

**2021 - 2022**

**Student Handbook  
Robinson & Jordan/Jackson  
Elementary Schools**



[Mansfield Public Schools](#)  
[Robinson Elementary School](#)  
[Jordan/Jackson Elementary School](#)  
[Mansfield School Committee Policy](#)

## **Mansfield Elementary Schools**

**Mansfield, MA 02048**

### **MANSFIELD PUBLIC SCHOOL SYSTEM DIRECTORY**

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**To request a hard copy of this handbook, please contact the main office.**

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

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

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

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

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Lynn Cavicchi, Vice Chairperson

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Lauren Scher

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## **Nondiscrimination Statement - #AC, #ACA, #ACE**

The Mansfield Public Schools prohibits unlawful discrimination, harassment (including sexual harassment), and retaliation against anyone based on race, color, age, disability, sex (including pregnancy, pregnancy-related conditions, or recovery from these conditions, including but not limited to, lactation), sexual orientation, gender identity or expression, religion or religious belief, national origin, ethnicity, ancestry, retaliation, marital status, genetic information, veteran or military status, limited English proficiency, homelessness, or any other class of individuals protected from discrimination under state or federal law in education, admission, access to or treatment in, its programs, services, benefits, activities, and terms and conditions of employment.

The District's Title IX and Civil Rights Compliance Officer is Michael Connolly 508-261-7500 / [michael.connolly@mansfieldschools.com](mailto:michael.connolly@mansfieldschools.com).

**MANSFIELD ELEMENTARY SCHOOLS  
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## **ROBINSON WELCOME LETTER**

### **ROBINSON ELEMENTARY SCHOOL 245 East Street Mansfield, Massachusetts 02048**

Kerri L. Sankey, Ph.D, Principal

Ryan Gentili, Assistant Principal

Kelly Kreizinger, Asst. Elementary Special Education Director

West Office 508-261-7513 ph 508-261-7418 fax

East Office 508-261-7510 ph 508-261-7326 fax

[ROB.mansfieldschools.com](http://ROB.mansfieldschools.com)

September, 2021

Dear Robinson Families,

I am truly honored to welcome you to Robinson Elementary School. If this is your first experience at Robinson, we hope you and your student will find our school to be an exceptionally warm and welcoming place. For those of you who are returning, we are so happy that you continue to be a part of our Robinson community.

Our Robinson teachers and staff are caring, compassionate, and committed to ensuring your student has a positive learning experience. We believe that student success is the result of strong partnerships between home and school. Our goal is to provide all families with the academic and social and emotional support needed and we encourage families to reach out to us at any point.

We hope you take some time to review this student handbook. We have carefully prepared this document for you to answer general questions, and explain our school's policies, practices, and programs.

We are looking forward to the 2021-2022 school year!

Sincerely,

Kerri L. Sankey, Principal

[kerri.sankey@mansfieldschools.com](mailto:kerri.sankey@mansfieldschools.com)

## **ROBINSON ELEMENTARY SCHOOL HOURS**

### **ROBINSON ELEMENTARY SCHOOL Grades K - 2**

BREAKFAST	8:45 AM
STUDENT SUPERVISION	8:45 AM
GRADES K - 2	9 AM – 3:10 PM
OFFICE HOURS	8 AM – 4 PM
EARLY DISMISSAL	11:45 AM (No lunches are served.)

Any student who has not reported to homeroom by 9:10 AM will be marked tardy and needs to be signed in at the office before proceeding to class.

## **ROBINSON ELEMENTARY SCHOOL MISSION STATEMENT**

The mission of the Robinson Elementary School Community is to inspire a love of learning while promoting academic achievement, self-esteem and respect for all in a caring, safe, nurturing environment.

### **PROBLEM SOLVING**

We learn to solve problems in daily life.

### **SELF ESTEEM**

We promote a positive self image for all.

### **DIVERSITY**

We respect each other's differences.

### **PROMOTE ALL CORE VALUES**

The Robinson School Community supports and promotes all the Core Values.

## **JORDAN/JACKSON WELCOME LETTER**

### **JORDAN/JACKSON ELEMENTARY SCHOOL**

255 East Street  
Mansfield, Massachusetts 02048

John Nieratko, Principal

Denise daGraca, Assistant Principal  
Katherine Perreault, Assistant Principal

Kelly Kreizinger,  
Asst Director, Special Education

West Office (508) 261-7525, Fax (508) 261-7534  
East Office (508) 261-7520, Fax (508) 261-7528

Dear Jordan/Jackson Students and Families,

It is always an honor and privilege to officially welcome all of you to a new school year. Clearly there are so many things that are so different about our lives and school now. However, it was great to have all students back, fully for in-person learning in April.

We are anxiously looking forward to starting the 2021/2022 school year. We will continue to place an emphasis on supporting students' social and emotional well-being, especially at the start of the year. We are dedicated to investing time to get to know students and families. We know that the strong social and emotional connections we make with each other will lead to a strong school culture and continued academic successes. Our teachers and academic support staff are keenly aware of the impact on learning during the COVID-19 pandemic. We have targeted supports and plans in place to intervene and help all students reach their goals. In addition, we will look to capitalize on the many positive changes to our instructional practices that have developed over the same period.

Please know that no question is too small. We are all here to support each other and share the common goal of supporting every student to achieve their individual goals. We look forward to a successful and fun year together.

Thank you,

John Nieratko  
Principal

## **JORDAN/JACKSON ELEMENTARY SCHOOL HOURS**

### **JORDAN/JACKSON ELEMENTARY SCHOOL Grades 3 - 5**

BREAKFAST	8:05 AM
STUDENT SUPERVISION	8:05 AM
SCHOOL HOURS	8:15 AM - 2:25 AM
OFFICE HOURS	8 AM – 4 AM
EARLY DISMISSAL	11:10 AM (No lunches are served)

Any student who has not reported to homeroom by 8:15 AM will be marked tardy and needs to be signed in at the office before proceeding to class.

## **JORDAN/JACKSON ELEMENTARY SCHOOL MISSION STATEMENT**

The mission of the Jordan/Jackson Elementary School is to provide students with diverse learning experiences that challenge, enrich, and support them as lifelong learners.

### **WE BELIEVE:**

- Parents need to be involved in their child's education
- In continual communication between school and home
- In high academic standards
- In high expectations and accountability for personal behavior
- Student's learning needs are best addressed through a wide range of instructional opportunities emphasizing active learning, independence, and cooperation
- In optimizing learning for the individual
- All individuals need to be treated with respect and dignity
- We value the arts as being integral to the students' holistic education.



## **SECTION ONE: POLICIES, PRACTICES, AND PROCEDURES**

### **HANDBOOK POLICIES AND PRACTICES - #CHCA**

It is the intent of the Mansfield School Committee that student handbooks will conform in all respects with School Committee Policy and federal and state laws and regulations.

The Mansfield Public Schools adheres to federal and state laws and regulations. The Mansfield School Committee reviews and updates its policies on a continual basis. Changes to district policy are sometimes made after the beginning of a school year and thus will not be reflected in this publication. Any School Committee policy referenced in this handbook may have an updated version on the district website that would supersede the handbook policy. For the most recent version of all district policies, please visit the [Mansfield School Committee Policy](#) page.

# - Denotes District Policy Code Identification

### **ACADEMIC MISCONDUCT**

Cheating and plagiarism are a serious academic offense that impedes learning and diminishes personal growth. Cheating includes, but is not limited to: cheating on tests, quizzes, homework, or any other assignment regardless of point value. Plagiarism means copying someone else's words or ideas and presenting them as one's own. If a teacher determines that a student has cheated or plagiarized, the teacher will notify parents and administrators, and appropriate disciplinary action will be taken.

### **ARRIVAL AND DISMISSAL - ROBINSON**

Crossing guards are stationed at key locations throughout the town during the hours when students are going to and from school to ensure the safety of youngsters. Students need to obey the crossing guards and follow the safety rules.

The school driveway is reserved for the school buses at 8:45 A.M. to 9:10 A.M. and 2:45 P.M. to 3:20 P.M. or until all buses have exited the school grounds. The driveway is **not to be used** to drop off or pick up students during these bus times. Vehicles may be parked on East Street and the students may cross at the crosswalk with the crossing guard. The Qualters Middle School administration allows parking in the QMS West parking lot when the Robinson School students are being dismissed at 3:10 P.M. The Mansfield Fire Department regulations require that the Robinson School Fire Lane be kept open for safety reasons.

Students who are walkers every day should enter and exit the Robinson School through the doors by the West Office. Parents/guardians are asked to make arrangements to meet students at dismissal in the walker square. Parent/guardians and students are to use the crosswalk and not walk in the driveway or between the busses.

Crossing guards are assigned to the following crossings:

- East Street and the driveway entrances
- East Street and Hope Street

Family pets are **NOT** allowed in the arrival and dismissal areas of the Robinson School. This is to ensure the safety of students and staff and to protect those who may be allergic to such pets. The Mansfield School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises. Please reference policy **#IMG** for further guidance regarding *Animals in School*.

### **Grade 1 and 2 Arrival**

Students may enter the building at 8:45 A.M. and report to the cafeteria. Students should not arrive at school prior to 8:45 A.M. as there is no supervision available before that time. Students who enter the building at 8:45 must proceed to the cafeteria, congregating in the foyer area is not permitted.

### **Grade 1 and 2 Dismissal**

Students who are walkers are dismissed first. Parents/guardians are asked to make arrangements to meet in the walker square. Students who are bused will board the buses after the walkers have cleared the area. Any change in the student's normal dismissal requires a note from home to inform the teacher and the school office. Students riding the bus home are allowed to leave the bus without an adult present. If a student feels unsafe without an adult present, the student will be brought back to the school. The office will notify the parents/guardians.

### **Kindergarten Arrival**

Kindergarten students walking to school or arriving at school in private vehicles may arrive no earlier than five minutes before the school session begins. Students are not to be left unattended at any time. Parents/guardians are to wait with their students at the West entrance until the arrival of the staff person on duty.

### **Kindergarten Dismissal**

Kindergarten students walking home from school or being picked up by private vehicles must be picked up from school at the kindergarten dismissal time. They will be dismissed at the side door to the right of the West main entrance of the Robinson School. Parents/guardians may wait outside the school when weather permits and during inclement weather.

### **ARRIVAL AND DISMISSAL – JORDAN/JACKSON**

There can be no double parking along the East Street side of the outer roadway in front of the building. Not only does this block any attempt to leave by those legally parked on this side but it effectively closes the roadway for emergency access by the Mansfield Fire Department and creates a less than perfect way for students to get to the cars.

Crossing guards are assigned to the following crossings:

- East Street and the driveway entrances
- East Street and Hope Street

Family pets are **NOT** allowed in the arrival and dismissal areas of the Jordan/Jackson School. This is to ensure the safety of students and staff and to protect those who may be allergic to such pets. The Mansfield School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises. Please reference policy **#IMG** for further guidance regarding *Animals in School*.

At the start and close of the school day, the traffic is congested. The cooperation and care of parents/guardians is essential to ensure that no youngster going to or from school is injured by an automobile.

For safety reasons, the Mansfield Fire Department regulations require that the fire lane/bus lane be kept open at all times. This fire lane/bus lane is not to be used at any time for parking or as an access road to the school.

There are two parking lots for the Jordan/Jackson School. The West Lot, which is closest to the Robinson Elementary School and the East Lot, which is closest to Ware Street. They are intended for faculty. Vehicles need to be completely off the road. Under no circumstances is double parking allowed.

The Drop-off Lane is used for students departing private vehicles. Live parking is permitted on the right hand side as the driver waits for the student to exit the vehicle. Students may enter the building at 8:05 A.M. Students coming for the breakfast program may arrive at 8:05 A.M.

Parents/guardians are not to meet their students in the bus loop or on the driveway close to East Street. Parents/guardians who need to come into the building at dismissal are asked to use the Visitors' Parking.

All Walkers will be dismissed to the front of the building and are expected to cross from the upper bus loop to the lower driveway using the designated crosswalks and sidewalks. Students should meet their parents/guardians at predetermined locations. Any student who is meeting a parent/guardian at Mansfield High School or Qualters Middle School, should use the paved path through the East Street Field.

Bus riders will proceed to the bus line-up between the Jordan/Jackson and the Robinson Schools. Family pets are not allowed in the arrival and dismissal area.

### **Early Dismissal/Dismissal Procedures Robinson & Jordan/Jackson Schools**

To ensure the safety of all students, the following procedure is required when the daily dismissal routine is changed for a student. Dismissal prior to 11:10 A.M. at the Jordan/Jackson School and 12:05 P.M. for Kindergarten through Grade 2 at the Robinson School is considered an absence.

All requests for dismissals must occur through the designated East or West school office. Photo identification will be required for authorization to take a student from school. Robinson School parents/guardians will pick up early dismissed students at the West Office main entrance.

### ***Dismissal to Parent/Guardian***

Parents/guardians wishing to have their students dismissed must report to the main visitors' entrance. The student will then be called to the office for dismissal. Photo identification will be required. Parents/guardians who accompany their students on field trips must follow standard procedures to dismiss their students after the field trip.

### ***Dismissal with Someone Other than the Parent or Guardian***

In the event that a student is to be picked up by any person other than the parent/ guardian, a note from the parent/guardian needs to be sent that day to the student's teacher. If a student is to be dismissed with a person other than a parent/guardian, the name of that person must be designated on the Emergency Form on file in the school office. Students will be dismissed only to a parent, guardian or other person designated on the Emergency Form. The person picking up the student needs to report to the main visitor's entrance to provide picture identification. If the person has never come before to pick up the student, it is best to arrive ten minutes early.

Any student leaving the school premises during the school day is required to have a written note from the parent/guardian to the student's teacher. This note must include:

- Date
- Full name of the parent/guardian making the request
- First and last name of the student
- Name of student's teacher and grade
- A telephone number where the parent/guardian may be reached to verify the information
- A clear statement of the dismissal plans, for example, the first and last name of the person who will pick up the student and where the student is to go after dismissal
- Signature of the parent/guardian making the request for dismissal
- Signature and valid identification of the person other than the parent/guardian with whom the student is to be dismissed

### ***Emergency Dismissal***

In a case of emergency when a note has not been sent and a transportation change needs to be made, parents/guardians are to call the designated East or West school office for approval. The office will then notify the student's teacher about the dismissal instructions.

### ***Bus Dismissal Change***

If a student who usually rides the bus is being picked up at school, a note needs to be sent to the student's teacher indicating the name of the person picking up the student. The person picking up the student must have a valid form of photo identification in hand at the pick up and this person should be listed on the emergency card.

Due to the difficulty in verifying identification, parents/guardians are asked to avoid telephone calls requesting changes about a student's dismissal information. A note with the above information is the safest way to change the arrangements for the dismissal of a student.

In extreme emergency cases that necessitate changes through a telephone call, the same information stated above that would have been included in a note is required. Students will be dismissed through the office only. No student will be allowed to be picked up outside of the office.

To ensure the safety of all our students, **all changes in the standard dismissal must be authorized through the designated East or West school office**, including last minute changes such as taking the student rather than letting them ride the bus. A student will not be dismissed unless the school administration is completely satisfied the dismissal is in fact a directive from the student's parent/guardian.

## **ATTENDANCE - #JH**

Attendance at school is vital for student success, as their presence in the classroom enhances their active learning as they take part in classroom lessons and discussions. Although work will always be available to a student in their absence, engagement in the daily classroom and lesson cannot be duplicated. In support of student success, the compulsory attendance law in Massachusetts (Chapter 76, Section 2) requires that all children, ages 6 to 16 (inclusive) must attend school. The law allows unexcused absence not exceeding seven (full) day sessions or fourteen half-day sessions in any period of six months. Students are considered chronically absent when they have missed ten percent of the scheduled school days. According to Massachusetts law, absences may be excused for the following reasons:

- Documented court appearance
- Religious observances (prior written notification to administration)
- Bereavements with parental letter
- Family emergency (submit a written explanation to building administration for approval)
- Medical (documentation from a health care provider/doctor); dismissal from school by the school nurse is not considered an excused medical absence
- Weather so inclement as to endanger the health of the student

Students must be in attendance for a minimum of three hours to be marked present for the entire day. Please help us by making school attendance a priority. Remember, we are here to assist you and answer any questions.

The Jordan/Jackson and Robinson Schools are committed to reaching out to the families/guardians of chronically absent students (those with absences at or exceeding 10%) to help implement a plan to improve attendance. When absences are excessive or unexcused (seven-day sessions or fourteen half-day sessions in any given six month period) the school will implement a more detailed process that may involve the following:

- Sending home a notification letter to ensure the family is aware of the student's attendance
- Contacting the parent/guardian to arrange an attendance meeting to address concerns

Please refer to School Committee Policy JH concerning student absences and excuses.

Parent/guardians are encouraged to use good judgment in keeping students home from school. Students who are ill have a difficult time attending to work and expose others to illness. School absences accompanied by a doctor's note are excused absences. Communicable diseases are easily spread in classrooms. As stated in the health services policy section of this handbook, students with such diseases should always be kept at home until parents/guardians are assured by their physicians that the student is well enough to return to school.

### **Absence Notification**

We ask that parents call the school on the day a student is ill and absent from school. Students with prolonged or communicable illness may be referred to the school nurse for more information. In addition, for the safety and protection of our students, absences must be explained in writing to the classroom teacher on the day that the student returns to school.

The Mansfield Public Schools generates automated calls and emails with our School Messenger notification system to notify parents when their student is marked absent from school. Calls will be made to parents of students in grades 1-12 and who have not already called the school office to notify us of the student's absence. The School Messenger phone calls will be generated for the Jordan/Jackson and Robinson Schools during the morning.

When absences are excessive or unexcused (5 or more unexcused absences in a school year), the assistant principal, school adjustment counselor and/or the attendance officer may implement a more detailed process. Please refer to School Committee Policy JH concerning student absences and excuses.

Students will be required to make up schoolwork resulting from absences or tardiness. It will be at the discretion of the teacher to determine which pieces of schoolwork will be completed and determine a reasonable timeline for its completion.

A student who is absent on the day of a student activity will be ineligible to participate in extracurricular activities. Attending at least three hours of the school day constitutes attendance for eligibility.

### **Religious Holidays/Observances**

In recognition that the community continues to become more diverse, the Mansfield Public Schools recognize that a number of religious and holy days occur during the school year and adhere to the following practices:

All students will be allowed to observe and participate in their religious activities, without penalty. These students will receive an excused absence. Students will be allowed to make up class work, homework and/or any assignments during their religious absence.

Long term reports or special projects, which are due on one of the major religious days, will be submitted to the teacher on a mutually agreed upon date, prior to or following the pupil's return to school, with no late penalty.

Teachers are expected to exercise sound judgment in carrying out work when some students may be absent because of a religious holiday or holy day. Provisions should be made for students who expect to be absent. Please notify the teacher in order to obtain assignments that may be necessary ahead of time. In no situation will a student be made to feel uncomfortable because he or she chooses to exercise their religious convictions. Mansfield Schools appreciates and understands that religious observances often involve family activities. Students should not be expected to complete homework, study for tests, or complete other school work during their absence. Students will be given the opportunity to make up this work within and appropriate amount of time determined by the teacher.

### **Tardiness**

If a student is late for school, they must report to the office with a note explaining the tardiness before proceeding to class. A tardy student interrupts instruction when entering the classroom and misses important direction or the introduction of a concept or skill.

### **Vacations**

Being present at school is the first step in becoming a productive student and acquiring a good education. Please make every effort to schedule family vacations during school breaks. The school calendars are available both online and within this handbook for planning purposes. Following a student's return from vacation parents/guardians should notify the teacher to discuss the arrangements for making up the missed schoolwork. Teachers are not expected to provide students work in advance of any vacation. Missed school days due to a non-school vacation will be marked as an unexcused absence.

### **CARE OF SCHOOL PROPERTY, BOOKS AND EQUIPMENT #JQ**

Students should not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil or any other instrument. Each student is responsible for returning in a timely manner all classroom and library books, athletic equipment, cameras, musical instruments, and other school equipment and property entrusted or loaned to them. A student will be responsible for returning such materials in the same condition in which they were entrusted or loaned to the student and will bear the cost of repairing or replacing the damaged, lost or stolen materials. Failure to return such materials upon request will subject the student to disciplinary consequences and the potential loss of privileges.

Students will be responsible for their school-issued Chromebook, including the mouse and power cord if applicable. A student is not responsible for maintaining and servicing the school-issued Chromebook. A student will contact the Technology Department for technical or service questions regarding all aspects of the school-issued Chromebook. Students are



expected to bring their school issued device charged and ready for use everyday; use of Chromebook remains at the discretion of the classroom teacher. For further information consult the Mansfield Public School Responsible Use Policy.

### **FINANCIAL OBLIGATION #JQ**

Students occasionally incur financial obligations as a result of circumstance or willful misbehavior. Lost books, misplaced and or damaged school supplies and equipment can result in such financial obligations.

### **CELL PHONE, ELECTRONIC DEVICES AND VALUABLE ITEMS – #IJNDB**

The use of electronic communication devices are prohibited in the Mansfield Public Schools during the school day. If a student is using electronic communication devices during the school day, the equipment may be confiscated, secured in the main office and returned to the student or their parent/guardian. Electronic communication devices must be turned off and stored in student backpacks during the school day. Parents/guardians are asked to keep anything of value at home. These items can become a distraction in the classroom and may be lost or damaged. The Mansfield Public Schools will not be held financially responsible if a device or valuable item is lost or stolen.

### **COMPUTERS AND INTERNET ACCEPTABLE USE POLICY – #IJNDB**

#### **Purpose**

The Mansfield Public Schools provides computing resources and Internet access to support the District's educational, instructional, administrative and operational activities. The use of these resources is a privilege that is extended to students. As a user of these services and facilities, students have access to valuable district resources and to internal and external networks. We expect students to use the resources responsibly, ethically, productively, and legally.

#### **Consequences**

If a student violates this policy, appropriate action will be taken which may include restriction and loss of network privileges, payments for damages or repairs, and discipline under appropriate District policies up to and including suspension or expulsion, and referral to legal authorities. Users may also be held personally liable under applicable state and federal civil or criminal laws.

#### **Responsible Use - General Principles**

We expect students to conduct business in accordance with the letter, spirit, and intent of all relevant laws and not to do anything that is illegal, dishonest, or unethical. By using Mansfield Public Schools Internet systems and devices, the student agrees to follow all District policies, regulations, and guidelines and state and federal law. Students are expected to report misuse or breach of protocols to appropriate district personnel.

- We expect users to exercise good judgment in the use of these resources and to have the highest standards of conduct and personal integrity. Users are responsible for knowing and complying with the regulations and policies and laws that apply to the appropriate use of District technology and resources. If you use good judgment and



follow high ethical principles, you will make the right decisions. If you are not sure if an action is legal, ethical, or proper, you should discuss the matter openly with your teacher.

- All federal, state, and local laws and District policies and behavior guidelines that cover student conduct on school premises and at school-related activities similarly apply to the online environment in those same venues.
- Any use of the District's computing resources in ways that disrupt the school environment, contribute to creating a harassing environment, or create a legal risk to the District is prohibited.
- Using computing resources to create or disseminate content that could be considered discriminatory, obscene, threatening, harassing, libelous, retaliatory, or intimidating to any other person is not allowed and could lead to disciplinary action by the District as well as legal action by those who are the recipient of these actions.

District computing resources may not be used to post or send items with sexually obscene content, or images exhibiting or advocating the illegal use of drugs or alcohol.

- Students are expected to conserve and fairly share District resources through the proper and considerate use of printers, server space, video or audio streaming, and network bandwidth.
- All Internet data that is composed, transmitted, or received via our devices and network is considered the property of the Mansfield Public Schools and part of our records and may be subject to disclosure to law enforcement or other third parties.

### **Chromebook Use Expectations Grades PK-12**

The Mansfield Public Schools is providing Chromebooks to students in grades PK-12. Below is some information to help set expectations for use.

- 1:1 Chromebooks are being issued to students in grades 3 - 12
  - Students in Grades 3-12 are permitted to take their chromebook home and use the device in ways that are educationally appropriate by following Responsible Use Policy procedures.
- Classroom sets of chromebooks will be available to students in grades PK-2
  - Students in Grades PK-2 are not permitted to bring their device home and should leave it in the charging basket in their classroom overnight.
- Students who take their device home are responsible for charging the device overnight so they have a full charge for school use.
- Chargers should be left at home.
- Charging stations will be available on a limited basis at school.
- If the device is not working properly, gets damaged or lost, students should report their issue by opening a ticket at <https://help.mansfieldschools.com>. There will also be stations set up at school to allow students to report issues with their device. If an issue takes an extended period of time to repair, students will be issued a loaner.

- Students should not attempt to make repairs on their own, nor should they bring the device to any third-party for repairs.
- If a student forgets their device, daily loaners will be available on a limited basis at school.
- If a case was provided with the Chromebook, it should remain on the device at all times.
  - Students are permitted to decorate the front of the case, but should not put any stickers, writing or any other markings on the back of the case.
  - Serial numbers and district tags should remain visible and should not be defaced or covered.
  - If a case was not provided, students should not put any stickers, writing or any other markings on the device.
- Students should take good care of the Chromebook and accessories to prevent damage to the device.
  - Screens can be cleaned with a soft, dry microfiber cloth
- While in school, sound must be muted at all times unless permission is obtained from a teacher.
  - Headphones may be used at the discretion of the teacher.
  - Students should have their own personal set of headphones for sanitary reasons.
- Chromebooks should be used on a hard, flat, level surface to prevent overheating and should not be exposed to extreme temperatures, such as leaving it in the car overnight during the winter or summer.
- The device must be returned to the school if the student withdraws from the District.
- Students should not share Chromebooks or loan them out to family or friends.
- Lost chromebooks and lost chargers will be replaced at a fee of \$225.00 for a chromebook and \$20.00 for a charger. This fee needs to be collected in the main office before a replacement is provided.

Failure to follow these expectations will result in disciplinary action which may include restriction and loss of technology privileges, payment for damages or repairs, and discipline under appropriate District policies.

### **Student and Staff Records Privacy**

The District has a legal and moral obligation to protect the personal data of students and families. Information for students/families will be stored and transmitted using approved practices and systems.

The Mansfield Public Schools complies with the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA), as well as state law and regulations concerning the security and confidentiality of employee information and to protect against unauthorized access to or use of such information.

## **Social Networking, Electronic Messaging, and Phone Usage**

The Mansfield Public Schools encourages the appropriate use of online communication, including social media, to increase student learning, parent and community engagement, and operational efficiency.

- School staff members will model and actively practice positive digital citizenship and help students use new technologies in a meaningful, safe, and responsible way. Teachers utilizing social media with students will educate students about digital citizenship, which includes appropriate and safe online behavior, interacting with individuals on social networking websites, and cyberbullying awareness.
- Students in grades K - 12 are provided with district email accounts and online tools to improve the efficiency and effectiveness of communication, both within the organization and with the broader community.
- School staff members are prohibited from exchanging personal telephone contact information with current students of any age without explicit written permission of the Principal. The Principal may authorize such exchanges in situations where student safety or operational efficiency would be improved by communication by telephone.
- Coaches or club/activity advisors are prohibited from exchanging personal telephone or email contact information with student team or club/activity members without prior approval of the Principal or their designee. All electronic or telephone contact by coaches and club/activity advisors with students will be sent to two or more team members, except for messages that would compromise confidential information, such as medical or academic privacy matters. Messages from coaches and club/activity advisors sent to individual students will be copied to the Principal or designee.

## **System Security**

Students should not share their password or use another person's password, another user account, access a file, or retrieve any stored communication without authorization from the building Principal or Central Office.

Hacking or attempting to access computer systems without authorization, vandalism (including the uploading or creation of computer viruses, worms, or malware), fraud, phishing, spamming, and/or unauthorized tampering with computer systems is prohibited and may result in district disciplinary action as well as legal action.

## **Monitoring**

All computer equipment, services, or technology that we furnish are the property of the Mansfield Public Schools, and students should have no expectation of privacy. We reserve the right to monitor local network and Internet traffic, including information sent or received through our online connections or stored on our computer systems for any reason, including but not limited to ensuring quality control and investigating system problems, ensuring student safety and district security, or as may be necessary, ensuring that the District is not subject to claims of misconduct.

The Superintendent or designee will approve access to files on District-owned equipment or information only when there is a valid reason to access those files. Authority to access user files can only come from the Director of Technology in conjunction with requests and/or approvals from the Superintendent or designee. External law enforcement agencies may request access to files through valid subpoenas and other legally-binding requests. The District's legal counsel must review all such requests. Information obtained in this manner can be admissible in legal proceedings or in a District discipline hearing.

Computers and electronic media enhance and support school related work. Students must be responsible computer users at the Jordan/Jackson and Robinson Schools. The primary purpose of the Mansfield Public Schools Internet connection is educational. Uses include enhancement of curriculum, research and limited high-quality, self-discovery activities. To remain eligible as users, students must use the Internet in a manner consistent with the educational objectives of the Mansfield Public Schools. Computers and electronic media enhance and support school related work. Students must be responsible computer users at the Jordan/Jackson and Robinson Schools. The primary purpose of the Mansfield Public Schools Internet connection is educational. Uses include enhancement of curriculum, research and limited high-quality, self-discovery activities. To remain eligible as users, students must use the Internet in a manner consistent with the educational objectives of the Mansfield Public Schools.

The use of electronic media devices (cell phones, iPods, iPads, tablets, CD players, MP3 players, radios, tape decks, video game players and consoles, smartphones, and any other electronic media device) is prohibited during the school day. Electronic media devices should be secured and turned off upon entering the building. Should a student need to contact their parent, a phone is available for student use throughout the day. The phones are located in the East and West offices.

The Computer and Internet Acceptable Use Policy applies equally to all computers and computer-based equipment, whether owned by the school or individual students. Mansfield Public Schools will not be held financially responsible if a device is lost or stolen.

## **DISSECTION IN SCHOOLS AND DISSECTION ALTERNATIVES --#IMGA**

Mansfield Public Schools offers some science courses that may include dissection. These courses also include dissection alternatives. Upon a written request of a student's parent or guardian, the Mansfield Public Schools will permit a student who objects to dissection activities to demonstrate competency through an alternate method.

## **DRESS**

We expect students to comply with the following dress standards and ask parents or guardians to support them. The expectation is that students dress in an appropriate manner conducive to a learning environment. Hence, students will:

- Dress in a manner that minimizes risk to their physical well-being and/or risk to the physical well-being of others. Wear clothing that is appropriate for the weather in planning for outdoor recess. Hats should not be worn in the building unless they are

required for religious, documented medical purposes, or for 'Hat Day' as a school wide spirit day.

- Wear clothing that is free of offensive language or slogans, and/or references to alcohol or tobacco products.

Teachers who believe a student is dressed in a manner that is not in line with the school's expectations should discretely notify an administrator or that student's counselor.

Administration and the counseling staff will partner with students and families to address situations where these expectations are not being met.

## **FIELD TRIPS #IJOA**

Field trips are designed to complement and enrich the present curriculum. All school behavioral expectations and code of conduct apply during field trips. Parents/guardians are notified in advance of the arrangements for the field trip. Teachers and volunteers supervise the trips. In order to participate in field trips, the student must return a signed Parental Permission release form.

Transportation is usually by bus, but sometimes students will participate in field trips that require them to walk to a site within the town. Electronics should not be taken on the bus for field trips. Parents/guardians fund all field trips. The Mansfield Elementary Schools ensure that all students will be able to participate in field trips regardless of financial need. Families experiencing financial difficulties may request payment of the field trip through the principal.

**To protect the safety and well-being of our students, a Criminal Offender Record Information (CORI) form is required for all volunteers and is available in the Office of the School Principal as well as on the District website (under the "About" tab within the District Documents, Plans and Forms).**

## **FOOD AND BEVERAGE GUIDELINES #ADF, #ADF-R**

### **Birthdays and Classroom Celebrations**

As the Centers for Disease Control and Prevention has identified, establishing healthy eating habits during childhood is easier and more effective than trying to change unhealthy behaviors in adulthood. Schools have a critical role to play in promoting the health and safety of students and helping them establish lifelong healthy patterns. The school environment should model a healthy lifestyle from the cafeteria to the classroom. Students should be given the opportunity to learn healthy eating practices during young ages.

The Mansfield Public School's Wellness Plan states that all celebrations (i.e., birthdays or holidays) will be non-food events. Teachers should not use food or beverages as rewards for good behavior or academic progress unless it is part of a student's Individual Educational Plan or directed by a medical professional. The goal is to promote health, wellness, and safety within the elementary schools by providing creative, interesting, and educational practices and rewards.

If you have any questions about this practice, please contact the school nurse.

### **Curriculum and Classroom Instruction**

Food products may be used to enhance classroom instruction when there is a clear or specific connection to the curriculum. Approval must be obtained from the Department Head (where applicable), Individual School Administrator and Health Services through school approved request form at least one month prior to the activity.

### **Fundraising**

Student fundraising activities by school sanctioned groups, clubs, or by recognized school support groups (e.g., MESA, boosters, etc.) involving the sale of competitive food or beverages are permitted to the extent that federal and state laws and regulations allow and may occur with the permission of the Superintendent or designee. The Mansfield Public Schools encourages at least 25% of all foods and beverages sold at fundraisers during and beyond the school day offer options that meet the nutritional standards.

### **Snacks**

Snack time is determined at the discretion of the teacher and according to classroom schedules. A nutritious snack is recommended. Glass containers are not allowed. Kindergarten students are expected to bring a snack each day. The snack should be something that the student can handle independently and eat/drink in a reasonable amount of time.

### **Student Rewards**

Food or beverages will not be used as rewards for good behavior or academic achievement unless it is part of a student's Individual Educational Plan or directed by a medical professional. Gum may not be chewed in school. Students who have a current accommodation for a 504 plan, an Individualized Education Plan (IEP), have specific medical conditions, or those that have gum in their approved sensory diet are exceptions to this rule.

### **GIFTS TO EMPLOYEES -- #GBEBC**

The Mansfield Public Schools adheres to all Massachusetts General Law Chapter 268A and State Ethics Commission's rules and regulations. While families often give gifts to teachers, coaches, and other staff at the holiday time or end-of-year/end-of-season gift as an expression of gratitude for their hard work, it is important that parents who choose to do so adhere to the requirements under MA ethics and conflict of interest law in order to avoid placing teachers and staff in an awkward position. These guidelines are as follows:

- **Individual Gifts:** Under state law, public school teachers and other public employees are generally prohibited from accepting gifts valued at \$50 or more (aggregated) for the school year. Public employees are required to disclose gifts received from individual students and parents/guardians that are not class gifts.
- **Group Gifts:** An exemption exists for "class gifts", whereby a public school teacher is allowed to accept a personal gift or several gifts during the school year, from a class, club/activity or team, with a total value of up to \$150, if a group of students and/or parents wish to pool their contributions toward a group gift. Such a gift must be

identified only as being from the class, and the identity of givers and amounts given are not identified to the recipient.

- **Gifts to the Classroom, Program or the School:** Families may also give gifts to the classroom, to academic, co-curricular and extracurricular programs, or to the school or District, in accordance with the rules of the Mansfield Public Schools.

## **HOMEWORK**

Homework is an extension of a student's learning and the student's teacher will communicate the specific expectations for homework. It may take the form of practice to strengthen skills, deepening the understanding of concepts and content, a long-range project such as independent study, or product development related to curriculum. Parents/guardians are encouraged to support their student's learning by providing a designated place and time for homework. Each grade level has a guideline for the frequency and length of assignments. The quantity of homework will require that students budget their time, but will not be so excessive that the work cannot be completed before normal bedtime. Assignments should be completed by students with support as needed. Parents/guardians are encouraged to help reinforce basic skills.

## **LOST AND FOUND**

Students should not bring valuable items to school. Lost articles are collected and displayed in a designated Lost and Found area in each elementary school. It is helpful to have the students' names on their belongings. Students should personally check the Lost and Found area. Parents/guardians are also welcome to check this area after signing in at the school office. Unclaimed articles will be donated if not claimed by the end of each set of parent conferences and after the last day of school.

## **PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION--#IHAMA**

Some health courses may contain references to sex education. If your student is enrolled in one of these courses, you will receive a notification home at the beginning of the course indicating the course content, your right to review the program material, and your right to opt your student out of the curriculum.

## **RECESS - #ADF**

Staff are encouraged not to withhold recess or other physical activity, such as physical education, as a regular form of discipline if other alternatives are available. No form of physical exercise shall be used as a punishment.

Robinson students are provided 25 minutes of recess time outside on a daily basis weather permitting. Jordan/Jackson students are provided 20 minutes of recess time outside on a daily basis weather permitting. Students should dress appropriately for the weather as we try to get students outside for recess as much as possible. This may include going outside during periods of light rain and/or light snow when temperatures make it safe to do so. We will reference the "[Weather Guidelines for Children](#)" document located on the Massachusetts "[Play Outdoors Safely](#)" website, to monitor the safety of the outdoor temperature prior to going outside for recess. In the colder weather students should be prepared with appropriate clothing such as



jackets/coats, hats, and mittens/gloves. Students should also be prepared with the proper footwear conducive for running and playing outside. It is recommended that students avoid flip-flops to reduce the risk of injury.

### **SCHOOL BUS RULES AND REGULATIONS FOR STUDENTS – #JICC**

The school bus is an extension of the classroom and rules regarding behavior are the same as in school. Students who violate any of the rules and regulations for school bus students may, at the discretion of the administration, have their bus privileges suspended and/or be disciplined through the school as defined in the discipline section of this handbook.

The bus driver should be considered to have complete authority over students as it is the bus drivers' responsibility to deliver students safely to and from school.

Students who ride the school bus should be familiar with the following:

- Students should be on time for the bus but not arrive at the stop earlier than 10 minutes before the time at which the bus usually arrives.
- Students waiting for buses shall not go on private property or cause any damage to such property.
- Students should remain well back from the roadway while awaiting the arrival of the bus. Start loading the bus only at the direction of the driver.
- Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until their destination is reached and the bus is stopped.
- Students shall be picked up and dropped off only at their regularly scheduled stops.
- Students shall cooperate with and be courteous to the driver and to fellow students.
- Students shall not vandalize damage or deface the buses or the property of other students.
- No disturbing the driver by any means – there shall be no shouting, vulgar language, roughhousing, or throwing things on the bus.
- There shall be no eating or drinking on the bus. Students who have a current accommodation for a 504 plan, an Individualized Education Plan (IEP), have specific medical conditions or approved sensory diets are exempt from this rule.
- All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles and off of the seat. Items must be small enough to fit under the seat in front of the student or the items will not be permitted on the bus.
- Students shall not throw anything out of a window. Students shall keep their hands, arms and heads inside the bus at all times.
- The emergency door is to be used for **EMERGENCY USE ONLY**



Bus drivers must notify the building principal or administrator in charge of discipline when an infraction of the rules occurs. This notification must be written on a Bus Conduct Report Form as approved by the Business Office.

### **SKATEBOARDS, ROLLERBLADES, SCOOTERS AND BICYCLES**

To ensure the safety of all students and adults, no skateboarding, roller-skating (includes sneakers with rollers on the sole), scooter use or bicycling is allowed on school grounds. Students who use skateboards, rollerblades, scooters or bicycles for transportation to and from school may ride until they reach the school grounds.

Bicycles ridden to school should be placed in the bike rack and used only by the owner. A lock is strongly recommended. State law requires children through the age of twelve to wear helmets. For safety sake, bicycles may not be ridden in the bus loop at dismissal time.

### **SMOKE-FREE SCHOOL -- #ADC**

The Commonwealth of Massachusetts Education Reform Act of 1993 prohibits smoking in school or on school property and the use of any tobacco products within school buildings or school facilities, on school grounds or on school buses by any individual. For the purpose of this policy, “smoking” will mean all uses of tobacco products and devices (including but not limited to chewing tobacco, cigars, cigarettes, and pipes) and the use of electronic, “vapor”, or other substitute forms of cigarettes and nicotine products.

### **TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO--#IHAMA**

In accordance with the state and federal law, the Mansfield Public Schools will provide age and developmentally appropriate, evidence based alcohol, drug, and tobacco education and prevention programs to students through Kindergarten through grade 12.

### **THERAPY ASSISTANCE DOGS – #IMGB**

The Mansfield Public Schools supports the use of assistance dogs for the benefit of its students subject to the conditions of policy (IMGB). Professional School Assistance Dogs certified with their owners/handlers as Certified Assistance Dog Teams provide emotional and physical support in the educational setting. These highly-trained dogs model good behavior, tolerance, and acceptance.

This policy is not intended to, and does not allow, students, parents, or staff to bring emotional support animals onto the Mansfield Public Schools campus. Individuals who bring an animal onto the District campus that does not meet the definition of a service animal under District policy *IMG Animals in School* or that has not been approved under this policy will be asked to leave campus.

## **SECTION TWO: SAFETY PROTOCOLS**

### **EMERGENCY DRILLS and PLANNING – #EB, #EBC, #EBDC**

#### **Fire Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to the students, and the students are expected to stay with the teacher in order that attendance may be taken.

#### **Lockdown Drills**

In the event that a lockdown drill is conducted, it is essential that when the first signal is given, students and staff obey orders promptly and adhere to the reverse evacuation plan as outlined in the crisis manual.

#### **Evacuation of the School**

If it is necessary to evacuate the building, students must follow the directions of the adult in charge. If a student is not with an adult when the building is being evacuated, the student should leave by the nearest exit. We expect students to follow all of the established procedures for a fire drill if we must evacuate the building in an emergency. In the event of an evacuation, students must follow the instructions of the teacher in charge.

#### **Prevention of Physical Restraint of Students - #JKAA**

The Mansfield Public Schools complies with the Massachusetts Department of Elementary and Secondary (DESE) regulations 603 CMR 46.00 to the extent required by law, in order to protect students of the district from the use of unreasonable physical restraint at school and at school-sponsored events and activities, whether or not on school property. The Mansfield Public schools prohibits the use of mechanical restraint, medical restraint, and seclusion restraint. School personnel will use physical restraint only as an emergency procedure of last resort and only after other less-intrusive alternatives have failed or been deemed inappropriate, with these goals in mind:

1. To administer a physical restraint when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

#### **Security Cameras - #ECAF**

The Mansfield School Committee supports the use of security cameras throughout the District for the purpose of enhancing school safety and security, as part of the District's overall security plan. The Committee's goal is to foster measures that improve the safety and security of the teaching and learning environment for students and staff, to maintain order and discipline on school property and on school vehicles, to ensure public safety for students, staff, and visitors to our schools, and to help safeguard District facilities, grounds, and property.

The District's security camera system will be in operation and may be monitored by school personnel throughout the year. Security cameras may be used both inside and outside of school buildings and on school buses to record students, staff, and property.

Security cameras are installed in public areas only; these areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings, and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entries. Security cameras may not be used in an area where there is a "reasonable expectation of privacy." No security cameras shall be placed in restrooms, changing rooms, private offices, classrooms, counselor's offices, staff lunch rooms, staff work rooms, nurse's offices, and locker rooms.

### **SECTION THREE: PROGRAMS AND SERVICES**

#### **C.H.A.M.P.S. – BEFORE AND AFTER SCHOOL CARE**

The Mansfield Public Schools provides extended programming before and after school for students in Kindergarten through grade 5. For more information please contact Shawna Leary, Director of Extended Day Programming at (508) 261-7539.

#### **CO-CURRICULAR, EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS - #JJ, #JJA**

Student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes, good human relations, knowledge and skills.

The following guidelines should be referenced in the organization of student activities:

1. The schools will observe a complementary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents/guardians in planning activities programs should be encouraged.
3. All student organizations shall be required to open membership to all interested students.

#### **COUNSELORS AND SCHOOL PSYCHOLOGISTS**

The Adjustment Counselors and School Psychologist in the Mansfield Elementary Schools have special training to help students overcome problems that impede learning and to assist students in emotional and psychological growth and maturity. The Adjustment Counselors and School Psychologist support students, parents/guardians and teachers by facilitating and providing: assessments; direct counseling; topic specific groups; crisis intervention; parent/guardian workshops.

Students may benefit from assistance with separation/adjustment issues, recess conflicts, and family changes such as a death, divorce or moving. Referrals may be received from teachers,

administrators, parents/guardians and students. All services except crisis intervention require the permission of parents/guardians.

### **DISTRICT CURRICULUM ACCOMMODATION PLAN**

The District Curriculum Accommodation Plan (DCAP) provides a list of resources and accommodations available to students and classroom teachers. The DCAP document is intended to support the efforts of educators to provide effective interventions for struggling learners.

The DCAP is available at [www.mansfieldschools.com](http://www.mansfieldschools.com) or by clicking on the following link - [District Curriculum Accommodation Plan](#).

### **FOOD SERVICES – #ADF, #EF, #EFC, #EFD**

#### **Breakfast**

Breakfast is available daily. Students may arrive 15 minutes before the start of the school day to purchase and eat breakfast in the cafeteria. Pricing is listed on the District's website under Food Services, please use the following link -

[http://www.mansfieldschools.com/departments/food\\_services](http://www.mansfieldschools.com/departments/food_services)

#### **Lunch**

A lunch/recess period is scheduled daily with outside playtime. Hot lunch, which includes milk, is served daily. Milk may also be purchased separately. School staff members and lunch/recess monitors supervise the lunch and recess period. Pricing is listed on the District's website under Food Services, please use the following link -

[http://www.mansfieldschools.com/departments/food\\_services](http://www.mansfieldschools.com/departments/food_services)

USDA School Meals will be served in clean, safe, and pleasant settings that reflect the value of the social aspect of eating and under appropriate supervision. Rules for safe behavior will be consistently enforced. Students will be provided an adequate amount of time to eat meals.

Free and reduced priced meals applications will be made available to all families.

Applications for Free and Reduced Lunch are available at each school's main office or online at <http://www.mansfieldschools.com/lunch%20menus.html>

Every effort will be made to protect the privacy of the students and prevent overt identification of eligible students. The Principals will ensure that lunch aides receive yearly training to update skills and knowledge regarding safety and first aid skills; recess and dining management; and how to foster a culture of respect at lunch and recess. Plain and potable water will be made available to all students at no cost via water stations throughout the school day.

Students who go through the cafeteria line with either no prepayment or no money for lunch will be given lunch, but must bring payment the next day. No student will be allowed to go hungry at school, however, students will be given a predetermined lunch, they will not have the option to choose from any meal on the lunch menu. Prepayment is recommended to avoid lost or forgotten lunch money. Prepayment by check or My for lunch, not including available snacks, may be made out to the Mansfield Food Service and given directly to the cafeteria staff. Parents/Guardians will be informed if a student's balance is outstanding.

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## **Meal Charges**

The Mansfield Public School District expects each school to notify students and parents of the district student meal charge policy annually. The information contained below is a summary of some of the major points in the policy. For a link to the full version of the district meal charge policy and other information related to Food Services please use the following link -

[http://www.mansfieldschools.com/departments/food\\_services](http://www.mansfieldschools.com/departments/food_services)

The goal of the Mansfield Food Services is to provide students access to nutritious meals each school day. However, unpaid meal charges place a large financial burden on our district. The intent of the district meal charge policy is to establish a process and procedure to handle situations when students eligible for reduced-price or full price meal benefits do not have enough money to pay for school meals and to communicate the process for the collection of unpaid meal charges and delinquent account debt.

The Mansfield School District Unpaid Meal Charge Policy states:

- All students will be able to purchase breakfast and lunch daily.
- Students who have not qualified for a free meal and who do not have enough money to pay for their meal will have a charge added to their meal account for the meal they were provided. Students will not be allowed to charge a la carte items.
- All communication regarding unpaid meal debt will be directed at parents/guardians. When a student's meal account balance reaches a negative \$5 or more, the Director of Food Services will contact the household to inform them of the amount, how to apply for free or reduced price meals, and offer to answer questions and provide assistance.
- When a student reaches the negative account limit, they will be offered a designated menu lunch alternative in a manner that does not cause embarrassment or stigma in the cafeteria. The designated meal alternative will contain all of the components for a complete meal, including milk, fruit, vegetables, whole grain, and meat/meat alternative. Students in K-2 will be exempted from receiving an alternative meal.
- For meal debt that has remained in the negative balance for a prolonged time period, the school principal will contact the parent/guardian to investigate the situation more closely.
- Hand stamps, stickers, or any other means of overt identification of students with unpaid meal debt in the cafeteria or the classroom are prohibited.
- Free and reduced meal application forms are available at each school or online on the District website under [Food Services](#). Families may apply for free and reduced meal assistance at any time during the school year.
- All families are encouraged to prepay for school meals to avoid unpaid meal charges (payment can be made by cash or check at the cafeteria register or online at [MySchoolBucks.com](http://MySchoolBucks.com)). Low-balance email reminders and account tracking are available on [MySchoolBucks.com](http://MySchoolBucks.com) free of charge. A parent/guardian may call the Food Service Director to place a block on their student's account to prohibit the purchase of a la carte items or to set a dollar cap. Any remaining funds for an individual student at the end of the school year will be carried over to the next school year.

### **Meal Payment and Account Limits**

Free meal status allows a student to receive a free meal (breakfast and lunch) everyday.

Reduced-price eligible students are able to purchase a breakfast. A reduced-price eligible student will be allowed to charge a maximum dollar equivalent of five (5) meals to their account after the balance reaches zero, which will be known as the "account limit." Pricing is listed on the District's website under Food Services, please use the following link -

[http://www.mansfieldschools.com/departments/food\\_services](http://www.mansfieldschools.com/departments/food_services)

All other students who pay for meals at the school's published paid meal rate each day will be allowed to charge a maximum dollar equivalent of five (5) meals to their account after the balance reaches zero, which will be known as the "account limit".

### **Charged Meals and A la Carte Items**

Charged meals offered to students will be reimbursable meals that are available to all students. A la carte items are not included in the USDA program, and charging of a la carte items is not allowed. Milk purchased alone and not part of a school lunch or breakfast is considered an a la carte item and must be paid for when purchased.

If the student has a negative meal account balance, a la carte items cannot be purchased until the negative balance is paid, regardless of the student's ability to pay for a la carte items at the time of sale.

### **Student Meal Accounts**

All families are encouraged to prepay for school meals to avoid unpaid meal charges. Funds should be maintained in student meal accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for an individual student at the end of the school year will be carried over to the next school year.

Overt identification of students with unpaid meal debt in the cafeteria or the classroom is prohibited. This includes the offering of an alternative meal, verbal notification, hand stamps, stickers, etc.

### **Meal Payment Options**

- Cash or Check payments may be made at any cafeteria register. Checks should be made out to "Mansfield Food Service". Please include the student's full name on the memo line. Even if you choose to pay at the register for your student's meals, you can register at [MySchoolBucks.com](http://MySchoolBucks.com) to see what is being purchased and to have a "low-balance" email reminder sent to you. This part of the website is free of charge.
- [MySchoolBucks.com](http://MySchoolBucks.com) is an online program that allows the parent to "see" what is happening in the account. An account may be linked to a credit card or bank account and electronically transfer funds into a student meal account. There is a small transaction fee to use this electronic transfer. The "low-balance" email reminder and transaction report are free.

### **Block On Accounts**

A parent may call the Food Service Director to place a block on their student's account to prohibit the purchase of a la carte items or set dollar cap.

### **Refunds and Unclaimed Funds**

- Withdrawn or graduating students may request a refund by writing or emailing Dawn Langtry, Food Service Director, 250 East Street, Mansfield, MA 02048, dawn.langtry@mansfieldschools.com for a refund of any money remaining in their account.
- Students who are graduating at the end of the year will be given the option to transfer remaining funds to a sibling's account with a written request.
- All refunds must be requested within 180 days of the student leaving the district. Any **unclaimed funds** after 180 days will become the property of the Mansfield Public Schools Food Service Program.

### **Preventing Meal Charges**

Low-balance email reminders and account tracking is available on MySchoolBucks.com and is free of charge to help ensure households are aware of the potential to accrue meal debt. The Food Services Department will call or email households on a bi-weekly basis or as needed to inform parents/guardians of a negative balance owed by the student.

Students may be discreetly reminded at the time of purchase if they need to bring in money for meal purchases. When a student is close to the allowable limit for meal charges, they will be told if payment is not received, they may only be offered an alternative meal.

Food Services will notify the building administration and the parent/guardian before a student is offered an alternative meal. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families will be encouraged to apply for free or reduced price lunches for their student if applicable.

### **Applying for Free and Reduced Price Meals**

Free and Reduced Price Meal Applications may be submitted at any time during the school year. The determination of free or reduced price meals based on the application is valid for the entire school year. A new application can be completed if your financial situation changes during the school year.

Applications and directions are available as part of the opening day packet from your student's school. The applications and directions are also posted on the Mansfield Public School website under the Food Service tab. If you need assistance with completing an application, please contact Dawn Langtry, Food Service Director, 508-261-7400 x33124 or dawn.langtry@mansfieldschools.com.

Parents/guardians are expected to submit the Free and Reduced Lunch Application as soon as possible each school year or as their financial situation changes, unless they have received a



letter of Direct Certification from the Food Service Department. Direct Certification determinations (electronic match process) through the Massachusetts Department of Health and Human Services will be made at a minimum of three times per year and when a student transfers into the district.

### **Unpaid Charges, Delinquent Debt, and Bad Debt**

All communication regarding unpaid meal debt will be directed at parents/guardians. Unpaid meal charges are considered “delinquent debt” and are identified as a financial obligation of the parents/guardians. Mansfield Food Services is required by federal regulation to continue to collect meal charges defined as delinquent

Student meal account balances may be checked at any time by logging into [www.myschoolbucks.com](http://www.myschoolbucks.com) or by emailing the Food Services Director. Payment for negative account balances may be made online at any time via the [MySchoolBucks.com](http://MySchoolBucks.com) account portal. Students may bring cash or check payments (payable to Mansfield Food Services) to the cashier in their school cafeteria. Payment also may be made by check and mailing it or dropping it off at the Food Service Director’s Office, Mansfield High School, 250 East Street, Mansfield, MA 02048.

Checks Returned for Non-Sufficient Funds (NSF) will result in a penalty fee (currently \$25). When a check is returned to the Town Treasurer’s Office for “NSF,” a letter will be mailed by the Food Services Director to inform the parent/guardian. Payment along with any applicable fees must be received within ten (10) business days of the date of the letter. When the NSF notice is received, the Food Services Director will deduct the check amount from the student’s account.

All accounts must be paid by the end of the school year or at the time a student withdraws from the district. Any balance owed to the Food Service program will be carried over into subsequent years in an attempt to collect the debt. Repayment plans may be developed on an individual basis in order to clear the balance owed. The consequences of non-payment will be determined on a case-by-case basis by the building principal.

## **HEALTH AND WELLNESS #ADF**

The mission of the Mansfield Public Schools Health Services is to promote an optimal level of wellness by advocating for students and removing barriers that impede health and learning. Our vision is for every student to be healthy, safe and ready to learn.

### **Health Services**

The role of the school nurse is to provide first aid, illness assessment, and case management for students with special health care needs. The school nurse does not diagnose or prescribe treatment. Based on the nurse’s assessment, you may be contacted and advised to follow up with your private physician.

The following health services are provided in the Mansfield Public Schools:

- Screenings for height, weight, vision, hearing and postural (spine) development. Parents/Guardians are notified if an abnormality is found. Massachusetts state

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regulations require health services in public schools to perform BMI screening for all students during the 1<sup>st</sup>, 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> grades. Parents/Guardians and legal guardians will be provided with an opportunity to request, in writing, that their student not participate in the program.

- Documentation of routine physical exams for entering Kindergarten and Grade 4 students, new students, and for interscholastic sports. Parents/guardians with insufficient or no health insurance are asked to contact the school nurse.
- General first aid for school related minor accidents. If serious illness or accident occurs, parents/guardians are asked to take their student for further medical evaluation/treatments.
- Maintenance of medical records for each student. The medical record includes medical history, results of screenings and exams, immunization status, etc.
- Postural screening for students in grades 5 – 10.
- Services to students with chronic medical needs, including medications and treatments.

### **Guidelines for Contacting the School Nurse**

If a student is experiencing any of the following, parents/guardians are to contact the school nurse:

1. Newly diagnosed chronic health problem, (i.e. seizures, diabetes, severe allergies)
2. Newly diagnosed head injury/concussion
3. Daily medication for an extended period of time
4. Documentation of immunization or boosters
5. Communicable disease
6. Health problems that may affect school performance e.g., vision, hearing, or attention deficit disorder etc.
7. Health problem that may affect school attendance
8. Treatment for any problem that may impair safety or mobility during the school day or restrict gym or recess, (i.e. broken bones, orthopedic problem, on crutches, mononucleosis, recent surgery, upcoming surgery, concussions, or any head injury etc.)
9. Family experiencing a problem and needing support, assistance, or a referral for help, (i.e., death in the family, change in marital status, parenting issues, substance abuse, mental health problems)

Sharing the above information will allow the school nurse to better safeguard the health of each student, especially in times of emergency. In addition to the above guidelines, parents/guardians are encouraged to contact the school nurse with any questions or problems.

It is the responsibility of the parent/guardian to provide health information to school bus drivers. If your student has a Life Threatening medical condition that their bus driver should be aware of; please use the form available on the school web-site entitled "Emergency Medical Information for Bus Drivers". Return completed forms by mail to: Michael J. Connolly Bus Co., 241 Francis Avenue, Mansfield, MA 02048 or fax to Connolly at 508-261-7517. Due to confidentiality laws, we do not share health information with the bus company.

It is also advisable that you notify the Fire Department so that they are aware in the event of an emergency at your home. There is a link for the Fire Department on the MPS website as well.

### **School Exclusion Guidelines**

For the protection of your student as well as the school community, students should be kept home from school or will be dismissed from school under the following circumstances:

- The student has a communicable disease. Students who are prescribed antibiotics for strep throat infection or impetigo (for example) must complete 24 hours of treatment before returning to school. For all other communicable diseases, the student may return to school based on Massachusetts Department of Public Health Guidelines. Surveillance and monitoring of communicable disease outbreaks is done in collaboration with the Mansfield Board of Health and the Massachusetts Department of Public Health.
- The student has a temperature of over 100 degrees. The student may return after they have been fever free for 24 hours without the use of fever reducers.
- The student has an eye infection that has not been diagnosed by a physician. Students may return the day after any indicated treatment has begun for bacterial conjunctivitis, unless the student is at a developmental level that prevents them from maintaining proper hygiene.
- The student has persistent coughing or trouble breathing. The student may need to be evaluated for asthma, or a serious respiratory infection.
- The student has an undiagnosed rash. Rashes may need to be evaluated by a physician to rule out communicable disease.
- The student has head lice or nits. The student may return to school after the first treatment.
- The student has diarrhea which cannot be managed by the student's ability to use the toilet or able to be contained in a diaper. Diarrhea is defined as multiple loose watery stools unrelated to food, medication or a diagnosed chronic condition. The student may return when they have been symptom free for 24 hours.
- The student has been vomiting (more than the usual spitting up as in the case of an infant) within the past 24 hours not associated with a diagnosed condition or medication side effect. The student may return when they have been symptom free for 24 hours.
- The student has an illness that prevents them from participating comfortably in activities as determined by the staff.
- The illness results in a greater need for care than the staff can provide without compromising their ability to care for other students.

### **Administration of Medications in School – #JLCD, #JLCD-R**

The Mansfield Public Schools policy for the administration of medication is available in each health office and on the district website under the School Committee Policy Index. The following are the main points of this policy.

When students require medication administration during the school day the following conditions must be met:

1. Medication orders must be renewed at the beginning of each school year.
2. All medication, including over-the-counter medication, must have a written medication order from a licensed prescriber and a completed Medication Permission Form from parent/guardian.
3. Short-term medications, i.e. for 10 school days or less, can use the pharmacy labeled container in lieu of a physician's order.
4. All medication, including over the counter, must be delivered by a parent/guardian. Guardian signature will be required at time of drop off to confirm the number of pills delivered.
5. Medication must be delivered in a pharmacy or manufacturer labeled container.
6. Consent for field trip medication delegation is allowed under certain conditions.
7. Self-medication is allowed in certain circumstances after consultation with the school nurse.
8. The first dose of a newly prescribed medication must be given at home.
9. "Three times a day" medications will be given at school only if the physician specifically orders a dose during the school or after consultation with school nurse.
10. Administration of early morning or first daily dose of medications is discouraged at school and given only after careful consideration on an individual basis.

### **Allergies/Life-Threatening Allergies #JLCEC, #JLCEC-R**

Some common allergens are peanuts, nuts and other foods; latex products and environmental chemicals. Even minute traces of these substances can cause an individual to have a physical reaction. Exposure to the allergen can cause a reaction if it is tasted, swallowed, touched or inhaled.

The Mansfield Public Schools is committed to providing a safe and nurturing environment for students. Recognizing the increasing prevalence of life-threatening allergies (LTAs) and chemical sensitivities, among school populations, the Mansfield Public Schools works in cooperation with parents/guardians, students, and physicians to minimize risks and to provide a safe educational environment for all students. The focus of allergy management is prevention, education, awareness, communication, and emergency response.

When necessary, the Mansfield Public Schools provide a latex-restricted environment. Non-latex (vinyl) gloves are used in food preparation and in the health offices. Latex balloons are restricted as well as other products that include latex. Strong scents and fragrances need to be eliminated. In addition, parents/guardians should consult with the classroom teacher before bringing arts and crafts supplies into the classroom.

Allergy free lunch tables may be provided in the cafeteria. Please be advised that if your student has a food allergy, physician documentation must be submitted to the school nurse. It will then be forwarded to the FoodService department. We will make arrangements to have an

alternative available. The Mansfield FoodService will work with you to make sure your student can participate in the school lunch program.

The Mansfield Public Schools sets age-appropriate plans/guidelines for students and schools within the Mansfield system that minimize the risk for students with life-threatening allergies to be exposed to offending allergens that may trigger a life-threatening reaction. Such guidelines include:

- building-based general medical emergency plans,
- life-threatening allergy emergency plans,
- individual healthcare plans for all students diagnosed with LTA,
- appropriate training of staff,
- availability on site of medical equipment for quick response to life-threatening allergic reactions,
- and such other guidelines that will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life-threatening allergens.

Specific building-based guidelines/actions take into account the health needs and well-being of all students without discrimination or isolation of any student. No student will be excluded from school activities based solely on allergies. In order to assist students with LTAs to assume more individual responsibility for maintaining their safety as they grow, these guidelines will shift as students advance through the primary grades and through secondary school.

### **Head Injury Management Policy - # JJIF, #JJIF-R**

Head injuries and concussions can have serious consequences for students, including long-term health and educational issues. Proper management of such incidences can help maximize recovery. Early recognition of a head injury/concussion is essential to safe management and to the ultimate goal of a return to normal physical and academic functioning.

Please notify the school nurse immediately following any head injury. The school nurse will work with you, your student, physician and school staff to ensure that appropriate accommodations are in place. Suspected concussions that occur during school activities are reported to families for referral to a provider. Once accommodations are in place, students must be cleared by a medical professional to return to full physical activity and academic workload when recovered.

### **Head Lice (Pediculosis)**

In accordance with the recommendations of the American Academy of Pediatrics and the National Association of School Nurses, the Mansfield Public School System adopts the following protocol for the management of Pediculosis (Head Lice).

It is the position of the Mansfield Public Schools that the management of pediculosis should not disrupt the educational process. Students found with live head lice or students with nits who have had no recent treatment, will be dismissed to parents/guardians for treatment.

Because no disease process is associated with head lice, students will not be excluded from school after the appropriate lice treatment. Upon the return, the School Nurse will determine the evidence of treatment and the student may be re-admitted even if some nits remain. Further monitoring for signs of re-infestation by the school nurse is appropriate.

In addition, the school district endeavors to protect students from head lice infestation by reinforcing the following procedures in instances where head lice are found to exist on a student:

- When live lice or nits are observed on a student, the parent/guardian will be notified and the affected student will be dismissed by the school nurse.
- The school nurse will provide the parent/guardian with instruction on proper treatment of head lice as outlined on the "Head Lice Information Sheet".
- The school nurse will also examine any siblings of the affected student, and if there are siblings in other schools in the district, notify the nurse in that building to do the same.
- Once the student is treated with an appropriate pediculicide, they may return to school.
- Upon return, the student will be checked by the school nurse before re-entry to class and checked weekly for four consecutive weeks. In the event of recurring infestation, head checks may be more frequent at the discretion of the school nurse.
- Close contacts of affected students will be checked by the school nurse for possible infestation. In grades K-3, this may include classroom head checks.
- Confidentiality will be maintained at all times when dealing with affected students.
- In the event of an epidemic {20% or greater of the student population}, notification will be sent home to all parents/guardians. Otherwise, general educational information will be disseminated as needed via parent/guardian newsletters and/or the Hornets backpack to inform parents/guardians of procedures for monitoring their own students for infestation.

### **School Registration - Health Services Requirements**

In order to be registered for school, students must present documentation immunizations required per the Code of Massachusetts Regulations 105 CMR 220.000: IMMUNIZATION OF STUDENTS BEFORE ADMISSION TO SCHOOL. All students must have documentation of a risk assessment for tuberculosis (TB) completed by a primary care physician. All students entering Kindergarten must also have documentation of a lead test and vision screening.

### **HOME AND HOSPITAL TUTORING**

Our policy is in compliance with the state's regulations that govern the school's responsibility to provide home-based tutoring. The Mansfield Public Schools support educational services for students upon receipt of a physician's written order that the student must remain at home or in a hospital setting for medical reasons for a period of not less than 14 school days in a year. The tutoring services are of a sufficient frequency to allow the student to continue their educational programs as long as the sessions do not interfere with the student's medical needs. Educational tutoring plans are created on an individual basis. The tutoring form must be renewed every 60 days.

## **HOMELESS STUDENTS – #JFABD**

Mansfield Public Schools As required by law, the district will work with homeless children and youth and unaccompanied youth (collectively, “homeless students”) as well as their families or legal guardians to provide stability in school attendance and other services. Please refer to the full policy posted on the district web site for definition and eligibility requirements.

### **McKinney-Vento Homeless Assistance Act Liaison**

Jim Leonard, Director of Special Education

Mansfield Public Schools

508-261-7507

[Jim.Leonard@mansfieldschools.com](mailto:Jim.Leonard@mansfieldschools.com)

## **Educational Opportunities for Military Children #JFABE**

To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the District because of their parents or guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. Please refer to the full policy posted on the district web site for definition and eligibility requirements.

## **Educational Opportunities for Children in Foster Care #JFABF**

The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if offered) through high school graduation. Please refer to the full policy posted on the district web site for definition and eligibility requirements.

## **INSTRUMENTAL MUSIC, BAND AND CHORUS**

Information about participation in performing arts programs will be available for parents/guardians at Curriculum Night.

## **LIBRARY**

The library provides books and audiovisual materials to fill curriculum needs as well as supplementary and recreational reading demands. Students are allowed to check out books for two weeks, with renewal. Students are responsible for loaned books and will be asked to pay for any material lost, stolen, or damaged.

The Adopt-A-Book Program provides the opportunity for students and parents/guardians to donate a book to the library. A bookplate with the student's name will be placed in the book.

## **SOCIAL EMOTIONAL LEARNING**

The Mansfield Elementary Schools use a variety of social emotional curriculum materials to meet the unique developmental needs of students. Classroom teachers provide lessons throughout the year to support students as they navigate social interactions. The school

counselors and school psychologists provide individualized and tailored support to classrooms and students as needed.

### **POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS (PBIS) - #JK**

The Mansfield Elementary Schools have implemented Positive Behavioral Intervention and Supports (PBIS). PBIS is a framework, or approach, for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. Each school has a PBIS team of coaches and teachers that lead the schools' initiative by collaborating to design and implement systems for teaching school-wide expectations, recognizing positive behavior and promoting a positive school culture. Questions about PBIS should be directed to the Assistant Principal at each school. You can learn more about PBIS by visiting the website: [www.pbis.org](http://www.pbis.org)

## Robinson Expectations and Settings Matrix

<div>  <b>Expectations</b>  </div>			
Setting	Be Kind	Be Safe	Be Responsible
<b>All Setting</b>	Use kind words Use kind actions Respond to and greet others	Use safe hands/feet Use objects safely and correctly	Follow directions from all adults Keep our school clean Use your expected voice volume
<b>Bus</b>	Use kind words Use kind actions Respond to and greet the bus driver	Stay sitting in your seat Eyes, nose, and toes forward during the bus ride Use safe hands/feet	Keep your bus clean Keep the aisle clear Keep your belongings in your bag Voice Volume 2-Quiet Voice
<b>Cafetería</b>	Use good manners Help your neighbors Use kind words	Stay seated at your table Walk at all times Let an adult know if you need help	Clean up Raise your hand if you need to get up Voice Volume 2-Quiet Voice
<b>Playground</b>	Include others Share equipment and materials Use kind words	Use safe hands/feet Use equipment and materials correctly Remain in the fenced area	Clean up Report unsafe or unkind behavior to an adult Voice Volume 4-Outdoor Voice
<b>Bathrooms</b>	Use kind words Use kind actions Wait your turn	Use safe hands/feet Report unsafe or unkind behavior to an adult Give others privacy	Flush the toilet Wash your hands with soap Throw your trash away Give others privacy Voice Volume 2-Quiet Voice
<b>Hallways</b>	Use kind actions Use kind words Smile or wave to friends	Hands by your side Walk at all times Eyes forward Stay in line	Go directly to your location Report unkind or unsafe behavior to an adult Voice Volume 0- No Voice
<b>Arrival/Dismissal</b>	Use kind words Use kind actions Respond to and greet others	Use safe hands/feet Walk at all times Eyes forward	Keep your backpack on your back Go right to your classroom Voice Volume 2-Quiet Voice
<b>Voice Volume Key</b> 0 - No Voice 1 - Whisper Voice 2 - Quiet Voice 3 - Normal Voice 4 - Outdoor Voice 5 - Emergency Voice			



### **Jordan/Jackson PBIS Mission Statement:**

As members of the Jordan/Jackson community, we promote a passion for life-long learning, the motivation to achieve, and the responsibility to care for ourselves and others.

We care about ourselves.

We care about others.

We care about our school.




Students engage in the problem-solving approach by:

1. Identifying the problem
2. Strategizing possible solutions
3. Working with teachers and/or administrators to enact a plan that will prevent further problems
4. Sharing the plan with all parties concerned, e.g., other students, parents, school staff, etc.

Depending on the frequency and severity of the problem(s), plans may include components such as:

1. Verbal and/or written warning;
2. An apology;
3. Telephone call and/or written letter to parents/guardians;
4. Parent Conference;
5. Loss of recess privileges;
6. Loss of bus riding privileges;
7. Suspension from the classroom day (in school);
8. Suspension from the classroom day (out of school);
9. Increased adult supervision on school premises;
10. Limiting or denying student access to a part or area of the school;
11. Exclusion from participation in school-sponsored functions, after-school programs, and/or extracurricular activities;
12. Awareness training (to help students understand the impact of their behavior);
13. Participating in empathy development, cultural diversity, anti-harassment, or anti-bullying programs;
14. Mandatory counseling; or
15. Other actions deemed appropriate by the administrator

### Jordan/Jackson School-Wide Behavioral Expectations Matrix

<b>School-wide Rules/Expectations</b>	<b>Classroom</b>	<b>Cafe</b>	<b>Indoor Recess</b>	<b>Outdoor Recess</b>	<b>Bus</b>	<b>Hallways</b>	<b>Bathroom</b>	<b>Library/ computer lab</b>
 <b>We care about ourselves</b>	Put forward your best effort. Be prepared. Stay on task.	Eat your own food. Raise your hand for help.	Find an activity and sit down to play. Play fairly.	Make safe choices. Play fairly.	Stay seated in your assigned seat. Keep your belongings in your bag. Keep your feet on the floor.	Walk. Eyes forward.	Wash hands. Flush.	Stay in your own space.
 <b>We care about others</b>	Help others. Share.	Walk at all times. Invite others to join your table. Use a quiet voice.	Use a quiet voice. Invite others to play.	Report behaviors to an adult. Invite others to play.	Use kind words. Use an indoor voice.	Quiet voices. Stay on the right.	Quiet voices. Give privacy.	Use whisper voices.
 <b>We care about our school</b>	Clean up your area. Take only what you need for supplies.	Clean up your table and floor. Stay seated.	Use materials responsibly.	Use equipment properly. Line up quickly and quietly.	Keep bus seat clean. Throw away trash.	Keep the hall-way clean. Pick up trash. Hands by our sides.	Throw away paper towels in the trash. Conserve water and soap. Let an adult know about a problem.	Use shelf markers. Appropriate use of computers. Leave the computer ready for the next user.

### PHYSICAL EDUCATION - #ADF

Physical Education will be an essential element of each school's instructional program and will provide the opportunity for all students to develop the skill, knowledge, and attitudes necessary to participate in a lifetime of healthy physical activity. Physical Education will guide students through a process that will enable them to achieve and maintain a health enhancing level of physical fitness. All students in Grades 1 to 5 participate in physical education. It is

important that each student be dressed properly for class. Students should wear elastic waist pants/shorts/skorts and sneakers. Hiking boots, indoor soccer or football cleats are not allowed.

Students should not wear long earrings, and/or large hand or wrist jewelry. Necklaces should be removed or tucked inside clothing. Hats are not to be worn in gym. Staff are encouraged not to withhold recess or other physical activity, such as physical education, as a regular form of discipline if other alternatives are available. No form of physical exercise shall be used as a punishment.

## **RESPONSE TO INTERVENTION (RTI)**

*Response to Intervention* is a federally mandated initiative that addresses the needs of struggling students. It follows a three-tiered model of instruction. The Mansfield Elementary Schools have established Student Support Teams (SST) to provide support for teachers, who request assistance to develop, expand and implement strategies in the regular classroom to help meet the diverse needs of students.

The SST team will:

- Use universal screening tools and other forms of data to identify students at risk for academic, behavioral or social/emotional issues.
- Design intervention plans to meet their needs.
- Monitor the progress of the student over time to ensure that they are closing the gap with peers.
- Discontinue the intervention(s) once the student has closed the gap relative to peers.
- Increase or modify the intervention(s) if the student is not making progress.

## **Glossary of Response to Intervention Terminology**

- **Universal Screening:** Class-wide assessments such as benchmark or baseline assessments are administered to identify students who are potentially struggling.
- **TIER 1:** Core Instructional Interventions — All students receive instruction in the regular education classroom. Frequent progress monitoring using curriculum-based measurements (CBM) is conducted to assess struggling students' performance levels and rates of improvement.
- **TIER 2:** Targeted Group/Individual Interventions — Students whose progress in Tier 1 is not adequate receive additional support. A team consisting of the classroom teacher, special educators and other necessary staff makes instructional decisions based on an individual student's performance. The team identifies the academic problem; determines its cause; and then develops, implements, and evaluates a plan to address the problem. This measure is addressed through special education support, small group support, and progress monitoring. The interventions are flexible and individualized to meet the student's unique needs.

- **TIER 3:** Intensive Individual Interventions — Students whose progress is still insufficient in Tier 2 may receive even more intensive intervention support. In Mansfield, Tier 3 may involve a full psychological and academic evaluation for the identification of a learning disability.

### **SCHOOL RESOURCE OFFICER - #ADF**

The Mansfield Public Schools and the Mansfield Police Department have established a School Resource Officer (SRO) program to help maintain a safe school environment. In keeping with the Mansfield Public School's mission, the primary role of the SRO is to:

- Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment.
- Enforce local, state, and federal laws.
- Serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors.
- Serve as a resource to administrators and staff concerning law enforcement and child welfare issues.
- Assist individual students and their families in addressing issues related to law enforcement and helping students to have a meaningful school experience.
- Serve as a liaison between the schools and the Mansfield Police Department in addressing issues of concern to both departments.

### **School Resource Officers**

Officer Kenneth Wright

Tel: 508-261-7540 Ext. 33155 (school)

Tel: 508-261-7300 Ext. 61223 (Mansfield PD)

Officer Derek McCune

Tel: 508-261-7530 Ext. 23114 (school)

Tel: 508-261-7300 Ext. 61346 (Mansfield PD)

Email: [kenneth.wright@mansfieldschools.com](mailto:kenneth.wright@mansfieldschools.com)

Email: [derek.mccune@mansfieldschools.com](mailto:derek.mccune@mansfieldschools.com)

### **STUDENT TRANSPORTATION SERVICES/SCHOOL BUSES – #EEA, #EEAA, #JICC**

Bus routes are established under the direction of the superintendent in cooperation with bus contractors so as an authorized bus stop is available within a reasonable walking distance of the home of every student entitled to transportation, and that distance does not exceed one mile.

Bus routes are structured so the total time a student spends on the bus is minimal.

Authorized bus stops are located at convenient intervals in places where students may be loaded and unloaded, cross highways, and await arrival of buses with the utmost safety allowed by road conditions.

Kindergarten students will be picked up at the bus stop with other students on the regular AM and PM routes.

**The district's responsibility begins when the child boards the bus at the pickup location and ends when the child disembarks at the drop off location after school.** The bus driver should be considered to have complete authority over students while it is their responsibility to deliver them safely to and from school.

### **Eligibility**

All children in grades kindergarten through six who reside two or more miles from the school are eligible for free transportation. Exceptions to this policy may be made when road conditions do not provide for the physical safety of the children and when the health of students make this service essential.

### **PAY-N-RIDE Fee Based**

All grade K through 6 students who live less than 2 Miles and All Grades 7 through 12 students may ride the bus on a PAY-N-RIDE fee basis.

### **Fees**

The School Committee shall establish fees for transportation for all non-eligible students and will review them on a regular basis. Said fees must be paid to the school department prior to the student riding the bus. The Pay-N-Ride fee is non-refundable. After the 90th day of school, bus fees for new riders shall be one-half the annual fee.

***No student eligible for free or reduced lunch under the Federal School Lunch Program, shall be required to pay a fee for transportation.***

### **Special Education**

Regular transportation: If the student does not require transportation as a result of his or her disability, then transportation shall be provided in the same manner as it would be provided for a student without disabilities. In such case, the IEP shall note that the student receives regular transportation, and if the school district provides transportation to similarly situated students without disabilities, the eligible student shall also receive transportation.

Special transportation: If the Team determines that the student's disability requires transportation or specialized transportation arrangements in order to benefit from special education, the Team shall note on the student's IEP that the student requires special transportation. In such circumstances, transportation is a related service.

### **Alternate Addresses**

Transportation may be requested, in writing, to and from a location other than the student's legal residence, provided that all of the following conditions are met:

- The service is to/from said alternate location in the AM and/or PM, each and **every** school day.
- The student is eligible for transportation services.
- The alternate location is on an existing bus route.
- There is space on the bus.

## **SPECIAL EDUCATION -- #IHB**

All eligible students in the Mansfield Public Schools are provided with a free and appropriate education in accordance with the Individuals with Disabilities Act, and Section 28 of the Commonwealth of Massachusetts Regulations. Under the law, parent/guardian notification regarding the special education process is always the first step. In each school building, the Massachusetts Special Education Regulations are available for review.

### **Individualized Educational Program (IEP)**

At no cost to families, evaluations to identify special education needs are provided for students from age three (3) through twenty-one (21) who have a disabling condition. An Individualized Educational Program (IEP) is developed by an Evaluation Team and implemented for students with an identified disabling condition that interferes with effective progress in regular education. Special education students are expected to comply with all the rules of behavior and discipline unless modifications to these rules are indicated in the student's Individualized Educational Program. Parents/guardians have the right to initiate, monitor or terminate special education for students under the age of eighteen (18). Any parent/guardian with questions or concerns regarding special education services may contact:

Kelly Kreizinger  
Assistant Special Education Director  
[Kelly.Kreizinger@mansfieldschools.com](mailto:Kelly.Kreizinger@mansfieldschools.com)  
Robinson (508) 261-7510 Jordan/Jackson (508) 261- 7525

A student has the following rights regardless of age:

1. A student has the right to stay in a program until an evaluation, the writing of the Individual Educational Program and any appeals of the Individual Educational Program have been completed.
2. A student is entitled to an equal opportunity to participate in all aspects of the school program, both academic and extracurricular, and may not be discriminated against on the basis of one's ability.

In the Mansfield Elementary Schools, the following services are offered: Kindergarten screening, screening to detect possible learning difficulties, formal assessments of student's learning abilities for TEAM Evaluations, development of Individualized Educational Programs, and consultation with parents/guardians, school staff and outside agencies. As required by regulation, the Mansfield Public Schools provides a continuum of special education services to eligible students in the least restrictive environment.

The student referral process includes the following steps:

1. Phase One: Classroom teacher makes appropriate accommodations in the classroom and has conference with parents/guardians
2. Phase Two: Consultation with Student Support Team (SST).

3. Phase Three: Interventions and progress monitoring.
4. Phase Four: Special Education evaluation if recommended by the Student Support Team.

### **Speech And Language Specialists**

The Speech and Language Specialists provide direct individualized and small group services to modify the communication behavior of students presenting articulation, voice, and language and/or fluency problems. Assessments to determine each student's individual needs are completed by the speech and language specialists. Speech and language services are provided in the classroom or in a separate setting depending on the type of service and the needs of the student.

### **Occupational Therapists/Physical Therapists**

The OT/PT staff provides school-based occupational therapy (OT) and physical therapy (PT) and related services as defined under § 300.34 of the Individuals with Disabilities Education Act (IDEA) and are provided to students who meet criteria for special education services under Special Education. The OT and PT provide support and assist the student in achieving the IEP goals or as a service to students on a 504 Plan as recommended by qualified staff.

### **Section 504**

The Rehabilitation Act of 1973, commonly referred to as "Section 504", is a nondiscrimination statute enacted by the United States Congress. One purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

An eligible student under Section 504 is a student who (a) currently has, or (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, sleeping, standing, lifting, bending, reading, concentrating, thinking, and/or communicating.

## **STUDENT SUPPORT SERVICES**

### **Robinson**

Title I is a federally funded program that provides early literacy support for at-risk students in Grades 1 and 2.

Kindergarten Reading Specialists instruct students and provide literacy support to families.

### **Jordan/Jackson**

Jordan/Jackson Support services include a Reading Specialist, Math Specialist, and the Response to Intervention (RTI) Teams which provides support for academically at-risk students in grades three, four and five.

## **SECTION FOUR: SCHOOL/HOME COMMUNICATION**

Each elementary school is a community. Teachers, administrators and all members of the staff are committed to working with parents/guardians toward the attainment of excellence for all students. Open Houses, parent/guardian/teacher conferences, and hands-on curriculum workshops will be scheduled throughout the year as vehicles to better communication between home and school.

### **CURRICULUM NIGHT**

All parents/guardians are invited to attend Curriculum Night, which is held in early fall. At this time teachers give an overview of their classes, including curriculum descriptions, expectations, and routines. The evening is ended with an opportunity to ask questions of the classroom teacher in an informal manner.

### **CUSTODY ISSUES**

Official court orders regarding the custody and care of any student must be filed in the designated East or West school office at the beginning of each school year or at any time during the school year, should the custody of a student change. The Mansfield Public Schools will follow the most recent court order supplied to the school.

### **EMERGENCY INFORMATION FORMS**

Emergency information forms are sent home for the beginning of each school year. The form records phone numbers of parents/guardians, relatives and physicians to be notified in an emergency. Dismissal of a student and/or the release of student information will only be authorized to those persons stated on the Emergency Form. **It is extremely important that the Emergency Form information be kept up-to-date and accurate, so please notify the school office in writing of any changes.**

### **MESSAGES**

The best method for parents/guardians to share day-to-day information is by sending a note with their student. The office telephones are available for students to call home in an **emergency only**. Use of the school telephone requires permission from the student's teacher and from the school office staff. Use of cell phones by students during the school day is not allowed. To minimize interruptions in the school day, general announcements will be made at the beginning and the end of the day.

### **NEWSLETTERS – #KDAC**

Each elementary school routinely publishes an e-newsletter to keep families up to date with school activities, curriculum updates, assemblies and more.

### **PARENT/BOOSTER ORGANIZATIONS -- #KBE**

#### **The Mansfield Elementary Schools Association (MESA)**

MESA is composed of parents/guardians whose students attend either the Robinson School or the Jordan/Jackson School. All parents/guardians are automatically members. The general



purposes of the group are to facilitate communication between school and home, to serve as an organizational framework for providing service to the school, and to enrich the students' school experience. Throughout the years, the organization has sponsored cultural and educational programs such as theatre programs, concerts and storytellers. The organization annually presents classroom grants to teachers for materials. Meetings are held monthly and are open to all parents/guardians, teachers and administrators. To learn more about this organization, please visit their website at [www.mesa4parents.org](http://www.mesa4parents.org).

### **Special Education Parent Advisory Council (SEPAC)**

The SEPAC offers membership to all parents/guardians of students found eligible for special education in the Mansfield district, as well as other interested parties. The SEPAC is authorized to provide advice to the district regarding special education programs and policies. Additionally, the SEPAC is authorized to meet with designated school officials and to engage in activities that enable the SEPAC to participate in the planning, development, and evaluation of the district's special education programs.

### **REPORT CARDS**

Report cards, parent/guardian conferences, and portfolios help to provide an overall picture of a student's progress. However, regular and open conversation between parent/guardian and teacher is the most important part of understanding a student's development.

The Mansfield Public Schools use standards-based report cards for grades K-5. Standards-based report cards are designed to inform parents/guardians about their student's performance against a specific and observable set of grade level skills and how well the student is progressing toward the year-end learning goals at grade level.

Report cards are issued three times a year for Grades 1 through 5. Reports are sent home in November, March and June. Kindergarten students receive progress reports in February and June.

### **SCHOOL CANCELLATION AND CLOSING**

In the event of unusually severe weather or other special circumstances that might prevent or delay the opening of school, announcements are broadcast between 6 - 8 A.M. on the following stations. Parents/guardians need to make advance arrangements for a possible delayed start of school, which could be up to ninety (90) minutes. In the event that students need to be released from school early, parents/guardians should check these stations for current information:

- WBZ
- WCVB
- WLNE
- WHDH
- WJAR
- WPRI
- WBTS NBC Boston

Information about school cancellations will also be posted on the Mansfield Public Schools website ([www.mansfieldschools.com](http://www.mansfieldschools.com)), and parents will receive a School Messenger alert. Families should notify the school office in writing of any changes to their emergency contact.

### **SCHOOL COUNCIL — #BDFA**

Each of the Mansfield Elementary Schools has a school council. The School Council is a representative, school-based committee composed of the principal, parents/guardians, teachers, and community members. The School Council has an advisory role in shaping the policies and programs of the school. Elections for parent/guardian representatives of the School Council are held in the fall.

### **SCHOOL MESSENGER**

The Mansfield Public Schools use the School Messenger notification system to communicate important information to parents and guardians that need to be distributed immediately. Information can be sent to personal email accounts and telephone numbers on file with the school.

If you are not receiving emergency notifications from our schools (weather issues for example), there may be a few reasons why:

1. The email address [school.notifications@mansfieldschools.com](mailto:school.notifications@mansfieldschools.com) is blocked on your inbox or being sent directly to SPAM.
2. HOTMAIL accounts appear to block some emails from Mansfield Public Schools. Consider using an account other than HOTMAIL.
3. Our student database contains an outdated contact email for you. Each September, please be sure to review and update the emergency contact information report that is sent home for each student. During the school year, if you have any change to your emergency contact information please contact the school office.

### **VISITORS TO SCHOOL – #KI**

#### **Jordan/Jackson Elementary School:**

Parents/guardians are welcome in the Mansfield Elementary Schools as it provides an excellent opportunity to gain an accurate picture of the school program. Parents/guardians are encouraged to call their student's teacher and make an appointment for a mutually convenient time to visit school. Parents/guardians who wish to initiate a school visit must make prior arrangements with a principal, or designee. An administrator will accompany anyone scheduled to visit the school for a tour or classroom visit.

#### **Raptor Visitor Management System**

The Raptor Visitor Management System will better allow us to screen visitors in our school and provide a safer environment for our students and staff. All visitors will be asked to follow the following procedure:

- During the hours of 8:00am - 2:30pm all visitors must sign-in at the visitors' office, which is labeled door number 2. They will be asked to present a government-issued ID, such as a driver's license, which will be scanned into the Raptor system.

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- The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders.
- Once entry is approved, Raptor will issue a badge that identifies the individual by name, photo, date, and the purpose of their visit.
- Between the hours of 2:30pm - 4:00pm, visitors will be permitted to ring the buzzer at either the East or West offices in order to be granted entry.
- C.H.A.M.P.S. families will continue to use door number 14 and follow C.H.A.M.P.S. arrival and dismissal procedures.

### **Robinson Elementary School:**

Parents/guardians are welcome in the Mansfield Elementary Schools as it provides an excellent opportunity to gain an accurate picture of the school program. Parents/guardians are encouraged to call their student's teacher and make an appointment for a mutually convenient time to visit school. Parents/guardians who wish to initiate a school visit must make prior arrangements with a principal. An administrator will accompany anyone scheduled to visit the school for a tour or classroom visit. All visitors must enter the Robinson Elementary School through the main entrance door, which faces toward East Street and labeled door number 1. All visitors must ring the buzzer at the main entrance, enter the vestibule, and go through the Raptor Visitor Management System procedure with a designated office assistant at the visitor window. Once approved, all visitors must wear a visitor badge while in the building at all times. Please note that visitors **WILL NOT** be allowed to enter the building through the East Office, which faces the Jordan/Jackson School.

### **Raptor Visitor Management System**

The Raptor Visitor Management System will better allow us to screen visitors in our school and provide a safer environment for our students and staff. All visitors will be asked to follow the following procedure:

- During the hours of 9:00am - 3:15pm, all visitors must sign-in at the visitors' office, which is labeled door number 1. They will be asked to present a government-issued ID, such as a driver's license, which will be scanned into the Raptor system.
- The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders.
- Once entry is approved, Raptor will issue a badge that identifies the individual by name, photo, date, and the purpose of their visit.
- Between the hours of 3:15 PM - 4:00 PM, visitors will be permitted to ring the buzzer at either the East or West offices in order to be granted entry.
- C.H.A.M.P.S. families will continue to use the cafeteria door and follow C.H.A.M.P.S. arrival and dismissal procedures.

*NOTE: If for any reason a visitor does not have a government-issued Driver's License, a school staff member can use any form of identification and manually enter the person's name and date of birth into the Raptor system.*

Should you have any questions about the program, please feel free to contact a school administrator.

## **VOLUNTEERS**

Volunteers are welcome in the Mansfield Elementary Schools. The principle areas of volunteer services include: library, individual classrooms, playground, kindergarten screening, health screenings, computer use, writing process, office, special projects and activities. Volunteer Sign-Up Forms are distributed at the beginning of the school year by volunteer coordinators. A Volunteer Sign-In Book is located inside the school office. Volunteers are asked to sign in every time they enter the building and to wear a volunteer badge.

**To protect the safety and well-being of our students, a Criminal Offender Record Information (CORI) form is required for all volunteers and is available in the Office of the School Principal as well as on the District website (under the “About” tab within the District Documents, Plans and Forms).**

## **SECTION FIVE: DISCIPLINE PROCEDURES AND DUE PROCESS**

### **DISCIPLINE (Unless otherwise defined by Massachusetts General Law) #JIC**

The Mansfield Public Schools act in accordance with the implementation of Chapter 222 of the Acts of 2012 as stated in Massachusetts General Law 71, 37H, 37H ½, 37H ¾.

### **PROBLEM RESOLUTION**

The Robinson and Jordan Jackson School Community rely on a partnership among staff and families to create a healthy and safe environment for learning. In order to accomplish this, each school employs the problem-solving approach utilized by the Social Competency Open Circle program and Positive Behavior Intervention and Support (PBIS). These components reinforce that students are encouraged to become reflective about their values with respect to our school/community standards.

Parent/guardians are encouraged to call the teacher(s), school counselor, or school administrator(s) to initiate conferences, to receive updates on their student's progress, or to voice a concern. When there is a concern about an educational or disciplinary problem, the parent/ guardian should first consult the teacher directly involved with the situation, and an attempt should be made to resolve the problem at that level. A conference may be requested, and the student may participate in that conference when appropriate.

When an issue has not been resolved at the level of the teacher, an additional meeting can be arranged between the parent/guardian, the teacher, and a school administrator.

### **GOALS**

The goal of the discipline policy of the Mansfield Public Schools is to create an orderly and productive environment essential for the effective, efficient, and safe operation of the schools. The intention of this policy is to provide parents/guardians and students with notice of the school standards and expectations regarding student behavior and the consequences for violations of the rules and regulations.

All members of the school community have the responsibility to conduct themselves with respect for the rights and property of others in school and during all school-sponsored activities, both on and off school grounds, including those times when riding school buses or other school provided vehicles.

### **MAJOR OFFENSES & ILLEGAL ACTS**

Major offenses include disrespectful behavior, disruptive behavior, harassment, bullying, vulgar and obscene language, false alarms, possession or threat of using weapons or objects. Level III offenses include all acts that are illegal under the laws of the Commonwealth of Massachusetts.

Student may be subject to suspension of greater than ten days, or expulsion. Upon belief that a student has committed a major offense, the police may be notified. The school retains the right to identify acts of misconduct as deemed appropriate at the discretion of the principal.

### **EMERGENCY REMOVAL -- #JIC**

Under section 37H ¾, nothing will prevent a principal or designee from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially disrupts the order of the school. The temporary removal will not exceed two (2) school days, which will include the day of the emergency removal.

### **EXTERNAL SUSPENSION -- #JIC**

Students assigned an external suspension are not allowed to be present on school grounds at any time during the duration of their external suspension, except to attend scheduled meetings as required to uphold their due process rights. Students assigned an external suspension are not allowed to attend or to participate in any school-sponsored activity. If an externally suspended student is found on school property during the dates of the suspension, the length of the suspension may be extended. If an externally suspended student attends or participates in a school-sponsored activity during the dates of the suspension, the length of the suspension may be extended.

### **PROCESS FOR DISCIPLINARY OFFENSES AND APPEAL --#JIC**

In 1975, the United States Supreme Court ruled that public school students facing suspension are protected by the due process clause of the Fourteenth Amendment of the United States Constitution. A student suspended by a disciplinary action is entitled to due process, including the right to receive oral and written notice of the charges against them, an explanation of the evidence supporting the charges, and an opportunity to present their side of the story prior to suspension. A student facing a suspension of greater than ten (10) days is entitled to a formal hearing to express one's position relative to the incident that resulted in a disciplinary action and to a written explanation of the reasons for any action taken prior to the suspension, in cases where an emergency removal is required under section 37H ¾ students may be removed prior to hearing.

## **SHORT-TERM SUSPENSION PROCEDURES --#JIC**

A student facing suspension of ten (10) days or less is entitled to oral and written notice of the charge(s), an explanation of the evidence that the school authorities have regarding the charge(s), and an opportunity to present their side of the story. Student has the right to have a parent or guardian present during the hearing, unless the parent/guardian is unreachable, after “reasonable efforts”. A written request for an appeal hearing must be submitted to the principal within twenty-four (24) hours of notification of disciplinary action.

The principal will conduct an appeal hearing as soon as possible after receiving a letter requesting an appeal, normally within five (5) school days. The principal will render a prompt decision upon completion of that hearing, normally within three (3) school days, unless the student demonstrates good cause for a delay. The decision of the Principal or designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

If the student is in a public preschool program or in K through Grade 3, the principal will send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect

## **LONG-TERM SUSPENSION PROCEDURES -- #JIC**

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or designee, may, in their discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, § 37H, or in Massachusetts General laws Chapter 71 § 37H1/2, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension will extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or designee with the following process.

### **Principal Hearing - Long-term Suspension**

(a) The purpose of the hearing with the principal or designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or designee 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 principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or designee will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following additional rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense;
3. the right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
4. the right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the principal will inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

(c) The principal or designee will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

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



5. Inform the student of the right to appeal the principal's decision to the Superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal will be in English and the primary language of the home if other than English as determined by the home language survey, 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/guardian 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/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the principal's determination on appeal.
6. If the student is in a public preschool program or in grades K through 3, the principal will send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

### **Superintendent's Appeal Hearing**

- (1) A student who is placed on long-term suspension following a hearing with the principal will have the right to appeal the principal's decision to the Superintendent.
- (2) The student or parent/guardian will file a 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/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in-their discretion, for good cause.
- (3) The Superintendent will hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent will grant the extension.
- (4) The Superintendent will make a good faith effort to include the parent/guardian in the hearing. The Superintendent will be presumed to have made a good faith effort if they have made efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent to participate. The Superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.
- (5) 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/guardian 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/guardian upon request.



(6) The student will have all the rights afforded the student at the principal's hearing for long-term suspension.

(7) The Superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the principal, but will not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the Superintendent will be the final decision of the school district, with regard to the suspension.

### **EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4 – #JIC**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion will have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. The principal will inform the student and parent/guardian of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, will have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

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

### **GUIDELINES FOR DISCIPLINE OF STUDENTS EDUCATED ON AN IEP**

All students are expected to meet the requirements for behavior set forth in the student handbook. However, students eligible for special education are entitled to certain additional protections under state and federal law. Specifically, these laws include M.G.L. c. 71B and its implementing regulations (603 CMR 28.00) and 20 USC 1401 et.seq. ("the IDEA") and its implementing regulations (34 CFR 300 et. seq.).

Students eligible for special education who violate school rules are subject to removal from their current educational placement for up to ten school days per school year, to the extent

that such removal would be applied to students without disabilities, without prior determination as to whether the misconduct is related to the student's disability.

Anytime school personnel seek to remove a student from their current educational placement for more than ten school days in a school year, this constitutes a "change of placement" and invokes certain procedural rights including but not limited to a review by the IEP Team of the relationship between the student's disability and the behavior subject to the disciplinary action, which is referred to as a Manifestation Determination.

If the behavior is a manifestation of the student's disability the student's Team will conduct a Functional Behavior Assessment and develop a Behavior Support Plan, provided that such an assessment was not already conducted before the behavior occurred. In the situation where an assessment was already conducted and a Behavior Support Plan is already in place, the Team will review the plan and revise it accordingly. The student will also be returned to their educational placement unless the parent/guardian and the school agree otherwise.

If the behavior is not a manifestation of the student's disability, then the student may be removed from their educational placement to the same extent that a regular education student would be removed. The special education student must continue to receive their special education services in order to participate in the general education curriculum although in another setting, and to continue to progress toward meeting the goals set out in the student's IEP. Additionally, the student should receive, as appropriate, a functional behavioral assessment and behavior support plan to prevent the behavior from happening again. There are certain situations in which school personnel may order a change in placement of a special education student without regard to whether the student's behavior is determined to be a manifestation of the student's disability. These situations include when a special education student:

- Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

In these situations, school personnel may remove the special education student to an appropriate Interim Alternative Educational Setting (IAES) for not more than forty-five (45) school days without regard to whether the student's behavior is determined to be a manifestation of the student's disability. If a special education student commits an offense that causes the student to be expelled from school, the school district continues to be responsible for providing the student with a free appropriate public education in another educational setting.

For more information regarding the rights of special education students see the Massachusetts Department of Education's Procedural Safeguards Notice, which is available in many languages, at <http://www.doe.mass.edu/sped/prb/>. Additionally, copies of the state and federal special education laws are available online at the Massachusetts Bureau of Special Education Appeals website, at <http://www.doe.mass.edu/bsea/> or can be requested from the Director Special Education at (508) 261-7507.

## **GUIDELINES FOR DISCIPLINE OF STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION**

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct, may assert any of the protections provided for special education students if the school had knowledge (as determined by the IDEA) that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

The school district may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred:

- The parent/guardian of the student expressed concern in writing to supervisory or administrative personnel of the student's school or to a teacher of the student that the student is in need of special education and related services; or
- The parent/guardian requested an evaluation of the student; or
- District staff expressed, directly to the special education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

The district may not be deemed to have had knowledge if the parent/guardian has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student was completed and resulted in a determination of ineligibility.

If the district had no knowledge that the student is a student with a disability prior to taking disciplinary action, the student may be subjected to disciplinary measures applied to students without disabilities. However, if an evaluation is requested during the time period in which the student is subjected to these disciplinary measures, the district must conduct the evaluation in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by the district, which can include suspension or expulsion without educational services. If, after the evaluation, the student is determined to be eligible the district must provide special education and related services in accordance with the IDEA.

## **GUIDELINES FOR DISCIPLINE OF STUDENTS EDUCATED ON 504 PLANS**

School personnel may not suspend a student on a 504 plan for more than ten consecutive school days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to special education students.

## **SECTION SIX: BULLYING and HARASSMENT**

### **BULLYING PREVENTION AND INTERVENTION (Unless otherwise defined by Massachusetts General Law) - #JICFB, #JICFB-R**

The Mansfield Public Schools is committed to providing a safe haven that fosters a culture of respect free from harassment, intimidation, bullying, cyber bullying, and retaliation to support the diverse human needs of all our students, employees, volunteers, visitors, and patrons. This commitment is an integral part of our comprehensive efforts to promote learning in a safe environment, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in district school buildings, on school grounds, or in school-related activities. This prohibition applies to all MPS employees, volunteers, independent contractors, students, and parents/guardians, including conduct between/among all parties. All reports and complaints of bullying, cyber bullying, and retaliation will be investigated promptly and action taken to end that behavior and restore the target's sense of safety. This commitment will be supported in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

Administrators and supervisors are expected to make clear to students and staff that any bullying behaviors, as defined below, will not be tolerated in school buildings, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored events or activities.

Bullying is prohibited:

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

Bullying and cyberbullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Mansfield school district if the act or acts in question create a hostile environment at school for the target; infringe on the rights of the target at school; and/or materially and substantially disrupt the education process or the orderly operation of a school.

### **Definitions**

To effectively support a comprehensive and collaborative approach to school safety, it is essential for school personnel, students, parents/guardians, law enforcement agencies and

other interested parties to use common language. The following definitions, several of which are copied directly from M.G.L. c. 71, § 37O, are provided to help facilitate this:

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

Bullying is the repeated use by one or more students 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 themselves or of damage to their 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.

Cyber bullying is defined as bullying through the use of technology or any electronic communication, which will include, but will 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 will also include the creation of a web page or blog in which the creator assumes the identity of another person or 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 in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber bullying will also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. 37O(a)

Hostile environment 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.

Positive Behavior Intervention and Supports (PBIS) is a decision-making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. PBIS emphasizes four integrated elements:

- (a) data for decision making,
- (b) measurable outcomes supported and evaluated by data,
- (c) practices with evidence that these outcomes are achievable, and
- (d) systems that efficiently and effectively support implementation of these practices.

Response to Intervention (RTI) integrates assessment and intervention within a multilevel prevention system to maximize student achievement and to reduce behavior problems. With

RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities.

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

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

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

**For the purpose of this policy and accompanying plan, whenever the term bullying is used, it is to denote either bullying or cyber bullying.**

## **Prevention and Intervention Plan**

The Superintendent will oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, and parents/guardians, consistent with the requirements of this policy, as well as state and federal laws.

The Superintendent or designee will review and update the Bullying Prevention and Intervention Plan by December 31 each year.

Each Principal will implement and oversee the Bullying Prevention and Intervention Plan within their school.

## **Reporting**

### ***Responsibility of Students***

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

Each school will have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action will be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying may be subject to disciplinary action.

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

### ***Responsibility of School Staff***

School staff will take all reasonable measures to prevent bullying. Any employee that witness, hear of, or have reasonable grounds to believe that bullying behaviors are taking place, is obligated to report such behaviors to the principal or their designee. Additionally, any employee who observes an incident of bullying on school property or at a school-related event on or off school property must immediately notify the principal or their designee.

This report should be made verbally as soon as possible but no later than the end of the student's school day. Staff members are required to report all acts or incidents of bullying.

### **Investigation Procedures**

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

Student support staff will assess an alleged target's needs for protection and create and implement a safety plan that will restore a sense of safety for that student. Confidentiality will be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying. If the Principal or designee determines that bullying has occurred, they will take appropriate disciplinary action.

Furthermore, school staff also must report all crimes to the police. Staff should notify the Principal, who will notify the Superintendent and the School Resource Officer. The SRO will coordinate notification to the police. Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The investigation will be completed within fourteen school days from the date of the report unless there are extenuating circumstances that prevent access to the students who are involved. The parents or guardians will be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and to the parents of the alleged aggressor, whether disciplinary action has or will be taken.

### ***Retaliation***

The Mansfield Public Schools prohibits retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.



### ***Confidentiality***

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

### **Disciplinary Action**

The Mansfield Public Schools is committed to creating a campus environment that promotes timely and fair adjudication of bullying incidents. Principals will establish guidelines to protect the rights and privacy of the targeted student as well as the due process rights of the alleged aggressor. If it is determined that inappropriate conduct has been committed by a student, the Mansfield Public Schools will take such action as it deems appropriate under the circumstances and that is consistent with the school's Student Code of Conduct. Such action may range from counseling and/or discipline up to and including suspension or expulsion from school. All employees, including supervisors and managers, who engage in bullying are subject to immediate disciplinary action, including possible termination of employment.

The District will provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to both the targeted student and aggressors as necessary.

The Principal or designee will document and maintain a file on any incident of bullying that is reported per this policy. The Principal will provide a monthly report to the Superintendent.

### **Prevention: Training and Education**

#### ***Staff Training***

The Mansfield Public Schools will provide annual training in preventing, identifying, responding to, and reporting incidents of bullying for school employees and volunteers who have significant contact with students and will provide annual training for faculty and staff at each school on the Bullying Prevention and Intervention plan as it pertains to their respective school.

#### ***Student Education***

On-going, age-appropriate, evidence-based instruction on bullying prevention will be incorporated into the curriculum for all K-12 students.

### **SEXUAL HARASSMENT (Unless otherwise defined by Massachusetts General Law) --#ACAB**

This is a summary of the District's Title IX policies and procedures. For the full District procedures to handle Title IX allegations, please go to: [Sexual Harassment/Title IX Procedures](#)

The ("District") has a commitment to maintaining a workplace and educational environment where bigotry and intolerance, including discrimination such as harassment on the basis of sex, sexual orientation, and gender identity or expression are not tolerated. Discrimination,



including harassment, is contrary to the mission of the District and its commitment to equal opportunity in education.

### **Complaints and Reports of Sexual Harassment**

Upon receiving actual notice of alleged sexual harassment without a formal complaint, staff members must notify the Title IX Coordinator. The Title IX Coordinator must then contact the complainant within two school days of receiving the complaint and do the following:

- Discuss and offer supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Explain that supportive measures may be received with or without filing a formal complaint;
- Determine whether the complainant wishes to file a formal complaint; and
- Explain to the complainant the purpose of filing a formal complaint.

The Title IX Coordinator must document in writing the supportive measures offered/provided or why no supportive measures were offered/provided. Complainant and respondents must be offered supportive measures even if they do not file a formal complaint.

If the complainant declines to file a formal complaint, the Title IX Coordinator must consider whether to sign a formal complaint and start an investigation despite the complainant's preferences. This decision may be appropriate when safety or similar concerns lead the district to conclude that a non-deliberately indifferent response to actual knowledge of Title IX sexual harassment could reasonably require the school district to investigate and potentially sanction a respondent. A Title IX Coordinator's decision to override the complainant's decision not to file a formal complaint must be documented in writing along with an explanation of why this decision was necessary in order to avoid deliberate indifference.

Formal complaints may also be filed directly with the Title IX Coordinator by a complainant in person, by mail, by email, or by telephone at any time, including during non-business hours.

The contact information for the Title IX Coordinator is:

Michael Connolly, Assistant Superintendent  
Mansfield Public Schools  
2 Park Row  
Mansfield, MA 02048  
508-261-7500  
michael.connolly@mansfieldschools.com

There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, an alleged victim must be participating or attempting to participate in a program or activity of the school district. Additionally, the district has discretion to dismiss a formal complaint where the passage of time would result in the district's inability to gather evidence sufficient to reach a determination regarding responsibility, or when the district loses responsibility for the respondent (e.g., the respondent no longer attends or is employed by the district).

If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the school district's education program or activity, or did not occur against a person in the United States, then the school district must dismiss the formal complaint under these procedures, but could investigate it under other policies and procedures. The school district must send written notice of any dismissal.

Investigations to allegations of sexual harassment will be prompt and the formal process will be completed within a sixty day timeframe where feasible. There may be a temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

### **Written Notice**

Before any investigation can begin, the district must send written notice to both parties including sufficient details. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must inform the parties that the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If additional allegations are added during the course of the investigation, additional written notice must be provided.

### **Informal Resolution**

Where appropriate, after notice has been issued, the Title IX Coordinator should also consider offering the parties an option for informal resolution (e.g., mediation). Informal resolution may only be offered after a formal complaint is filed, and the parties must give written consent to engage in this process. Informal resolution may not be used if the allegation is against an employee respondent. Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties.

Informal resolution is entirely voluntary. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal resolution has already begun. Similarly, respondents may elect to follow formal procedures and decline informal resolution.

If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within five (5) school days after receiving the complaint of

discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

If the complainant is not satisfied with the resolution from the informal process, or they do not choose informal resolution, then the Title IX Coordinator can begin the formal complaint procedure described below.

### **Investigation**

If informal resolution is not offered to or accepted by the parties, the Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person. The Title IX Coordinator is free to cast themself in either role, where appropriate.

Prior to completion of the investigative report, the school district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual's status as complainant, witness, or respondent.

During the investigative process and any further hearings, complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings. The district will provide both parties with written notice of investigative interviews, meetings, and hearings, with sufficient time to prepare.

### **Findings of Responsibility**

After the investigator has completed the investigation, the designated decision-maker will be assigned to determine final responsibility or lack thereof for violating Title IX. The decision-maker must not be biased against any of the parties at the outset of this process.

Before the district can determine responsibility, an investigative report will be sent to the parties and the decision-maker will offer both the complainant and respondent the opportunity to submit proposed relevant, written questions to ask of any party or witness, to respond to questions posed by another party, and to offer additional limited follow-up. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

After this process is complete, the decision-maker will create a written determination regarding whether sexual harassment has occurred using a preponderance of the evidence standard.

A “preponderance of the evidence” means that it is more likely than not that the alleged conduct occurred. The decision-maker shall further recommend what action, if any, is required. If it is determined that sexual harassment occurred, the District will take steps to prevent the recurrence of the harassment and correct its discriminatory effect on the complainant and others if appropriate. Such remedies may include supportive measures.

The written determination must be issued to both parties simultaneously and must include:

- (A) Identification of the allegations potentially constituting sexual harassment;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of the recipient’s code of conduct to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient’s education program or activity will be provided by the recipient to the complainant; and
- (F) The district’s procedures and permissible bases for the complainant and respondent to appeal (a copy of, or direct reference to, this policy will suffice).

Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates a violation of this policy, up to and including expulsion or termination. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.

As indicated above, these procedures do not limit the District from removing a student or employee from a program or activity on an emergency basis based on immediate threats to people’s physical health or safety or placing an employee on administrative leave during the pendency of the investigation.

## **Appeals**

Any party may appeal the decision in writing to the Superintendent within fifteen (15) school days of receipt of the findings of the formal procedure or a dismissal on the following bases:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The school district will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Both parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The Superintendent or designee, as a further impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) school days of the appeal.

Contact information for the Superintendent:

Superintendent Teresa Murphy  
Mansfield Public Schools  
2 Park Row  
Mansfield, MA 02048  
508-261-7500  
[Teresa.Murphy@mansfieldschools.com](mailto:Teresa.Murphy@mansfieldschools.com)

### **Retaliation**

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

## **SECTION SEVEN: STUDENT RECORDS -- #JRA, #JRA-R**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations afford parents/guardians and eligible students certain rights regarding student educational records. These rights include:

1. To inspect and review the education records of a student within ten (10) days of the day the school system receives a request. Parents/guardians or eligible students should submit to the school principal or other appropriate school official a written request that identifies the record (s) that they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. The school department may charge a reasonable copying fee.

2. To ask the Mansfield Public Schools to amend a record. Parents/guardians or eligible students should write to the school principal, clearly identifying the part of the record that they want changed. If the school system decides not to amend the record as requested by the parent/guardian or eligible student, the school system will notify the parent/guardian or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. With certain exceptions set forth in the state and federal regulations, to consent to disclosures of personally identifiable information contained in the education record of the student.

Complaints regarding student records issues may be sent to:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Authorization for Release of Student Records**

In accordance with the Commonwealth of Massachusetts Regulations 603 CMR 23.02, the Mansfield Public Schools may release certain information about students and parents/guardians to third parties without first obtaining consent, unless the parent/guardian or eligible student notifies the Mansfield Public Schools in writing that they do not want such information to be released. "Third parties" are defined in these regulations to be, "...any person, private or public agency... or organization other than the eligible student, parent/guardian, or authorized school personnel". For example, third parties to whom the Mansfield Public Schools may release student record information would include parent teacher organizations, and newspapers that report on student activities, etc.

The directory information that may be released is limited to the following:

- 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 officially recognized activities and sports
- Degrees, honors and awards, and post-high school plans

Students fourteen (14) years of age or older or who have entered grade nine are entitled to receive notification regarding the release of student record information.

Parents/guardians who do not wish this information concerning their students and themselves to be released without their consent may complete and sign a school form so indicating. These forms are given to all families on the first day of school and are available in both the East and West Offices of each school.

### **Medical Records**

During the time a student is enrolled in a school, the principal or designee will periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and parent/guardian are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice will be placed in the temporary record. The School Health and Immunization Record is considered part of the temporary record. Students are provided the opportunity to sign for and take possession of their School Health and Immunization Record during the last few weeks of their senior year or prior to moving from the district. The Mansfield Public School system does not retain a copy of this record, and any unclaimed record is destroyed.

### **Amendment or Deletion of Records**

A parent/guardian or eligible student has the right to add relevant comments, information or other written material to the Student Record. In addition, the parent/guardian or eligible student has the right to request that information contained in the record be amended or deleted except for information inserted in the record by a team evaluation. The parent/guardian or eligible student has a right to a conference with the school principal for the purpose of objecting to information contained in the record. Within a week after such a conference, the principal must render a decision in writing on the objection. If the parent/guardian or eligible student is not satisfied with the decision of the principal, the parent/guardian or eligible student may appeal such decision to the Superintendent of Schools.

### **Destruction of Records**

The temporary record of a student will be destroyed no later than seven (7) years after the student leaves the school system. The transcript of a student may be destroyed no sooner than sixty (60) years after the student leaves the school system. A school principal or designee may destroy misleading, outdated or irrelevant information contained in the temporary record during the time the student is enrolled in the school system, provided the parent/guardian or eligible student has been notified in writing and given the opportunity to inspect and copy any of the information prior to its destruction.

## **SECTION EIGHT: NON-DISCRIMINATION & COMPLIANCE INFORMATION**

### **NON-DISCRIMINATION — #AC**

The Mansfield Public Schools does not discriminate on the basis of race, color, age, disability, sex, sexual orientation, gender identity, religion, national origin, ancestry, retaliation, marital status, genetics, military status, limited English proficiency, homelessness, or any other class of

individuals protected from discrimination under state or federal law in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups.

The Mansfield Public Schools is committed to compliance with Title VI and Title VII of the 1964 Civil Rights Act, Title I and Title II of the Civil Rights Act of 1991, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967 (ADEA), the Family and Medical Leave Act of 1993 (FMLA), and with Massachusetts General Laws, c. 76 §5, Chapter 151B, and 151C, all as amended.

The Mansfield Public Schools has designated a Title IX compliance officer to coordinate the District's efforts to comply with these laws and to respond to matters of civil rights that arise in the school setting. If a student or employee feels that they have been discriminated against or harassed on the basis of race, color, sex, religion, national origin, limited English proficiency, sexual orientation, gender identity, disability, homelessness, or any other status or category protected under federal or state law, they may complain to the principal of the school, director of human resources (employees), or to Title IX Officer for the school district.

Discrimination complaints are dealt with at the individual school level whenever possible, with notification to the district-wide Title IX Officer. All reasonable efforts will be made to inform only those with a “need to know” of the complaint.

### **Title IX Officer and Section 504/ADA Coordinator**

Michael Connolly, Assistant Superintendent of Teaching and Learning  
Mansfield Public Schools  
2 Park Row  
Mansfield, MA 02048  
508-261-7500  
[michael.connolly@mansfieldschools.com](mailto:michael.connolly@mansfieldschools.com)

### **School Principals and Human Resources Department**

- John Nieratko, Jordan/Jackson Elementary School Principal, 255 East Street  
(508) 261-7525
- Kerri Sankey, Robinson Elementary School Principal, 245 East Street  
(508) 261-7510

### **Alternative Complaint Procedures**

Individuals are not limited to a formal complaint process through the Mansfield Public Schools but may seek resolution through other agencies.



Inquiries regarding federal law may be directed to:

U.S. Department of Education  
Office for Civil Rights, Boston Office  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109  
617-289-0111  
TTY: 800- 877-8339  
OCR.Boston@ed.gov

Inquiries regarding state law may be directed to:

Massachusetts Department of Elementary and Secondary Education  
Office of Program Quality Assurance Services  
75 Pleasant Street  
Malden, MA 02148  
781-338-3000

Massachusetts Commission Against Discrimination (MCAD)

1 Ashburton Place, #601  
Boston, MA 02108  
617- 994-6000

**Special Education-#IHB**

All students in the Mansfield Public Schools are provided with a free and appropriate education in accordance with the federal Education of All Handicapped Children law and the Commonwealth of Massachusetts Regulations Section 28. In each school building, the Massachusetts Special Education Regulations are available for review. No cost evaluations to identify special education needs are provided for children from age three (3) through twenty-one (21) who have a disabling condition and have not yet obtained a high school diploma. An Individualized Educational Program (IEP) is developed by an Evaluation Team and implemented for students with an identified disabling condition that interferes with effective progress in regular education. Special education students are expected to comply with all the rules of behavior and discipline unless modifications to these rules are indicated in the student's Individualized Educational Program.

Parents/guardians have the right to initiate, monitor or terminate special education for students under the age of eighteen (18). A student has the following rights regardless of age:

- A student has the right to stay in a program until an evaluation, the writing of the Individual Educational Program and any appeals of the Individual Educational Program have been completed.
- A student is entitled to an equal opportunity to participate in all aspects of the school program, both academic and extracurricular, and may not be discriminated against on the basis of a disability.

### **Compliance Coordinator**

Jim Leonard, Director of Special Education  
Mansfield Public Schools  
508-261-7507  
Jim.Leonard@mansfieldschools.com

Massachusetts Department of Elementary and Secondary Education  
Bureau of Special Education Appeals  
350 Main Street  
Malden, MA 02148

### **PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE**

Mansfield Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Mansfield School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Mansfield School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt their student out of participation of the specific activity or survey. The Mansfield School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their student out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## GLOSSARY OF SELECTED EDUCATIONAL TERMS

**BICO:** The Bi-County Collaborative is housed within the Jordan/Jackson School. It is an academic, social, counseling and therapeutic, recreational, and vocational special education program for students.

**Bullying:** The repeated use by one or more students or staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to themselves or of damage to their property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

**CHAMPS:** Continued Hours at Mansfield Public Schools is a before and afterschool childcare.

**CORI:** A Criminal Offender Record Information is comprised of an individual's Massachusetts court appearances. Every employee, prospective employee, and volunteer must ~~be~~ complete a CORI form before working or volunteering within the schools.

**CCSS:** The Common Core State Standards are a set of academic standards for kindergarten through 12<sup>th</sup> grade 12 students in English language arts/literacy and mathematics.  
<http://www.corestandards.org/>

**Curriculum Associates:** Teacher leaders who apply for, and are appointed to, the school district Vertical Teams.

**DESE:** Massachusetts Department of Elementary and Secondary Education.  
<http://www.doe.mass.edu/>

**Differentiated Instruction:** A way of instructing students that addresses their differences in learning styles, abilities, and interests. <http://caroltomlinson.com/>

**EL:** An English Learner is one that is learning the English language in addition to their native language. <http://www.doe.mass.edu/>

**FY:** Is an abbreviation for: Fiscal Year. For example, FY15: July 1, 2014 – June 30, 2015; FY16: July 1, 2015 – June 30, 2016

**IEP:** Stands for an Individualized Education Plan. An IEP applies to students found to have a disability, as defined by federal regulations.

**MCAS:** Massachusetts Comprehensive Assessment System <http://www.doe.mass.edu/mcas/>

**MESA:** The **M**ansfield **E**lementary **S**chool **A**ssociation is a non-profit parent organization serving the students and staff of Robinson and Jordan/Jackson.

**PBIS:** Positive **B**ehaviors **I**nterventions and **S**upports is an approach used within the schools to establish and promote expected behaviors and academic success.

<http://www2.mansfieldschools.com/education/staff/staff.php?sectionid=425&>

**504 Plan:** An eligible student under Section 504 is a student who (a) currently has, or (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working or performing manual tasks.

**Reflex Math:** Is a program used before and after school at J/J to support math fact fluency.

**RTI:** Response to Intervention is the process of providing high-quality instruction and interventions matched to student needs. A team of educators monitor progress of students frequently to match decisions about changes in instruction or goals to meet the needs of individual students. <http://mansfieldschools.com/JJ/pdf%20files/JordanJacksonRTI.pdf>

**SRO:** School Resource Officer

**STEAM:** Science, Technology, Engineering, Arts, and Math is an interdisciplinary and applied approach to learning.

**Vertical Teams:** Facilitated by the Department Chairs who guide teacher leaders from both the secondary and the elementary schools in the collegial work of vertical articulation of the curriculum.