administrator or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and

involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Easton Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued. In making the determination whether notification to law enforcement is appropriate, the principal may consult with the police officer designated as the liaison to the school and any other individuals the principal deems appropriate. The principal shall document the reasons for his or her decision to notify law enforcement. Nothing in this section shall be interpreted to require reporting to a law enforcement agency in situations in which bullying and retaliation can be handled appropriately within the school district or school.

Reporting to Other Agencies: In certain cases, bullying of a student may constitute child abuse under Massachusetts law. The Easton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Easton Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Easton Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

D. Investigation

An appropriate school official or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target in order to restore a sense of safety and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered. Parents of the target or aggressor may also be contacted prior to the investigation if the applicable school official deems appropriate.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or

chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

Confidentiality: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

E. Determination

The school administrator must weigh all of the evidence objectively to determine whether the alleged events occurred and, if so, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct, whether the aggressor is a student or staff member, and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

Holding parent conferences;

Transferring a student from a classroom or school;

Limiting or denying student access to a part, or area, of a school;

Enhancing adult supervision on school premises;

Excluding a student from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;

Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have been trained in

working with students on interpersonal issues may helpful in providing such programs.

Personalized Action Plan for students and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.

Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns, particularly given the imbalance of power associated with bullying.)

Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students.

F. Closing the Complaint and Possible Follow-Up

School officials will promptly provide notice to the parent/guardian of a target and a student aggressor in the event an allegation of bullying or retaliation has been substantiated and what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint.

If appropriate, within a reasonable time period following closure of the complaint, the school officials will contact the target to determine whether there has been any recurrence of the prohibited conduct.

If either party is dissatisfied with the results of the investigation, he/she may direct his/her concerns in writing to the Superintendent or designee for further consideration. In addition, regardless of the outcome, school officials will inform parents about the Department of Elementary and Secondary Education Program Resolution System (PRS) and how to access that system. Information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

The above language is intended to be consistent with the Easton Public School's Bullying Prevention and Intervention Plan. A copy of the complete Plan is available at each schools website.

POLICY PROHIBITING AND ADDRESSING HARASSMENT

The Easton Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability. Consistent with our Policy Prohibiting and Addressing Bullying, Easton Public Schools specifically prohibits all conduct that creates an intimidating, hostile environment for others. However, such conduct based upon the protected classifications described above requires particular attention.

A. Definitions

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability, when such communication or conduct is sufficiently serious to deny or limit the ability of an individual to participate in or benefit from their educational programs or school sponsored-events.

By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment includes not only the types of conduct listed above that is based upon gender, but can also includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

B. Harassment and Retaliation Prohibited

Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment of or by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

C. Reporting & Investigating Incidents of Harassment

If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform the Principal, his/her designee, or a Guidance Counselor as soon as possible. If you do not wish to discuss the issue with him/her, or if he/she does not address the problem in an effective manner, you should inform

the Superintendent or his designee. Any allegation of harassment by the Superintendent should be addressed to the Chair of the School Committee. The Superintendent's/School Committee's office is located at 50 Oliver Street, North Easton, MA 02356. The telephone number is 508-230-3200.

The Easton Public Schools will promptly investigate every complaint of harassment. Confidentiality will be maintained in the investigative process, to the extent consistent with the school department's need to address the alleged conduct.

If the Easton Public Schools determines that harassment or retaliation has occurred, appropriate steps will be taken to end the conduct and to ensure that it is not repeated, which may range from counseling to discipline, including suspension or expulsion. The Easton Public Schools will further take steps to ensure that the targeted student is not restricted in his/her participation in the school department's educational programs.

In certain cases, harassment of a student may constitute child abuse under Massachusetts law. The Easton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Assistant Superintendent.

Nothing in this policy is intended to restrict the Easton Public School's authority to address conduct that is inappropriate for a school setting, whether or not it meets the definition of harassment.

STATE AND FEDERAL AGENCIES

The Easton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment or other discrimination to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for students is the United States Department of Education Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109 (telephone 617-289-0111) (TTY: 1-800-877-8339). The state agencies responsible for enforcing such laws are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-2370) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

BUS RULES & REGULATIONS

Riding the school bus to and from school is a privilege extended to pupils living within certain designated areas. Our first priority is for the safety of all pupils and as such we may suspend bus riding privileges for just that cause. In order to insure a safe bus system, we need the conscious, positive support of the children, parents, school officials, the bus driver, and the bus company.

The following is a list of rules and regulations that children are expected to observe:

Boarding and Exiting the Bus

1. Riders must be at the bus stop at the designated time. Bus drivers will not wait.
2. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.
3. Riders will enter or leave the bus at assigned bus stops only.
4. Orderly behavior and respect for private property is expected at the bus stop.

Required Conduct aboard the Bus

1. Riders are expected to obey and cooperate with the bus drivers.
2. Riders must not distract the driver with loud noise or boisterous behavior.
3. Riders must remain in seats or in place when the bus is in motion.
4. Riders must not litter or throw objects within the bus.
5. Riders may not consume food or beverages on the bus.
6. In the event any window is open, pupils will not project limbs or throw objects out of them.
7. Smoking is prohibited.
8. Riders may not damage or deface any part of the bus.

Repair of any damage that occurs will be the financial responsibility of the pupil or his/her parent/guardian.

Other Responsibilities

1. Parents are responsible for their child's behavior walking to and from the bus stop and at the bus stop.
2. The bus driver has the responsibility and authority for the safety of all during loading, riding and disembarking from the bus.
3. The driver or school personnel have the right to establish reasonable rules, including the right to assign seats to children.

Discipline

- A. All incidents or infractions affecting safety will be reported to the principals, who will determine appropriate consequences, which may include the following progression:

Step 1 - A stern warning.

Step 2 - Notification in writing to parents that a second bus offense has occurred and a parent conference between the appropriate parties are paramount. At the conference parents are notified that an additional incident will result in suspension of bus privileges for a week.

Step 3 - On the next offense the student loses bus privileges for a week and parents are notified by telephone and/or in writing. A parent conference is required.

Step 4 - On the next offense the student loses bus privileges for two weeks and parents are notified by telephone and in writing. A parent conference is required.

Step 5 - On the next offense the process is begun to exclude the student from the bus for the remainder of the year.

For conduct of a serious nature, the principal has the option of immediately suspending bus privileges. Furthermore, suspension from school may also be considered following appropriate due process.

- B. It will be the responsibility of the parents to provide transportation for those children who lose bus riding privileges.

COMMUNICATION SYSTEM

An automated voice communication system will contact parents on various occasions to inform them of upcoming events, school closings, early releases, emergencies and special notices.

CONTAGIOUS DISEASES

Parents should notify the school when the child is ill with a contagious disease. Such information must be filed with the Board of Health and the Superintendent's Office.

C.O.R.I./CRIMINAL HISTORY REQUIREMENTS

It is the policy of the Easton Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I) from the criminal history systems board of prospective employee(s) or

volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. The Superintendent, Assistant Superintendent, or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy. In addition to the above, a fingerprint-based national criminal history check will be conducted as provided by state law and district policy.

DISCIPLINE

Our schools strive to provide a climate in which mutual respect and trust are evident. Every student is expected to function as a responsible citizen who respects the rights of others. Students are expected to follow the rules and regulations of their schools as established in this handbook and at the individual building level. Teachers establish guidelines for appropriate student behavior within the classroom and school-wide standards are established by each school's faculty and principal.

Students who violate the policies on student conduct or who otherwise engage in conduct that is disruptive to an appropriate educational environment will be subject to disciplinary action. The age of the student, the degree, frequency, and circumstances surrounding each incident will be considered in determining consequences.

Many of the situations can be addressed within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians. Conduct of a repeated or serious nature may result in principal's detention and also, if appropriate, a conference which will include the parents, student, appropriate staff and the principal. If, after the parent conference, there is no improvement in the student's behavior, she/he may be suspended. Students may also be suspended for a single incident of a serious nature using the procedures listed below. Examples include weapons, controlled substances etc. Students may also be suspended for serious incidents such as those involving weapons, controlled substances, use of force towards staff or students, bullying, harassment or hazing, vandalism, fire setting and use of tobacco products on school facilities, grounds, and busses.

Principal's Detention

1. Principal's detention is held after school hours on the day(s) and time designated by each school principal.
2. All students will be given 24 hours notice prior to being assigned principal's detention. Principal's detention will take priority over all other school activities and students should be aware that ample time is allowed to make necessary arrangements to complete detention assignments. There are no exceptions other than excused school absences.

Failure to meet detention obligations within the specified time limit will result in suspension from school.

3. Guidelines for the detention period will be developed at the building level.

Suspension

Students may be suspended at the discretion of the assistant principal or the principal, subject to applicable procedural requirements as described below, which may include appeal to the Superintendent. Except in the case of the “Statutory Offenses” as described in M.G.L. ch. 71, §37H and 37H1/2 and set forth below, students may not be suspended more than 90 days in a school year, and school staff will avoid suspensions of more than 10 days until alternatives such as positive behavioral interventions and supports have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Any student who is suspended from school will be given the opportunity to make up school work as needed to make academic progress. If the student is excluded from school for more than ten (10) consecutive days the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan.

If student in preschool or in grades K through 3 is to be suspended, the principal will provide written notice to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

Parental conference will be scheduled prior to a student's re-admission to school following any suspension.

Procedures Relating To Suspension for Conduct Other Than Statutory Offenses

A. In-School Suspension For Less Than 10 Cumulative Days During A School Year

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student’s in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons

for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
4. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at **page 17**.

B. Procedures For Short-Term, Out-Of-School Suspensions (10 Cumulative Days Or Less In A School Year)

Except in the case of an Emergency Removal as provided on page 19, prior to imposing a short-term out-of-school suspension (10 days or less in a school year) an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. Notice: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;

- e) the date, time, and location of the hearing;
- f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

2. Efforts to Involve Parent: The administrator will make reasonable efforts to include the parent in the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

C. Procedures For Long-Term Suspension

Except in the case of an Emergency Removal provided on **page 19**, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in Section C above, plus the following:
 - a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
 - b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
 - c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
 - d) the right to cross-examine witnesses presented by the school district;

- e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place and the participants at the hearing;
2. Set out the key facts and conclusions reached;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that

- b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will last more than 90 school days in a school year nor extend beyond the end of the school year in which such suspension is imposed.

D. Exception For Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger or disruption by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

E. Appeal To The Superintendent

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

F. STATUTORY OFFENCES – PRINCIPAL'S AUTHORITY for EXPULSION

Mass. Gen. Laws, Chapter 71 Section 37h (Controlled Substances, Dangerous Weapons And Assaults On Educational Personnel) states as follows:

1. 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 a controlled substance as defined in chapter ninety-four C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. 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 or school district by the principal.
3. 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 and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

4. 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 the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

- a. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference and an explanation of the evidence against him or her; (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension. (*Goss vs. Lopez*, 419 U.S. 565, 1975).
- b. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
- c. A letter will be mailed to the parent/guardian of the suspended student stating:
 - a) The reason for the suspension
 - b) A statement of the effective date and duration of the suspension
 - c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

Mass. Gen. Laws, Chapter 71 Section 37h1/2 (Felony Complaints And Felony Convictions) States As Follows:

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen on chapter seventy-six:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.
2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal; or headmaster, including recommending and alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.
3. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district

during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2 above. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

DISMISSAL

A student may be dismissed during the day if a note is presented to his/her teacher and the office. Medical, dental, or family concerns are the usual reasons for dismissal.

DRUG & ALCOHOL USE

Drug and alcohol use by students poses a serious threat not only to their own well being, but also to the well being of the school system. Students are strictly prohibited from actions involving drugs and alcohol during school hours or on school property or at any school-sponsored activity or event. Such prohibited actions include but are not limited to:

1. attempt to purchase
2. use
3. presence under the influence of drugs or alcohol
4. possession
5. intention or attempt to sell or distribute
6. sale or distribution
7. possession of drug paraphernalia

For the purposes of this policy alcohol and drugs include not only alcohol, controlled substances (including prescription medicine) as defined in M.G.L. c. 94C (including but not limited to marijuana, cocaine, and heroin), but also restricted drugs such as prescription or over-the-counter drugs which are misused; steroids; and products misused for the purpose of mind altering effects (aerosols, solvents, etc.).

Drug/Alcohol Policy Administrative Procedures

1. Drug/alcohol use or possession: Teachers and non-professional staff will report to the principal or designee and/or nurse any direct knowledge of drug/alcohol use or suspected use by students. In the event medical treatment appears necessary, the principal or designee will contact the parent(s)/guardian(s) as soon as possible and initiate emergency medical treatment when necessary.

2. In a situation that involves the school nurse, the student must cooperate with the nurse's professional requests and recommendations. A failure to do so may serve as the basis for disciplinary action.
3. Where the principal/designee has a reasonable basis for believing that a student is currently under the influence of alcohol or drugs at school or a school-sponsored event, he may require the student to undergo a breathalyzer test and/or a physical examination by the nurse or other health care provider.
4. Where a student is determined or reasonably suspected of using alcohol or drugs, the principal/designee may direct the student to undergo a physical examination by a physician and/or to schedule an appointment with the school psychologist or guidance counselor (to discuss the specific incident, student rights, and possible referral to a treatment center or group therapy).

In addition, the principal/designee may schedule one or more conferences, designed to address the rights and future health and welfare of the student and to achieve parental participation, to include some or all of the following:

- a) student
 - b) parent(s)/guardian(s)
 - c) a member of the school administration (to discuss the status of the student, both academic and disciplinary)
 - d) a physician (to discuss the health aspects of drugs/alcohol use)
 - e) a representative of the police department (to discuss penalties applying to illegal drug/alcohol use or possession)
 - f) the psychologist and or guidance counselor (as deemed appropriate by the psychologist or guidance counselor)
5. Students who engage in the conduct listed in items 1 through 7 above at school or school-sponsored events are subject to disciplinary action, up to and including expulsion from school. (See also M.G.L. c.71§37H at page providing for expulsion by the principal based upon possession of a controlled substance.) School officials, at their discretion, may consider a student's cooperation and participation in the activities described in Section 4 above as a mitigating factor in determining the disciplinary action to be imposed.

In addition to any disciplinary action, students involved in drug/alcohol situations will be placed on administrative probation. A student on probation is forbidden to attend any school sponsored activities or be on school grounds after school for any reason except for authorized make up work or detention. No student on probation is allowed to drive to school or park on school property

EMERGENCY DISMISSALS

Dismissal of students because of emergencies such as loss of power, or weather conditions is sometimes necessary. Procedures for such dismissals will be coordinated with parents at the building level by Principals.

FOOD SERVICES ADVISORY COUNCIL

The Food Services Advisory Council is a team consisting of the Food Service Director, a principal, the Director of School Business Operations, cafeteria personnel, the Health Educator, parents, and students.

The council's goal is to collaborate on new menu choices and to receive input from the students and parents to provide the best possible school lunch program. Contact Person: Food Service Director – Penny Spellberg - Telephone 508-230-3210 Ext. 1493.

GET ACQUAINTED NIGHT

Each school year parents are invited to school in September to meet with their child's teacher. This is an opportunity to get acquainted with the teacher and to discuss procedures and programs for the coming year.

HAZING

No student shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the Easton Public Schools may also report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may be suspended from school. Any student determined by the Principal to be the organizer of a hazing activity may be subject to a long-term suspension, up to 90 days.

HEAD LICE (PEDICULOSIS)

Pediculosis (head lice), is a common problem of school age children. Head lice are easily transmitted from person to person. The major symptom is itching, with frequent scratching of the head, back of the neck and/or behind the ears.

1. All parents are strongly encouraged to check their children for lice and nits (lice eggs) on a regular basis. If lice are found in your child's hair, you are required to notify the school nurse.
2. If a student is suspected of having head lice, the school nurse will examine the student. If the results are positive, the parent/guardian will be advised to contact their pediatrician for treatment options. In addition, a letter will be sent home notifying parents that there's been a head lice outbreak in that particular grade level.
3. Students who are potential contacts, at the discretion of the school nurse, may be examined for infestation. If indicated, the nurse may also examine siblings of the student. Pediculosis information will periodically be sent home with students throughout the school year.
4. A student will not be readmitted until he/she has received appropriate treatment, has been examined by the school nurse and is determined to be free of live lice. Students will not be excluded from school if nits remain after appropriate lice treatment.
5. Facts about pediculosis and its treatment can be found under the Health/School Nurse link on the Easton Public Schools web page: www.easton.k12.ma.us.

HEALTH EDUCATION

A comprehensive health education curriculum, designed to promote the health and well-being of all students, is taught in grades K-6. The curriculum covers the following topics: Nutrition; Safety; Substance Abuse; Disease Prevention; Growth/Development; and Social Competency.

In accordance with Massachusetts General Laws, Chapter 71 Section 32A, parents/guardians have the right to exempt their children from the portion of the curriculum in grade 5 that primarily involves human sexual education or human sexuality issues by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian may be given an alternative assignment. In addition, parents have the right to inspect and review instructional materials for these curricula. Parents/guardians may contact the school principal to schedule a time to review the materials at the school.

HEALTH INSURANCE

Health insurance is available for families with limited or no coverage. Three options are available:

Accident Insurance

On the Easton Public School's website under the Director of Operations there is a link to a brochure called "Student Insurance". The brochure describes 2 plans: 24 hour coverage and school-time coverage for accidents. To enroll in the program, the form must be sent to **Lefebvre Insurance, 850 Franklin Street, Wrentham, MA. 02093** and should include appropriate payment.

Mass Health Insurance

In many cases, parents can access Mass Health for themselves and their children. For more information on the program, call 1-800-841-2900.

Children's Medical Security Plan

This plan provides coverage for primary and preventative care for children up to the age of 19. It does not pay for hospital services. There is a sliding scale monthly fee, depending on the family income. For more information on this program, call 1-800-909-2677.

HOMEWORK

Homework gives students the opportunity to practice skills without the pressure of time and to apply principles based upon work begun in the classroom. A goal of homework is to encourage individual initiative and personal responsibility, while maintaining enthusiasm for learning. Homework also encourages students to organize their time, to work independently, to use good study skills and to develop self-discipline.

Due to the differences in age levels and modes of instruction between the elementary and secondary schools, homework expectations will necessarily differ. Listed below are the responsibilities of teachers, students and parents with regard to homework.

Teacher Responsibilities:

- assign homework that is meaningful and useful to individual students
- provide appropriate and timely response to all homework assignments
- provide a balance between long-range and short-term assignments
- monitor long-term assignments in order to avoid last minute student efforts
- inform parents of their role in supervising homework
- give clear, concise directions; allow time for student questions; consider availability of materials; provide legible worksheets when used
- ensure that students who are absent know how they may makeup homework
- assure that weekend assignments are no longer than a daily assignment
- avoid the assignment of homework on religious holidays

Student Responsibilities:

- record the directions for homework
- ask questions when necessary to clarify assignment
- seek help from teachers and/or parents to complete difficult assignments successfully

- take the initiative to follow-up with teachers when work demands seem overwhelming or several long-term projects are due at the same time
- develop a schedule and keep materials in order
- hand in on time neat, accurate, and meaningful products
- plan time for completion of long-term assignments
- secure and complete homework assigned during absence

Parent Responsibilities:

- provide a suitable place for study
- help students develop routine home study habits
- encourage, supervise and assist but not do the actual work
- be aware of long term assignments and assist students in learning to budget their time accordingly
- notify the teacher if a student experiences extreme difficulty or routinely takes longer to complete homework than the times suggested below
- contact the teacher if he/she observes an absence of homework or if students regularly report that there is no homework

There are many other learning activities in the life of a student besides homework. Such things include participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests. Thus teachers will consider these factors as well as the benefits of homework when planning assignments. Homework is not designed to be and should not serve as a form of discipline or punishment.

Grades K-5

Because the time individuals may require to complete assignments varies, homework activities must be planned to meet each student's individual learning profile. Though it is impossible to predict the time necessary for all students to complete assignments because of different learning rates and age levels, the following time allotments are suggested for the elementary grades:

Grade 1	up to 2 hours per week
Grade 2	1/2 hour to 2 hours per week
Grade 3	1 hour to 3 hours per week
Grade 4	2 hours to 4 hours per week
Grade 5	3 hours to 5 hours per week

IMMUNIZATION LAW
(Chapter 76, Section 15, General Laws of Massachusetts)

"No child shall, except as hereinafter provided, be admitted to a school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, and poliomyelitis, and such other communicable diseases as may be specified from time to time by the Department of Public Health. A child shall be admitted to school upon certification by a physician that he has personally examined such child and that in his opinion the physical condition of the child is such that his health would be endangered by such vaccination or by any such immunizations. Such certification should be submitted at the beginning of each school year to the physician in charge of the school health program. If the physician in charge of the school health program does not agree with the opinion of the child's physician, the matter shall be referred to the department of public health, whose decision will be final".

"In the absence of any emergency or epidemic or disease declared by the department of public health, no child whose parent or guardian states in writing that vaccination or immunization conflicts with his sincere religious beliefs shall be required to present said physician's certificate in order to be admitted to school."

INSTRUMENTAL MUSIC

Instruments can be rented or purchased beginning in fourth grade. Parents are notified at the beginning of the school year and arrangements can be made at this time for children's instrumental music.

KINDERGARTEN DROP-OFF

Kindergarten parents driving their children to school should escort their children to the office. Children should not be dropped off outside the building.

LEAD SCREENING

The Department of Public Health regulations (105 CMR 460.00) require that a lead screening be done on all students prior to entrance into kindergarten. Children will be excluded until they show documentation of a lead screening.

LIFE THREATENING ALLERGY POLICY FOR GRADES K-5

The Easton Public School System is committed to promoting a general understanding and awareness of life threatening allergies and their implications for members of our school community. As a district, Easton Public Schools is also committed to responding to the needs of students with such allergies. This policy represents Easton's plans to educate and support families, students, and school personnel and establish a comprehensive and proactive program to address life-threatening allergies in the school setting.

A copy of the guidelines will be in the Principal's Office and Nurse's Office of each school building.

LOCKERS/CUBICLES

Students are permitted to utilize lockers/cubicles before school, at appropriate times during the school day, and at the close of school. The lockers/cubicles remain the property of the school and principal shall have the right to inspect a student's locker or cubicle at any time.

In addition, where there is a reasonable basis for believing that a search of the student's personal belongings may reveal evidence of a violation of school rules (i.e. dangerous weapons, drugs, etc.), the principal or his designee may conduct that search. The student may be requested to be present during that search.

LOST & FOUND

Lost articles are displayed in each school. Students should check this area personally. Unclaimed articles are eventually given to charity.

Students should not bring valuables to school. Care should be taken to put valuables in a safe place or given to a teacher to hold if it is necessary to have them in school.

LUNCH PROGRAM

Hot lunches are served daily in the cafeteria. Pupils may purchase a complete hot lunch or purchase only the milk to drink with their bag lunch. The prices are:

Regular Lunch	\$2.75
Milk	.65

The weekly menu is published in the Saturday edition of the *Brockton Enterprise*, the weekly edition of the *Easton Journal* and is also posted in each classroom. In addition, all monthly menus are posted on your schools website

Applications for free and reduced lunch are generally sent home with all children at the start of the school year. If needed at any other time during the school year, they may be obtained at the school office or on each schools website.

Parents can pre-pay for lunches by either going on-line to Meal Pay Plus (www.mealpayplus.com) or parents may send a personal check to your child's school.

LUNCH TIME CAN BE GREAT.. IF YOU KEEP SOME THOUGHTS IN MIND

A. Before entering, realize that:

1. Duty teachers will meet you as you walk into the cafeteria.
2. Pushing, shoving, or cutting in the lunch lines will **not** be tolerated.

B. While eating, remember:

1. Table manners should be practiced in school as well as at home.
2. Eat as soon as you are seated.
3. Stay seated until you are finished eating.
4. Try it - you may like it! You will be encouraged to eat everything, but not forced to eat anything you dislike or cannot eat.
5. Try to eat your whole lunch. Each meal is planned with you and your health in mind.
6. Do not gulp your lunch just to be dismissed. Everyone must wait a certain length of time.

C. Other Hints:

1. Do not save seats for friends.
2. We deserve a break! Let's be courteous and pleasant to each other.
3. Speak quietly and only to those nearby.
4. Hands please! Raise your hand if you have to leave the table for any reason.
5. Trips to the bathroom should be made before lunch time.
6. You look just fine! Save personal grooming for the bathroom.
7. Expect to be treated firmly and consistently by all duty teachers. The principal will reinforce and support the teachers. Be respectful and responsible at all times.

D. Thinking about leaving? Duty teachers will dismiss you from your table if:

1. Your table and the area under it are reasonably clean.
2. You have not gulped your lunch down, hoping to be dismissed early.
3. All other rules have been followed.

E. Disciplinary measures for breaking the rules will be determined by the teachers and the principals.

MEDICAL INFORMATION (CONFIDENTIALITY)

We recognize that the student's parent(s) or guardian(s) are the gatekeepers of information relative to medical diagnosis and medication. Parents are not obligated to disclose this information to school personnel. However, parents are strongly encouraged to share medication information with the school nurse in order to insure the child's well being. As with any confidential information, medical information will be disclosed only to school personnel who have a need to know such information in order to provide services to students and otherwise perform their responsibilities.

MEDICATION

Medication of children in kindergarten through grade 6 should be the responsibility of the parents and their physician. However, the school department does attempt to assist the parent and family physician as much as possible without interfering with the major responsibility which is educating the students.

Here are the important guidelines to follow:

1. To avoid taxing the limited medical facilities of the school department only long-term medication, essential to the student's ability to learn and to his/her well-being will be considered. For example, aspirin, penicillin, and antibiotics can be administered at home in most instances.
2. Medication which will be administered by the nurse are tranquilizers, hyperactivity reducers, seizure controllers and those necessary for children with adverse reactions to insect bites.
3. All parents who request that their children be medicated during school hours are to contact the nurse by telephone or in writing. The nurse will give the parent the proper forms to be filled out and signed. If a drug is a prescribed medication, both the physician and the parent must sign the school forms. Under no circumstances or conditions should any medications be brought to school without contacting the school nurse first, which will then make a medication delivery plan with the parent.
4. All medicines must be delivered to the school principal or the nurse by the parent, and the medication will be placed in a secured area. Absolutely no medication is to be brought to the school by the child. The medicine is to be in a prescription bottle from the pharmacy, bearing the following information:
 - Name of Child
 - Name of Drug
 - Dose of Drug and instructions on administration
 - Name of Physician
 - Date of the Prescription

In the case of students who have known adverse reactions to insect bites, and the parents have provided the school with the medication (Epi-pen or ANA kit) the nurse will instruct the teacher and principal in the proper administration if the nurse is not in the building when needed. Immediate notification will be made to the parent, and the student will be transported by town ambulance to the local hospital.

Field Trips and Short Term Events

The Easton Public Schools will register with the Massachusetts Department of Public Health, as defined in 105 CMR 210.005, and meet the conditions governing the delegation of prescription medications to unlicensed, properly trained responsible adult(s) for students on field trips and short term special school events when a school nurse (RN) is not available to accompany students.

Cough Drops

Students may bring in cough drops with a parent permission note clearly delineating when the cough drops may be taken. In the K-2 buildings, the cough drops will be administered to the student by the school nurse. In grades 3-6, the note and cough drops will be kept by the classroom teacher.

NO SCHOOL ANNOUNCEMENT OR DELAYED OPENING

In the event that the Easton Public Schools experience a delayed start due to snow or other emergency conditions, the minimum delay would be an hour with a maximum delay of 2 hours. When any delay occurs:

- Morning Kindergarten students will have school and will observe the delayed start. It will be a parent decision whether to send their child to school or not.
- Extended Day Kindergarten programs at Parkview School, Center School and Moreau Hall will observe the delayed start.
- There will be no morning Easton Public School's Pre-School classes at Parkview School and Moreau Hall.
- The All-Day Project Early Program will observe the delayed start.

If inclement weather should occur after school opens, a decision will be made at approximately 10:30 a.m. relative to the afternoon Kindergarten and afternoon Easton Public School's Pre-School programs. The Extended Day Kindergarten Programs at Parkview School, Center School and Moreau Hall and All-Day Easton Public School's Pre-School program are not affected.

The radio and television stations carrying our "no school" or "delayed start" announcements for this school year are as follows:

WBZ/Chan. 4/Radio 1030 AM
WCVB/Chan. 5
WHDH/Chan. 7

WJAR/NBC/Chan. 10
WRKO/680 AM
WFXT/FOX 25

In addition, an automated voice communication system will contact parents to inform them of “no school” or “delayed start” announcements.

Parents are encouraged to use their own discretion in deciding whether to send their children to school during adverse weather conditions. Parents are requested not to call the Fire or Police Stations because they may interfere with emergency calls.

NON-BUS STUDENTS

Students who do not ride the bus should not arrive at school until ten minutes before the bell rings.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Easton School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, gender identity, veteran status or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Easton School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or Massachusetts Law Chapter 622 are directed to contact the Superintendent's Office at P.O. Box 359, 50 Oliver Street, North Easton, MA, 02356, or telephone (508) 230-3200. In addition any person may write to:

Office of Civil Rights
8th Floor, 5 Post Office Square
Boston, MA. 02109-3921

GRIEVANCE PROCEDURE: WHERE TO FILE A COMPLAINT.

Any student or employee who believes that Easton Public Schools has discriminated against or harassed her/him because of her/his race, color, national origin, sex, disability, age, religion, or sexual orientation in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the Director of School Operations, David Twombly. If the Director of School Operations is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the Superintendent. Complaints against the Superintendent may be filed with the Chair of the School Committee. Each can be reached at Easton Public Schools, 50 Oliver Street, North Easton, MA 02356, (508)-230-3200

Complaints of Harassment by Peers: In the event the complaint consists of a student's allegation that another student is harassing him/her based upon the above-referenced classifications, the student should, in the alternative, file the complaint with the principal or his/her guidance counselor.

Complaints of Discrimination based on Disability: A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the Individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education's Parents' Rights Brochure rather than this Grievance Procedure. A copy of the brochure is available from Theresa Skinner, Director of Special Education, Easton Public Schools, 50 Oliver Street, North Easton, MA 02356, 508-230-3208.

STATE AND FEDERAL AGENCIES

The Easton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment or other discrimination to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for students is the United States Department of Education Office for Civil Rights, 33 Arch Street, Boston, MA 02110 t. 617-289-0111 (TTY: 1-877-521-2172) The state agencies responsible for enforcing such laws are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-0183) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

Generally, a grievant may file a complaint with the U.S. Department of Education, Office for Civil Rights:

1. within 180 calendar days of alleged discrimination of harassment, or
2. within 60 calendar days of receiving notice of Easton Public School's final disposition on a complaint filed through Easton Public Schools, or
3. within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or
4. instead of filing a complaint with Easton Public Schools.

PARENT ADVISORY COUNCIL

The purpose of the Parent Advisory Council is to foster positive home-school relationships. All parents are encouraged to attend the meetings, which are held on a regular basis throughout the school year

PHYSICAL EDUCATION

Each student has physical education. It is important that each child be dressed properly for class, i.e.

1. Properly fitting sneakers.
2. Clothing which will allow freedom of movement, preferably slacks for girls.
3. No wide belts, jewelry or similar articles.

If a child has a physical condition that may require precautions during physical activity, please notify the teacher so these may be appropriately addressed.

PHYSICAL RESTRAINT OF STUDENTS

The primary intervention options used by staff when a student exhibits escalating behavior are designed to assist the student to regain behavioral control, such as providing verbal redirection and setting reasonable limits. Therapeutic time-out or an emergency counseling session may also prove helpful.

However, school staff may physically restrain students (1) when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian. Physical restraint is not to be used as a form of discipline or punishment for non-compliance with staff requests or school rules.

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement and does not include touching or holding a student without the use of force for the purpose of directing the student. Selected school district staff has participated in in-depth training relating to appropriate restraint techniques.

Massachusetts requires that school staff prepare written reports in some circumstances. If a physical restraint of a student (1) lasts more than five minutes or (2) results in injury to a student or staff member, the staff must notify the student's parents. If a physical restraint (1) lasts longer than 20 minutes or (2) results in serious injury to the student or staff member, the school must also report the incident to the Department of Elementary and Secondary Education.

Any concerns or complaints regarding restraint practices should be referred to the Principal, who will conduct an investigation and otherwise address any concerns as may be appropriate.

PHOTOGRAPHS

A photographer comes to the Easton schools once a year to take your child's picture. You will be notified several days in advance. Pictures are optional. If you do not wish your child's photograph to be taken by the photographer, please let the Principal know as soon as the notice arrives.

In addition, from time to time the elementary schools use pictures of students and/or their school work to document educational programs and/or inform the community of the wonderful things that are going on at our schools. These photographs, video recordings, and/or electronic pages may be distributed in the form of printed reports/brochures, news articles/broadcast or on school web pages.

Please sign and return the completed Student's Image and School Work Permissions and Consents section of the Student's Emergency Information form to the school office that will be sent to you during the first week of school. This form will be kept on file for the school year and will be renewed annually.

PLAYGROUND RULES

When baseball equipment and footballs are used on the playground, they must be used with the safety of everyone under consideration. The playground is for the use and enjoyment of everyone. Playing of non-contact sports is encouraged. Keep away, tackle football, etc. is prohibited. Students must stay on school property.

POLICY ON IMPLEMENTATION OF PROTECTION OF PUPIL RIGHTS AMENDMENTS (PPRA)

The Easton Public Schools adheres to the Protection of Pupil Rights Amendment (PPRA), federal law that affords parents and eligible students (those who have reached the age of 18) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. An overview of these rights follows:

a. Consent to federally funded surveys concerning "protected information."

Schools must obtain written consent of the parent or eligible student prior to requiring the student to participate in a survey that is funded in whole or in part by a program of the United States Department of Education (USDOE) if the survey concerns one or more of the following protected areas of information ("protected information survey"):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

b. Opt out of certain surveys and exams even if not federally funded. Parents and eligible students must receive notice of any of the following activities and have the right to opt out of them.

1. Any protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law;

3. Activities involving collection, disclosure, or use of personal information obtained from students for the purposes of marketing or selling or otherwise distributing the information to others.

Note: Mass. Gen. Laws Chapter 71, §57 requires schools to conduct physical examinations (of students) to “ascertain defects in sight or hearing, postural or other physical defects tending to prevent his receiving the full benefits of his school work and to ascertain physical defects of the feet which might unfavorably influence the child’s health or physical efficiency.”

Note: Personal information is defined as individually identifiable information including a student or parent’s first and last name; home address; telephone number, or social security number 20USC §123h(c)(6)(E).

Note: The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: college or other post secondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low-cost literacy products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide genitive, evaluative, diagnostic, clinical, aptitude or achievement information about student; the sale by students of products or services to raise funds for school-related or educational-related activities; student recognition programs.

c. Inspect certain materials. Upon request, parents and eligible students have the right to inspect the following before the school administers or uses them:

1. Protected information surveys of students; (see Section **a.** above);
2. Surveys created by a third party;
3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
4. Instructional materials used as part of the educational curriculum.

Note: The term “instructional materials” is defined as instructional material that is provided to the student, regardless of format, including printed or representational materials, audio visual materials (such as materials accessible through the internet.) The term does not include academic tests or academic assessments. USC §1232h(c)(6)(A).]

d. Receive notification of the district’s policies on the PPRA. After consultation with parents, the Easton Public Schools has adopted the following policies to implement the PPRA

Notice of Rights: The Superintendent will arrange for direct notice to parents and eligible students of this policy at the beginning of each school year, either through the U.S. Mail or handbooks, and will provide updates within a reasonable time period after any substantive changes. The Superintendent may also include notice of this policy along with other routine legal notices in one or more local newspapers.

Notice of Activities: The building principal will arrange for direct notice to parents/eligible students at least annually at the beginning of the school year of the activities or surveys identified in the PPRA that the Easton Public Schools anticipates conducting. The building principal will provide parents/eligible students with consent forms or the opportunity to opt a child out of activities, if applicable.

Inspection of Materials: Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the **Superintendent of Schools or the School Principal**. The **Superintendent/Principal** will respond to requests within ten calendar days. Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.

Protections of Student Privacy: The Superintendent will insure that procedures are in place to protect student privacy in the administration of protected information surveys and in the collection, disclosure or use of personal information for marketing, selling or other distribution purposes.

Parents or eligible students who believe their rights under the PPRA have been violated may file a complaint within the district by contacting the Superintendent or his designee. Complaints may also be filed with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW. Washington, DC 20202-4605

RELIGIOUS HOLIDAYS

In recognition of the fact that certain holy days occur during the school year, the Easton School Committee hereby adopts the following policy to ensure fair and sensitive treatment for all students:

1. Excused absence will be allowed on major religious days to enable students to participate in their religious activities. The exercise of conscience is a personal matter and should not be a matter of public discussion.
2. Every pupil who is absent for a legitimate reason, including absence for religious reasons, is allowed to make up, within a reasonable time period, the work covered and the assignments made during his or her absence.
3. Long-term reports or special projects which are due on one of the major religious days are to be submitted to the teacher at a mutually agreed upon date following the pupil's return to school, with no penalty for late filing.
4. Teachers are expected to exercise sound judgment in carrying out work when some students may be absent because of a religious holy day. Provisions should be made for students who expect to be absent to get assignments that might be necessary ahead of time and to have class work reviewed by the teacher. In no situation should a student

be made uncomfortable because he or she chooses to exercise his or her religious convictions. Because many religious observances often involve family activities, students should not be expected to complete homework, study for tests, or do other school work during their absence.

5. Out of respect for the diversity of the community, efforts will be made to avoid scheduling major events on notable holidays.
6. The implementation of this policy is the responsibility of the School Principal.

REPORTING SYSTEM

Report cards are issued to all students in grades K-5. In addition, regularly scheduled conferences are planned twice a year for grades K-5. Parents will be notified well in advance as to the dates and times.

Parents need not wait for these scheduled conferences if they have any questions in regard to their child's progress. A telephone call or note asking to confer with the teacher is all that is necessary to request an appointment. Please contact the school first as a teacher may have a previous commitment.

Upon receiving your child's report, sign the envelope and return it to the teacher. The report may be kept by the parent.

Communication between the home and the school is extremely important. Minor concerns can be handled quickly and efficiently. Keep in contact with your child's teacher.

SAFE AND CARING ENVIRONMENT

The Easton Public Schools are committed to creating a safe and caring environment conducive to learning. To accomplish this goal, we have implemented a program at the elementary level. In grades K-5, we have implemented a program designed to teach students social skills. The Reach Out to Schools: Social Competency Program recognizes the critical role that relationships play in the social development and academic success of children. By learning the social competencies necessary to make and maintain new and diverse relationships with classmates, children create new avenues for their own and others' growth.

It is our belief that this program is effective in reducing inappropriate behavior. Coupled with this educational program, we have implemented a Bullying Prevention and Intervention Plan, a copy of which can be obtained from the Principal. Also included in this Handbook are Policies Prohibiting and Addressing Bullying and Harassment.

SCHOOL COUNCILS

The Education Reform Act of 1993 calls for the establishment of a school council at each elementary, secondary, and independent vocational school in the Commonwealth. At the

elementary level each council is to include: a principal who serves as one of two co-chairs; teachers at the school; parents of students attending the school; and community members who are not parents or teachers at the school.

Councils serve in an advisory capacity to the principal to assist in: adopting educational goals for the schools; identifying the educational needs of students attending the school; reviewing the annual budget; and formulating a school improvement plan.

SCHOOL NURSE

It is important for the School Nurse to have up-to-date emergency information and medical records. Therefore, it is necessary to inform the school of any changes in the following areas: a new address, a change of telephone number (if it is unlisted we keep it confidential), a number to call if your phone is disconnected, some other person to contact if you will be unavailable, a new physician, the hospital you want your child sent to in an emergency. Incorrect out-dated information may prevent us from providing necessary and vital help for your child during an extreme emergency.

Health problems, allergies, physicals, any new immunizations, and any absence over three (3) days should be reported to the school nurse.

SCHOOL RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) MASSACHUSETTS STUDENT RECORDS REGULATIONS EASTON PUBLIC SCHOOLS ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the building principal.

- (a) The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within 10 days of a request. However, Massachusetts General Laws c.71, §34H ("Section 34H") law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child and are not eligible to receive these under Section 34H. These procedures include submitting a written request to the principal. Information about these procedures can be obtained from the building principal.

- (b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.
- (c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest in the records. Such school officials include professional, administrative and clerical staff who is employed by or under agreement with the Easton Public Schools and who need access to a record in order to fulfill their duties. Such school officials may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with regard to the use and maintenance of education records. The Easton Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials so long as the disclosure is for purposes related to the student's enrollment or transfer.

In addition, the Easton Public Schools has a practice of releasing directory information without consent. Directory information consists of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. Further, as required by law, the Easton Public Schools routinely releases (1) the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request and (2) the name and address of students to third party mail service that has been approved the Department of Elementary and Secondary Education upon the request of a Charter School. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the building principal. Absent receipt of a written objection as of **September 15, 2014**, the information will be released without further notice or consent.

- (d) The **right to file a complaint** concerning alleged failure by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue SW, Washington, DC.

SHEEP PASTURE

Sheep Pasture is a former estate of 155 acres where the late Elise (Ames) Parker grew up. The greater part of the estate has been given to the Natural Resources Trust for the purposes of preserving open space and providing environmental education programs. Through a cooperative venture of the N.R.T. and the school department, educational programs and activities are provided for the school children of Easton in kindergarten through grade six.

SKATE BOARDS & ROLLER BLADES

To ensure the safety of all children and adults, there is to be no skateboarding, roller-skating or scooters on school grounds. Offenders are subject to confiscation of their property.

SMOKING AND TOBACCO

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

Definition of Tobacco:

Tobacco includes chewing tobacco, cigarettes, cigars and other products containing tobacco.

Investigation:

All violations of the Tobacco Free Schools policy should be brought to the attention of the building principal. The Easton Public Schools will promptly investigate and, if a violation is found, take reasonable steps to prevent its recurrence.

Consequences:

The following consequences escalate for one school year. Infractions shall not carry over from one school year to the next. Each student shall receive a fresh start with each new school year.

First offense--will result in a one-day suspension, parent notification/meeting, and participation in a Tobacco Education Program.

Second offense--will result in a two-day suspension, parent notification/meeting, and participation in a Tobacco Education Program.

Third offense--will result in a three-day suspension, parent notification/meeting, and participation in a Tobacco Education Program.

SPECIAL NEEDS STUDENTS – DISCIPLINE

The Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of rights under the IDEA is provided below.

In general, special education students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, the school district may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion as determined by the Team. However, if the Team determines that the behavior was a direct result of the disability, as a general matter, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent(s) to a new IEP. The Team must also conduct a functional behavior assessment and develop or revise a behavioral plan for the student.

However, in the event a student possesses uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Similar procedures apply to eligible students with disabilities as defined by Section 504.

Additional information regarding the procedural protections for students with disabilities can be obtained from Theresa Skinner who can be reached at 508-230-3208.

Discipline of Students Not Yet Determined Eligible for Special Education

The IDEA protections summarized above also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the students were eligible for IEPs before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent had expressed concern in writing to district supervisory or administrative personnel or the

child's teacher that the child needs special education and related services; (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion with services provided through the school-wide education service plan as applicable to all students. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

SPECIAL SERVICES

Easton Public Schools offers a wide array of special education services to students who are deemed eligible. The Special Services Department is one aspect of a continuum of services that facilitate a responsive educational environment for students. The following specialized services are provided for those students who require specialized instruction in order to access the general curriculum and to make meaningful educational progress: behavioral support/counseling; consultation with specialists (vision and hearing); occupational therapy; speech/language therapy; physical therapy; academic support (resource room, inclusion, vocational and self-contained); early childhood programs (integrated and self-contained).

Student Intervention Teams

Each school has established a Student Intervention Team, composed of a variety of professional personnel. The Student Intervention Team, which is chaired by the school principal, serves as a resource to the classroom teachers to assist in helping all students succeed in the classroom. The goal of the Student Intervention Team is to ensure that students can succeed in the mainstream of education with appropriate modifications and accommodations as deemed necessary, and to provide a regular, consistent forum in which the status of students can be addressed.

The Student Intervention Team is not a special education referral committee, but rather a means to differentiate between students who can be helped within the scope of general education and those who require the comprehensive evaluation involved in the special education referral process. Student's response to targeted intervention will become part of the evaluation process.

The Student Intervention Team meetings have two components. The first component of the meeting is primarily to assist classroom teachers by providing a model which will facilitate the opportunity to collaborate and problem solve when there are presenting concerns regarding a specific student. The second component of the meeting is to provide the opportunity for student informational updates and any other additional information to be shared in a brief, concise manner.

School Psychologist

Our staff includes the services of a school psychologist, whose function is varied. Primarily emphasis of the psychologist's role rests with the identification, evaluation, and re-mediation of problems which impede development, adjustment, and learning process of children. To facilitate this role, the psychologist serves as both Chairperson of the school's Evaluation Team and as a member of that team to assist resource and classroom teachers in developing prescriptive educational objectives for children with special needs.

The psychologist provides supportive counseling services for students and parents on a scheduled basis and on an unscheduled basis when intervention would be helpful. Appropriate services are offered upon request or recommendation individually or on a group basis. The psychologist consults with parents, teachers, administrators, and various specialists in order to maximally enhance the student's overall development, adjustment and educational progress.

Speech/Language Therapist

The Speech/Language Therapist is a licensed speech pathologist who is available to children in the Easton Public Schools who have been identified with language disorders and/or speech problems, articulation problems, voice disorders, fluency problems or certain language acquisition or language development difficulties. Services are also available to preschool children. Any child may be referred by the parent or teacher at any age or grade level.

Children are evaluated, and if services are required, children are seen by the speech/language therapist in small groups or in the classroom. Children diagnosed with speech language problems work on a variety of activities in the areas of syntax, vocabulary, reactive language, expressive language and articulation problems.

Adjustment Counselor

School Adjustment Counselors provide services to students that address academic, social and emotional issues related to positive school adjustment. Services are generally provided in small groups. The School Adjustment Counselor consults with parents, teachers, administrators and specialists in order to enhance a positive school experience.

Occupational Therapist

Occupational therapy services are available to students who have been identified as having needs in this area. Children are evaluated and if services are required children are seen by the Occupational Therapist in a small group or in a classroom. Occupational Therapists provide consultation to classroom teachers, administrators and specialists.

Physical Therapist

Physical therapy services are available to students who have been identified as having needs in this area. Children are evaluated and if services are required children are seen by the Physical Therapist in a small group or in a classroom. Physical Therapists provide consulting to classroom teachers, administrators and specialists.

Special Education Teacher

The special education teachers work directly with children according to Chapter 71B. These teachers screen children referred to the program, participate in TEAM evaluation and reevaluation meetings and the writing of educational plans, and provide individualized programs within the most appropriate and least restrictive environment.

TARDINESS

Any child who is tardy must stop at the office with a note before being admitted to class. If a student is tardy more than three (3) times without an acceptable excuse, she/he may receive a detention from the office. Acceptable excuses are those things which are unavoidable and which are not the fault of the student. Running errands, oversleeping, missing the bus etc. are not valid excuses.

TECHNOLOGY - ACCEPTABLE USE POLICY

The Easton Public Schools shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. *Educational purposes* shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with

the policies of the Easton Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Easton Public Schools.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Easton Public Schools as well as with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly for instructional and administrative purposes. All communications including text and images may be disclosed to law enforcement officers or other third parties without prior consent of the sender or the receiver.

Liability

The Easton 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 Easton Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Safety Issues

Use of the Internet has potential dangers. Users are encouraged to read two brochures regarding Internet safety that the Massachusetts Attorney General's Office has prepared. The brochures are entitled *The Internet, Your Child and You; What Every Parent Should Know and Internet Safety: Advice from Kids Who Have Faced Danger Online*. Copies of these brochures are available in the school office or on the Internet at www.ago.statesna.us.

The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the Principal of the building if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the Principal of the building.

Student Use of the Internet

Access to the Easton Public Schools Internet Service is a privilege, not a right. The internet is to be used for educational purposes only. Students may not use the internet to access personal e-mail or for instant messaging.

Easton Public Schools reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension or expulsion, for violations of this policy. The District will advise appropriate law enforcement agencies of suspected illegal activities conducted through the Easton Public Schools Internet Service. The District will also cooperate fully with local, state, and/or federal officials in any investigation related to any suspected illegal activities conducted through the service.

Adult Use of the Internet

Access to the Easton Public Schools Internet Service is a privilege, not a right. Easton Public Schools reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action which may include but are not limited to oral or written warnings, suspensions or dismissal. The District will advise appropriate law enforcement agencies of suspected illegal activities conducted through the Easton Public Schools Internet Service. The District will also cooperate fully with local, state, and/or federal officials in any investigation related to any suspected illegal activities conducted through the service.

TECHNOLOGY - BRING YOUR OWN DEVICE (BYOD)

Overview

The Easton Public Schools (EPS) recognizes that technology, including use of the Internet, can be valuable in supporting student learning and enhancing instruction. EPS provides both technology devices as well as an Internet Wireless Access Connection for use by students for educational purposes only. In addition, students who agree to adhere to the conditions set forth in this “Bring Your Own Device” (BYOD) policy as well as the EPS Acceptable Use Policy (AUP) are permitted to bring to school their own electronic devices for educational purposes only.

It is the joint responsibility of both school staff and the parents/guardians of each student to inform students about their responsibilities in regards to technology and to establish expectations when using technology. The use of the EPS network is a privilege that can be revoked at the discretion of the Principal or his/her designee.

Devices

Personal portable wireless devices, including laptops, pads, Ipads, Ipods, Cell Phones (iPhone, Android, etc.) will be allowed for use in school classrooms for tasks such as EPS wireless Internet access, taking notes, and sending E-Mail as appropriate to the educational task at hand.

Internet Access

EPS supplies an Internet Wireless Access Connection which requires all students to authenticate using their own username and passwords. All Internet traffic is filtered for compliance with the Child Internet Protection Act (CIPA). All Internet traffic is logged, and any students found trying to bypass the filter or “firewall” in order to gain access to restricted/unauthorized websites or who otherwise access content not necessary or appropriate for educational purposes may not only lose the privilege of using the network, but will also be subject to discipline.

Conditions for bringing your own device to school

- Students who choose to bring electronic devices to school or to school sponsored events do so at their own risk. The EPS and its staff are not responsible for any damage to, or loss or theft of, any such devices.
- Students who chose to bring their own electronic devices to school must keep them turned off and out of sight in classrooms, labs, the library, and other such locations unless using them for assigned educational purposes. In addition, even when using the devices in other circumstances (such as before/after school, during an athletic event, etc.) the student is responsible for avoiding use that may be disruptive to an appropriate educational environment.
- During a class or other school event, students are prohibited from using their devices to take photos or to make video or audio recordings without the permission of the classroom teacher or other supervising staff member. During unstructured time, such as before/after school or passing periods, students are prohibited from using their devices to take photos or make video or audio recordings, with or without permission.
- The devices may not be used on any tests, quizzes, or assignments unless the teacher gives specific notice that such devices may be used for the task. In the event a student uses a device for a task not authorized by the teacher, such conduct will be considered an effort to gain an unfair advantage and an act of academic dishonesty, with appropriate consequences to be imposed.
- The use of 3G data plans, aircard, mobile broadband cards or any other means of bypassing the schools filtering mechanism is prohibited. Further, students are prohibited from using any Internet access during school other than the access provided by EPS.
- Users are prohibited from taking or attempting actions that might reasonably be expected to disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of EPS employees.

- EPS staff may inspect a student's personal device if there is a reason to believe that the search will reveal a violation of the terms of the BYOB policy, the AUP, or other violation of school rules or applicable law.

TELEPHONE

The office telephone is for business or emergency purposes and we discourage or in some cases forbid the use of this phone by students. There are times when it becomes necessary for students to use the phone, but this is the exception and not the rule. In addition, we urge parents to be judicious when they consider calling to leave messages for students.

Electronic devices including, but not limited to cell phones, I pods, personal gaming devices, cameras, etc. are ***Not Allowed*** during school hours without special permission of the building principal or another staff member.

TESTING PROGRAM

The Massachusetts Comprehensive Assessment System, which is a mandate of Education Reform Act of 1993, is administered on an annual basis. The purpose of this program is to evaluate curricula and student performance in the overall school educational program. Students in grades three, four, five, six, seven, eight, nine and ten will be tested in various disciplines. Specific details about the testing program and the dates of administration will be sent to the parents of all students being tested in advance of the test administration.

Parents are urged to communicate with the school system whenever questions arise relative to the testing program. Please call your child's principal and arrange an appointment with the appropriate staff members.

TRANSFERS

The school principal should be notified of a child's leaving as soon as you know the approximate date you will be moving to a new location. Parents will then supply the school with the new address and the name of the new school your child will be attending. Transfer cards are then completed and forwarded to the new school and you are given a duplicate card to present to the principal of that school. This is, in effect, an identification card for your child which will be matched with the transfer papers already mailed to the new school.

TRANSPORTATION GUIDELINES

1. All kindergarten students will be transported, but where feasible and safe, group pickups will be the rule. (No kindergarten student should walk more than a mile to a bus stop.)
2. All K-2 students will be bussed.
3. All K-5 students who must cross or walk on routes 106, 123 and 138 will be bussed.

4. Busses will not travel down the side streets from Routes 106, 123 and 138, unless a safety condition exists which requires that. In that case, only a limited number of stops will be made on those side streets.
5. All elementary and secondary students (other than those referred to in #1, 2 and 3 above) will observe a mile and a half walking limit.
6. Children are your responsibility once they get off the bus. Children in grades 3-5 will be allowed off the bus even when an adult is not present. If you would like your child to be brought back to school in the event that you or your designee, are not at the bus stop, please provide us a written request for him/her to be brought back to the school. Remember, when you or your designee are not at the bus stop your child will be brought back to the school after the bus route is completed which may take about an hour.

Students will only be transported on their assigned bus. Transportation will not be provided on another bus to students attending any organized activities or any other after-school function such as dancing lessons, religious classes, tutoring, etc. Requests for transportation on the assigned bus not in accordance with a student's bus stop should be provided in writing to the building principal sufficiently in advance.

VACATIONS

All school vacations are noted on the school calendar, which you will find in this handbook. The school calendar, which is determined by the School Committee, is published at the beginning of each school year. Each school is supplied with a copy.

The Easton School Committee requests that parents attempt to develop a positive school attendance attitude, impressing upon children the importance of attendance as paramount to success. This includes planning family vacations only during scheduled school breaks.

As indicated in our Absence Policy including earlier in this Handbook teachers are not required to provide work prior to an extended absence. Upon return, parents are expected to pick up any missed work. Make-up work will not be sent home with the student. With the assistance of the parent, the student is responsible to make up all work that is missed within an equal number of school days plus one (1) with a minimum of ten (10) school days including tests and quizzes. If the student fails to make up work or tests, the student will receive a zero which will be averaged in with the other grades.

WEAPONS POLICY

Any student found in possession of a dangerous weapon at school or school-related events is subject to expulsion by the principal. If such weapon is a firearm, the student must be excluded from the Easton Public Schools for a period of not less than one year, except as determined by the Superintendent on a case-by-case basis. The definition of a "firearm" includes, but is not limited to, guns (including a starter gun), bombs, grenades, rockets, missiles, mines, and similar devices, as set forth in the Gun Free Schools Act.

Students should also be aware that the possession of a firearm or certain other dangerous weapons in any building or on the grounds of any elementary or secondary level school is a crime punishable by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year, or both. School department personnel are required by statute to file written reports on any incidents, regardless of whether they occur during school hours, involving a student's possession of a dangerous weapon on school premises. Under the statute provisions, the principal will file copies of such report with the local chief of police, the Department of Children and Families (DCF), the Special Services Office, and the School Committee.

NEW SCHOOL HOURS

SECONDARY SCHOOLS:

Oliver Ames High School	7:55 a.m. to 2:25 p.m.
Easton Middle School	7:55 a.m. to 2:25 p.m.

ELEMENTARY SCHOOLS:

Richardson Olmsted School	8:40 a.m. to 3:00 p.m.
Center School	9:10 a.m. to 3:30 p.m.
Parkview School	9:10 a.m. to 3:30 p.m.
Moreau Hall School	9:10 a.m. to 3:30 p.m.

KINDERGARTEN:

MORNING

Center School	9:10 a.m. to 11:50 a.m.
Parkview School	9:10 a.m. to 11:50 a.m.
Moreau Hall School	9:10 a.m. to 11:50 a.m.

AFTERNOON

Center School	12:50 p.m. to 3:30 p.m.
Parkview School	12:50 p.m. to 3:30 p.m.
Moreau Hall School	12:50 p.m. to 3:30 p.m.

EARLY RELEASE

Oliver Ames High School	11:10 a.m.
Easton Middle School	11:10 a.m.
Richardson Olmsted School	11:35 a.m.
Center School	12:05 p.m.
Parkview School	12:05 p.m.
Moreau Hall School	12:05 p.m.

NOTE: NO LUNCHESES WILL BE SERVED ON EARLY RELEASE DAYS.

Report Card and Conference Dates Pk-5 Easton Public Schools 2016-2017

SCHOOL BEGINS ON:
Wednesday, Aug. 31 (teachers) and Thursday, Sept. 1 (students)
Tuesday, Sept. 6 (K) and Thursday, Sept. 8 (Pk)

Grades 1-5

Term 1

Report cards distributed: Friday, December 9

Parent conferences (half days): Thursday and Friday, December 8 and 9

Term 2

Report cards distributed: Wednesday, March 22

Parent conferences (half days): Thursday and Friday, March 23 and 24

Term 3

Grades due: Wednesday, June 14

Anticipated last day of school/report cards distributed: **Wednesday, June 14**

Grade K

Term 1

Parent conferences (half days): Thursday and Friday, December 8 and 9

Report cards distributed: Wednesday, February 1

Term 2

Parent conferences (half days): Thursday and Friday, March 23 and 24

Grades due: Wednesday, June 14

Anticipated last day of school/report cards distributed: **Wednesday, June 14**

Other Important Dates

Kindergarten Orientation Tuesday, March 14 at 7:00 pm.

Getting to Know Your School Wednesday, April 5 at 6:30 pm
(*Grade 5 Parent Night at EMS*)

EASTON PUBLIC SCHOOLS 2016-2017 CALENDAR

JULY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
30						

August 2016

August 31 First Day for Staff

September 2016

September 1- School Opens - Grades 1-12

September 5 - Labor Day - Holiday

September 6 - First Day for Kindergarten

September 8 - Pre-School Sessions Begin

JANUARY 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October 2016

October 10 - Columbus Day - Holiday

November 2016

November 8 - NO SCHOOL Professional Development

November 11 - Veterans' Day - Holiday

November 23 - **Early Release** PK-12 - Thanksgiving Recess

November 24 & 25 - Thanksgiving Holiday & Recess

FEBRUARY 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

SEPTEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2016

December 8 - Early Release PK-12 Parent Conf.

December 9 - Early Release PK-8 **ONLY** Parent Conf.

December 23 - **Early Release** PK-12 Winter Break Begins

December 25 + 26 - Christmas Day - Monday Observance

December 26 - December 30 - Winter Break

MARCH 2017

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 1 & 2 - New Year's Day - Monday Observance

Schools Reopen January 3rd

January 16 - Martin Luther King Day - Holiday

January 17 - NO SCHOOL Professional Development

February 2017

February 20 - Presidents' Day - Holiday

February 21 - February 24 - February Break

APRIL 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 23 and 24 - Early Release PK-5 Parent Conf.

March 24 - Early Release Gr. 6-12 Prof. Development

April 2017

April 17 - Patriots' Day - Holiday

April 18 - April 21 - April Break

May 2017

May 12 - Early Release Grades PreK-12

May 29 - Memorial Day Holiday

MAY 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2017

6/14 Last Day- (180 Days)

* Early Release for students; Full day for teachers

6/21 Last Day (5 snow days)

* Early Release for students; Full day for teachers

 Holidays/ Vacation Days
 Early Release
 Full Day Professional Development

JUNE 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

School Committee

Dr. Laurie L. Han, Chair
Jacqueline Weisman, Vice Chair
Caroline S. O'Neill
Nancy De Luca

Central Administration

Dr. Andrew W. Keough, Superintendent
Dr. Lisha M Cabral, Assistant Superintendent
Theresa Skinner, Student Services Director
David Twombly, Director of School Systems Operations
Marilyn D. Gordon, Business Manager

Principals

Center School.....	Anne Weintrob
Moreau Hall.....	Thomas Higgins
Parkview School.....	Christopher Getchell
Richardson Olmsted.....	Deborah Hammett
Easton Middle School.....	Luke Carroll
Oliver Ames High School.....	Wes Paul