

Florence Sawyer School

Student and Parent Digital Handbook

Our Vision

The Florence Sawyer School will prepare students who are motivated learners, have achieved measurable academic success, and have developed a solid foundation that gives them the skills for secondary school success. Additionally, we will provide opportunities for students to become socially responsible, contributing citizens.



100 Mechanic Street
Bolton, MA 01740

Office: (978) 779-2821
Attendance: (978) 779-6497
[Translation Assistance](#)

COVID-19 UPDATE FOR 2021-2022 SCHOOL YEAR

Due to the continuing impact of the Covid-19 pandemic, school protocols, procedures, offerings, and activities may be adjusted to meet safety guidelines. The physical and social emotional safety of our school community remains our priority.

Protocols and procedures for safety and daily operations will be communicated with families prior to the start of the school year, and will replace the corresponding wording herein as appropriate.

NOTICE OF NON-DISCRIMINATION

The Florence Sawyer School is an equal opportunity educational institution. All students have equal access to educational opportunities and co-curricular activities. No one may discriminate against any other person because of their age, color, disability, gender, gender identity, national origin, race, religion, sexual orientation, or for any other reason.

Welcome to FSS

Dear Students and Parents,

The following handbook is intended to be a source for information pertaining to your school and school experience. I have redesigned this handbook with a digital experience in mind. I have added links, wherever possible, to allow you access to the most current district and school information. I hope that it serves you as a tool to get the information you need with optimal efficiency.

While mission statements and school improvement plans adapt and evolve over time, I have always believed that with hard work and specific growth-producing feedback, you can accomplish anything. We try to live this philosophy at the Florence Sawyer School and hope that you will find this to be the case in your experience with us. Our overarching goals are to: consistently move forward in our curriculum and instruction, provide experiences that allow students to discover and to reach their potential, maintain a physically and emotionally safe environment, be clear and consistent in the communication about our progress together and to build and maintain partnerships that seek to ensure student success.

We are very proud of our school. By all accountability measures, we are a successful school but perhaps what I am most proud of is the culture of our school. We ask our students every morning to “work hard and be kind.” Our students are respectful, courteous and kind. Our oldest students accept that they are role models and are consciously aware of the responsibility that comes with it. I see examples everyday of how they strive to set positive examples. Our home school partnerships are strong and supportive. Our teachers are dedicated to helping students grow academically and socially while tending to their own growth, professionally.

Please know that we are grateful for the opportunity to work with your child and your family during this school year.

Yours in partnership,

Joel Bates,
Principal

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School Directory

Complete [Staff Listing](#) from the FSS Website

The Florence Sawyer School Administrative Team

sawyer.nrsd.net

(978) 779-2821 Fax (978) 779-0121

Principal

Joel Bates	Ext. 5102
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Assistant Principals:

Kaitlyn Angulo	Ext. 5104
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Mark Levine	Ext. 5105
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Counselors:

Stephanie Williams (4-8)	Ext. 5244
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Aileen Keigwin (K-4)	Ext. 5048
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Nicole Johnson (RISE)	Ext. 5251
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Kelsie Bossardet (E Rise)	Ext. 5333
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Secretaries:

Debra Helfgott	Ext. 5101
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Jackie Plesca	Ext. 5106
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Nurses:

Karin Frosthalm	Ext. 5103
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Direct line to Sawyer wing health office (978) 779-2295

Julie Hendley	Ext. 5107
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Direct line to Emerson wing health office (978) 779-6497

Basic Information

Online Calendars

[NRSD Calendar](#)

[NRSD Six Letter Day Calendar](#)

School hours

Full day	8:35-3:05
Early Release	8:35 -12:15

Early Release dates for 2021-2022

September 17, 2021

October 22, 2021

October 28, 2021 (Parent-Teacher Conferences)

December 10, 2021

January 14, 2022

February 4, 2022

March 3, 2022 (Parent-Teacher Conferences)

March 11, 2022 (Parent-Teacher Conferences)

April 8, 2022

May 20, 2021

Before / After School Expectations

All school expectations apply to before and after-school activities.

Any before or after school snacks must be consumed in the Cafeteria at an appropriate table. The FSS gym and Auditorium are Food-Free Zones.

Students should not be dropped off before 8:25 a.m. unless provisions have been made for “before school help” under the supervision of a specific teacher.

Teachers are required to remain with students who have stayed for after school help or

activities. Please be prompt with pick-up times.

Students are required to remain in the appropriate areas for activities before and after school.

FSS Arrival and Dismissal Plan

The Florence Sawyer School dismisses over 700 students simultaneously in a ten-minute window. Safety is always the most important part of this process. In order to facilitate traffic and a smooth, consistent procedure for student arrival and dismissal, the following procedures will be in place.

Early Dismissal

If you are dismissing your child early for an appointment, please note that they must be picked up by 2:45. Parents will follow the traffic pattern around the building (Sawyer and/or Emerson Wing). See the district's FAQ page on transportation [here](#).

Walking/ Biking home

Students are allowed to walk home or bike home with written parent permission. Students should present their parent's permission to one of the administrative assistants. Students with bicycles on campus must have helmets and are responsible for their own locks. Students biking home must wait until buses and cars have left campus. All walkers and bikers should use the sidewalks on Mechanic Street.

Bus Plan

Bus Arrival

- Between 8:25 and 8:35, all buses are expected to arrive on campus.*
 - * Students are not marked late due to bus delays.

Bus Dismissal

- 6 buses line up at the Emerson Wing
- 6 buses line up at the Sawyer Wing
 - Both sets of buses are loaded at 3:05 p.m.
- The loaded buses at Emerson become the second wave at Sawyer.
- The loaded buses at Sawyer become the second wave at Emerson.
 - By 3:10, the second wave of buses are loaded in each wing and dismissed off campus.

Non-bus Arrival and Dismissal

Walking/Biking - Students biking or walking to school must observe traffic rules and be aware of traffic at all times.

Traffic Flow Patterns

Yellow Lines indicate buses

Please do not enter or exit areas where buses are loading or unloading. It is illegal to pass buses while loading and unloading. ([MGL 9--14](#))

Red lines indicate the car line for students being dropped off or picked up by private transportation.

Emerson Wing. - Students may be dropped off after 8:25 a.m. unless otherwise permitted at area 3 indicated on the map to the right. Students can be picked up during student dismissal at area 2. Parents can pick up students after school has been dismissed at the Extended Learning Program indicated by area 1.

Sawyer Wing. - Students may be dropped off after 8:25 a.m. unless otherwise permitted at area 4 indicated on the map to the right. Prior to dismissal, Parents will form a line up to area 1. At 3:00, cars will be permitted around the building up to area 3. Students can be picked up during student dismissal at area 2.

- *Thank you for not entering the circle in front of either building during arrival/ dismissal times. (8:25-8:40) (2:45- 3:15)*

See the district's FAQ page on transportation [here](#).



Lunch

There are five sessions of lunch each day at FSS and four in the Emerson wing. Students eat with their grade-level peers.

Expectations for lunch are

- Students will clean up after themselves.
- Students will use inside voices.
- Students will be respectful to each other and to the adults supervising lunch.
- Students will have the option to begin recess after 20 minutes.

My School Bucks

To purchase lunch, the Nashoba Regional School District uses a Point of Sale (POS) System called [My School Bucks](#). Parents can update and monitor student accounts electronically. The Director of Nutrition for the NRSD is John Overcash (jovercash@nrsd.net).

School Cancellations

Announcements of closings and delays may be communicated through...

[Local TV and radio stations](#)

[NRSD Website](#)

Emergency closings

In the event that school is canceled before the normal end of a school day, School Messenger will be used to notify parents/guardians.

- *In the event of an emergency closing, emergency contact information will be used.*
- ***It is imperative that this information, including cell phone numbers, work phone numbers, and email addresses, is kept current.***

Visitors

Florence Sawyer School welcomes visitors with an appointment for a scheduled purpose. Please understand that our instructional time is precious and will not be interrupted for unplanned visits. We ask that all visitors adhere to the following procedures and the prevailing COVID-19 Safety Procedures.

- At the time of this writing, we cannot allow volunteers into the building.
- All visitors must report to the front office.
- A log of all visitors will be kept and maintained for 30 days, with the date, contact phone number, arrival/departure times, and areas visited within the building for each visit to be referenced as needed for contact tracing. Individuals entering the building will wear masks covering their nose and mouth at all times and will be made aware of any other health and safety protocols for the school.

Lost and Found

The lost and found areas are located in the foyer of each wing. Unclaimed items are periodically donated to charity.

Parent Involvement

Parent partnerships are crucial to the continued success of the Florence Sawyer School. There are multiple ways to get involved including the following:

- [Bolton School Donations Committee](#) - The Donations Committee provides FSS with additional resources beyond that which are provided through the budget.
- [PAC](#) - The Parents Advisory Council supports the mission of the school through enrichment and involvement.
- [SEPAC](#) - The Nashoba Special Education PAC seeks to provide information and resources for issues related to Special Education in the District.

Attendance

Students are expected to be in school on time every day. Excessive absences/tardiness may result in disciplinary action.

[NRSD Attendance Policies](#).

Reporting Absences

Attendance Reporting Email: fssattendance@nrsd.net

If your child is absent from school, please use the email address fssattendance@nrsd.net to report the absence. Parents can report planned absences (vacations, appointments) as well as daily notifications for illness/injury/etc., and this email will go to both the main office and the nurse's office.

Excused Absences

Excused absences include illness, bereavement, family or catastrophic event, observation of a legal or religious holiday, or legal event. **Parent/guardian notification** is adequate for the first **seven** absences. After this, an official note from the doctor, court, etc. must be provided.

Family vacations and trips that are scheduled when school is in session are never considered excused absences. While teachers will allow students to make up missed assignments, tests, and quizzes, they will not be required to prepare work in advance for a vacation-related absence. In addition, teachers are not required to re-teach or tutor students when they return from a vacation. Make-up work is the student's responsibility when he/she returns to school.

School Rules

Dress Code

Students are expected to dress with safety in mind. Clothing must be appropriate for the activities of the day. Clothing should not distract from the learning process.

Parents of students who are not appropriately dressed will be asked to bring an acceptable change of clothing to school.

Mask Requirement

Students must wear face coverings or masks, with exceptions only for those students or staff for whom it is not safe to do so due to medical conditions or other considerations. [Please see NRSD Face Covering Policy.](#) Those who are unable to wear a mask must have a physician's note stating that the individual is medically exempt from wearing a mask. **Parents will be responsible for providing students with face coverings or masks. The student should arrive at school wearing a mask and should have a second one as a backup in their backpack.** NRSD will have backup disposable masks available for students who need them. **All face coverings or masks must adequately cover both the nose and mouth. Masks with exhalation valves will not be allowed.**

Repeated violations may result in appropriate disciplinary action being taken for those who do not follow the dress code policy as interpreted in each building by the

administration.

Electronics: Cell Phones and Chromebooks

Students bringing any electronic devices to school assume total responsibility for them.

If a student brings a cell phone or device to school, it is expected to be turned off and safely put away for the duration of the day, unless otherwise indicated. Cell phones and other electronic devices may only be used during school hours and activities with permission from the classroom teacher. Failure to follow these expectations will result in the following consequences:

- A first offense of using a cell phone or device without permission will result in the device being turned into the office. The student may claim the phone or device at the end of the day.
- A second offense of using a cell phone or device without permission will result in the device being sent again to the office at which time a parent will need to pick up the device.
- A third offense of using a cell phone or device without permission will result in the device being sent to the office. A parent will need to pick up the device. At that time, the student will no longer have permission to bring a phone or device to school.
- Any further incidents would be characterized as a pattern of behavior which would require additional disciplinary consequences.

Chromebooks issued by the Florence Sawyer School must be used appropriately and in keeping with the Acceptable Use Policy.

School Property

Materials

Students should treat all school property with respect. This includes books, supplies, furniture, etc.

Buildings and Grounds

Students are expected to treat the buildings and grounds with respect. This includes helping keep the buildings and grounds clean and orderly.

Recycling

The Florence Sawyer School recycles paper and plastic through the Advisory program, and student volunteers.

Lockers

Lockers will be used during the 2021-2022 school year. Lockers are the property of the school and should be kept neat and clean.

Unstructured Time

Recess/playground

The FSS community encourages physical activity. Weather permitting, students in grades K-8 go outside for a short recess. Only students with a medical excuse or a teacher's written permission may remain indoors.

The Florence Sawyer School Outdoor Recess Procedure for cold weather uses the "real feel" temperature. Above 20 degrees "real feel" and we will go out for recess. Below 10 degrees "real feel" and we will stay in. Between 10 and 20 degrees we will make a judgement call based on other factors (sunshine, wind velocity, etc. Students should dress appropriately for the predicted weather conditions. During inclement weather, students will have indoor recess.

Students should respect each other and the environment during recess. If behavior is unacceptable, disciplinary action will be taken.

Students participating in recess should stay in the first half of the field and should stay within visual range of the adults supervising. Students are not allowed near the parking lot or near the tree line.

Lunch, hallways, bathrooms, etc.

Students should show respect and responsibility toward themselves, others and property at all times.

Plagiarism/Cheating

Cheating and plagiarism are actions inconsistent with the expectations of a Florence Sawyer Student.

Cheating is copying or knowingly allowing the copying of another's work or getting an assignment dishonestly ahead of time.

Plagiarism is taking information from published work and using it as your own.

Both are unacceptable and will not be tolerated. Any student who cheats or commits plagiarism will receive disciplinary action and may suffer the loss of credit for the assignment.

Buses

School Bus Behavior

Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety: ensuring that students are following all bus rules and behaving in a responsible manner. Riding the bus is an extension of the school with the same expectations for behavior while in the classroom or at school.

All students are granted the privilege of riding the bus, provided that they behave in a way that is respectful of others and of their surroundings. Students who choose not to follow these rules will receive a bus conduct report and appropriate consequences which may include or lead to suspension from riding the bus.

I will ride the bus safely and ensure the safety of others.

- I will enter and exit the bus safely, including walking to and from the bus and holding the handrail while on the bus' stairs.
- I will stay in my seat and keep the aisle clear until I arrive at my final destination.
- I will talk in a quiet voice and with appropriate language at all times.
- I will respect other passengers' personal space at all times.
- I will keep my hands and possessions inside the bus at all times.

I will show respect while riding the bus.

- I will obey my bus driver and follow all rules.
- I will arrive at my stop on time.
- I will respect other passengers.
- I will use kind words at all times.

If I choose not to follow these rules, my parent will be notified and the following consequences may occur:

- Verbal warning.
- Assigned seat.
- Lunch/Recess or after-school detention.
- Suspension from bus.
- Suspension from school.

Behavior

A student is responsible for behaving appropriately and responsibly, and for following all school and classroom rules while in school, on school grounds, on a school bus, at a bus stop, and at school-sponsored activities. All behavior consequences are issued irrespective of race, sex, color, religion, gender identity national origin, sexual orientation, disability or homelessness. (M.G.L. c. 76, s. 5.)

A student must be truthful academically, and in all dealings with other students, teachers, and all school staff.

Unacceptable behavior includes:

- Fighting or behaving in a threatening or violent manner;
- Bullying, harassing, hazing, or discriminating against any other person;
- Using abusive hateful or racist language or gestures;
- Stealing;
- Vandalizing, or failing to treat school property, or the property of others, with care and respect; Possessing, using, or selling alcohol, drugs, drug paraphernalia, tobacco, tobacco products, or weapons;
- Truancy, leaving school grounds without permission, and skipping classes;
- Cheating and plagiarizing (explained in detail above); Inappropriately using school resources, including technology resources;
- Failure to wear appropriate PPE;
- Other behavior that violates rules described in the Student Handbook

Discipline*

We believe that behavior is a choice, and our role is to assist students in gaining self-management skills to reach the goal of responsible independence. When a poor choice is made, two things must happen.

1. The student must own the mistake.
2. He/she must put strategies into place so the mistake does not become a pattern.

After the misbehavior(s) are brought to the student's attention, the following strategies may be used to further assist him/her:

- Student reflection
- Parent/guardian contact
- Loss of privilege
- Behavioral contract
- Detention (teacher or office)
- Suspension

* [M.G.L. 76, s.5](#)

Extracurricular Activities

Any school-sponsored, adult supervised activities held before or after school on a regular basis is considered to be an “extracurricular activity”. Various activities may be offered to students at different grade levels. To participate in extracurricular activities is to assume a responsibility to the team or club, and to the school. We expect our students to conduct themselves at all times in a manner which will bring credit to themselves, their team, and their school. **Academic assignments take priority over participation in extracurricular activities.**

In addition, students must meet the following criteria for participation in extracurricular activities:

- Students must meet the “Students in Good Standing” eligibility requirement as applicable.
- Parental permission forms (when required) must be signed and returned prior to participation in each activity.
- Any student absent from school or tardy after 11:00 AM on the day of a practice, rehearsal, or contest may not participate or attend unless prior approval from the principal has been given.

Violation of expected conduct, or failure to meet the above criteria, may result in suspension from participation in the activity. The length and severity of the suspension will be left to the discretion of the coach/advisor/supervisor with the approval of the principal.

Clubs/Student Organizations

Various activities may be offered to students at different grade levels. These offerings change slightly from year to year. Throughout the year, announcements of club and student organizations will be made at school. Additionally, information may be found in the monthly newsletter.

[Current Clubs and Activities at FSS](#)

Intramurals

[Intramurals and Interscholastic Sports at FSS Page](#)

The purposes of intramural sports are to teach sportsmanship, individual and team skills, and provide in-house competition to students in grades 6-8 (and grades 4 & 5 for some activities).

All activities take place at the school and may be subject to a minimum number of participants in order to be offered.

All intramural sports are open to all students in the appropriate grade levels and there are no “cuts”.

Interscholastic

[Middle School Athletics Handbook](#)

Interscholastic sports offer competition against other middle school teams. Students in grades 6-8 are offered the opportunity to try out for the following interscholastic sports:

- Coed Cross Country Running (no cuts)
- Boys' Basketball
- Girls' Basketball
- Baseball
- Softball
- Track and Field (no cuts)

Our interscholastic sports adhere to the policies of the Massachusetts Interscholastic Athletic Association, as they apply to middle school athletics. Schedules and regulations come under the supervision of the NRSD Director of Athletics and Student Activities, as well as the principal.

Eligibility—student athletes must meet MIAA guidelines for attendance in order to be eligible for competition.

User fees

A user fee will be charged to those students participating in some extracurricular activities. However, no student will be denied participation due to an inability to pay user fees. Delayed payments and scholarships will be made available. Any parent or

guardian having difficulties paying a user fee should contact the principal.

School Dances

Faculty chaperoned dances are offered to 7th and 8th graders throughout the year. Students will arrive on time and remain in the cafeteria until they are picked up to go home. Guests may accompany students if:

- The guest is in 7th or 8th grade.
- The name of the guest is given to the sponsoring teacher or administrator at least 3 days before the dance.
- Contact information for the guest must be provided including the parents' names, phone numbers, and name and location of the guest's school.
- The guest must arrive and leave with his/her host and observe the same rules of conduct that govern Florence Sawyer students.
- The host is responsible for informing the guest of the rules.
- A call may be placed to the guest's home and or school to clarify details as needed.

Traditionally, the last dance of the year sponsored by the school in May is opened to sixth graders.

Academic Standards and Student Progress

Grading scale (numerical and standards)

Grades 5-8

- A+=97-100, A=93-96, A-=90-92
- B+=87-89, B=83-86, B-=80-82
- C+=77-79, C=73-76, C-=70-72
- D+=67-69, D=63-66, D-=60-62
- F=less than 60

Middle School Honor Roll (Grades 6-8)

Highest Honors	93% or better and no C's, D's, F's or Incompletes
High Honors	90% or better and no D's, F's or Incompletes
Honors	85% or better and no D's, F's or Incompletes

Information on [NRSD Standards Based Report Cards](#)

Homework

Students learn and retain more when they practice and apply what they have learned at school to other situations in their lives. Homework helps children to:

- Develop responsibility, independent study habits, and organization and time management and study skills
- Build, practice, and apply skills
- Stimulate critical and creative thinking skills
- Extend classroom learning and encourage lifelong learning.

Nightly homework assignments are used to inform individual instruction but are not assessed by achievement. Homework completion is tracked and reported within the report card standards, but nightly homework is not otherwise graded.

Children should read and practice math facts on a nightly basis.

Grade Level Expectations

In Grades 1 through 4, homework may include: spelling, nightly reading, math facts practice, and writing. Occasional long-term projects and Science or Social Studies assignments may be assigned. Homework may take up to 45 minutes.

In addition to nightly reading, math practice, and ongoing review, homework for students in grades 5 through 8 may include: writing, Science, Social Studies, and/or Spanish (grade 8 only) assignments. Students may also be expected to read and/or watch videos to prepare for the next day's class. Long-term assignments with interim deadlines will be assigned. While the amount of homework will vary based on differences in motivation and study skills, students in grades 5 and 6 should expect to spend between forty-five minutes to one hour per night on homework (inclusive of nightly reading). Students in grades 7 and 8 should expect approximately one hour to two hours per night, inclusive of nightly reading. If your child is regularly spending more time than outlined here, please let your child's teacher(s) know.

Academic assignments take priority over extracurricular activities.

Powergrade

Parents with children in grades 6-8 can stay informed of their child(ren)'s progress through [Powerschool Parent Portal](#).

Conferences

Parent/Teacher conferences are an opportunity for exchanging information about student progress and needs.

Fall conferences are teacher-led and an opportunity for goal setting. The spring

conferences in grades 3-8 are “student-led” or “student-involved”. The spring conference provides teachers, parents and students a format to reflect on achievement toward goals over the course of the year.

Conferences may be requested at any time by a teacher or parent.

Health and Safety

Nurses

The school nurse is available during school hours to care for students who may become ill or injured while at school. Students are required to see the nurse when they are under the weather during the school day. The nurse will evaluate whether the student should return to class or will notify the parents in case of an early dismissal due to illness.

District Wellness

The district wellness policy can be found on the district website (nrzd.net) includes information on:

- Health and Safety
- Nutrition and Wellness
- Guidelines for the use of food in instruction
- Guidelines for food and extracurricular activities
- Prevention and supervision in regard to food and allergens

Medication administration

A complete copy of the medication policy is available on the district website.

Any medications that are to be taken during the school day must be administered by the school nurse. **Students are not allowed to have medication in lockers or within their personal belongings. A student with asthma or a life-threatening allergy may be the only exceptions to this rule. Please call the school nurse to discuss these situations. Any medication to be dispensed during school hours must be transported to school by a parent/guardian or other adult.**

No medication (with the exception of Tylenol/Acetaminophen or Advil/Motrin/Ibuprofen for which the district has standing orders from the school physician) may be given without written permission from a physician, dentist, or nurse practitioner and from a

parent or guardian.

Parents may provide their permission for their child to receive the over-the-counter medications previously listed by signing the emergency form that is sent home on the first day of school with all children.

Immunization

All students are required to meet immunization requirements set forth by the Massachusetts Department of Public Health. Information on the requirements is available from the school nurse or from your child's primary care physician.

All students are required to have a physical assessment prior to entering kindergarten, 4th grade, 7th grade, or transferring into the district.

Students participating in interscholastic sports are required to have a current (within the past year) physical assessment on file in the health office prior to trying out for any sport.

Drills

Fire Drills/Evacuation Drills

Fire drills are held monthly during the year. Students follow the directions posted in each classroom or the instructions of the teacher. Evacuation to an alternate location is practiced periodically.

Lockdown Drills

Lockdown drills are held periodically in coordination with the Bolton Police Department. Students follow the directions of the teacher to ensure that all occupants of the classrooms are quiet and secure.

Special Education

[NRSD Special Education](#)

Limited English Proficient Student/Parent Assistance

English:

Students or families who need translation assistance or orientation in a language other than English may contact the district ESL teacher/coordinator, Kristen Lambert, based at the Florence Sawyer School at (978) 978-779-2821 ext. 5262.

Spanish:

Los estudiantes o familias de habla hispana que desean ayuda en traducción u orientación en un idioma diferente del inglés pueden contactarse con la maestra/coordinadora de Inglés como un Segundo Idioma (ESL), Kristen Lambert, Florence Sawyer School, 978-779-2821 anexo 5262.

Portuguese:

Os estudantes ou famílias quem fala Português que precisa de assistência com tradução ou orientação pode comunicar com a professora/cordenadora de Inglês como Segundo Idioma (ESL), Kristen Lambert, na escola Florence Sawyer School a 978-779-2821 anexo 5262.

Promotional, Recruitment, and Employment Practices

Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaints

Procedural Requirements Title VI, Title IX, Section 504, ADA (Students, Applicants, Employees)

I. Definitions

II. Pre-Filing Procedures

III. Filing and Processing Discrimination Complaints

IV. General Provisions

No Child Left Behind Act

The *No Child Left Behind Act of 2001* is the primary federal law addressing K-12 public education. NCLB is built upon four pillars: accountability, successful methods and practices as determined by data driven research, expanded parental options, and local control and flexibility.

As a public school system receiving Title I funding, the Nashoba Regional School District has a legal obligation of informing parents that they have the right to request information regarding the qualifications of their child's/ren's teachers. Florence Sawyer School is committed to providing quality instruction for all students and does so by employing qualified individuals to teach and support each student in the classroom.

Use of Networked Information Resources

NRSD Policy File: IJNDB

Use of Networked Information Resources: NRSD District Publication of Personal Information Policy FERPA, CIPA

The Nashoba Regional School District recognizes the value and importance of network information sources and related technologies for a well rounded education. The District supports access of students and staff to numerous technology resources within appropriate bounds.

The District makes telecommunications, electronic information sources, and networked services available for the enhancement of learning and teaching within various curricula. The District expects the staff to blend thoughtful use of these educational avenues throughout the school experience and provide guidance and instruction to all users in the appropriate use of these resources to promote their successful but safe integration.

The District realizes the positive and constructive use of these resources: it also recognizes the potential for possible misuse. Therefore, individual users must take full responsibility for their own actions. All users shall assume full liability, legal, financial or otherwise, for their actions. The district has the right to access, audit, and review usage. In addition to state and federal statutes, use shall be governed by administrative regulations, procedures, user guidelines and user agreements. Information stored or transmitted on NRSD and may be reviewed by the District at any time without prior notification. In compliance with these governing policies, the NRSD will secure and maintain resources that within reason filter and block information that is deemed offensive, obscene and/or age inappropriate.

NRSD technology resources are to be used for work-related, academic and/or training purposes. Access to NRSD technology resources shall be limited, suspended, or revoked if these resources are misused.

Independent use of telecommunications and electronic information shall be permitted

only upon submission of signed agreement forms by both parents/guardians and students. In addition, all users must pass a NRSD administered network use test. Some networks may require an additional agreement by users; i.e. outlining standards for behavior and communication.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Sharing personal information such as name, address and phone number
3. Harassing, insulting or attacking others
4. Altering computers, computer systems or computer networks without NRSD permission
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes

Publication of information shall be in accordance with the Nashoba Regional School District Publication of Personal Information Policy. The Nashoba Regional School system takes no responsibility for any information or materials that are transferred through the Internet.

Acknowledgment

This expanded handbook attempts to define, more clearly, some policies and procedures. Throughout the school year, comments and suggestions from students, staff, parents and the community are encouraged and can be forwarded to the school principal or Sawyer School Council.

Handbook Signature Page

***Please check each aspect of the handbook below, designating that you (student and parent) accept the guidelines established in this handbook**

- ☐ I have read and understand the rules and regulations of the Florence Sawyer School Parent and Student Handbook
- ☐ I have read, understand, and agree to abide by the rules and regulations of the Use of Networked Information Resources.
- ☐ I understand the Harassment section including teasing, bullying, and harassment. (scroll down to policy JIC-FB)
- ☐ **I understand that cell phones cannot be used in school in any manner as described in this handbook.**
- ☐ I have read and understand the FSS COVID-19 Guidelines and Protocols as well as the NRSD Comprehensive Reopening Plan and understand that they may supersede or replace sections of the Florence Sawyer School Parent and Student Handbook as it relates to the safety of all students and staff during, but not limited to, the current pandemic.

At least one parent or guardian, and each student must sign below for all the above.

Student:

(Please print) _____

(Please sign) _____

Parent:

(Please print) _____

(Please sign) _____

DATE: _____

**Return this form to your homeroom teacher the first week that school is in session.
Failure to return the form does not supersede the authority of the Florence Sawyer School Parent Student Handbook.**