

# **Student and Family Handbook**

**2020 -2021**

**MENDON-UPTON  
REGIONAL SCHOOL  
DISTRICT**



**MEMORIAL SCHOOL  
UPTON, MASSACHUSETTS  
(508) 529-1020**

**[www.mursd.org](http://www.mursd.org)**



# **Memorial School**

## **Parent and Student Handbook**



### ***Memorial School Mission Statement.***

**In a partnership with families and community, Memorial School empowers our students to become active learners and to be socially responsible in an ever-changing world.**



This handbook outlines procedures and information for a regular school schedule. During remote or hybrid learning, there may be changes to procedures and guidelines.

If you have questions regarding any of the information in this handbook, please contact the school office.



MEMORIAL SCHOOL  
69 Main Street  
Upton, Massachusetts 01568  
(508) 529-1020

Dear Parents/Guardian,

Welcome to a new school year at Memorial School. Our faculty and staff are excited to partner with you as we support the academic, social, and emotional growth of our children. Together, we have the opportunity to provide a strong foundation and foster a love of learning in all of our children. As your new principal, I look forward to beginning this journey with all of you.

This handbook has been created to serve as a communication tool. It was designed to promote understanding between home and school in order to better serve our children and their families. It provides answers to many of the most frequently asked questions by parents. Please take the time become familiar with its contents and refer to it when concerns or questions may arise. If you are unable to find answers to your questions in the handbook, the school district's teachers and administration will be happy to assist you.

Please be advised that new policies or additions to the handbook may be sent home from time to time. This will be especially true this year, as we adjust to new procedures and protocols brought forth by COVID-19, and as I begin to establish myself in the Memorial community. Your comments, feedback, and questions are always welcome and appreciated as we look to continually grow and improve what we do at Memorial to best serve the needs of our community.

Thank you for sharing your children with us and for entrusting us with their education. We look forward to the upcoming year and all that it will bring.

Warmly,

Wendy Bell  
Principal

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The Mendon-Upton Regional School District, in accordance with federal laws and The Massachusetts Department of Education, an affirmative action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex or sexual orientation. Inquiries regarding the District's compliance with Title IX and other civil rights laws may be directed to :

U.S. Department of Education,  
Office for Civil Rights  
33 Arch Street  
Boston, MA 02110  
Phone: (617) 289-0111  
Fax: (617) 289-0150





## **OUR DISTRICT MISSION STATEMENT**

We empower all learners to thrive.

### **MURSD PORTRAIT OF A LEARNER** **Our Students' success results from exhibiting** **the following competencies:**

- Being a Global Citizen
- Being a Solution Seeker
- Being a Skillful Collaborator
- Being an Inspired Innovator
- Being a Mindful Learner
- Being an Effective Communicator



## **OUR DISTRICT STRATEGIC OBJECTIVES**

We will engage the community as partners in learning.

We will support social-emotional learning so our schools are safe, healthy, and balanced learning environments.

We will redefine and reimagine school to empower learning for a modern context.

We will align our professional practices with the MURSD beliefs about learning.



## **ADMINISTRATIVE PERSONNEL SERVICES**

MENDON - UPTON SCHOOL DISTRICT  
150 North Ave.  
Mendon, Massachusetts 01756  
(508) 634 -1585

### **DISTRICT SCHOOLS**

Nipmuc Regional Middle /High School	(508) 529-2130
Miscoe Hill Elementary School	(508) 634-1590
Clough Elementary School	(508) 634-1580
Memorial Elementary School	(508) 529-1020

### **MURSD SCHOOL COMMITTEE**

Ms. Kerry Laurence, Vice-Chairperson  
klaurence@mursd.org  
508- 381-0752

Mrs. Leigh Martin,  
lmartin@mursd.org  
508- 381-1524

Mr. Sean Nicholson, Secretary  
snicholson@mursd.org  
508-422-9825

Mrs. Vicki Ludwigson, Chairperson  
vludwigson@mursd.org  
508-529- 6417

Mr. Philip DeZutter  
pdezutter@mursd.org  
508-634-2633

Mrs. Dorothy Scally  
dscally@mursd.org  
617-721-7350

### **CENTRAL OFFICE**

Dr. Joseph Maruszczak, Superintendent  
Dr. Maureen Cohen, Assistant Superintendent  
Ms. Jennifer D'Angelo, Special Education Director

### **BUILDING ADMINISTRATOR**

Ms. Wendy Bell , Principal - Memorial School

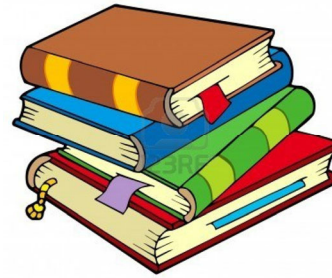
### **PARENT TEACHER ORGANIZATION**

The Memorial PTO website is [www.memorialpto.org](http://www.memorialpto.org). Information about the PTO and upcoming events can be found online, or contact the school office.

### **SCHOOL COUNCIL**

Staff: Wendy Bell, Erika Floum, Michele McDonald  
Parents: Shelly Moran, Molly Smith, Chris Condon  
Community Representative: Jennie Fransen

# INSTRUCTIONAL PROGRAMS



Mendon-Upton offers a comprehensive and challenging program of instruction to its students in the major academic and support areas. A sequential approach to the development of skills, concepts, and problem solving capacity is emphasized through the use of a basic text or team developed materials in Language Arts, Mathematics, Science and Social Studies. Supplemental and enrichment material and activities are provided as appropriate to meet the needs of individual children. All areas are aligned with Department of Education standards to provide a comprehensive and challenging program.

## **LANGUAGE ARTS:**

Emphasizes listening, speaking, reading, writing (communication, handwriting), and library skills. Basic program: *Wonders and Empowering Writers*.

## **MATHEMATICS:**

Emphasizes the development of computational and problem solving skills with a hands-on approach to mathematics. Basic program: *GoMath*

## **SCIENCE:**

Focuses on development of scientific skills (such as organization and analyzing information) through content of interest to children at the various grade levels.

## **SOCIAL STUDIES:**

Addresses development of concepts and skills to aid children in better understanding and living in their community – the neighborhood, school, town, state and world.

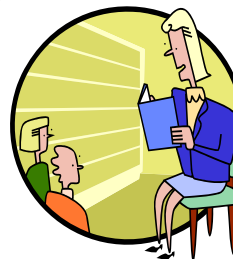
## **SPECIAL SUBJECTS**

### **PHYSICAL EDUCATION AND HEALTH :**

Affords instruction in a variety of activities and games appropriate to each age level guiding the children toward the attainment of psychomotor skills. Good health and safety are emphasized as part of the ongoing program. Students are required to participate in regular physical education classes unless excused by a physician's note. Closed-toe, rubber soled sneakers are required in order to participate in physical education classes.



**MEDIA:** Provides the opportunity for children to become familiar with the organizational and research skills of the library. This knowledge will enable children to become aware of the wealth of various print materials that can stimulate their individual interests and assist in research. Children are scheduled to visit the library once a week. Each child is responsible for the care of his/her borrowed book and its prompt return on scheduled library day. A birthday book club is available for students to donate a book to the library in honor of their birthday. The child's name will be placed in the front of the book.



### **TECHNOLOGY:**

Encourages literacy in and utilization of technology to enhance learning. Students develop competencies as outlined in state and national standards, with an emphasis on utilizing technology to problem solve, research and communicate more effectively. See pages 36-39 for the District's Technology Use Policy.



### **MUSIC:**

Emphasizes a developmental program of appropriate musical skills. This includes, but isn't limited to music history, notation, singing skills, and basic instrumental technique and identification. Chorus is offered as an option for Fourth Grade students.



### **ART:**

Provides a developmental program of appropriate art skills that are in line with the Massachusetts Curriculum Frameworks. Lessons will provide opportunities to learn about the elements and principals of art, art history, artists and architecture.



## **ADDITIONAL PROGRAMS**

### **Spanish Immersion Program**

The Spanish Immersion Program begins in Kindergarten when students are fully immersed in the Spanish language for all academics. Applicants are selected by lottery in the spring if there are more applicants than openings available.

### **Field Trips**

Field trips are considered educational experiences and are regarded as regular school days. Information slips will be sent home prior to the trip. It is the student's responsibility to return the signed slip prior to the trip. No student may go on a field trip without written parental permission to do so. All students will accompany their class on a field trip. Students will not be transported by a parent/guardian unless permission is granted by administration. Parents who chaperone must have a current CORI form on file.

## **Before and After School Programs**

The Before School Program is offered at Memorial for Upton residents. The program serves students in grades K– 4. At Memorial, the program is located in Rooms 102 & 105 and opens at 7:00A.M. If school is cancelled or delayed (snow days), the program is not open. Parents may provide a breakfast.

The After School Program also runs at Memorial for Upton residents. It provides after school care for students in grades K—4. The program runs from dismissal until 6:00 PM everyday. It also runs from dismissal until 6:00 on half days (early release days). The program does not operate on the day before Thanksgiving, the day before Christmas (depending on the school schedule), and the last day of school.

The program follows a daily routine. When students first arrive they check in. They will have time to enjoy a snack. There is time for homework in the Library from 3:45 to 4:30. Depending on the weather, the children are brought outside for recess. After recess, they have a different activity which changes daily: projects, computer, gym, board games, a movie. At 5:30 the children will have time to color and read until parents come to pick them up.



All children must be picked up by 6:00. If students are not picked up by 6:00, there is a late fee of \$10.00 for the first 5 minutes and \$1.00 each additional minute.

Please contact Lana Laczka, the program Director, at Miscoe Hill 508-634-1588 for further details. The direct phone line for the program at Memorial is 508– 529-6212 . For payment information, contact the District Central Office (508-634-1585). Check the district website for additional information and applications ([www.mursd.org](http://www.mursd.org)) .

Before/After School schedule times may be different during hybrid learning. The program will not operate during remote learning

# **SCHOOL OPERATIONS**

## **ENTRANCE INTO THE SCHOOL**

For security purposes, all exterior doors will be locked after students enter the building. While school is in session, you must use the buzzer at the main entrance to enter the building. Visitors should always use the main entrance. **All persons must sign in at the office when entering the school.** Volunteers and guests will be given a badge to wear while in the building.



## **MEMORIAL SCHOOL HOURS**

The hours for Memorial School Grades Pre-K to 4 are 9:15 a.m. to 3:15 p.m.

Students should arrive at school between 9:00 and 9:15 AM.

AM Pre-school hours are 9:15—11:45 and

PM Pre-school hours are 12:45—3:15

Classes begin promptly at 9:15 AM.

## **GUESTS AT SCHOOL**

Due to increasing population and possible disruption of the normal day, students may not bring a guest to school. Insurance and liability issues also impact this policy decision.

## **EARLY DISMISSALS**

- A. Mendon-Upton students will be dismissed early from school on certain days during the school year. On these days, the schools' staff is engaged in curriculum planning and program improvement activities. Dismissal from Memorial on these days will occur at 12:10 pm. Lunches will not be served.
- B. At some time during the school year, it may be necessary to dismiss school early because of extraordinary conditions, such as dangerous road conditions due to ice or heavy snow, or a building emergency. The decision to dismiss school early is not made lightly. We realize that parents may not be at home if their children arrive earlier than expected. Several safeguards will help ensure that your child arrives home safely and is met by you or a person you have designated. These will be explained to you in the first weeks of school.
- C. When weather conditions are threatening, listen to local radio stations or local access TV for news of early release:
  - WMRC AM – 1490 Milford
  - WBZ TV Channel 4
  - WCVB TV Channel 5
  - WHDH TV Channel 7





- D. The District will use Connect Five to send a recorded phone message to all parents/guardians in the event that school is cancelled or delayed. A Connect Five e-mail may also be sent to inform parents/guardians in any changes in the school day.
- E. Discuss emergency procedures with your child. Let your youngster know where he/she is expected to go if no one is home. This will include early dismissal due to building problems or inclement weather.
- F. Our teachers will discuss the procedures with the students and ask them to describe the arrangements you have made with them. If you make arrangements carefully with your child and encourage feedback from him/her when plans are being made, anxiety levels will be reduced.

**The number of calls we can make is extremely limited by the availability of telephones in the building as well as time before dismissal. In some instances weather may disrupt our telephone service.**

\*\*\*\*\*

## **EMERGENCIES**

If it should become necessary to cancel school, make sure your child knows where he/she can go in the event you are not home. This will include early dismissal due to inclement weather or building conditions. An emergency card/database update form is needed for every student. They are sent home on the first day of school. PLEASE MAKE US AWARE (in writing) OF CHANGES OF ADDRESS, EMERGENCY PERSONS TO CONTACT, ETC. AS THEY OCCUR THROUGHOUT THE YEAR. WE MUST BE ABLE TO CONTACT THE DESIGNATED ADULT IF AN EMERGENCY ARISES.

## **EMERGENCY DISMISSAL FORM**

**The following form is the one sent out at the beginning of each school year letting your child's teacher know where your child will go in case of an unexpected early dismissal. It is vital that this information be supplied!**

In case school is dismissed early, where will your child go?

**Child's Name:** \_\_\_\_\_  
**Name of Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Relationship:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

Briefly describe the procedures you have planned with your child.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

## GENERAL ARRIVAL AND DISMISSAL PROCEDURES

**No cars should be traveling in the circular drive in front of the school during arrival and dismissal.** Please note posted signs. Parents should use the drive from Rte. 140.

**Remember that traffic around the building is one way.**

Bus Arrival: All buses will enter the driveway off Fiske Avenue. Buses should proceed to the left of the drive marked *buses and deliveries only*. This will bring them to the rear of the building. The staff on duty will signal the first buses to begin unloading at 9:00 am. at **door 11** located in the middle rear of the building. As each bus unloads, the staff on duty will check off the buses on the record sheet attached to the clipboard located in the office. Students will enter the building and go immediately to their classrooms. Students needing to add funds to their lunch cards will stay to the left as they enter the building, and then proceed to the cafeteria. Third and fourth grade students should use the stairwell closest to the fields. **Preschool bus students** will be dropped off and picked up in front of the school. All other Pre-school students will enter and exit the building through the preschool classroom doors.

Walkers and Drop-offs: There are two access points for walkers. Students walking in from Fiske Avenue should use the sidewalk, cross over at the gym walk and use the main entrance. Students walking up from Rte. 140 should use the sidewalk and walkways leading to the side door at the Kindergarten wing. Some parents may choose to drop their children off. Those students should be dropped off using the driveway from Route 140. Parents should park their cars and escort their children, entering the school at door **5** on side **D** at the end of the Kindergarten hall.

Bus Dismissal: Buses will be loaded as they arrive at **door 11** in the middle rear of the building. Beginning at 3:15 pm, students will be called, according to their bus number.

Pick-ups: Parents who choose to pick their children up should enter the school grounds from route 140, utilize parking adjacent to the Kindergarten wing, enter door 5 on side D and meet their children in the Kindergarten hallway. *Students in Grades Pre-K, K, 1, & 2 will be dismissed at 3:15. Students in Grades 3-4 will be dismissed at 3:20. If a family has students being dismissed at both times, we request that pick up be delayed until the second time frame of 3:20.*

Please exit the parking lot immediately after dropping off or picking up your child so that you make room for other parents wishing to pick up/drop off their child.

**Remember, it is essential that parents notify the classroom teacher in writing if there will be a change in your child's normal dismissal routine. Since the office is extremely busy at the end of the day, please refrain from calling in dismissal changes after 2:00pm. Also, please do not rely on e-mail for time sensitive communications, especially last minute changes in dismissals.**

## ATTENDANCE

Regular attendance is essential for consistent learning. Students improve academic performance with improved attendance. Students are required to attend school each day. A student may be excused for sickness, serious illness, a death in the family, and for recognized religious holidays. **Families are asked not to schedule family trips during school time.**

### **Tardiness**

Students are expected to arrive at school on time. Any student who has not reported to homeroom by 9:15 a.m. will be marked tardy and needs to be signed in at the office before proceeding to class. It is important for parents to realize that tardiness disrupts classes that are in progress. Students are not marked tardy when they are late due to bus problems. If students arrive after 12:15, they are considered absent, as they have missed more than half a day of school.

### **Absence**

If a child is going to be late or absent from school, parents are requested to call the school before 9:15 a.m. It is helpful for the child's teacher to understand the nature of a student's absence, i.e. illness, family emergency, etc. Please remember that a note must also be sent on the day he/she returns to school. See also the section on Communicable Issues on p. 30, which provides information on when a student should stay home from school.

In order for an absence, dismissal, or tardiness to be considered excused, please bring a note from the doctor to the office in a timely manner. A fax directly from the doctor is also acceptable. Memorial's fax is 508-529-1909.

The state Department of Education requires us to monitor student attendance. If a student is absent more than seven (7) days in a six (6) month period, parents will be notified by letter.

### **Common Colds**

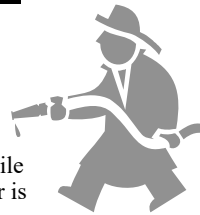
Common Colds are part of the winter experience for everybody. Medical people inform us that fresh air does not interfere with colds. Children should come to school **properly dressed** to enable them to play outside during recess.



## **SCHOOL SAFETY DRILLS**

### **Fire Drills**

Fire Drills are conducted regularly to familiarize students with emergency procedures. Students are expected to take fire drills seriously and move quickly and quietly as directed by staff. While awaiting permission to reenter the building, appropriate behavior is also expected.



### **Lock—Down Procedures**

Our staff, in conjunction with the Upton Police Department has developed an Emergency Response Plan to be implemented in the event of a serious threat. In addition to routine fire drills, students and staff of Memorial School will also participate in safety drills, including “shelter in place” and “lock down” drills. During lock down drills, NO ONE will be allowed to enter or leave the building. In order to maximize community awareness, there will be signs posted on our front doors when the drills are in progress.

## **LOST AND FOUND**

The lost and found box is located in a designated area outside Room 119 near the gym. Students should check periodically for missing items. During the summer unclaimed articles are given to charitable organizations.



**Please help us by marking all articles with the student's name.**

## **SCHOOL VISITATIONS**

Parents are welcomed and encouraged to visit our school. For safety reasons we remind all visiting parents to enter the main entrance and sign-in. Please contact your child's teacher in advance to schedule a visit. If you would like to set up a conference to discuss your child's progress, other than during the designated conference dates, please call the main office or the teacher for an appointment.

## **ASBESTOS POLICY**

The AHERA management plan for asbestos is available for review in the Superintendent's Office or the Memorial office during regular school hours. Any questions should be directed to an AHERA designated contact: Jay Byer or Ken Choiniere at 508-634-1585.

## **VOLUNTEERS**

Parent volunteers are a vital part of our school. Any amount of time a parent can volunteer is greatly appreciated. Among the many services volunteers can provide are: membership in the School Council, membership in the PTO, tutoring individuals and small groups, supervising computer use, assisting teachers with classroom activities, helping with fundraising, assisting in the school office, and chaperoning field trips. Some of the duties of a classroom parents are organizing class parties, and coordinating the class involvement in PTO activities. Applications are available in the school office.

**All volunteers will be asked to fill out the information necessary for the Central Office to do a CORI check which is designed to identify any criminal background of a volunteer. State law mandates that every volunteer have this information on file with the school before you may volunteer at school or chaperone a field trip.**

**A copy of your license (or other photo ID) is required to complete the CORI application. We thank you for your willingness to volunteer and for helping us to comply with this law. Further information may be found in the Memorial School *Volunteer Handbook*.**

We request that volunteers park in the lot closest to Rte. 140 when they volunteer. We ask that volunteers vacate that parking lot by 2:35, so that traffic will flow more easily at dismissal time. All volunteers must sign in at the office and wear a badge while in the building. Unless instructed by a staff member, volunteers should arrive no earlier than 9:30, to allow time for the morning classroom routine.



We also require that volunteers use staff (and not student) restrooms.

### **Liability for the negligence of volunteers**

We note that, under the Massachusetts Tort Claims Act, Chapter 258, Section 1 et seq., a public employer is liable for injury or loss of property caused by the negligence of any public employee while acting within the scope of his/her employment. As to what individuals are “public employees,” Section 1 of Chapter 258 provides that the term “public employee” includes uncompensated, part-time employees. This indicates, in our opinion, that volunteers are not excluded from the definition of a public employee within the meaning of the tort claims act. If an individual is subject to the direction and control of the public entity as to the details of the work undertaken, that individual may be considered an employee. A Superior Court judge, in *Lovejoy v. Greenwood*, 5 Mass. L. Rptr. No. 12,278 (June 24, 1996), ruled that citizens serving as volunteer, part-time trustees of a municipal swimming pool are public employees within the meaning of Chapter 258 and, therefore, the public employer was liable for the negligence of these volunteers.

Whether a volunteer is a public employee, for whose negligence the public entity is liable, depends on whether the public entity retains the right to control the details of the individual's work. This determination is made on a case –by– case basis.

### **Volunteer Drivers**

If the school district elects to utilize volunteer drivers it is the obligation of the volunteer driver to carry their own insurance and they are solely liable for any detours away from transportation directly to and from the event.

# **HOMEWORK POLICY**

MURSD homework guidelines provide teachers, students, and families with expectations about the vision, purpose, and beliefs about homework. Additionally, it provides implementation practices that will support our district's mission to empower all learners to thrive working towards our strategic objectives.

## **Vision:**

Homework will be designed to extend and enhance Learning beyond the school day, further engaging students in opportunities for curiosity, inquiry, and active learning. Homework should be personalized to meet individual student needs while respecting the social-emotional well-being of students and diversity of families.

## **Beliefs:**

- Homework should be relevant and meaningful.
- Homework should spark student's curiosity, promote inquiry, and inspire lifelong learning.
- Objectives and purpose of homework should be clearly communicated to students.
- Homework and related feedback should be individualized, differentiated, and reflect the needs of the students.
- Assignment of homework should be sensitive to the diversity of families and take into consideration resources available to students.

## **Purpose:**

Homework is assigned by educators to be completed by students outside of the classroom in order to reinforce, supplement, and /or extend learning in ways that help enrich the school experience.



## **Homework Implementation Guidelines**

Homework is not required, but when assigned, the following guide will ensure that homework is effectively implemented and adheres to the district's vision, beliefs, and purpose.

## **Communication of Homework Assignments**

*To enhance communication about the purpose and objective of homework, educators will:*

- Clearly communicate and post homework before the end of the school day.
- Coordinate dates for tests and long-term projects with other educators when possible.
- Maintain an open dialogue amongst administration, students, and families about successes, needs, and /or frustrations relating to homework.
- Communicate expectations and procedures for homework completion after a student absence.

## **Homework Policy (cont'd)**

### **Timing of Homework Assignments**

*To honor the diversity of families and to take into consideration resources available to students:*

- Homework should be designed to ensure that it is manageable for all students to complete in a reasonable amount of time.
- Homework cannot be required to be due the same day as when it was assigned.
- Homework should not be assigned over legal/religious holidays or during school vacations as recognized by the School Committee. Educators should also be sensitive to families who celebrate religious holidays that are not recognized by the School Committee.
- Homework will not be assigned on evenings prior to and during comprehensive state assessments.
- Students should not be obligated to complete projects/long term-assignments over school vacations.
- Upon return to school from an absence, students — with support of educators and parents — will develop a plan to complete make-up work within a reasonable amount of time.
- Students should not be given a homework assignment that requires and/or references resources that are not accessible to them. Teachers will be mindful of the cost of materials when assigning projects to be completed at home, as well as to the availability of Internet and technology resources.
- Educators should be mindful of family and student schedules outside of the school day, including unexpected events, and adapt deadlines when needed.

### **Grading of Homework Assignments**

*To support the purpose of homework and the beliefs about feedback:*

- Homework should contribute to the overall demonstration of mastery and be viewed as practice and an extension of learning, not a comprehensive assessment of what a student has learned.
- Homework should not be a major determinant of a student's overall grade.
- Homework should not be weighted and graded at the elementary level. It should be used as a way for teachers to monitor progress, check for understanding, and/or identify areas in need of further support.
- There should be consistency and transparency in weight percentage across a grade level at the secondary level.

## **DRESS**

Although there is no formal dress code in the school district, the administration advises parents/guardians to please be aware of the activities that children participate in during the school day. Shoes are especially important to safety. Clogs or flip flops are not advisable. Children find it difficult to run and play with these shoes. Heelies are not allowed for safety reasons.

Students will not be allowed to wear the following: hats, half shirts, tank tops, mesh clothing, short shorts, and revealing clothing. The wearing of a hat in the school building is not allowed. Clothing which depicts or advertises tobacco products or alcoholic beverages is prohibited. Obscene or provocative clothing in any form, including logos, will not be allowed.

Improperly dressed students will be sent home to change.

When a particular form or deficiency in grooming, appearance or dress is deemed to offend reasonable standards of health, safety, and morality, or likely to disrupt the teaching/learning process, parents/guardians will be called.



Please take note of your child's attire and help us enforce these guidelines. When a student is appropriately dressed, his/her attitude is much more in tune with the goals of the school.

## **TOY /ELECTRONIC DEVICE GUIDELINES**

Students are provided with toys/activities for use during both indoor and outdoor recess. Toys from home are strongly discouraged unless required for a classroom activity (e.g. show and tell). This will promote student engagement and reduce distractions. The school is not responsible if items brought from home are lost, broken, or stolen.



Please keep in mind that teachers and administrators will use their discretion in monitoring this policy. Our priority and overall concern is the safety of the children.

## **PERMISSION TO PHOTOGRAPH**

From time to time, the Mendon-Upton Regional School District may be presented with the opportunity to take photos of students engaged in our educational programs. We would like to have your written permission for the District to photograph/video tape and to identify your child for possible use in school related activities including local newspapers, newsletters, and television. We also need your permission for your child's photo to appear in a school yearbook. We realize that people may feel differently about such publicity and we will gladly respect and accommodate your wishes on this matter. Please contact the school office if you do NOT give permission; or complete the form that is sent home at the beginning of the school year.



## **INCLEMENT WEATHER**

School may be canceled on days when it appears that the safety of the children may be endangered due to snow, freezing or other conditions. In some cases, the opening of school may be delayed 1, 1½, or 2 hours.

For children in Preschool classes, these guidelines should be followed:

**1 hour delay – Morning Preschool classes will be in attendance.**  
**1 ½ or 2 hour delay – Morning Preschool classes will be canceled.**

For those students in the Before School Program, it will not open when there is a delay or school cancellation.

**IMPORTANT:** On days when there may be a question about no school or a delayed opening, all parents should begin listening to local radio stations or local access TV for news of early release:

**WMRC, AM 1490**  
**WBZ TV (channel 4)**  
**WCVB TV (channel 5),**  
**WHDH TV (channel 7)**

The district will use the Connect Five automated system to send a recorded telephone message regarding school delay or cancellation to parents/guardians whose phone numbers are in the database.

**PLEASE—** do not call the police department for information since those lines are needed for emergencies. Also, when roads and sidewalk conditions warrant it, walkers will be allowed to take buses.

### **Special Consideration**

Special consideration should be given to your child's outerwear during inclement weather because children will be playing outside for every recess, weather permitting. It is also suggested that children bring a change of shoes to wear during rainy, snowy, and cold weather.

### **Wind Chill/Heat Index**

If the temperature (including the wind chill factor) is below 20 degrees, recess will be held indoors. If the heat index is high enough to be of concern regarding the safety of the students, recess will be held indoors.



## **DISCIPLINE CODE**

The purpose of a discipline code is to protect the safety, health, property and personal rights of every member of the school community. The responsibility of maintaining a positive learning environment should be shared by parents, school personnel, and the students. The discipline code applies to all areas of the schools, wherever school authority is present, not only to the classroom.

### **STUDENT BEHAVIOR IN SCHOOL**

Students are expected to put forth their best efforts while in the classroom. Our rules can be grouped into three categories:

- Respect for Self
- Respect for Others
- Respect for Property

Some of the expected behaviors include, but are not limited to:

#### **RESPECT FOR SELF:**

Be responsible for your words and action  
Be honest  
Put forth your best effort  
Move safely through the school  
Tell an adult if you need help or don't understand something  
(Be your own self-advocate)

#### **RESPECT FOR OTHERS:**

Be kind to everyone, with your words and actions  
Keep your hands and feet to yourself  
Maintain and respect personal space  
Speak in a volume of voice that will not disturb others as you move through the building  
Report witnessed disrespectful behavior to an adult  
Listen to others and follow directions



#### **RESPECT FOR PROPERTY:**

Use materials for their intended use  
Ask permission before touching someone else's property  
Keep your classroom/school clean  
Use the restrooms respectfully and appropriately

## **STUDENT BEHAVIOR IN SCHOOL**

### **Following the rules:**

It is the goal of the school to nurture student self-discipline. If a student forgets to follow the rules, the following consequences may occur:

#### **First Offense:**

- A) The student will identify to school personnel, the rule which he/she has broken and will explain the reason for such a rule.
- B) The student will identify acceptable alternative solutions or preventative actions to the offense.
- C) Parent will be contacted at discretion of classroom teacher.
- D) Classroom teacher will be informed and the action will be documented if the offense occurs under jurisdiction of another staff member.

#### **Subsequent Offenses:**

Subsequent offenses will be referred directly to the principal or designee and may result in further actions.

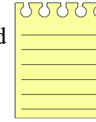
## **CAFETORIUM/ASSEMBLY GUIDELINES**

1. All students will enter the cafetorium in single file.
2. Starting with the front row, students will fill in an entire row before starting a new row. There are to be no empty seats between students and no saving of seats.
3. Students must sit by homerooms unless otherwise announced.
4. Respectful behavior is expected. Teachers will be watchful of students who are talking, making fun, horsing around, etc., while someone is speaking.
5. When the program is over, students in the back should stand at dismissal. They will exit the cafetorium and return to their classroom. When the last student from one class clears the row, the next class should stand and depart the same as the previous class.

## **PARENT-SCHOOL COMMUNICATION**

### **NOTES TO SCHOOL**

Parents should be sure to include their child's full legal name, the date, and homeroom on all notes. Written notes are required when:



1. Your child is tardy or absent
2. Your child is called for by someone other than his/her parent.
3. Your child will not be on his regular bus.
4. Your child will go somewhere other than home immediately after school.
5. Your child has a regular scheduled activity (i.e. Cub Scouts, Brownies)..
6. Your child has any other changes in dismissal procedures including enrichment.
7. **A note is required every week for enrichment classes.**
8. Should you prefer to contact your teacher by email please be aware that in the course of a teacher's busy day he or she may not be able to read or respond until after school hours. The teacher may also be absent, If it is a matter of importance, please don't rely on e-mail, as the system may be down unexpectedly; call the school office.
9. If you request makeup work and or homework please allow 24 hours for the teacher to compile the necessary materials

*In order to comply with State Law (Section 55, Chapter 71, of the General Laws of Massachusetts), the following procedure will be used when your child is absent for three or more consecutive days due to illness:*

1. If your child is under a physician's care, have your child return a certificate signed by the physician upon the day of his/her return to school. The physician's office may fax a doctor's note to the school at 508-529-1909.
2. If your child is not under a physician's care, a note from the parent explaining the reason for absence MUST accompany the child on the day of his/her return to school, even if you have already made a phone call to the school.
3. If your child is tardy due to a physician's appointment, a physician's note is required in order for the tardiness or early dismissal to be considered excused.

### **STUDENT DISMISSALS**

Occasionally it may be necessary for parents to request that their children be dismissed prior to the end of the school day due to appointments or other activities which could not be scheduled for after school hours.

It is the policy of the school that the following steps be taken for these dismissals:

1. On the day of the dismissal, the parent should send a note to the school indicating the time of dismissal and who will call for the child.
2. The parent must report to the main office to sign out the child.
3. Students who are being dismissed early due to illness will need to be signed out at the main office.
4. No child will be released without an authorized adult.
5. If it is necessary to drop off or pick up your child at times other than the normal arrival and dismissal times, parents may park in the visitor spaces in Front of the school.

**AS A SECURITY MEASURE, NO STUDENT CAN BE DISMISSED TO ANYONE EXCEPT THE PARENT OR SOMEONE THE PARENT HAS AUTHORIZED. THE PARENT MUST NOTIFY THE SCHOOL OFFICE IN WRITING OF SUCH AUTHORIZATION BEFORE THE STUDENT CAN BE DISMISSED.**

## **COMMUNICATION CHAIN**

**Good communication is an important part of your child's educational experience.**

If a parent needs to talk to a teacher concerning their child's progress, we ask that you use the following procedure:

1. Call the school or notify your child's teacher to arrange to have an appointment scheduled with your child's teacher (s).
2. If for any reason you are unable to make your scheduled appointment please call the school office to cancel.
3. Every effort will be made to support productive home school communication. If you feel that you need assistance facilitating communication please contact the appropriate grade level personnel first, and then, (2) School Counselor, (3) Team Chairperson (if appropriate), (4)Principal .

## **PROGRESS REPORTS AND CONFERENCES**

Report cards are issued three times each school year at the elementary level. Formal parent-teacher conferences are scheduled during November. If a teacher or administrator deems it necessary for a conference at any time during the school year, the parent will be notified. If a parent wishes to arrange a conference at any time during the school year, the parent should call the school office or the child's teacher to arrange an appointment with the teacher.

## **INSPECTION OF RECORDS**

In accordance with Federal regulations, parents with whom the student physically resides has access to all records. Parents without physical custody are required to follow the procedure described in the Federal Education Records Privacy Act (FERPA). Call the elementary school office to arrange an appointment to review your child's records. Records cannot leave the building. Please refer to the policy on student records on page 39.

## **TRANSFERS AND WITHDRAWALS**

When transferring a child from our school system to another, notify your child's teacher and the office as soon as possible. It is necessary for the parent to sign a form which will give us permission to forward the child's records to the new school. All records will be mailed upon request of the authorities of the new school.

## **COMMUNICATION SYSTEM**

The Mendon-Upton School District utilizes a rapid communication system called Thrillshare / sendgrid.net. It offers the ability to send personalized messages (via phone or e-mail ) to parents in both emergency and non-emergency situations. Aside from providing fast and effective notification for emergency and weather related school closing, the system enhances our parent-school communications by sending many school notices on a weekly basis. **Please make sure to keep the school updated with your current phone number and e-mail address.**

## **SCHOOL LUNCH, RECESS, AND SNACKS**



### **CAFETERIA OR COLD LUNCH AREAS**

The cafeteria is a dining room. Each student should adhere to the guidance of the dining room supervisors. Conversation should be kept low so the supervising personnel can be heard. Students must keep their tables, benches, and floor areas clean and each student is expected to dispose of waste paper, empty milk cartons, uneaten food, and used eating utensils according to the directions given by the supervising personnel. The cafeteria and the supervisory staff are to be respected; pleasant and respectful language and conduct are expected of all students. Students are to walk carefully and quietly in the cafeteria to avoid confusion, spills, noise and disruption of the dining room atmosphere. Due to the sensitive medical needs of some of our students, children may not share or swap food items.

### **COLLECTION OF MILK AND LUNCH MONEY**

Students buying lunch or milk will pay by utilizing a plastic swipe card. A lunch account will be set up for each student. Parents may pre-pay by loading money into the Nutri- Kids account. Payments can be made on line (go to [mursd.org/explore/food & nutrition / My School Bucks](http://mursd.org/explore/food&nutrition/MySchoolBucks)). A link to the lunch menu is also on this page. If paying by check, please make checks payable to “MURSD School Lunch Program”. Checks should be turned into the Cafeteria Manager. Free and reduced lunches are available to families who qualify. Applications are available at the school office and on the District web page by clicking on the Meal Application logo.

If there is a balance (positive or negative) on a lunch account, it will follow the student from year to year. Parents should ensure the balance is not negative at the end of each school year. Graduating students or those leaving the district should have a zero balance.

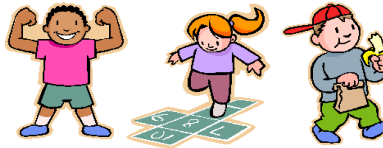
### **SNACKS**

Classroom snacks are allowed to be brought to school. Please try to prepare a nutritious snack. Gum is not allowed at any time during the school day. Each classroom teacher will establish a routine that includes a snack. There will be no sharing of snacks, due to allergies. We ask that parents refrain from sending food to school to celebrate their child's birthday or holidays.

### **RECESS**

Recess is part of the school day. Children are expected to participate in outdoor recess, weather permitting. Recess will be outdoors if the temperature (including the wind-chill factor) is over 20 degrees.

**The exceptions are:**



- a. If a teacher is working with a child for any reason.
- b. If a child has been very ill and has a note from his/her physician explaining what the illness was.

## **SCHOOL LUNCH PROCEDURES**

**Kindergarten Recess : 11:30—11:55**

**Grade 1 Recess: 11:30—11:55**

**Grade 2 Recess : 12:05—12:30**

**Grade 3 Recess: 12:05—12:30**

**Grade 4 Recess: 12:40—1:05**

**Lunch : 11:55—12:20**

**Lunch: 11:55—12:20**

**Lunch : 12:30—12:55**

**Lunch: 12:30—12:55**

**Lunch: 1:05— 1:30**

### **Basic Rules:**

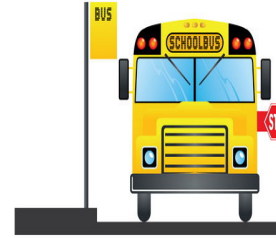
1. Walk to lunch keeping to the right in the hallway.
2. Stay seated. Raise your hand if you need to get something. Always get permission before going to the bathroom.
3. Use your low “indoor voices”.
4. When a staff member signals for quiet, all students must be quiet.
5. Students may go back to their rooms at the very beginning of the lunch period if they have forgotten their lunch or milk card.
6. Students are responsible for cleaning up around their area (including paper and trash on the floor).
7. Due to the sensitive medical needs of some of our students, children may not share or swap food items.

### **Procedures:**

1. Lunch/Recess monitors will escort classes to the lunchroom.
2. Students sit at assigned tables unless otherwise specified.
3. Students buying lunch or milk form one line upon entering the cafeteria and proceed to the serving area. Students bringing lunch from home and not buying milk go directly to their assigned tables.
4. Staff on duty signal students with a clap if it gets too noisy, when it is time for ice cream and when it is time to line-up.
5. About five minutes before dismissal the person on duty will signal students to begin picking up their trash. Each table will be dismissed individually to throw away their trash and line-up in their respective lines.
6. If a staff member notices that a table is particularly messy after being dismissed, that table of students will be called back to finish cleaning up.
7. It is important to keep track of students leaving the cafeteria for the nurse or the bathroom. A sign out procedure is available for students leaving the cafeteria. Teachers are reminded to have students use the bathroom before recess/lunch to lessen this necessity.
8. In the event of fire alarm, students will line-up immediately and follow the posted evacuation route(s).

## **STUDENT BEHAVIOR ON SCHOOL BUS POLICY**

School bus transportation is a privilege rather than a right. As such, students are expected to conduct themselves properly at all times. This includes the periods in which the students wait for rides, and get off the school bus. It is important to note that our school buses are outfitted for the possible use of visual and audio surveillance operated by the bus company which may be in use while riding on school buses.



When the student's conduct interferes directly or indirectly with the safe and efficient operation of the school bus, or causes damage, then the child will be brought to the attention of school personnel for disciplinary action. Once the bus driver becomes aware of a problem on his/her bus, he/she will attempt to deal directly with the youngster through such means as assigned seating. If in the driver's judgment, the child has failed to improve his/her behavior sufficiently, then he/she will be reported to the Principal for determination and implementation of further disciplinary action. Disciplinary action will range from parental notification to removal of the child from the bus for various lengths of time and/or suspension from school.

If the bus is damaged, the student and/or his/her parents/guardian will be responsible for all reasonable costs for the repair of the bus.

**For any concerns related to bus transportation, (e.g. bus routes, departure/arrival times) parents should feel free to contact the bus company. The Tellstone Bus Company coordinator for MURSD can be reached at 508-473-8989.**

### **BUS SWITCHING**

Bus switching for social functions, i.e. birthday parties, play dates, etc. is not allowed. Bus switching for daycare or emergencies may be granted by the principal. A note must be submitted by the parent to the teacher stating the reason for the bus change. The principal will then give final authorization provided there is space for a "guest rider" on the bus.

### **ANIMALS ON THE BUS**

NO animals of any kind, including birds and reptiles will be allowed on the school bus.

#### **\* \* \* \* \***

***Please be aware that parents/daycare providers must be at the stop when the bus drops a student off. If no one is there to greet the bus at the end of the day, students will be returned to the After School Program (there will be a charge for this program). Every effort will be made to contact the parent/guardian to let them know the whereabouts of the student.***



# **STUDENT BEHAVIOR ON SCHOOL BUS POLICY**

General rules of respectful behavior are the same on the school bus as they are on school property. Some additional rules pertaining to bus safety include, but are not limited to:

## **WAITING FOR THE BUS**

1. Arrive on time, and wait at the designated stop, demonstrating courteous, responsible behavior.
2. Respect the property of person (s) whose home or property is at or near the bus stop.
3. Remain well off the roadway, out of the path of motor vehicle traffic.
4. When crossing the street, wait for the driver's signal and cross at least 10 feet in front of the bus.

## **RIDING THE SCHOOL BUS**

1. Follow the instructions of the bus driver/monitors.
2. Open windows only after permission from the driver.
3. Refrain from sticking anything out an open window or yelling to someone outside the bus.
4. Keep the aisles completely clear of objects.
5. Refrain from eating food, chewing gum or drinking beverages.
6. Ride only his/her assigned bus, unless he/she has permission from the school
7. Be familiar with the emergency exits and use them for emergencies only.
8. Never bring sharp objects (such as knives, letter openers, etc) which could hurt someone or damage the bus.
9. When getting off the school bus, wait for the driver's signal and allow at least ten (10) feet in front of the bus when crossing the road.

## **FOLLOWING SCHOOL BUS RULES**

If a student forgets to follow any of the previously mentioned bus rules the following actions will be taken:

### **FIRST OFFENSE**

The child will identify, to school personnel, the rule which he/she has broken and explain the reason for such a rule.

### **REPEATED OFFENSES**

Written warnings are completed by bus drivers to inform parents and administrators of repeated infractions. The decision of disciplinary action shall be based upon the type and frequency of the disruptive or offensive behavior. The school administrator shall use his/her own professional discretion in determining the length of lost privileges or ridership.

**Note:** Please keep in mind that according to state statute, parents are responsible for transporting students to and from school if they are removed from a bus for disciplinary reasons.



# **SCHOOL HEALTH PROGRAM**



## **SCHOOL INSURANCE**

School insurance is offered to all students every fall. Enrollment brochures and forms will be sent home electronically to parents at the beginning of each school year. Contact the office if you need a paper copy.

## **SCHOOL HEALTH SERVICES:**

Good health is basic to learning. In accordance with state rules and regulations, every student entering school for the first time shall have a complete medical history and physical examination. This examination should be conducted during the current year of registration, January 1<sup>st</sup> to December 31<sup>st</sup>. These physical examinations preferably should be conducted by the student's family physician. A physical examination is also required during the fourth grade school year in order to enter grade five. The school provides special health forms for the physician's convenience.



In addition, the school nurse maintains accurate health records on all students, manages illnesses occurring during the school hours, confers with staff and parents, counsels students in matters of health, and serves as a resource person in health education.

**Due to the large volume of students seen daily in the nurse's office, parents will not be notified each time their child is seen by the nurse. The nurse will notify parents of a visit if there is a clinical concern on examination or for clarification of health issues/concerns.**

For safety reasons, please refrain from bringing latex balloons to school.

## **Emergency Forms/Student Database Update**

The Annual Health Information form is issued to each student every year and should be completed and signed by a parent or guardian. It informs us of any medication that your child may be taking and any medical condition your child may have.

**PLEASE MAKE US AWARE OF CHANGES OF ADDRESS, HEALTH ISSUES/ CONCERNS, EMERGENCY PERSON TO CONTACT, ETC., AS THEY OCCUR THROUGHOUT THE YEAR. You may also log on to your child's Power School account and make any changes there.**

## **Annual Screenings – required under MA General Law (MGL)**

Every student in Grades K –5 has hearing and vision screening conducted by the school nurse or her designee each year. Parents are only notified if a student fails these tests. Students in Grades 1 & 4 are screened for height, weight, and Body Mass Index (BMI). Parents may opt out of this screening by notifying the school nurse.



## VACCINATION REQUIREMENTS FROM MA DPH

Required by age Two	Required before Entering Kindergarten
3 doses of Hep B 4 doses of DTaP/DTP 3 doses of Polio 3 or more doses of Hib 1 dose of MMR 1 dose of Varicella	3 doses of Hep B 5 doses of DTaP/DTP 4 doses of Polio 2 doses of MMR 2 doses of Varicella

### NEW – Influenza Requirement 2020—2021

Influenza	<b>1 dose;</b> seasonal influenza vaccine for the current flu season (July-June) must be received annually by December 31 <sup>st</sup> . New students entering between January 1 <sup>st</sup> and March 31 <sup>st</sup> must have received a dose of vaccine for the current flu season for entry.  Depending on the child's flu vaccination history, ACIP may recommend a second dose of flu vaccine in the same season. In these cases, the second dose is recommended but is not required for school entry.
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For more information, contact your health care provider or the  
 MA Dept. of Public Health Immunization Program:  
 Main Number (617) 983-6800 or Toll Free (888) 658-2850  
 Or visit the MDPH website at: [www.mass.gov/dph/imm](http://www.mass.gov/dph/imm) or

[www.mass.gov/doc/immunization-requirements-for-school-entry-0/download](http://www.mass.gov/doc/immunization-requirements-for-school-entry-0/download).

All students must have the appropriate immunization (per DPH) prior to entering school. No unimmunized student shall be allowed in school unless they satisfy the following state requirements:

- A. a medical exemption is allowed if a healthcare provider submits documentation to the school that an immunization is medically contradictory; OR
- B. a religious exemption is allowed if a parent submits a signed statement to school stating immunizations are contrary to his/her religious beliefs. This statement only needs to be submitted once.

The only exception is for unimmunized or partially immunized homeless children who cannot be excluded from school per the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

A history of serilogic proof of immunity will be accepted in lieu of immunization for measles, mumps, rubella, hepatitis B, and varicella. In the case of varicella, a physician certificate of parental history or physician certificate of parental history or physician diagnosis is also accepted.

For MMR - 2 doses of measles, 1 dose of mumps, 1 dose of rubella is medically accepted.

For IPV: 4 doses required unless the third dose in the series is given after the 4th birthday.

**Please note that the students who are not immunized (including those with medical and religious exemptions) may be subject to exclusion from school if there is exposure to certain communicable childhood diseases (including pertussis, measles, and chicken pox) as specified in MGL 105 CMR 300. 200.**

## **SCHOOL HEALTH REQUIREMENTS:**

It is important that a child be present each day that school is in session unless illness prevents attendance. Frequent absence lessens the child's interest in work and lessens the possibility of maintaining a high standard of achievement.

There are, however, times when it is in the best interest of all concerned that children not be sent to school. It is requested that children not come to school with severe colds, fevers, rashes, or any disease that might be contagious.

Parents are asked to call the school on the day of the absence to report that the child will not be attending. After such absences, a written follow-up note explaining the reason for the absence is required. Parents may call school anytime and leave a message on the answering machine.

### **MENDON-UPTON REGIONAL SCHOOL DISTRICT**

#### **Title: Communicable Diseases Policy**

#### **Policy J-LCC**

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance would be harmful to the welfare of other students and staff subject to the District's responsibilities under the law.

The School Committee recognizes that communicable diseases which may affect students range from the common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and stated administrative procedures. Decisions about the proper educational placement shall be based on:

1. The student's behavior, neurological development and physical Condition,
2. The expected interaction with others in the school setting,
3. The susceptibility to other diseases, and
4. The likelihood of presenting risks to others.

A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above..

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety and welfare of student, staff and others.

In all proceedings relating to this policy, the District shall respect the right to privacy. Only those persons with a need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

## **COMMUNICABLE ISSUES**

### **Conjunctivitis:**

An infection in the eye (Pink Eye). It causes tears, redness of the eyelid and irritation followed by swelling and purulent discharge of puss. It is highly contagious. Keep student home until they've been on antibiotics for 24 hours.

### **Chicken Pox:**

A very contagious disease caused by a virus. Someone who has never had this disease will almost certainly get it if exposed. Two weeks after the exposure (sometimes up to 20 days) a chicken pox rash develops. A person is contagious during a time period of two days before the rash develops and until the last of the rash has developed crusts over the rash and is healing. Susceptibles (including non-immunized students) shall be excluded from school from the 10th through the 21st days after their exposure , per MA DPH.

### **Fever:**

A sign of an infection and illness. A fever is described as 100° F orally. Keep student home until symptom free for 24 hours and fever free without fever reducing medication. If your child has a fever in the evening, but is without a fever in the morning, please refrain from sending them to school.

### **Strep Throat**

A bacterial infection that causes a red and painful throat. It is more common in children but can also affect adults. Not all sore throats are strep. The only certain way to diagnose strep throat is through a culture. Keep student home until on antibiotics for 24 hours.

### **Vomiting**

Can have many causes. Vomiting (two or more bouts) is a sign of an infection and infections are contagious. Keep students home until symptom free for 24 hours and until well hydrated.

**Flu:** Involves a stuffy, runny nose, sneezing, watery eyes, sore throat, muscular aches, fever, chills, and lack of appetite. Students may not attend school for until they are fever free for at least 24 hours without the use of fever reducing medication if they are diagnosed with the flu.

**Pertussis:** Students diagnosed with Pertussis (whooping cough) must be excluded from school until 21 days after onset of cough, or five days after initiation of appropriate antibiotic therapy. In certain situations deemed to be high risk, the MA DPH may require exclusion of asymptomatic contacts not receiving antibiotic prophylaxis for a period of 21 days up to a maximum of 42 days.

**Measles:** Student must be excluded from school for four days after rash develops. Susceptible contacts (including non-immunized students) must be excluded from school for 21 days after exposure to a measles case, per MA DPH.

## **MEDICATION**

If possible, parents are advised to give medication at home and on a schedule other than during school hours. It is also advised to inform the nurse of any and all medications that your child requires, either at school or home. If it is necessary that a medication be given during school hours, the following regulations must be followed:

All medications (including over-the-counter) ordered by a physician/dentist must be accompanied by his/her signed order.

Medication must be brought to school by parent/guardian of all elementary students. Per MA General Law, Chapter 71, Section 54 B: Students are allowed to carry epi-pens, asthma inhalers, and enzymes for cystic fibrosis only.

All medications must be in the original container with appropriate label intact and given to the nurse at the beginning of the school day where it will be kept in the locked medicine area of the clinic. If medication is not properly labeled, it may not be given. (Pharmacists will provide an extra bottle to the parent for purpose of single doses at school.) Parent/guardian must sign a form granting the nurse permission to administer medication according to regulations set herein or to have their child self-administer certain prescription and/or non-prescription medications. With the exception of those listed above, all medication in the elementary schools must be kept and taken in the nurse's office.

**Permission for continuing medication must be renewed at the beginning of each school year.**



**MENDON-UPTON REGIONAL SCHOOL DISTRICT  
ADMINISTRATION OF MEDICATION FORM**

If possible, parents are advised to give medication at home and on a schedule other than during school hours ( i.e. medications prescribed three times a day should be taken outside of school hours.) If it is necessary that a medication be given during school hours, the following regulations must be followed:

All medications must be ordered by a physician/dentist with permission granted to a nurse at school to contact the physician/dentist/pharmacist if necessary.

Medication must be brought to school by parent/guardian of all elementary students; middle school and high school students may carry medications to school. All medications must be in the original container with appropriate label intact and given to the nurse at the beginning of the school day where it will be kept in the locked medicine area of the clinic. If medication is not properly labeled, it may not be given. Pharmacists will provide an extra bottle to the parent for this purpose if asked.

Parent/guardian must sign this form granting the nurse permission to administer medication according to regulations set herein or to have their child self administer certain prescription and or non-prescription medications.

=====

**Physician's Orders for School Nurse for Prescription and OTC Medication**

**Student's Name** \_\_\_\_\_ **Age** \_\_\_\_\_

**Drug** \_\_\_\_\_

**Dosage** \_\_\_\_\_ **Frequency** \_\_\_\_\_ **Time** \_\_\_\_\_ **Duration** \_\_\_\_\_

**Diagnosis** \_\_\_\_\_

**Most common side effect (If any)** \_\_\_\_\_

**Pharmacy Name & Tel. #** \_\_\_\_\_

**Date** \_\_\_\_\_ **Signature of Physician** \_\_\_\_\_

**Physician's written orders may be attached to this sheet in place of completion of physician's portion of this form.**

=====

**Parent Permission**

**Student's Name** \_\_\_\_\_ **Age** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Grade** \_\_\_\_\_

**I hereby give permission for my child to be given medication as prescribed and directed by our physician or to self-administer medication if school nurse consents.**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Parent/Guardian Signature**

## **GUIDELINES FOR INTERNET USE**

### **Acceptable Use Policy I-JNDB**

The Mendon-Upton Regional School District (MURSD) offers Internet access at each school. The sole purpose of this Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of MURSD's Internet access (like all other uses of MURSD's computer facilities) must be in support of and consistent with our educational objectives. All students who use MURSD's Internet access are expected to read these Guidelines and/or to take part in a discussion of the Guidelines with a teacher. Adherence to the Guidelines is a condition for a student's privilege of Internet access.

#### **The Internet**

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These Guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

#### **Students Individual Responsibility**

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of the Internet.

#### **Levels of Student Access**

Two levels of Internet access are provided through the MURSD:

*1. Internet and World Wide Web.* All students will have access to the Internet and World Wide Web, with teacher supervision, in classrooms, libraries, or laboratories. No individual account agreement is required. Before a student may access the Internet and Web, however, he or she must be familiar with these Guidelines.

*Grades K-8:* Before students in Grades K-8 will be authorized to access the Internet and World Wide Web, they will take part in a discussion of these Guidelines with their teacher. Teachers will be asked to sign a statement indicating that they have had such a discussion with their class.

*Grades 9-12:* Before students in Grades 9-12 will be authorized to access the Internet and World Wide Web, they will be asked to sign a statement stating that they have read the Guidelines and agree to adhere to them.

*2. Individual e-mail accounts:* Individual e-mail accounts may be provided by the MURSD to students to support classroom work. All e-mail will be monitored by the district and classroom teachers for compliance to this policy. (See Administrators' Access to Student Files.)



For both levels of access, Internet access through the MURSD is a privilege, not a right. A student's access may be canceled by school officials this privilege is abused. Inappropriate conduct on the MURSD Internet access will also be subject to disciplinary action, in conformity with the MURSD Policy on Student Conduct and Discipline (which is published in school handbooks) and the disciplinary policies of individual schools.

#### Administrators' Access to Student Files

All student e-mail files and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student e-mail and Internet files and records to law enforcement authorities. Students should not assume that uses of the MURSD Internet access or student email will be private.

#### Personal Safety

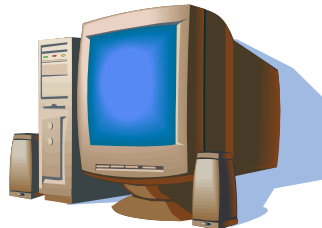
The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. The MURSD cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met on-line without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

#### System Security and Resource Limits

Students are expected to follow procedures and guidelines that are issued in order to ensure the security of the MURSD computer network and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.

#### Network Etiquette

Students are expected to learn and to abide by generally accepted rules of Internet Network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the use of vulgar language.



### Unacceptable Uses

Per MURSD School Policy Section I—12, the following uses of the MURSD Internet access are unacceptable:

1. Posting or emailing private or personal information about another person.
2. Attempting to log in through another person's e-mail account, system account, or to access another person's files.
3. Accessing or transmitting obscene or pornographic material
4. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
5. Engaging in sexual harassment. The MURSD Sexual Harassment Policy, which is included in the individual schools' handbooks, is applicable to Internet conduct.
6. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, incite hatred, intimidate, or harass any other person; or that violate any other laws.
7. Plagiarism. "Plagiarism" means the taking material of created by others and presenting it as if it were one's own. The policy on plagiarism/cheating, which is included in the individual schools' student handbooks, is applicable to users of the MURSD Internet access
8. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.
9. Participating in commercial activities that are not directly related to the educational purposes of the MURSD.
10. Exhibiting any other action whatsoever which would in any way subject the user or the Mendon-Upton Regional School District to any civil or criminal action.

### Disclaimer of Liability

The MURSD disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use. The School District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The School District shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

## **Technology/Internet Use (con't)**

### Changes in the Guidelines

The MURSD reserves the right to change these Guidelines at any time.

### Inclusion Statement

May it be stated that the above guidelines apply to *all individuals* accessing the computer network. In addition to students, these users include all members of the faculty, staff, and volunteers. Because the privileges provided by the network encompass a wide circle of users, it is important that each individual realizes and respects the regulations.

### Mobile Devices

Any cellular telephone, tablet computer, personal computer, or internet enabled device that has access to the school network through a wired or wireless internet connection is subject to this acceptable use policy. Devices owned by the MURSD are subject to additional rules and regulations at the discretion of the MURSD administration.

All Internet access, whether on a school owned device or a personal device is monitored and recorded for compliance with this document and all applicable laws.

### Electronic Media

Users may participate in online activities such as web page design, email, blogging, podcasting, video production, and social media. These activities are to be used only for educational purposes and in accordance with MURSD and individual school policies on online and print publishing.

### Student User Contract

District Policy requires that students (and parents/guardians of younger students) be required to sign a contract stating that they understand and will abide by the Technology Policy. Violation of policy will result in disciplinary action. Students will be provided with that Contract at the beginning of the school year or upon enrolling in school.

**MEMORIAL SCHOOL**  
**STUDENT USER AGREEMENT AND PARENT**  
**PERMISSION FORM**

**Acceptable Use Policy**

**I – JNDB**

As a user of the MURSD computer network, I hereby agree to comply with the Acceptable User Policy (see below), communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature \_\_\_\_\_

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

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media using Internet enabled devices.

Parent Signature \_\_\_\_\_

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

Name of Student : \_\_\_\_\_

Teacher \_\_\_\_\_ Grade: \_\_\_\_\_

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

Telephone \_\_\_\_\_

## **SUSPENSION**

In the court case of Goss v. Lopez, the United States Supreme Court held that before a student is temporarily suspended from public school for ten days or less, the student has the constitutional right to receive:

1. oral or written notice of the charges against him/her;
2. an explanation of the evidence against him/her; and
3. the opportunity to present his/her side of the story to an impartial decision-maker (who may be a school administrator).

Notice of the suspension and the hearing will occur before the student may be asked to leave school, except when a student presents an immediate threat to school officials, other students, or him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but must be held within a reasonable period of time.

Students will be told the length of the suspension when it is initiated.

Suspensions may be issued by an administrator for a period of one to ten days. Students will be notified of the reason for suspension. A discussion will be held between the administrator and the student with the opportunity to tell his/her side of the story. Every effort will be made to telephone and inform the parent of the suspension. A written communication will be mailed to the parent. Each suspension will require a conference with student, parent and administrator prior to reinstatement. Students will be responsible for class work missed during suspension. A student suspended for more than five separate instances during the year will have his/her disciplinary record forwarded to the Superintendent by the Principal for the purpose of expulsion consideration and/or an administrative conference.

### **ACTION THAT MAY LEAD TO SUSPENSION OR EXPULSION FROM SCHOOL**

**Suspension/expulsion at Memorial School may occur when a student intimidates, hurts or makes others feel badly to such an extent that it violates the civil rights of the other students, or is a danger to their safety. This includes but is not limited to the violation of any state or federal law, school committee policy, or rules and policies stated in this handbook. Each incident will be considered individually according to the number of offenses, type, and seriousness of the offense. The procedural requirements of due process as defined in this handbook will be followed for suspension/expulsion.**

### **INSUBORDINATION, DISRESPECTFUL AND/OR DISRUPTIVE BEHAVIOR**

Students must show proper respect for and deference to the legitimate requests of all members of the school staff. Not to do so would be considered insubordinate (failing to submit to authority) and would be punishable. Repeated insubordination will result in more severe discipline.

Disrespectful behavior in the form of obscene language or gesture will be subject to discipline, or even exclusion. If it is directed at an adult, it may result in an out-of-school suspension. Disruptive behavior in the classroom or elsewhere will likewise be subject to discipline.

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## **Special Needs Student Suspension**

NO STUDENT WITH SPECIAL NEEDS IS TO BE SUSPENDED FOR MORE THAN TEN CUMULATIVE DAYS IN A SCHOOL YEAR EXCEPT AS PROVIDED IN THIS POLICY.

When it is suspected that the suspension of a student with special needs will accumulate to ten days in a school year a TEAM shall be convened to review the Individual Education Plan (IEP) and the student's progress under that IEP. The review TEAM will determine whether the student's misconduct is related to the student's identified need for special education or results from an inappropriate program / placement or an IEP that was not fully implemented

## **DUE PROCESS REQUIREMENTS**

The following due process rights apply to all students in accordance with guidelines issued by the Massachusetts Department of Education and required by CH.71, S37H.MGL

1. Prior to suspension from School Transportation Services or from school for up to ten (10) school days, or assignment to Detention Hall a student shall be given:
  - A. An oral or written notice of the charges
  - B. An explanation of the evidence against him/her
  - C. A stated opportunity to present his/her side of the story.
2. A student with an Individual Education Plan, who accumulates more than ten (10) days suspension from school or transportation services in a school year, shall have his/her Individual Education Plan reviewed as provided by Chapter 766.
3. A student who is suspended for more than ten (10) school days or who may be subject to expulsion by the School Committee or the building principal shall:
  - A. Receive written notice of the charges.
  - B. Have the right to be represented by legal counsel, at the student's expense, at a formal hearing.
  - C. Have adequate time to prepare for the hearing.
  - D. Have the right to question witnesses.
  - E. Receive a prompt written decision with the reasons for the decision.
4. In all instances, notice of the suspension and the hearing must occur before the student may be asked to leave school, except when a student presents an immediate threat to school officials, other students, staff, him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but must be held in a reasonable period of time.

## **CORPORAL PUNISHMENT**

Corporal punishment in public schools is illegal in Massachusetts. School staff may not hit, spank or physically punish students. School staff members may, however, use reasonable force if necessary to protect students, other persons or themselves from an assault by a student. (MURSD Policy JKA.)

## **FIREARMS AND OTHER WEAPONS**

Violation of the firearms law, may result not only in civil action but also a lengthy out of school suspension. Any student who is in possession of any weapon or device, which could be injurious to others, is subject to suspension. For purposes of this rule, “weapon” or “device” is defined as any object, which is intended to or could very possibly inflict bodily harm.

Section 37 of the Massachusetts General Laws, requires school personnel to report incidents involving a student’s possession of a dangerous weapon on school premises. Reports are to be transmitted to the local police and Department of Social Services and students involved shall be referred to counseling.

A. Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 37, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

B. Any student who assaults a principal, dean of students, teacher, teacher’s aide, or other educational staff member on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

C. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation along with the opportunity to present evidence and witness at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reason for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

D. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

## **YOUR (STUDENT) RECORDS REGULATIONS**

Your school records include all the information about you as an individual that the school system keeps, regardless of where or how it is kept (except for certain personal notes which teacher, counsellors, etc. do not share with anyone else). It is made up of your "transcript" (name, address, courses taken, credits, and grades) and the "temporary record" (everything else, including progress reports, tests scores, class rank, extracurricular activities, etc.). Temporary records should contain only information which is accurate and which concerns you educationally.

If you are fourteen (14) years of age or older or if you are in the ninth grade or above, you and your parents have the right to see all of your records. If you are neither fourteen nor yet in the ninth grade, only your parents have this right. You must give a forty-eight hour written notice to see your records, and a qualified school professional will explain to you any items they contain.

All student records are confidential. Information will not be shared with anyone without proper authorization.

The school system must keep your transcript for at least 60 years after you have left the school system. Everything else (the temporary record) must be destroyed within five years after you leave the system. The principal may also destroy records while you are still in the school if the information is misleading, outdated or irrelevant. Before any records are destroyed, you/your parent(s) must be given notice and an opportunity to get a copy.

You/your parent(s) can add any relevant written material to your record which you choose. The records regulations also provide an appeals process you may use when you/your parent(s) feel that improper action has been taken concerning your records. This includes situations where you/your parent(s) feel that certain information in your record is inaccurate, misleading, or irrelevant and you want it removed. This appeals process begins with notifying the principal in writing or requesting a conference. Within one week of this notification or conference, the principal shall make a decision in writing. If you/your parent(s) are not satisfied, you may appeal, first to the superintendent and then to the school committee.

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

See the MURSD district policy regarding non-custodial parents' rights on line. Open the School Committee tab on the [mursd.org](http://mursd.org) web page/About Our District/School Committee, then open the Policy Manual tab to view section JRA.



## **POLICY ON NON-DISCRIMINATION**

### **MURSD Policy AC**

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

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

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

All issues relating to discrimination should be addressed to:  
Ms. Jennifer D'Angelo     Coordinator, Title VI, Title IX, S.504,  
Director of Pupil Personnel Services  
Mendon—Upton Regional School District,  
150 North Avenue,  
Mendon, MA 01756                      Telephone: (508) 634-1585

*“No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, rights, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.”* (Chapter 76, Section 5 of General Laws

## **SEXUAL HARASSMENT**

### **MURSD Policy A-CAB**

All persons associated with the Mendon-Upton Regional School District including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

**Definition of Sexual Harassment:** Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

#### **The Grievance Officer:**

The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure.

**Complaint Procedure:**

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
  - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
  - d. On the basis of the grievance officer's perception of the situation he/she may:
    - Attempt to resolve the matter informally through reconciliation.
    - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

**CIVIL RIGHTS**

No person shall discriminate, either by verbal or physical action, based upon disability, race, color, sexual orientation, age, religion, ancestry, or national origin. Reports of such activity may be directed to the school principal immediately

## **BULLYING PREVENTION AND INTERVENTION**

### **MURSD Policy JICFB**

The Mendon-Upton Regional School District is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students or a school staff member 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 him/herself, or of damage to his/her 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” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a: - wire, radio, electro magnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

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

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

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

On school grounds; On property immediately adjacent to school grounds; At school-sponsored or school-related activities; At functions or programs whether on or off school grounds; At school bus stops; On school buses or other vehicles owned, leased or used by the School District; or, Through the use of technology or an electronic device owned, leased or used by the Mendon-Upton Regional schools;

## **Bullying - continued**

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Mendon-Upton Regional School District if the act or acts in question:

### **Prevention and Intervention Plan**

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

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

View the full policy on the MURSD.org website, find it under School Committee/Policy Manual.

## **Title IX /Chapter 622 Coordinator**

Dr. Joseph Maruszczek  
Superintendent of Schools  
150 North Avenue  
Mendon, MA 01756  
(508) 634-1581

### **IV. State and Federal Remedies**

In addition to the above, if you believe you have been subjected to sexual harassment you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD—6 months).

1. The United States Equal Employment Opportunity Commission (EEOC)  
10 Congress Street– 10th Floor  
Boston, MA 02108  
(617) 565-3200
2. The Massachusetts Commission Against Discrimination  
("MCAD")

Boston Office: One Ashburton Place-Room 601 Boston, MA 021078 (617) 727-3990	Springfield Office: 436 Dwight Street-Room 220 Springfield, MA 01103 (413) 739-2145
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LEGAL REFS.: Title vii, section 703, Civil Rights Act of 1964 as amended 45  
Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)  
Board of Education 603 CMR 26:00

## **HAZING**

### **MURSD Policy J—ICFA**

#### **CH 269, S.17 Crime of Hazing, definition, penalty:**

Whoever is a principal organizer or participant in the crime of hazing as define herein shall be punished by a fine of not more than \$3,000.00 or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term “hazing” as used in this section shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include: whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

#### **CH 269, S. 18 Duty To Report:**

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

#### **CH 269, S. 19 Hazing Statutes to be provided, Statement of compliance and discipline policy required:**

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

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

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NOTES:

## NOTES

## NOTES

AUGUST							FEBRUARY						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1							
2	3	4	5	6	7	8		1	2	3	4	5	6
9	10	11	12	13	14	15		7	8	9	10	11	12
16	17	18	19	20	21	22	8/10: School Committee Meeting (Miscoe)	14	15	16	17	18	19
23	24	25	26	27	28	29	8/31: School Committee Meeting (Nipmuc)	21	22	23	24	25	26
30	31						8/31: Teachers Report	28					
SEPTEMBER							MARCH						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1							
2	3	4	5	6	7	8		1	2	3	4	5	6
9	10	11	12	13	14	15	8/31-9/15: Safety Training/PD for All Staff	7	8	9	10	11	12
16	17	18	19	20	21	22	9/4, 9/7: Labor Day Recess	14	15	16	17	18	19
23	24	25	26	27	28	29	9/4: School Committee Meeting (Miscoe)	21	22	23	24	25	26
30	31						9/16: First Day w/Students (Remote)	28	29	30	31		
OCTOBER							APRIL						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1							
2	3	4	5	6	7	8		1	2	3	4	5	6
9	10	11	12	13	14	15	10/5: School Committee Meeting (Nipmuc)	7	8	9	10	11	12
16	17	18	19	20	21	22	10/12: Columbus Day (No School)	14	15	16	17	18	19
23	24	25	26	27	28	29	10/19: School Committee Meeting (Miscoe)	21	22	23	24	25	26
30	31							28	29	30	31		
NOVEMBER							MAY						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1							
2	3	4	5	6	7	8	11/2: School Committee Meeting (Nipmuc)	1	2	3	4	5	6
9	10	11	12	13	14	15	11/3: Presidential Election (No School/PD Day)	7	8	9	10	11	12
16	17	18	19	20	21	22	11/9, 11/10: Early Release Days (Conferences)	14	15	16	17	18	19
23	24	25	26	27	28	29	11/11: Veterans Day (No School)	21	22	23	24	25	26
30	31						11/16: School Committee Meeting (Miscoe)	28	29	30	31		
DECEMBER							JUNE						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1							
2	3	4	5	6	7	8		1	2	3	4	5	6
9	10	11	12	13	14	15	12/7: School Committee Meeting (Nipmuc)	7	8	9	10	11	12
16	17	18	19	20	21	22	12/23: Early Release Day (No After School Program)	13	14	15	16	17	18
23	24	25	26	27	28	29	12/24-1/1: Holiday Break (No School)	20	21	22	23	24	25
30	31							27	28	29	30		
JANUARY							MARKING TERM END DATES:						
S	M	T	W	Th	F	S	Nipmuc & Miscoe						
						1	Term 1: November 9						
2	3	4	5	6	7	8	Term 2: January 26						
9	10	11	12	13	14	15	Term 3: April 7						
16	17	18	19	20	21	22	Term 4: Last Day of School						
23	24	25	26	27	28	29	Color Key:						
30	31						Full Release Day/No School						
							Early Release Day/Early Dismissal						
							Potential Make Up Days						
							185th Day: 6/24/2021						
							Pre-K through Grade 4						
							Term 1: December 3						
							Term 2: March 16						
							Term 3: Last Day of School						