

# **Sutton Elementary School**

**Mrs. Denise Harrison, Principal**

**Student Handbook**

**2021-2022**



**407 Boston Road**

**Sutton, MA 01590**

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**[www.suttonschools.net](http://www.suttonschools.net)**

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Sutton Public Schools do not discriminate on the basis of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability, or any other status protected by federal, state, or local law in its admission of students, in or access of students to all programs or activities offered by Sutton Public Schools including athletics and other extracurricular activities. Sutton Public Schools strive to prevent, oppose, and prohibit harassment or discriminations based on a student's race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability, or any other status protected by federal, state, or local law and will respond promptly and appropriately to any complaint or report of discrimination or harassment.

## School Staff

***THIRD GRADE:***

3A Mrs. Lane X-3111  
3B Mrs. Bannon X-3110  
3C Ms. Deranian X-3109  
3D Mrs. Pitro X-3113  
3E Mrs. Connly X-3112

***FOURTH GRADE:***

4A Mrs. Perry X-3211  
4B Mrs. Raffa X-3202  
4C Mrs. Whittier X-3205  
4D Mrs. St. Pierre X-3203  
4E Mrs. Mulderig X-3201

***FIFTH GRADE:***

5A Mrs. Bott X-3208  
5B Mrs. Fitzgerald X-3207  
5C Mr. Keefe X-3209  
5E Dr. Maloney X-3213

***SPECIAL EDUCATION TEACHERS:***

Ms. Cuoco X-3210  
Mrs. Kenney X-3212  
Mrs. Pogorek X-3218  
Mrs. Venuti X-3115

***SPECIALISTS:*****Art**

Mrs. Hehir X-3567

**Speech/Language**

Ms. Staples X-4319

**Technology**

Mrs. Toomey X-3138

**Music**

Mrs. Dame X3119  
Mrs. Wildman X-3117

**Physical Education**

Mr. Schweitzer X-4224

***DISTRICT WIDE:*****ELL Teacher**

Mr. Boudreau - 3108

**Behavior Specialist**

Mrs. Ruiz X-3222

***ADMINISTRATION:*****Superintendent**

Mr. Friend X-1108

**Elementary Principal**

Mrs. Harrison X-1115

**Special Education Director**

Mrs. Alves-Thomas X-1156

**Team Chairperson**

Mrs. King X-1153

***OFFICE:***

Mrs. Faucher X-1116  
Mrs. Houlihan X-1118

***NURSE:***

Mrs. Hopkins X-1122  
Mrs. Matson X-3140

***GUIDANCE:***

Ms. Brousseau, Adj. Couns. X-3578

***SCHOOL PSYCHOLOGIST:***

Mrs. Neafsey X-3139

***SCHOOL ADJUSTMENT COUNSELOR***

Mrs. Tiffany Clyne X-3223

***CLASSROOM AIDES:***

Mrs. Anzivino X- 3110  
Ms. Belanger X-3113  
Mrs. Brevigleiri X-3207  
Mrs. Bonder X-3206  
Mrs. Copeland X-3112  
Mrs. Daughney X-3206  
Mrs. Kane X-3108  
Mrs. Pretorius X-3206  
Mrs. Raymond X-3218  
Mrs. Sampson X-3110  
Mrs. Tufts X-3209

***LIBRARY AIDES:***

Mrs. Sylvia X-3131  
Mrs. Granlund X-3131

## Sutton School Committee

Name	Phone Number	Title	Term
Nathan Jerome <a href="mailto:jeromen@suttonschools.net">jeromen@suttonschools.net</a>	508-865-5926	Vice Chair	2022
Paul Brennan <a href="mailto:brennanp@suttonschools.net">brennanp@suttonschools.net</a>	508-234-0219	Member	2023
Bruce Edwards <a href="mailto:edwardsb@suttonschools.net">edwardsb@suttonschools.net</a>	508-330-2370	Chair	2022
Peter Tufts <a href="mailto:tuftsp@suttonschools.net">tuftsp@suttonschools.net</a>	508-865-1657	Member	2024
Benjamin Gibbons <a href="mailto:gibbonsb@suttonschools.net">gibbonsb@suttonschools.net</a>	774-482-0942	Member	2024

## School Council

Mrs. Denise Harrison, Principal 508-581-1620 X-1115

Mrs. Erin Reid-Eriksen, Parent Representative

Mrs. Brigid Stadinski, Parent Representative

Sarah Connly, Teacher Representative

Kevin Keefe, Teacher Representative

Heather St. Pierre, Teacher Representative

Sarah Stone, Community Member

## **WELCOME TO OUR SCHOOL**

Welcome to Sutton Elementary School. The opportunity to participate in your growth as students and citizens is very exciting. Consider this book an “Owner’s Manual” for your school. We believe it contains the answers to many of the who, what, where, and when questions you might have about life at Sutton Elementary School. We hope students and their parents or guardians will review this handbook together as a first step in becoming organized for the school year. If we all understand our responsibilities, then our work together will proceed smoothly. We hope you will share our enthusiasm for the programs and activities we have prepared for the coming year. We are committed to creating an environment in which all students have the opportunity to maximize their potential. Working together, we can reach our goals.

### **Mission Statement**

The Sutton Elementary School, in partnership with home and community, will foster a positive self-image, will promote social responsibility, and will encourage a love of life-long learning.

This partnership will provide a safe, respectful and stimulating environment that will allow each unique child to reach their full potential. Our community will embrace diversity while addressing each child’s academic, social, and emotional development.

### **Core Values**

Listed below are the core values of our school community. We must all recognize our responsibility to support and uphold these core values as we strive to provide a safe, nurturing academic environment.

We Applaud All **S**tudents’ Efforts.

We Celebrate **U**niqueness.

We prepare for **T**omorrow’s Challenges.

We Believe in **T**eamwork and Cooperation.

We respect Ourselves, **O**ur School, and Our Community.

We Invite the Discovery of **N**ew Talents and Ideas.





At Sutton Elementary School

The Staff Believes .....

Learning is a partnership among home, school, and community.

Children should take responsibility for their own learning in order to reach their full potential.

All children are individuals with unique talents.

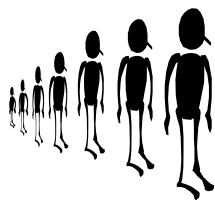
We are a team that supports each other.

Our school provides a safe and healthy environment for all.

## SCHOOL ROUTINES AND SCHOOL ORGANIZATIONS

### Check In at the Front Office

All visitors and volunteers must enter through the lobby door and sign in at the office. For school entry, ring the bell by the main entrance, as all doors are locked. Sign in and leave your driver's license. **Plan your visit accordingly as the sign-in procedure may take a few minutes.** You will receive a badge to wear so that all staff members will know you have signed in at the office. Visitors without badges will be directed to the office. Once the visit is complete, please return the badge to the office and retrieve your license.



### Early Arrival and Dismissal of Students

When entering the school on Simonian Way, the lot that is located on the right before reaching the school is the designated drop-off and pick-up lot. Please follow the one-way flow of traffic when dropping off students in the morning.

Students should not be dropped off at school before 8:00 AM. We expect students who are dropped off at school to remain in the lobby area until the buses have arrived. Students are not to be in the classroom areas unless they have permission by a classroom teacher. We welcome over 700 students each day and they are encouraged to walk independently to their classrooms. Parents/guardians and visitors who walk past the lobby are required to sign in, leave their license, and wear a visitor badge.

At the end of the day, students who are picked up meet a parent or designated person in the auditorium. This means that no child is allowed to leave the building alone at any time, other than bike riders and walkers who have received permission. Parents are to park in the side parking lot.

Parents will form a line at the auditorium door closest to the playground and staff will open the door at approximately 2:50 PM. Everyone picking up a child from parent pick-up must have identification with them. A license or picture ID will need to be shown to a staff member and checked against the list of approved designees (provided by parent or guardian at the start of the school year). Students will not be dismissed until identification has been checked. This process takes some time and parents should plan accordingly. Please wait in line with ID ready to quicken the process.

**All changes to dismissal plans must be in place with the office by 12:00 PM.**

### Extended Care Program

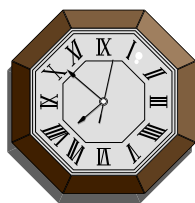
For your convenience, we offer before school and after school care programs. The Extended Care Program runs from 7:00 AM – 8:15 AM and from 2:45 PM – 6:00 PM. Please contact Jennifer Courville at 508-581-1619 for more information. Please note: if there is a delay in start time due to inclement weather or any other reason there will be no before care.



### School Security

Given that teachers are very busy at the beginning and end of the day, we ask that no parent go to the classroom or lockers. If there is an emergency, please check in at the office.

Please do not take a student off the bus at the school, or out of the bus lines, without prior permission from the office. A teacher cannot dismiss a child to you without permission from the office. If you do need to pick your child up and did not submit a Change in Dismissal Form online (found on the [school's website](#)), please notify the office staff and they will get your child for you. Any changes in dismissal plans must be reported to the office before 12:00 PM.



### Hours

For safety reasons, all doors are locked. Everyone who enters the building must use the main entrance and check-in with the office. The After School Care Program has its own entrance.

- School Hours                      8:30 AM - 2:45 PM
- Office Hours                        8:00 AM - 4:00 PM

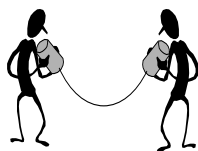
## Lost and Found



We have a lost and found box in each school office area. Students and parents should check periodically for missing items. Please make every attempt to put an identifying mark on your child's clothing. Throughout the year, we acquire beautiful coats, jackets, gloves, etc. We generally put out all lost items one week prior to major school vacations. Articles remaining on the rack after this time are donated to a charitable organization.

## Lockers

Each student is provided with a locker that is 58" x 7" in size. The small size of the lockers hinders the children from placing their backpacks inside the lockers unless they are smaller, more flexible type of backpacks. Due to fire regulations, all backpacks must fit inside the lockers. Locks are not permitted on lockers at the elementary level.



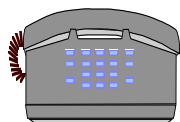
## Communicating with the School

Communication between parents and school personnel is essential to successful school-student-parent/guardian relationships. School activities will be posted on the school's website ([www.suttonschools.net](http://www.suttonschools.net)) and updates sent home via Blackboard Connect email.

From time to time, parents may have questions or problems concerning school matters. On those occasions, we encourage parents to contact the school personnel closest to the situation. In most cases relating to individual children and their educational programs, the person to contact is the classroom teacher. Unless the classroom teacher has indicated a preferred method of contact, parents may call the school. Teachers will respond at their earliest convenience as their teaching schedule allows.

The next level of authority is the building principal. The principal is responsible for the programs and activities conducted in the school. Should the need arise to consult authority beyond the principal level; parents may contact the Superintendent of Schools. The superintendent may participate in the resolution of the problem or refer the parent to the School Committee as a final step.

Following is a list of school contact numbers. Any questions regarding those areas may be directed to them.



## Important Phone Numbers

Simonian Center for Early Learning	508-581-1610
Sutton Elementary School	508-581-1620
Special Education Department	508-581-1615

Extended Care Program	508-581-1619
Sutton Middle School	508-581-1630
Sutton High School	508-581-1640
Superintendent's Office	508-581-1600

### Role of School Council and School Committee

In compliance with the Massachusetts Education Reform Act of 1993, the Sutton Elementary School Council is comprised of an equal number of parents and school personnel (including the building principal), and one community member. Together, the role of these representatives is to establish educational goals for the school, to identify the educational needs of our student population, to review the annual school building budget, and to develop a school improvement plan.

The Education Reform Act specifies that personal student/teacher issues are not the responsibility of the school council. For individual cases involving students, parents, teachers, and/or other school staff, the council encourages students and parents to deal directly with the teacher, then the building principal, if necessary.

Ultimately, the idea of a school council is to allow for the collaborative efforts of parents, teachers, administrators, and community members in tailoring the educational program for our own school. The monthly meetings are open to all, providing an opportunity for everyone to have input, to work toward common goals, and to be creative in meeting the needs of our young learners. The meeting calendar is on the webpage for specific dates and times.

Distinct from the Sutton Elementary School Council, the Sutton School Committee consists of five elected town officials who work closely with the Superintendent of Schools and the building principals to set policies for the entire Sutton School System. School Committee meetings are also open to the public. Parents and guardians are welcome to attend and encouraged to take an active role in the educational planning of our community.

### ATTENDANCE

As a school community, we share the mission that in partnership with home and the community, we will support each student in optimizing each student's academic, social, and emotional development. The Sutton Public School District believes that a students' presence, as well as their active participation in class, is critical to academic success.

In accordance with Chapter 76 of the Massachusetts General Laws relating to education in the Commonwealth of Massachusetts, every child between the ages 6 and 16 must attend school on a daily basis. It is the responsibility of the parent/guardian to notify the school by calling the absentee line (the school number and follow the prompts) indicating why the student was absent from school.

Absences for reasons listed below may be considered excused:

- Personal illness of the student
- Serious illness or death in family
- Religious holidays
- Medical and dental appointments (we encourage routine medical and dental appointments to be scheduled after school hours whenever possible)
- Suspension
- Extraordinary circumstances for which an absence has been preapproved by the student's principal

Our goal is to provide the best possible educational growth and progress for your children. Therefore, the school strongly discourages trips or vacations that do not coincide with school vacations. If a student will miss more than 2 days for a family planned event, we ask you to advise the child's classroom teacher, school nurse, and the school's office prior to the planned trip.

Chronic absenteeism is defined by the United States Department of Education as failing to attend school, with or without excuse, for more than 10% of school days in a school year. Considering this, the school principal shall make a reasonable effort to contact a student's parent/guardian who has missed five school days. If a student is considered "chronically absent", the principal may ask to meet with a student and their parent/guardian to develop an Attendance Action Plan using the Attendance Action Form.

Our goal is to work closely with families to identify and provide intervention, when necessary, to encourage daily attendance.

### Guidelines for Keeping Sick Children Home from School

Each day many parents or guardians are faced with a decision: should they keep their sick children at home or send them off to school? Often the way a child looks and acts can make the decision an obvious one. The following guidelines should be considered when making the decision:

- Fever – The child should remain at home with a fever greater than 100 degrees. The child can return to school after the child has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- Diarrhea/Vomiting – A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom-free for 24 hours.
- Conjunctivitis – Following a diagnosis of conjunctivitis, the child may return to school in 24 hours.
- Rashes – Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.
- Colds – Consider keeping your child at home if they are experiencing discomfort from cold symptoms, such as nasal congestion and cough. A continuous green discharge from the nose may be a sign of infection. Consider having the child seen by your health care provider.

A sick child may not learn effectively and may be unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child opportunity to rest and recover.

### Tardiness

The school considers all students who enter the building after 8:30 AM tardy and they must report to the main office for a late slip. Students who arrive after 8:30 AM on a bus that is running late will not be considered tardy.

Parents and guardians need to realize that the school day starts at 8:30 AM and that repeated tardiness could be disruptive to the classroom environment as well as to the education of your child. We consider any student who is late more than 5 times in a year to have excessive tardiness. Any student who is late more than 5 times will have a letter sent home and a copy will be placed in the student's school record. A parent conference may be requested and disciplinary action may result.

### Absence Due to Vacation

If a student is out of school due to a family decision, the teacher is not responsible to prepare work ahead of time. Lesson plans and instruction adjust and change on a regular basis throughout the week as teachers

revise plans to suit class progress. Therefore, with the principal's knowledge, a packet of work will be collected during the span of the absence, and the child will receive it upon return to school. The student has the length of time of the absence to complete and return the work to school.

It is important that parents realize instruction will be lost during an extended absence, and teachers will not be able to go back and repeat all information that was covered. Therefore, it is the parent and/or guardian's responsibility to cover that information.

## **EMERGENCY PROCEDURES AND DISMISSAL**

### **Fire Drills/Stay in Place/Emergency Evacuation**

Fire drills and lockdowns are a necessary part of the school's safety program. We will conduct a number of fire drills and at least one lockdown practice during the school year. The superintendent will send a district-wide text message and Alert Now to inform families of any emergencies.

### **Early or Unplanned School Closings**

During the school year, one of the greatest concerns parents/guardians and school personnel have is making sure each student knows where to go and what to do in case of an unplanned or early dismissal from school. Because the need to dismiss students early can arise suddenly, we ask each family to develop a plan and teach their child what to do in case of an early dismissal. Simply review this with them so they know if they should ride the bus or stay at school for pick-up if there is an unplanned early dismissal.

If there is a need to close school early for weather or another non-threatening/non-emergency reasons, you will be notified in multiple ways as you designate the information in the packet about your child. For example, you can receive the message in a phone call, email, and text alert. If an early dismissal is required, these messages will go out through our Blackboard service and with any critical information we can provide. Any afterschool activities, groups, enrichment, etc. will be cancelled. The Extended Care program information will be given at the time of the dismissal announcement. If your child has a Change in Dismissal Form entered online for that day, **the early dismissal plan will override the submitted change in dismissal**. Please note no individualized phone calls will be made by the school staff nor can any changes to the dismissal plan be made in the midst of the dismissal. Please keep a copy or a note of your plan for yourself so you can review it periodically and refer to it if

necessary. Also, please be sure to update our office with any changes to phone numbers or any other modifications as needed.

If your plan calls for your child to be picked up at school in the event of an unplanned dismissal, please note the following procedure will be in place:

- 1.) Park in side parent parking lot and enter into the auditorium once doors have been opened. Please do not report to the office or lobby.
- 2.) If your child's plan says they should take the bus home, please be sure to meet your child's bus at the earlier time.
- 3.) If you have children in both the Simonian Center and the Sutton Elementary School, please make sure they all have the same plan or make a special note if they are to do something different.

If your plan calls for your child to take the bus home, please note they will still need to be met at the bus stop by an adult or designated person. If there is no one to collect your child from the stop, he/she will come back to the school at the end of the run and you will need to come to the school to pick them up. (Your child will return to the school unless it is deemed unsafe in which case a secondary location will be established.)

Please note that this plan will be in use for all non-emergency dismissals. If there is a situation that is deemed an emergency that is unsafe or life-threatening, we have a specific plan of action set-up with the Fire Station and Police Officials that would be put in place.

### Snow or School Emergency Dismissal

In times of emergency, it is extremely important the school office have the necessary information in order to contact parents immediately. Therefore, we ask parents to complete the online Emergency Dismissal Plan at the start of the school year. Complete this form for every child attending school. If at any time the school needs to close due to an emergency situation, we will follow the Emergency Dismissal Plan. Please contact the office if you need to update this information throughout the year.

### School Cancellations and Delays

In the event of inclement weather or any other emergency, school may be closed or delayed. Information on school closing, delayed starting times, or unscheduled dismissals may be found via:

1. Blackboard Connect notification system.
2. Sutton Schools' webpage.
3. Listen to radio stations **WTAG** (580 AM), **WSRS** (96 FM), **WBZ** (1030 AM), and **WHDH** (850 AM).



4. Watch channel 4 or channel 5 for early morning cancellations.
5. Call the Worcester Telegram and Gazette City Line at **792-9400** and enter category number **4212** for Sutton School Announcements.
6. Cable Access Channel 12 (Charter); Channel 30 (Verizon).

## OFFICE PROCEDURES



### School Records

We keep school records for each student in the office. A parent or legal guardian has the right to view a student record at any time. This includes all the information and material pertaining to the individual student that the school maintains. Non-custodial parents (see pg. 39) can request a folder including relevant school information, which can be picked up in the Elementary Office or sent home with the student.

### New Student Registration

All new students who will be transferring to Sutton Elementary School must have the appropriate paperwork filled out and returned to the office. We will send a student release form to the student's current school to release all records to us. Please be advised that proof of residency is required upon registration.

### Student Transfer

Any student who will be transferring to another school must fill out a release form at the new school. We will send a copy of all records to the new school. We cannot release original school records to parents/guardians as they must be kept on file for five years.

### School Accident Insurance

School accident insurance is offered to all families at the beginning of each school year. Please notify the office if you wish to get a brochure.

### Class Placement

The school is organized on the principle of heterogeneous classrooms with children working at different learning levels and rates. The teacher uses various teaching strategies to meet the needs of all students. The following goals guide the school staff when making class assignments:

- To form a class of children that is balanced with respect to intellectual, social, physical, and emotional needs.
- To have a balanced gender ratio in each classroom whenever possible.

- To achieve an equitable teacher-student ratio.

## **TRANSPORTATION**

### **School Bus**

The purpose of school transportation is to safely transport children from their home to school. Massachusetts schools must provide transportation to students from Grades K–6 who reside two miles from the school they are entitled to attend (Massachusetts General Laws, Chapter 71, Section 68). The superintendent, in cooperation with bus contractors, establishes bus routes. An authorized bus stop is available within a reasonable walking distance of the home of every student entitled to transportation, and that distance does not exceed one mile. It is not possible to provide door-to-door service. Stops will be strategically placed for each route. Bus routes and stops are developed at the beginning of each year and are printed in the newspaper in August and are posted on the school's website. Buses cannot operate over roads that are not properly maintained, on private lanes leading from residences to the highway, or on roads where adequate turnarounds are not provided. Parents/guardians must also be aware that the pick up time on routes may vary because of bad weather, new students, or other circumstances.

Transportation questions should be directed to the following:

- Concerns with drivers or maintenance:  
A & A Transportation – 508-791-9100
- Discipline issues  
School Principal, Mrs. Harrison – 508-581-1620

### **Waiting for the Bus**

Students should be on time for the bus. They should not arrive at the stop earlier than ten minutes before the scheduled arrival time. Bus drivers will not wait for students who are not at the stop on time.

Observe all safety precautions while waiting for the bus:

- Do not play in the roads.
- If possible, avoid crossing streets.
- Do not push, pull, or chase any other students.
- Avoid trespassing on private property.
- Keep loud voices to a minimum.

As your bus approaches, line up at least six feet off the street or road, and do not approach the bus until it has stopped and the driver has opened the door. Check for traffic before moving toward the bus.

### Loading the Bus

- Get on your bus quickly and be seated at once.
- Remain seated; keep aisles and exits clear.
- Listen carefully and obey any directions issued by the driver.

### Behavior While Riding the Bus

\* Parents/Guardians: Please review and reinforce these expectations.

- Observe classroom conduct and obey the driver promptly and respectfully.
- The use of profane language, eating food, chewing gum, smoking, and drinking of any type is prohibited on the bus.
- The use of tobacco, alcohol, drugs, or controlled substances is **STRICTLY** forbidden.
- Do not throw or pass objects on, from, or into the bus.
- Hazardous materials, objects, and animals are prohibited on the bus.
- Leaving and boarding the bus at locations other than the assigned home stop or assigned school is not allowed without permission from the principal.
- Putting head, arms, or objects out of bus windows is forbidden.
- In case of serious or recurring misconduct, the bus driver must describe the violations in writing on the appropriate forms to the school administrator designated to deal with discipline.
- Use of cell phones for any purpose is not allowed on the bus.

### School Bus Discipline Report

Students who misbehave on the bus will receive a school discipline report.

First Offense: Student spoken to and reminded of bus rules by school administrator.

Second Offense: Student spoken to and loss of recess for one day.

Third Offense: Student suspended from the bus for 3-5 days at the discretion of the principal. A meeting will be held between student, parent/guardian, and school administration to determine action to be taken.

The Sutton Public School reserves the right to discipline students for any school bus violation noted above. Please speak with your child/ren concerning appropriate bus behavior for their safety and the safety of all of its passengers. The school administrators have the right to permanently remove a child from the buses if necessary to enforce safety.

## Bus Switching

Bus switching is a problem and we discourage it -- unless it is an emergency. Bus switching for birthday parties, social visits, meetings, etc., will not be permitted. Parents must call the office or submit an online Change in Dismissal form to the administration in emergency situations stating where the student is going. Permission may be granted if the bus route that the student transfers to has available seating.

## Parking at School

Anyone driving on school grounds ***must take extreme care*** to reduce speed and watch closely for children. The lot that is located off to the right of Simonian Way is the designated parent/guardian and visitor parking lot. If you are picking children up at the end of the day, you need to park in the lot and come in to the auditorium, which is the central point through which children from the Simonian Center and Sutton Elementary School are dismissed to their parents or parent designee. Everyone picking up a child from parent pick-up must have identification with them. A license or picture ID will need to be shown to the staff member and checked against the list of approved designees (given by parent or guardian at start of school year). Students will not be dismissed until identification has been checked. This process takes some time and parents should plan accordingly. Please wait in line with ID ready to quicken the process.



## Bike Riding

Students may ride their bicycles to school as long as they provide a green note stating parent/guardian approval. Bikes must be left in bike racks and it is strongly recommended that they be locked. At the end of the school day, bike riders are dismissed at the same time as those students being picked up. This will enable them to safely leave the grounds before the school buses depart.

Parents and children alike should note that wearing a helmet is mandatory. Bike riders should understand and follow the rules of the road.

## Walkers

A letter must be sent into school indicating the day in which a parent gives a student permission to walk. All walkers will be dismissed through the lobby at the end of the day.

## STUDENT BEHAVIOR AND SCHOOL EXPECTATIONS

### Discipline

The goal of Sutton Elementary School is to build a school climate where children respect each other and teachers and staff. All teachers, staff, and students have the following rights:

- To work and learn in pleasant, safe, and orderly surroundings;
- To be free from insulting or abusive treatment (bullying will be dealt with as a serious discipline issue involving parent and students: [Click Here to Review Bullying Policy](#)); and
- To work and learn in an atmosphere that encourages learning.

Children are expected to maintain appropriate behavior in classroom and non-classroom settings, including in the cafeteria, bathrooms, hallways, on field trips, and on the playground. The administration and staff will communicate expectations and routines on an on-going basis. Teacher develop their own set of classroom guidelines and expectations, which will be shared with students.

We use a variety of strategies to enhance your child's social and emotional growth. Below is a list of strategies we may use (not necessarily in order of implementation):

- Verbal reprimand and warning
- Mediation -- talk it out, apologize, etc.
- Loss of privileges -- recess, playground, specials, helper, etc.
- Removal from classroom
- Call parents
- In-house suspension (remain in designated area for the day)

### School Suspension

Notice 37H 3/4

A principal may not impose an out-of-school suspension as a consequence for a disciplinary offense without first providing the student and the parent/guardian:

- Oral and written notice; and
- The opportunity for a hearing on the charge, with the opportunity for a parent/guardian to participate. (603 CMR 53.06(1))

For all suspensions, the notice must include:

- The disciplinary offense;
- Basis for the charge;
- Potential consequences, including the length of the potential suspension;
- Opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and present the student's explanation of the alleged incident, and for a parent/guardian to attend the hearing;
- Date, time, and location of the hearing; and
- Right of the student and parent/guardian to interpreter services if needed. (603 CMR 53.06(2))

If the student is potentially subject to long-term suspension, the notice must also include:

- Notice of opportunity to review records; right to be represented by counsel; right to produce witnesses and to present an explanation of the incident; right to cross-examine witnesses presented by the district; and the right to request that the hearing be audio recorded by the principal. (603 CMR 53.08(3)(b))
- Right to appeal the principal's decision to the superintendent. (603 CMR 53.06(2)(g))

Notice may be by email.

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Massachusetts General Law, Chapter 71, Section 37H3/4.

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-

of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

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## Weapons and Drug Policy

A student shall not possess, handle, transmit, or improperly use any object that can reasonably be considered a weapon. Any student found guilty of carrying a weapon such as a knife, pocket knife, or gun on school property may be suspended or expelled from school in accordance with local, state, and federal statutes and regulations.



Any toy that a student uses as a weapon or in a threatening manner will be treated according to the guidelines above. Such a toy will be confiscated immediately and only released to parents/guardians.

A student shall not possess any drug of any kind on school premises. Parents must submit all medications to the school nurse (see pgs. 28-30).

### Dress Code

Any type of dress or grooming which is disruptive or inappropriate will not be permitted. Clothing and accessories with inappropriate slogans or advertisements are not permitted. Halter-tops, spaghetti straps (straps should be “3-fingers” wide), midribs, short shorts, short skirts, and low-rise pants are not acceptable school attire. Sneakers/shoes with wheels, flip-flops, and open backed shoes are not allowed for safety reasons. Students who are not wearing acceptable attire will be asked to wait in the office until a parent/guardian can bring something more suitable. The determination of inappropriate dress is solely up to the discretion of the school administration. Hats or hoods will not be worn in the building during school hours. Students may wear hats/hoods to and from school and for outside activities such as recess. Make-up is not allowed at the elementary school.

### Cell Phones/Electronic Devices

Due to privacy issues, and for the safety of all students at Sutton Elementary School, all electronic devices including cell phones are NOT permitted at school, at any school event, or on the bus (including field trips). Students who need to make a phone call will have access to the office telephones. If it is suspected a student does have an electronic device, it will be confiscated and will be available for pick up by a parent or guardian in the principal’s office. For further information, please refer to the Internet Safety Policy (pg. 34).

## PLAYGROUND PROCEDURES AND SAFETY REGULATIONS



Recess is fun when all of our students work hard to include everyone and to show respect to all children. If everyone works to keep their own behavior in-line with this general idea, then all of us will continue to have a great time at recess. Students can help by including others in games, supporting each other, and by following the rules so that the teacher/recess monitor can supervise everyone. Playground expectations must be followed to ensure the safety of all students. Appropriate footwear (sneakers or sturdy shoes) must be worn in order for the student to be allowed to play on the playground equipment. Loose fitting, open backed shoes are discouraged.

## Playground Rules

- Running in designated areas only.
- Slide: feet first and no more than three on platform and no climbing up the slides.
- Fireman's pole: secure grip prior to slide.
- Horizontal bars: hip and knee hangs prohibited from high bar, hands only.
- Both bars: hands must be the last body part(s) to touch bar at dismount. No one is to touch the person on the bar.
- Use stairs as stairs.
- Mulch stays on the ground.
- Play ends immediately upon signal.

Also, for safety reasons, the following actions are not permitted:

- Fighting or pretend fighting.
- Throwing or kicking snow.
- Jumping off the patio walls.
- Tripping, shoving, or knocking others down.
- Climbing or hanging on trees.
- Tackle games.
- Leaving the boundaries of the recess area without permission. Students must get permission from a playground assistant or teacher to reenter the building before recess ends.

## HOME/SCHOOL COMMUNICATIONS

### Homework Policy



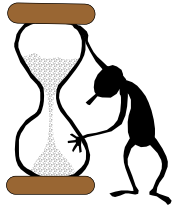
The purpose of homework is to develop independent study habits, to reinforce and enhance classroom instruction, and to encourage parent/guardian involvement in the child's academic development. Homework consists of review and drill materials, compositions, reports, projects, and assigned reading. It is intended to be educationally meaningful and designed to meet the needs of students as individuals.

## The Parental Role in Homework

To help facilitate the home/school connection we require that each student have a homework folder. It is our expectation that parents/guardians will check the folder each night to be informed about the homework their child needs to complete. School notices and notes from the classroom teacher will be shared through this folder. If you have any questions or concerns regarding homework, or school issues, you can send a note to the teacher in this folder.

Homework cannot be effective without the cooperation of parents or guardians. Because the parental role is central to the routine and success of homework, the following are some simple guidelines for how parents could help:

- Make sure your child has an appropriate time and designated place to do their homework. Help teach your child how to do a short priority list to complete homework assignments. Save time for relaxation, but place homework in the most productive spot in your child's schedule.
- Help your child get started by reviewing the directions and making sure your child understands what needs to be done.
- Do not do the work for your child. However, explaining directions, checking work over, and having the student correct errors or recopy messy work, are all appropriate ways to give support.
- Some projects are designed to have parent involvement, and the directions should clarify your role. If there are any questions about a large project, please contact the teacher.
- Please remember that academic routines should be continued throughout the year. Non-written assignments such as silent reading or practicing math facts should continue all year as well. You will receive any special homework information from the classroom teacher throughout the year.
- Support the idea of homework when speaking with your child and discuss questions or concerns with the teacher directly. If for any your child does not understand the concept or directions of the homework, then contact the teacher by note or phone at school.
- Use your judgment as a parent regarding homework. If problems and stress around homework develop, please consult the classroom teacher, principal, or guidance counselor.
- The use of an agenda book can facilitate home-school communication. Please check daily.



## Time

Expectations regarding the time spent on homework will vary as children progress from Grade 3 through Grade 5, with the goal being a gradual growth in the time and amount of homework. Within the grade level, teaching teams strive for consistency in the amount of homework. However, it may vary based on special class projects or individual student needs.

Different children spend differing amounts of time on homework. If you feel your child spent too long on a night of homework please send a brief note in the homework folder indicating the time spent. This will allow the teacher to discuss it with the child and contact you to clarify any concerns. Wednesdays have generally been designated as **No Homework Days** to provide students with family time.

## Report Cards and Conferences

Report cards are typically issued in December, March, and June. Parent/teacher conferences will be scheduled in October or early November.

## Emergency Student Information Sheet

An Emergency Student Information Sheet will be part of the online forms requested at the beginning of the school year. This information is to be completed carefully and submitted by parents/guardians. The Emergency Student Information Sheet should identify at least two people who can assume responsibility for the student if neither parent is available. Please include the names, addresses, and telephone numbers of two people who live close enough to Sutton as to be easily accessible if necessary. Parents should also plan with their child/ren for an emergency, directing the child/ren to go to the home of a neighbor or relative. ***Please call the office if any changes are made during the year.***

## Notes to School

If a child will be leaving school early, or participating in an after-school activity that requires a change for dismissing your child, an online Change in Dismissal Form, found on the [school's website](#), should be completed on the morning of the event.



## Telephone

The office telephone is available to students during the day on a limited basis. Due to the high student population, however, it is important for students to make after school arrangements prior to the school day.

Student usage of the telephone is at the discretion of the school personnel. Cellular phones and beepers are prohibited.

## **VOLUNTEERS AND PARENT/GUARDIAN INVOLVEMENT**

Parent/guardian volunteer helpers are those individuals who can devote time to the school on a regular basis. They work in the school/classroom directly with the teacher or principal. Volunteers free teachers from non-instructional duties and can serve an important role in reinforcing children's learning. **Individuals who volunteer in the schools must keep information learned about students between themselves and their assigned supervisor.** A misplaced comment, in places such as the soccer field, can be devastating to a student, a family, and the school community. Individuals wishing to become volunteers should contact the Friends of Sutton Elementary School (PTO) or the principal.

### **CORI Checks**

Our students' safety is paramount to us and is another measure to keep them safe. Under the CORI law (Criminal Offender Records Information), school districts are required to do background criminal checks and fingerprinting for all employees, volunteers, and others who work with children in the schools. Consequently, CORI checks are conducted on all volunteers who work with children in the schools or at school functions. **In accordance with this state law, a current CORI check needs to be on file to volunteer or to go on a field trip. This check must be completed prior to volunteering.** Please visit the elementary office to complete the paperwork. A phone number and picture ID are necessary to complete the paperwork. Please allow two weeks for processing. The CORI check is good for three years. Please be advised that a CORI check must be current with the school even if you have one from another district or organization.

### **Parent/Guardian Involvement**

A wealth of possibilities exists for parental involvement in Sutton Elementary School. Included among these are memberships in the Friends, the PTO of Sutton Elementary and Simonian Early Learning Center, activities. All are welcome to monthly meetings that are held in the elementary library or over Zoom. For parents whose talents include areas of special interest to school age children, after-school enrichment programs offered through the PTO offer exceptional opportunities for sharing expertise with young people. The PTO also publishes a quarterly newsletter entitled CHALK TALK, available online on the school's

website. More information on the PTO is available on their website at <https://www.suttonschools.net/domain/4820>.

Parents are also encouraged to join the Simonian Center and Sutton Elementary School Diversity and Inclusion Council. The Council aims to positively impact the students and school community to support and honor diversity as well as facilitate an inclusive environment for all members. More information on the Council is available on their website at <https://www.suttondiversitycouncil.org/>.

The SEFT (Sutton Education Foundation Trust) is a non-profit organization founded to provide financial resources to explore new techniques and develop and sustain innovative projects that support the goals and curriculum of the Sutton Public Schools. The Foundation is committed to fostering excellence in education and to helping all students attain their highest level of academic achievement. For more information regarding SEFT you can log on to their website at [www.suttonedfoundation.org](http://www.suttonedfoundation.org).

A Parent Advisory Council, also known as SSEPAC, provides access to relevant resources, laws, regulations, and activities that impact special education in this community and across the state. Contact the Special Education Office at 508-581-1615 for information on SSEPAC meetings.

In addition, parents are invited to attend meetings of, or become involved in, the School Council that consists of parent representatives willing to make a commitment to monthly meetings.

All volunteers are requested to sign in at the office and sign out when leaving for security purposes. It is also necessary to wear a visitor's badge while in the building. **It is of utmost importance that all volunteers recognize the need for strict confidentiality regarding all of the children they might encounter in these volunteer experiences.**

## HOLIDAY AND BIRTHDAY PARTIES

### Birthday Celebrations



The celebration of individual birthdays within the classroom is left to the discretion of the classroom teacher. Please consult with the classroom teacher if your child would like to share individual treats (cupcakes, cookies, etc.) with the class. Healthy treats such as fruit, veggies & dip, or crackers & cheese are encouraged. Please be aware that your child may be in a class with a student who has allergies. If your child has allergies, it is important to notify the nurse and the classroom teacher. If your child is in a classroom with an allergic child, please refer to the allergy protocol or call the school nurse with any questions or concerns.

Invitations to celebrations that will not be taking place in school should be mailed or distributed outside of school and not during the school day.

## Holiday Celebrations

The celebration of holidays is left to the discretion of the classroom teachers and is celebrated consistently by grade level teams. We make an effort to educate students on various multicultural celebrations, as well as national holidays.

## TRADITIONS AND SPECIAL PROGRAMS

The Sutton Elementary School organizes a wide variety of special programs throughout the year. These programs are the cornerstones of the school's community tradition as they bring the students, teachers, and parent/guardians together. During the year announcements will provide dates and details for these events.

## Field Trips

The purpose of field trips is to broaden students' educational experiences and to foster social growth in group situations outside the regular classroom environment. As such, unless there are special circumstances discussed ahead of time with the child's teacher, participation is required.

Student behavior and appearance on a field trip should reflect positively on Sutton Elementary School. The teacher in charge may define appropriate attire. Guidelines for student behavior as outlined in the school discipline code will apply to field trips. Cell phones for students are not allowed on field trips. As a parent/guardian, it is important that you review with your child appropriate behavior for the day of the trip.

Transportation costs will be paid for by the school system, but students will usually be asked to pay a nominal fee toward admission. No student will be excluded from a trip due to lack of funds. Arrangements for payment of admission fees may be discreetly discussed with the classroom teacher or office personnel.

Before attending any field trip, students are required to have a permission slip signed by a parent or guardian. Parents may indicate on the permission slip if they wish to volunteer to chaperone.

Chaperones are essential to the success of any trip. Parents who have been CORI-checked will be chosen by lottery to assist on the field trip.

Chaperones are asked to pay their admission fee. As always, confidentiality is extremely important. Please remember that the primary role of the chaperone is to supervise a group of students. Younger siblings of students or spouses of chaperones will not be allowed. The classroom

teacher will handle selection of student groups for chaperones in order to ensure a pleasant day for all.

There are exceptions to the lottery-participation system for parents, i.e. medical conditions, which may be approved by the teacher. Medical documentation may be required.

### Field Trip Payment Procedures

The Sutton Public School District is moving towards all online payments through its relationship with Unibank. For payment, please follow these steps:

1. Go to the district website: [www.suttonschools.net](http://www.suttonschools.net)
2. Scroll over "For Parents" tab
3. Select "Online Payments" in the drop down options
4. Click on the "event tab" on the left menu (e.g., Grade 3 Field Trip)
5. Follow the instructions to make the payment.

### HEALTH SERVICES

The school nurse helps the education process by improving and protecting the health of the student body. One of the major areas of responsibility for the school nurse is the assessment of ill and injured students. In most instances, minor illness and injury are treated and the parent/guardian is not notified unless it is necessary. Parents or designated persons are notified for more serious incidents or illness. It is important to notify the school when home or work phone numbers change. Parents are encouraged to notify the school nurse of any health concerns or medical conditions concerning your child, such as allergies, asthma, etc. It is also recommended that you inform the school nurse and your child's teacher of any prescription medication your child is taking that may cause behavior change or other significant side effects. All communication is confidential and will not be shared without your permission.

Please visit the Health Office website on the school website page for health information and various school health forms:

<https://www.suttonschools.net/domain/474>.



## Health Office Screenings

The following health office screenings are required by the Massachusetts Department of Public Health:

- **BMI (Body Mass Index) calculated through height and weight measurements:**  
Grades 1 and 4
- **Hearing and vision screening:**  
Grades K-5
- **Postural Screening:**  
Grade 5

## Physical Exams

Massachusetts law requires a physical examination on students with 1 year before entering into school or within 30 days after entry and at intervals of either 3 or 4 years.

## Immunizations

Students must have up-to-date immunizations in order to enroll and remain in school (105 CMR 220.000). Parents will be notified of immunizations that are due and the date when documentation must be received. Immunizations may only be waived if a student provides a written medical or religious exemption to the health office or is homeless per the McKinney-Vento Act. Philosophical exemptions are not allowed by law in Massachusetts, even if signed by a physician.

## Medical Questionnaires

If you are having an evaluation or consultation with a doctor or other professional that asks for teachers to fill out forms, please get these forms to the appropriate staff as soon as possible to allow teachers the time to complete the requested information. Teachers need a minimum of three (3) days to complete the forms and will return said forms directly to the doctor's office. Please include a stamped and addressed envelope for this purpose.

## Medication Procedures

The Sutton Public Schools Medication Policy follows medication administration parameters set by the Massachusetts Department of Public Health and the Massachusetts Board of Registration of Nursing. We collaborate with our school physician regularly and the policy is available on the district website. To ensure the health and safety of children needing

medication during the school day, the following procedures are to be followed:

- Your child's teacher cannot administer any medication, including cough drops and throat lozenges. All medications for students are kept in the health office for safety reasons.
- A parent/guardian or an authorized adult must deliver all medications to the school nurse. Do not send medications to school with your child.
- The medication must be supplied in the pharmacy or manufacturer-labeled container with the student's name and correct dose specified. Medication sent to the school in baggies, aluminum foil, plastic containers, etc., cannot be given by the school nurse.
- Students are not allowed to carry ANY medication on their person, with the exception of emergency medication. Students may carry and administer inhalers, insulin, and epinephrine if age appropriate and with written permission from the parent and school nurse.
- Medication orders must be renewed every academic year. The medication must be picked up by the parent/guardian at the end of each year or will be discarded.

### Prescriptions for 10 Days or Less

- Prescription medicines to be given for 10 days or less at school should be delivered to the health office in the original pharmacy container. Your pharmacist should be accustomed to providing a separate, properly labeled container for school use.
- The "10 days or less" medicines should be accompanied by a note from you with your child's name, grade, teacher, and at what time the medicine should be given.
- Please bring in only enough medicine for the number of school days your child will be receiving it.
- Medications given 3 times/day can be given at home (morning/after school/bedtime) unless the child is in the aftercare program or will not be home after school.

### Prescriptions for Greater Than 10 Days

- Medication orders are only valid for the current school year. A new Medication Order Form must be submitted yearly.
- These medicines should be in a properly labeled pharmacy container and should be delivered to the health office by a parent/guardian.

- No prescription medication will be administered without a completed Medication Order Form (filled out and signed by the child's physician), and a signed Parent/Guardian Consent Form.
- The pharmacy container should contain no more than a 30-day supply for school.
- You are responsible to pick up any unused medication by the last day of school, or within 1 week of termination of the medication order. If medication is not picked up as requested, it will be appropriately disposed of by school staff.

### Over-the-Counter Medicines

The Massachusetts Board of Registration in Nursing allows for administration of over-the-counter medications in schools based on protocols developed by the school nurse, school physician, and school administration. Protocols established by the Sutton Public School District include:

- Name of drug;
- Dosage and dosage interval;
- Indication for administration of the drug;
- Assessment factors which must be employed prior to drug administration

If your child has a chronic condition such as migraine headaches, requiring occasional treatment with over-the-counter medicines, an over-the-counter medication form can be requested from the school nurse. This form gives permission for over-the-counter medications to be given as needed.

For illness of or injury to a student, the parent/guardian or the designated contacts, will be reached by telephone for permission to administer an appropriate medication.

### **SPECIAL EDUCATION**

Special education laws (Chapter 766 of the Massachusetts General Laws and Federal P.L. 94-142) guarantee that every Massachusetts student with special needs ages 3 to 21 has the right to a free and appropriate education through their local public school system. Every effort is made to provide successful instructional opportunities for all learners. Students with special needs are integrated into the regular school system whenever possible. However, when a student's needs cannot be met within a school system, the student may be placed in another public school or a private day or residential facility at public expense.

To support successful classroom participation by all students, teachers, parents/guardians, and specialists often work together to define and implement instructional or behavioral strategies. When more information is necessary about a student's learning style or skill level, requests for an evaluation to determine if a child requires special education services may be made by parents/guardians, teachers, or other staff members in writing to the principal or special education director. Program planning is a collaborative effort among parents, teachers, specialists, and other persons whom the parents and/or specialists wish to involve. This planning may result in an individualized education plan (IEP).

A variety of support services are available in the elementary school. The special education staff that includes instructional assistants, special education teachers, and other specialists provides the monitoring and/or implementation of these services. The special education staff works closely with classroom teachers and assists with curriculum or material accommodations, co-teaches lessons, and/or supports small group work within the regular classroom. While most students on IEP's receive service within the regular classroom, others receive services from various specialists outside the classroom.

### Referral Process

- The classroom teacher and parent(s) meet to discuss student concerns. Either party may initiate conferences.
- A classroom teacher recognizes a student is having a problem and contacts the STAT (Sutton Teacher Assistance Team) for advice on how to best assist a student.
- A classroom teacher tries intervention techniques and modifications and meets again with STAT to determine whether to proceed with a referral for testing through the special education department.
- The special education department seeks permission from the parent/guardian to test.
- Appropriate specialists test student and meet with classroom teacher.
- A meeting time is arranged with parents to discuss the findings of the testing that was completed. Parents and professionals discuss possible services needed.

### Discipline – Special Education

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional discipline provisions be made for students who have been found by an evaluation to have special needs and/or a handicapping condition, and whose program is described in

an Individualized Educational Plan (IEP) or on a Section 504 Plan. The following additional requirements apply to the discipline of special needs students:

1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student requires a modification. Any modification will be described in the IEP.
2. The principal (or designee) will notify the special education office of the suspendable offense of a special needs student and a record will be kept of such notices.
3. When it is known that suspension(s) of a special needs student will accumulate to 10 days in a school year, procedures as delineated in Section 338 of the Chapter 766 Regulations will take place. A review of the student's IEP will be held to determine the appropriateness of the student's placement or program. A determination will be made as to the relationship between the student's misconduct and the student's special needs and either:
  - a modified program will be designed for the student; or
  - an amendment will be written to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.
4. No more than 10 days after taking disciplinary action involving suspension or placement in an Inter Alternative Educational Setting (IAES) if the offense involved weapons, drugs, or hearing officer removals, the principal and school counselors will meet to develop a functional behavioral assessment plan to address the behavior.
5. In addition, the Department of Elementary and Secondary Education (DESE) will be notified as required by law, and the procedures promulgated by the DESE for requesting approval of the alternative plan will be followed.

### Physical Restraint

Pursuant to Massachusetts Regulations, 603 CMR 46.00, Sutton Public School District follow the policy of the Sutton School Committee regarding the use of physical restraint to protect students and maintain an orderly safe environment conducive to learning. Further, it follows procedures to carry out that policy which are consistent with 603 CMR 46.00, including sections 46.1 through 46.07.

## **DISTRICT CURRICULUM ACCOMMODATION PLAN**

The District Accommodation Plan (DCAP) is a regular education initiative to support students with diverse learning needs. The DCAP is individually based to reflect the services and accommodations necessary for student success. The plan acknowledges learning style with reference to strengths and weaknesses. It may include modification of curriculum; direct teaching, strategies, the learning environment as well as a variety of teaching materials, support, and consultative services necessary for academic success.

A DCAP may be developed when a student has been deemed ineligible for special education services, through teacher or parent referral as well as a recommendation from the Sutton Teachers' Assistance Team (STAT). The plan is developed, reviewed, and placed in a student's records and distributed to teachers and parents.

## **LIBRARY PROCEDURES**

### **Philosophy and Procedures Regarding Library Media Center Citizenship**

It is the responsibility of the Sutton Elementary School Library Media Center to serve the educational and academic needs of all students enrolled at Sutton Elementary School. The Library Media Center staff strives to provide personal growth within an openly accessible and safe environment during the school's hours of operation. It provides bibliographic instruction in research skills and literature enrichment for all students. As part of the Sutton Elementary School, all rules and regulations that govern appropriate behavior at Sutton Elementary School are applicable at all times while using the Library Media Center facility. Therefore, it is expected that all Library Media Center (LMC) users will exhibit mutual respect and social responsibility. To this end:

- All students and LMC patrons must show consideration for the rights of their fellow patrons, teachers, and school personnel.
- All students and LMC patrons must display respect for all LMC equipment and materials.
- All students should be aware of safety and not endanger themselves or others.

### **Borrowing Materials**

As a part of each student's academic program, every class visits the Library Media Center once a week for a 45-minute (Kindergarten, 30

minute), structured library period. As a part of that class, children are allowed to borrow 1 book (or magazine) at a time from the Library Media Center's extensive fiction and nonfiction collection. Materials may be borrowed for 1 week. They can be renewed for an additional week if the student wishes to do so. Library Media Center materials need to be returned to the classroom library bucket by 8:45 AM in the morning the day before each student's assigned library day. If a student forgets their book, the student receives a written and an oral reminder and **cannot** withdraw another book until the outstanding material is returned. Students are responsible for returning their materials in the same condition that they withdrew them.

If a student fails to return a book or returns a book in a damaged condition, the student's parents or guardians will be notified and are responsible for paying the replacement cost of the book. **The cost for replacement of a hardcover title is \$20.00; the cost for replacement of a paperback title is \$10.00.** (These prices are reflective of the most recent prices published in School Library Journal and include supplies and manpower needed to enter new materials into the collection.) Upon payment for lost or damaged materials, the student's library borrowing privileges are immediately reinstated. If after payment, the material is found and returned to the Library Media Center in good condition, the book replacement fee will be refunded.

### Use of Computer Equipment

All students are taught how to operate computer equipment and related materials properly and safely. In the event that a student abuses this equipment (which is very costly to replace), the Library Media Center staff will notify the principal who will take the appropriate action. No personal software, disks (CDs or DVDs), or downloadable applications are allowed on school computers.

## SUTTON PUBLIC SCHOOL DISTRICT POLICIES

### Internet Safety and Acceptable Use Policy

The Sutton Public School District is committed to providing the student body and faculty with a technology rich learning environment. We are committed to ensuring that our students have access to safe and secure learning opportunities.

All users and parents must sign the following policy prior to using computers, network and Internet connections anywhere on school property: [Click here for our District Acceptable Use Policy](#).

### Internet Safety Policy

The Sutton Public School District is pleased to give the privilege of computer network and Internet access to all students, faculty members, and staff.

The Internet is a worldwide network of interconnected computers that allows users, including students, corporations, government agencies, authors, doctors and scientists, to share information with one another. The Internet also provides an opportunity for users to communicate with each other, no matter how far apart they are geographically. Because of its enormous size, the Internet provides an almost limitless amount of information that can be put to great educational purposes. With such great potential for education also comes the potential for the posting or retrieval, intentionally or unintentionally, of inappropriate or harmful material. The Sutton Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. The Sutton Public School intends to utilize any blocking or filtering safeguards required by law in order to filter all Internet activity for depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. With these measures, in addition to user education, implementation of this policy and grade-appropriate supervision, the Sutton Public Schools believes the Internet can be used safely to enhance the delivery of educational services.

The Sutton Public Schools' Computer Network, which includes World Wide Web access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, research projects directly related to class assignments, career and professional development and high quality self-discovery activities of an educational nature. The Sutton Public School computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Sutton Public Schools community are responsible for good behavior on school computer networks just as they are in a classroom or in a hallway. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

The Sutton Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available



through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Sutton Public Schools respects each family's right to decide whether or not their child will have independent access to the World Wide Web and an individual e-mail account at school. In making this decision, families should be aware that the Sutton Public School intends to vary the degree of directly supervised and generally supervised Web access and e-mail in the schools according to grade levels.

### **Access to Obscenity or Material Harmful to Minors**

The Technical Coordinator of the Sutton Public School District utilizes mandated software to actively filter all Internet activity for visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Teachers will also monitor the online activities of students through direct observation to ensure that students are not accessing material that is inappropriate to minors.

## **ACCEPTABLE USE POLICY**

### **Personal Safety**

1. Users will not post any personal information about themselves or others. This includes full name, addresses, phone numbers, etc.
2. Users agree not to meet with people they have made contact with online without the participation of a parent/guardian.

### **Security**

1. Users agree not to disclose their personal account information to others.
2. Users agree to notify the teacher or school principal if they encounter security issues, or they believe someone is accessing their account or other unauthorized information.
3. Users agree not to hack into any part of the school network or initiate any hacking activities from the school network.
4. Users agree not to introduce or generate computer viruses on school computers.

### **Illegal Activities**

1. Users will not attempt to access any unauthorized system or data via the District computer network. This includes

accessing other users or unauthorized account information or passwords.

2. Users agree not to log in using another user's password.
3. Users agree not to deliberately impair or destroy computer systems or data.
4. Users agree not to deliberately introduce viruses into the District.
5. Users agree not to use the District computer network for illegal activities. This includes the sending of threats, purchasing or selling illegal items, etc. Appropriate law enforcement agencies will be notified.
6. Users agree not to copy or remove software from the school network.

### Plagiarism

1. Users agree not to plagiarize works accessed via the computer network.
2. Users agree to respect all copyright laws. Users will not reproduce or claim ownership of material developed by others.

### Inappropriate Material

1. Users agree not to use the District network to access any material that contains profane, obscene, or inappropriate content.
2. Users agree to report any accidental accessing of profane, obscene, or inappropriate materials to teacher or faculty member.
3. Users agree to report any access of profane, obscene, or inappropriate materials by other users to a teacher or faculty member.

### Inappropriate Behavior and Activities

1. Users agree not to use obscene, vulgar, rude, harassing, threatening, or disrespectful language.
2. Users agree not to use the District network for any unauthorized commercial activity or political lobbying.
3. Users agree not to use the District network to discuss or transmit highly sensitive or confidential school department information.

4. Users agree that they will not send chain letters, broadcast messages, or lists to individuals, subscribe to list-services, newsgroups, participate in discussion groups, or chat rooms without expressed prior permission and supervision.
5. Users agree not to download files that do not have an educational purpose. Games, file sharing software, MP3 files or other non-educational materials should not be downloaded.
6. Users agree not to change or modify computer or network settings. This includes, but is not limited to, backgrounds, screensavers, icons, display, and printer settings.
7. Users agree not to download, install, or use Instant Messaging chat software, or to use the network as a phone in any way on the school network.
8. Users agree not to access personal e-mail accounts over the school network; this includes HTML based e-mail accounts such as Yahoo, Hotmail, etc. Any e-mail that is required for an educational purpose must be sent with the teacher's permission and supervision through the teacher's e-mail account. All e-mail traffic should be of an educational nature and no user should encourage the sending or receiving of illegal, obscene, or threatening messages.
9. Users agree to use computers only when supervised by a member of the faculty or staff. Unsupervised use of computers is prohibited.
10. Users agree not to send messages or post information that would likely result in the loss of a recipient's work or system.
11. Users agree not to participate in other types of use that would cause congestion of the network or interfere with the work of others.
12. Users agree not to attempt to override or bypass any filters or blocks on the computer system without prior permission of the supervising staff member.
13. Users agree that they will not attempt to harm, modify, or destroy data of another user.

### Account Responsibilities

1. Users agree to use the District computer network for educational purposes only.
2. Users agree to download educational files to their network directory (h:\drive) only. Files should not be downloaded to hard drives or unauthorized areas of the network.

3. Users agree to remove unnecessary files as soon as possible or they may be subject to periodic purging.
4. Users agree that the District provides network accounts as a courtesy, and they can be withdrawn if violations occur.
5. All messages and information created, sent or retrieved on the network are the property of Sutton Public Schools. Electronic mail messages and other use of electronic resources by users are also the property of the Sutton Public Schools and should not be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network's back-up files. While the Sutton Public Schools does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver;
6. The Sutton Public Schools assumes no responsibility for:
  - a. Any unauthorized charges of fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
  - b. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
  - c. Any cost, liability or damages caused by a user's violation of these guidelines.
  - d. Any information or materials that are transferred through the network.

Users agree they will be individually responsible for any unauthorized costs associated with their use of the district computer network.

Failure to abide by any of these rules may result in disciplinary action, including suspension of network privileges or legal prosecution.

## **NON-CUSTODIAL PARENTS**

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Massachusetts General Law, Chapter 71, Section 34H.

Each public elementary and secondary school shall provide student records ... in a timely and appropriate manner to the parents of a child enrolled in the school if the parents are eligible for information under this section.

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A non-custodial parent (the parent without physical custody) must submit a written request for records to the school principal. Upon receipt of the request the school must notify the custodial parent of the receipt of the request. The custodial parent will be notified that the information requested will be provided to the non-custodial parent after 21 days unless the custodial parent provides the principal with documentation as listed below. (603 CMR 23.07(5)(c), (d))

The school must delete all electronic and postal address and telephone number information of the custodial parent (work and home) from student records provided to non-custodial parents. Such records must also be marked indicating that they shall not be used to enroll the student in another school. (603 CMR 23.07(5)(e))

**Non-custodial parents are eligible to obtain access to their children's student records unless the school or district has been given documentation that:**

- The non-custodial parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically identified in the custody or supervised visitation order, or
- The non-custodial parent has been denied visitation, or
- The non-custodial parent's access to the student has been restricted by a temporary or permanent protective order, unless the order (or any subsequent order modifying the protective order) specifically allows access to student record information, or
- There is an order of a probate and family court judge which prohibits distribution of student records to the non-custodial parent. (603 CMR 23.07(5)(a))

The complete text of the regulation is available on the Department of Elementary and Secondary Education website:

[www.doe.mass.edu/lawsregs/](http://www.doe.mass.edu/lawsregs/).

## **STATEMENT REGARDING DISCRIMINATION**

The Sutton Public Schools do not discriminate against students, parents/guardians, employees, and the general public. All programs, activities, and employment opportunities are offered without regard to race, color, religious creed, national origin, sex, gender identity, sexual

orientation, genetic information, ancestry, disability, or any other status protected by federal, state, or local law.

Persons with discrimination concerns and/or complaints within the Sutton Elementary School should contact the following individuals:

**Title VII of the Civil Rights Act of 1964**

Mr. Theodore Friend, Superintendent of Schools

16 Putnam Hill Road

Sutton, Massachusetts 01590

**Title IX of the Educational Amendments of 1972 (sex discrimination)**

Mr. Theodore Friend, Superintendent of Schools

16 Putnam Hill Road

Sutton, Massachusetts 01590

**Section 504 of the Rehabilitation Act of 1973 (disability discrimination)**

Mr. Theodore Friend, Superintendent of Schools

16 Putnam Hill Road

Sutton, Massachusetts 01590

**McKinney-Vento Act (Homelessness)**

Ms. Anne Corron, Nurse

383 Boston Road

Sutton, Massachusetts 01590

**English Language Learners (ELL)**

Ms. Anne Corron, Principal

383 Boston Road

Sutton, Massachusetts 01590

**Safe and Drug Free Schools Community Act (SDFSCA)**

Ms. Anne Corron, Principal

383 Boston Road

Sutton, Massachusetts 01590

**Sutton Elementary School is an equal opportunity employer.**

## Nondiscrimination

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 in the following statements of the School Committee's intent 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 socio-economic, 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.
6. 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.
7. 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, and will apply to race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability, or any other status protected by federal, state, or local law.

## Nondiscrimination on the Basis of Disability

Title II of the Americans with Disabilities' Act (ADA) of 1992 requires no qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination. Nor shall the district exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association. A "qualified individual with a disability" is an individual with a disability,

who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, transportation barriers, the provision of auxiliary aids and services, meets essential eligibility requirements for the receipt of services and the participation in programs or activities provided by the district.

The superintendent designated the schools' principals to coordinate the school department's efforts to comply with and carry out its responsibilities under Title II of the ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under the ADA.

### Nondiscrimination on the Basis of Sex

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment practices.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee designates the superintendent or superintendent's designee to act as the school system's Title IX compliance officer.

### Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a major federal law that impacts entities that receive federal funding, including local school districts. It is a civil rights law designed to protect disabled individuals from unlawful discrimination on the basis of their disability. The law states:

No otherwise qualified individual with a disability in the United States, as defined in Section 705(20) of this title, shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...

Under Section 504, a person is disabled if that person:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities,
2. Has a record of such an impairment, or
3. Is regarded as having such impairment.



Major life activities include walking, seeing, eating, standing, lifting, bending, reading, concentrating, thinking, hearing, speaking, breathing, learning, working, caring for oneself, communicating and performing manual tasks. An impairment need only substantially limit one major life activity to be considered a disability under Section 504.

The Sutton Public School District shall not discriminate in the operation of educational programs, activities, or employment on the basis of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability, or any other status protected by federal, state, or local law.

### **Section 504 Grievance Procedures**

There are two modes of resolution for grievances under this policy. A grievance may be settled through mediation (Informal Procedure) or through a hearing (Formal Procedure).

All matters concerning the complaint shall remain confidential to the extent practicable. At any point in this process, employees or students may elect to be represented by counsel or union advocates where applicable.

Retaliation due to the lodging of grievances is illegal and shall not be tolerated. Any individual who retaliates against any person because the person has filed a complaint under this policy, or testified, assisted, or participated in an investigation, proceeding or hearing related to such a complaint will be subject to disciplinary action. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or denial of an educational opportunity or assistance.

## **INAPPROPRIATE BEHAVIOR OF A SEXUAL NATURE AND SEXUAL HARASSMENT**

The Sutton Public Schools are committed to providing faculty, staff, and students with an environment free from inappropriate behavior of a sexual nature and sexual harassment. All persons associated with the school system including, but not limited to, the school committee, school councils, the administration, the staff, and the students are expected to comply with this policy and conduct themselves appropriately. As a result, this policy is adopted pursuant to Massachusetts General Laws, Chapter 151B, Section 3A.

Any person who engages in sexual harassment or inappropriate behavior of a sexual nature while acting as a member of the school community will be in violation of this policy and subject to disciplinary action or legal action pursuant to the Massachusetts General Laws, Title VII of the Civil

Rights Act of 1964, or any other appropriate law. Such legal action may result in personal liability for the perpetrator or one who aids and abets the perpetrator.

Any disciplinary action taken as a result of such violation(s) will be consistent with the requirements of applicable collective bargaining agreements, federal and state law, and School Committee policies. Disciplinary action involving employees may include, but is not limited to, any one or a combination of the following: verbal admonition, written warning placed in the respondent's personnel file or student record, probation, suspension without pay, demotion, removal from administrative duties within a department or dismissal. Students may be subject to suspension or expulsion proceedings following a finding that a violation of this policy has occurred. The committee or administration may also make appropriate recommendations, such as professional counseling, and may recommend relief for the complainant which reinstates and restores, as much as practicable, the aggrieved party.

The School Committee recognizes the need to develop a full understanding for our staff and students of the impact of sexual harassment and associated inappropriate behavior. The school community, therefore, shall provide mandatory awareness training on these subjects to all members of the Sutton School System. Retaliation against a complaint is unlawful and will not be tolerated.

In addition, please note that employees who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below:

1. The Massachusetts Commission Against Discrimination (MCAD) is the state agency responsible for handling complaints of harassment, including sexual harassment. The MCAD can be reached at the following locations:
  - Boston Office: One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108, telephone number: 617-994-6000
  - Springfield Office: 436 Dwight Street, Second Floor, Suite 220, Springfield, MA 01103, telephone number: 413-739-2145
  - Worcester Office: 484 Main Street, Room 320, Worcester, MA 01608, telephone number: 508-453-9630
2. The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at:

- John F. Kennedy Federal Building, Government Center, 475 Government Center, Boston, MA 02203, telephone number: 800-669-4000

Complaints filed with the MCAD and the EEOC must be filed within 300 days of the incident giving rise to the claim.

For further information, please refer to the Sutton Public School District website at [www.suttonschools.net](http://www.suttonschools.net).

## **HANDBOOK CLOSING**

The Sutton Elementary School Staff and School Council hope this handbook has provided you with helpful information concerning your child's education in Sutton. Thanks again to all those who helped develop this handbook.

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