



- [District Home](#)
- [Preschool Philosophies](#)
- [Who We Are »](#)
- [Preschool Information »](#)
- [Registration Information »](#)
- [Tuition »](#)
- [Special Education »](#)

Navigation



## Perley Preschool

### Perley Integrated Preschool Handbook

#### **Mission Statement:**

*Our integrated preschool is a child oriented, developmentally appropriate program. It is designed to serve children with a wide range of disabilities as well as meet the needs of typically developing preschool students.*

#### **School Procedures:**

**The Main Office:** The main office serves as the center of a wide range of important activities. It is the communication link between home and school. The main office can transfer you to teacher voicemail should you want to leave a message for a teacher. The main office telephone number at Perley Preschool is 978-352-5780.

#### **Daily School Hours:**

**Full Day Program – 9:00am – 3:00pm**

**Half Day Morning Program – 9:00am – 11:30am**

#### **Student Attendance:**

Perley Preschool requires a high level of participation for engaged learning. Regular class attendance enables students to benefit from interactive activities.

#### **Tardy Information:**

Students arriving late to school must report to the Perley Preschool main entrance with a parent to be signed in. A child is considered late for preschool if he or she is not in the classroom by 9:10.

#### **Absence Information:**

To assure your child's safety, parents are requested to call the Perley Preschool (978-352-5780) no later than 9:30am if the child will be absent. Please plan to leave a message on the student-absentee line with the following information: the date, your child's first and last name, and your child's teacher. If a phone call is not received, parents will be called at home or at work to verify the child's absence. In addition, a note to your child's teacher is required when your preschooler is absent.

#### **Early Dismissal Information:**

If you plan to dismiss your child early from preschool, a note to your child's teacher is required. The note should be sent on the morning of the dismissal and should state the following: your child's name, your child's teacher's name, time of dismissal, name of the person picking up the child, and the date.

#### **Dismissal Due to Illness:**

Children who become ill during the school day will be guided to the Nurse's Office. If necessary, a parent will be called to dismiss the child

early. If you are coming to school to pick up a child who is sick, please ring the doorbell at the preschool main entrance and sign in at the preschool office. You will then be able to go up to the Nurse's Office to pick up your child.

#### **Dismissal Changes:**

If there will be a change in your child's normal pick-up routine, a dismissal change note is required. Your child's teacher gave out a dismissal change note form during orientation time. Additional copies can be accessed from your child's teacher and from the preschool office. In the event of a dismissal change, please fill out this form and give it to your child's teacher first thing in the morning.

#### **Preschool Morning Drop Off and Pick-Up Procedures:**

##### **Morning Drop-Off:**

Please arrive at school for preschool no earlier than 8:45. Please pull into the Perley Preschool parking lot and find a spot in the lot. Any spot, numbered or labeled "Visitor", is an acceptable spot to park. Please DO NOT park along the sidewalk area or behind parked cars in the lot. If you cannot find a spot in the lot, please feel free to park along North Street or Pleasant Street (the street the library is on). Once you have parked, please walk with your child into school via the main preschool entrance (the kiosk doors). A staff member will open the preschool main entrance doors each morning from 8:55-9:05. Please continue down the hallway to your child's preschool classroom. Teachers/paraprofessionals will open the classroom doors at 9:00 to begin the preschool day. Please wait with your child until the door opens and the day has begun.

##### **Half Day Program Pick-Up (11:30am):**

Please arrive at school for preschool pick up around 11:25. Please pull into the Perley Preschool parking lot and find a spot to park. Any spot, numbered or labeled "Visitor", is an acceptable spot to park. Please DO NOT park along the sidewalk area or behind parked cars in the lot. If you cannot find a spot in the lot, please feel free to park along North Street or Pleasant Street (the street the library is on). Once you have parked, please walk to the main entrance area to wait for dismissal time. The half day class will dismiss from the playground or from the outside classroom door in the case of inclement weather. For the safety of our dismissal procedure, please do not walk up to the dismissal area. Please wait for a teacher or paraprofessional to connect you with your preschoolers. Once you have secured your preschooler in his/her car seat and you are ready to exit your parking spot, please be very cautious of other cars and fellow families with preschoolers nearby.

##### **Afternoon Pick-Up:**

Please arrive at school for preschool pick-up no earlier than 2:50. Please pull into the Perley Preschool parking lot and find a spot to park. Any spot, numbered or labeled "Visitor", is an acceptable spot to park. Please DO NOT park along the sidewalk area or behind parked cars in the lot. If you cannot find a spot in the lot, please feel free to park along North Street or Pleasant Street (the street the library is on). Once you have parked, please walk to the main entrance area to wait for dismissal time. You will be waiting with parents and caregivers from all 4 full day preschool programs. For the safety of our dismissal procedure, please do not walk up to the dismissal area. Please wait for a teacher or paraprofessional to connect you with your preschoolers. Once you have secured your preschoolers in his/her car seat and you are ready to exit your parking spot, please be very cautious of other cars and fellow families with preschoolers nearby.

#### **School Visitors:**

All visitors must report to the main preschool office upon arrival. They must sign in and obtain a VISITOR'S badge before visiting any classrooms, cafeteria, playground, etc. Before leaving, visitors should return their badge and sign out. For the safety of the children, no one is permitted to go to a classroom without first checking in at the front office.

#### **Lost and Found:**

Lost and found items are placed in a specifically designated area in the preschool hallway. Parents are encouraged to label all clothing and personal property with their child's first and last name. Periodically, all items in the lost and found that continue to be unclaimed are donated to a local charity.

#### **Dogs on School Property:**

A dog on school property is a safety issue for our school. Many children are allergic to dogs and no matter how friendly a dog may be, its reaction can be unpredictable when surrounded by small children. It is for these reasons that dogs are not permitted on school grounds.

#### **School Cancellations:**

The Superintendent of Schools has the authority to close school temporarily whenever conditions exist which may endanger the health and/or safety of the children. During stormy or extremely cold weather, parents are urged to exercise their own judgment in sending their children to school.

When a decision has been made to cancel school, the Superintendent or her designee will notify parents via Connect-Ed, the automated telephone messaging system before 6:00am. The announcement will also be posted on radio station WBZ-Boston (1030 AM) and WHDH-

Boston (850AM) and television stations Channel 4, Channel 5, and Channel 7. In addition, school closure or delay information will appear on Georgetown Community Television, Channel 9 on Comcast and Channel 42 on Verizon.

### **Delayed Opening Procedure:**

In some cases, instead of a school cancellation, a delayed opening will be required. The Superintendent of Schools and/or her designee will determine the length of the delay based on the circumstances and discussions with public safety and bus officials. Generally however, in the event of a delay, the procedure will be as follows:

- The start of school will be delayed by 90 minutes. The students in full day classes will come to school at 10:30am.
- There will be no morning half day preschool on a delayed opening.
- School will be dismissed at the normal time (3:00pm).

### **Safety and Security**

Outside doors remain locked during school hours. All visitors and volunteers must ring the buzzer beside the main entrance doors. This will alert the main office of your presence and allow them to unlock the door for you. ALL visitors are required to sign in and receive a visitor's badge at the main preschool office. **Activities inside and outside the school are monitored by video surveillance.**

### **Fire Drills:**

The district shall cooperate with the fire department in the conduct of fire drills annually.

### **Other Emergency Situations:**

In the event that an emergency situation arises during school hours and it becomes necessary for the children to be dismissed from school early, the following procedure will be followed:

- Parents will be notified via the Connect-Ed emergency notification system. The local radio stations WBZ and WHDH will broadcast the announcements. In addition, emergency information will appear on Georgetown Community Television, Channel 9 on Comcast and Channel 42 on Verizon.
- Under these conditions, your child may not always be able to follow his/her usual procedure. Parents should be sure to have an alternative plan in the event school is dismissed early.

### **Birthday Celebrations**

Young children enjoy having birthdays recognized as a very special day, as such, birthdays will be recognized classroom-wide. Due to the large number of children with food allergies, celebrations cannot include food. Personal birthday invitations, the delivery of balloons, flowers, or party favors may not be sent to school.

### **Recess**

Recess is an important part of a child's day as it provides for social interaction and physical activity. Children in the full day preschool program will have two recess times, each averaging 30 minutes. Children in the half day preschool program will have one recess time averaging 30 minutes. In the winter when the temperature drops below 32 degrees, the Director will make the decision about whether or not it is safe to go outside to play. The decision will be based upon the following: weather conditions such as wind-chill, condition of playground surfaces and grounds. Students should always be sent to school with weather-appropriate clothing such as boots, snow pants, hats and mittens.

### **Perley Preschool Extended Day Program**

The Perley Extended Day Program offers before and after school care for your preschool child. The program offers a variety of activities including arts and crafts, recreational games, group activities, and free choice. The Morning Program runs from 7:00 – 9:00 and includes breakfast. The afternoon program has 2 options: our Convenience Hour program, which runs from 3:00 – 3:45, and our Afternoon Full Program, which runs from 3:00 – 6:00. Both options include a snack and a drink. The Extended Day Program cannot be used on a day-to-day basis. For more information and/or to download additional forms and handouts, please visit our website at <http://perley.georgetown-schools.org/>.

### **Health Services and Policies**

The School Committee believes that the greatest opportunity for effective health education lies within the public schools because of their potential to reach children at the age when positive, lifelong health habits are best engendered and because the schools are equipped to provide qualified personnel to conduct health education programs.

### **Nurse Services:**

A school nurse is assigned to Perley Preschool for the entire school day to handle first aid and administration of medicine. Please contact the nurse when your child has any communicable disease or any condition that requires special follow-up.

**First Aid:**

The school attempts to provide a safe environment for all children. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency services and notify the parents, Director, and Principal. First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given with the exception of students who have a signed and accepted health care plan, 504, or individualized education plan. Procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent or guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician, or Director may make arrangements for immediate transfer of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member to whom the child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

**Accident and Illness:**

Parents are encouraged not to send their child to school if they appear ill.  
A child should remain at home if he/she has any of the following:

- A severe cold
- A persistent cough
- Sore throat or swollen glands accompanied by fever
- Undiagnosed rash or skin eruptions
- Earache
- Red eyes or drainage from eyes
- Vomiting or diarrhea within the past 24 hours
- Temperature greater than 100

If a child becomes ill at school, parents will be notified and will be expected to come to school to pick up their child. Children should be picked up from the health office. When a child is sick or injured, we will contact the parent or his/her designee. The designees are listed on the emergency information sheet. Please list three people to contact with local addresses. In cases where parents or their designees cannot be contacted, the school administrator and/or nurse will take whatever emergency action is deemed necessary.

**Immunization:**

All requirements for entry into our school district must be met before the student is allowed to start school. State law requires the immunization of all children entering school in September. All immunizations must meet Massachusetts Department of Public Health requirements and must be certified in writing by a licensed physician. Exemption for medical or religious reasons requires appropriate documentation. For a list of current immunization requirements, see the health office or contact your primary care physician.

**Serious Emergencies:**

The school nurse will take primary responsibility for serious emergencies. If the nurse is not in the building, a nurse in the district will be consulted and assume primary responsibility. First aid will be administered and, if necessary, the student will be transferred by ambulance to the nearest hospital. Every effort will be made to contact the parents. The parent may be requested to call the emergency room to give permission for treatment.

**Medication:**

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. No one but the school nurse, and those listed in the medication administration plan acting within the above restrictions, may give any medication to any student.

Whenever possible, the medication schedule should be adjusted to fall outside of school hours. A signed medication order by the physician and a signed consent by the parent or guardian are required to dispense medication at school. This includes over-the-counter medications (Tylenol, ibuprofen, antacids, Tums, throat lozenges). An authorized adult should deliver the medication to the school nurse. No student should carry medication. If a parent prefers, he/she may come to the school and administer the medication.

#### **Georgetown School Emergency Form:**

An Emergency Contact Form for each student is sent home at the beginning of each school year. Parents are required to complete this form annually and return it to school. This form is necessary in the event staff needs to contact parents during the day.

#### **Sunscreen and Bug Spray:**

Parents are responsible for applying sunscreen and bug spray before school. Staff will not be responsible for applying sunscreen or bug spray during the school day.

#### **Communicable Diseases:**

By law, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff. The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases. Management of common diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of communicable disease may be temporarily excluded from school attendance. The school district reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in the school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement. In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures outlined above. In all proceedings related to this policy, the school district shall respect the student's right to privacy. Only those persons with direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

#### **Chicken Pox:**

We ask that your child be isolated from school for one week following the appearance of the chicken pox rash. All eruptions must be dry and scabbed over before the child can return to school.

#### **Strep Throat:**

Children may return to school after being on adequate antibiotic medication for 24 hours and after being without fever for 24 hours.

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

If lice are found, the student will be sent home. The parent/guardian will be provided with information on methods to eliminate infestation. The child must be live-lice free in order to return to school and must be brought back to school by a parent/guardian and will be checked by the school nurse before being allowed to return to preschool. If a parent/guardian discovers head lice on their child, please notify the school nurse. For the complete policy on pediculosis, please refer to the School Committee Policy Manual found on the Georgetown Public Schools website at [www.georgetown-schools.org](http://www.georgetown-schools.org).

#### **Nut Prohibited Policy**

The Perley Integrated Preschool has many students who have severe nut allergies. Some of those affected students are touch-sensitive and have asthma, therefore the potential for a more serious reaction is increased. Due to the seriousness of this life-threatening condition, Perley Preschool is prohibiting all nut products from coming into the building in order to maintain the health and safety of all students. Before sending in a food item, please be sure to check the ingredient list. If it says anything about being produced in a facility that handles nuts, please do not send that item in to preschool. It is imperative that we implement this practice to ensure a safe environment for all of our young children to learn and grow.

#### **Parent Involvement**

**CORI Check for Volunteers (Criminal Offender Record Information):** On November 22, 2003, the Senate and House of Representatives passed Section 2 of Chapter 385 to amend M.G.L. c. 71, 38 R. The law requires schools to obtain all available criminal offender record information about any and all volunteers and employees who "may have direct and unmonitored contact with pupils" under the schools' supervision. For example, parents who volunteer as field trip chaperones, library volunteers, classroom volunteers or lead classroom enrichment activities will have to submit to a CORI process before any involvement in the schools. The CORI information is confidential and privacy will be maintained. CORI forms must be completed in person in the Superintendent's office. According to the law, the criminal history check must be completed prior to participation in school functions. Once the initial CORI check is done, it must be completed every three years. Volunteers with specific questions or concerns are encouraged to contact the Office of the Superintendent of Schools.

**School Advisory Council:** As a part of the Massachusetts Education Reform Act of 1993 (Chapter 71, Section 59C) each school has a school council comprised of teachers, parents, and a community representative who does not have a child in the respective schools. This council serves as an advisory group and together with the Principal has the responsibility of identifying the educational needs of the students, developing educational goals for the schools, formulating a School Improvement Plan, and reviewing the annual school budget. This council meets monthly each school. Anyone interested in serving on a school council should contact the Principal or the parent teacher association which is charged with conducting an annual election to select the parent representatives. All meetings are open to the public and the meeting times will be posted at Town Hall and in each school.

### **Behavior**

Teachers, students, and parents have a shared responsibility to create and maintain an atmosphere in which we respect one another, trust each other's decisions, feel safe at all times, and take pride in our school community. We view discipline as a learning process. We develop classroom rules with our students and use logical consequences. When rules are broken, we help children learn how to behave differently. Throughout the school year, we will encourage children to interact, feel independent, and take pride in their school. We work to help children develop empathy and self-control in order to create a school community where students learn to be responsible, respectful, resourceful, independent, and sensitive to the needs of others. We believe that the development of these characteristics in a school community is the foundation for academic learning and responsible citizenship. We strive to be consistent with helping our students understand the importance of "treating others the way you want to be treated". It is the binding principle that expresses the importance of relationships, self-respect, and a way to belong to the school community. Our preschool will use a consistent approach to discipline. While children participate in making the rules, discussing the rules, and practicing the rules, we make a clear connection between behavior and consequences. Together we support children in learning how to make positive choices.

### **Bullying:**

Bullying is prohibited at the Georgetown Public Schools. This handbook policy is published in conjunction with the School Committee JICFB Policy Prohibiting Bullying.

• ***Bullying Definition:*** Bullying is the repeated use by one or more students or by a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional (MM3) of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusation; and social isolation.

• ***Hostile Environment Definition:*** A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

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

• ***Reporting Bullying:*** Students who are the victims of bullying, who witness bullying activity, or who are retaliated against for reporting bullying should report the incident to his/her teacher, who will in turn report the incident to the Director and the Principal.

• ***Consequences of Bullying:*** Students who engage in bullying will be subject to discipline by the Principal. Depending on the nature and severity of the bullying, students may face a range of possible consequences, including but not limited to:

§ Verbal warning

§ Written warning

### **Physical Restrain of Students:**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Georgetown Public Schools. Further, students are protected by law from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or member of the school community from immediate, serious, physical harm.
2. To prevent or minimize any harm to the student as a result of the use of physical restraint. The following definitions appear at 603CMR 46.02:
3. Extended Restraint: A physical restraint the duration of which is longer than twenty minutes.
4. Physical Escort: Touching or holding a student without the use of force for the purpose of directing the student.
5. Physical Restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

- Mechanical Restraint: The use of physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device order by a physician shall not be considered a mechanical restraint.

- Seclusion Restraint: Physically confining a student alone in a room or limited space without access to school staff. The use of “time out” procedures during which a staff member remains accessible to the student shall not be considered seclusion restraint.

The Superintendent will develop written procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention
- Methods of preventing student violence, self-injurious behavior, and suicide
- Descriptions and explanations of the schools methods of physical restraint
- Descriptions of the school’s training and reporting requirements
- Procedures for receiving and investigating complaints

The Principal and the Director will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the Department of Education recommends be at least 16 hours in length. Only staff members who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student’s refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others. A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or Director or his/her designees shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Education. When a restraint has resulted in serious injury to a student or program staff or when an extended restraint has been administered, the program shall provide a copy of the required report to the Department of Education within five school working days of the administration of the restraint.

#### **Anti- Discrimination Law**

In accordance with General Law chapter 76, section 5, as amended:

No person shall be excluded from or discriminated against, in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, nation origin, sexual orientation, gender identity or disability.

Enactment of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning.

#### **Sexual Harassment Policy**

The Georgetown Public Schools are committed to providing an environment for staff and students in which they feel comfortable and safe. All persons within the school community are expected to behave in a manner that provides an environment safe from sexual harassment. Sexual Harassment is defined according to Chapter 151C s. 1 (e) of Mass General Laws as:

“Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when 1: Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of benefits privilege or placement services of a basis for evaluation of academic achievement or 2. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.”

As such, sexual harassment can be viewed as unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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

By definition, sexual harassment is not limited to prohibited conduct by a male toward a female, by a supervisory employee toward a non-supervisory employee, by a student toward a student, by a student toward a staff member, or by a staff member toward a student. The following are considerations to be looked at but are not limited to:

- Both males and females may be the victim of sexual harassment.
- The harasser does not have to be the victim's supervisor. He/she may also be an agent of the employer, a supervisory employee who does not supervise the victim, a co-worker, and a fellow student or in some circumstances a non-employee (i.e. volunteers).
- The victim may be the same or opposite sex as the harasser.
- The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person.

Federal regulations require that the district appoint a Title IX Coordinator who is responsible for overseeing compliance activities within the district. The Title IX Coordinator is responsible to ensure that all procedures are followed, documentation is available, and that the investigation is done in an acceptable manner to all parties and to clarify any concerns raised by those in the school community. Any questions regarding the compliance activities within the Georgetown Public Schools should be directed to the office of the Superintendent of Schools.

Adopted on: September 27, 2007

### **Equal Opportunity**

It is the policy of the Georgetown District not to discriminate on the basis of sex, race, religion, national origin, sexual orientation, gender identity or disability in its educational program, activities or, employment policies as required by the Title IX of the 1972 Education Amendments and chapter 622 of the Acts of 1971, Section 504 of the Federal Rehabilitation Act of 1973. Inquiries regarding compliance with the above should be directed to the office of the Superintendent of Schools.

### **Parent Right to Know- Teacher Qualifications**

Districts that receive Title I, Part A funds are required to notify the parents of students attending any school that receives funds under Title I, Part A that a parent may request, and the district will provide the parent on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teacher, including, at a minimum the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency license or waiver through which the State qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Georgetown School District Tobacco Products Policy**

#### **Purpose:**

The School Committee of the Georgetown School District is dedicated to providing a healthful, comfortable and productive environment for students, staff, and citizens. The School Committee believes that education has a central role in the establishment of patterns of behavior related to good health and therefore will take measures to help students and school personnel resist tobacco use. The School Committee is concerned about the health of its employees and recognizes the importance of the role modeling for students during formative years. Therefore, the School Committee will promote non-smoking amongst staff and students.

#### **Policy:**

The Education Reform Act of 1993 requires all public schools to become smoke-free. Pursuant to Chapter 71, Section 37H of the Mass General Laws, the Georgetown Public School District has implemented a Tobacco Products Policy effective September 7, 1993. This policy prohibits the use of any tobacco products and nicotine delivery devices within the school buildings, the school facilities, or on the school grounds or on school buses, or at any school-sponsored event, by any individual, including school personnel. In addition, tobacco products, nicotine delivery devices and all related paraphernalia are prohibited.

### **Georgetown Public Schools Acceptable Network and Internet Use Policy**

#### **Purpose:**

The Georgetown Public Schools shall provide access for employees and students to the system/network, including access to external networks for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to information and the ability to communicate with others.



**Availability:**

The Superintendent or designee shall implement, monitor, and evaluation the District's System/network for instructional and administrative purposes. Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

**Acceptable Use:**

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

**Academic Policies and Information**

The School Committee recognizes the school's obligation to give periodic reports of a student's progress. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents. The School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality. A report depicting the student's progress will be issued periodically, following on-going evaluations by teachers. In addition, parents will be notified when a student's performance requires special notification.

**Report Cards:**

Report cards are issues in preschool as follows:

- December: Social/Emotional Adjustment to Preschool Progress Report
- March- Progress Report
- June- Progress Reports

**Promotion and Retention of Students:**

The School Committee is dedicated to the best total and continuous development of each student enrolled. In evaluating student achievement, each teacher will make use of all available information, including teacher-made assessments and total measures of skill and content mastery and teacher observations. Students will typically progress from preschool into Kindergarten at the age of five years old. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

**School Fundraising Activities:**

School organizations may not solicit funds door-to-door without the Superintendent's approval. Exceptions to this policy will be:

- Sale of tickets to scheduled athletic events and school dramatic and musical performances.
- Sale of advertising space in school publications.
- A fund-raising activity approved by the Superintendent or designee.
- Proposals to raise funds for charitable purposes or for benefit of the school or community provided such proposals have been individually approved by the Superintendent.

**Student Records**

State regulations governing student records state that a student's record consists of his/her transcript and temporary record. The temporary record includes all information, which is organized on the basis of the student's name that is relevant to the educational needs of the student and is kept at the school. A student's parent or guardian has the right to inspect all portions of the student's record upon request of the Principal. The record must be made available to the parent/guardian no later than 10 calendar days after the request was made. The entire policy on student records can be found online at [www.georgetown.k12.ma.us](http://www.georgetown.k12.ma.us).

**Confidentiality of Records:**

With a few exceptions, no individuals or organizations but the parent and authorized school personnel are eligible to access information in or from a student record without specific, informed written consent of the parent. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfer or enrolls. As required by M.G.L. c71 34H, a parent who does not have physical custody of his/her child must make an annual written request to the Principal in order to access the child's student records. Non-custodial parent requests to access student records will be subject to the provisions of M.G. L. c.71, 34h and 603 CMR 23.07

**Transfer of Student Records:**

It is the practice of the Georgetown Public Schools to forward a complete copy of the student record to any school or school district in which a student enrolls.

### **Destruction of Student Records:**

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within 7 years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent must be notified and provided with the opportunity to obtain a copy of any records to be destroyed.

© 2022 [Perley Integrated Preschool](#). All Rights Reserved.

Powered by [WordPress](#) | Designed by [Englisch-Übersetzer](#)