

Saugus Elementary School

Student Handbook 2019-2020



Lynnhurst School
Oaklandvale School
Veterans Memorial School
Waybright School

10 Elm Street
266 Main Street
39 Hurd Avenue
25 Talbot Street

This school agenda/handbook book belongs to:

Name: _____

Room: _____ Phone _____

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INTRODUCTION

Parents Right to Know Under Every Student Succeeds Act

At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the district will provide in 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 and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which 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, including the field of discipline of the certification or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Vision Statement

A place of excellence where children are able to achieve their full potential.

Mission Statement

The mission of the Saugus Public Schools is to educate, challenge and empower students to be life-long learners and to achieve excellence with integrity in the 21st century as productive, caring and contributing members of society.

Profile

The Saugus Public School community nurtures the whole child: the mind, body, and creativity of each student. We offer a full and rigorous curriculum, set high expectations, celebrate diversity, and promote a love of learning.

Teacher collaboration is at the heart of our continuous improvement efforts. Teachers work in Professional Learning Communities to improve student learning and achievement through the district curriculum and the daily teaching and learning process.

Everyone on the staff (teachers, paraprofessionals, custodians, specialists, office staff, ancillary staff, bus drivers, cafeteria staff, support staff, etc.) is an important part of our school family and contributes to a positive school climate.

Saugus Public Schools is set in rich long-standing traditions which serve to create community and celebrate learning.

Superintendent's Message

"To reach a port we must set sail –
Sail, not tie at anchor
Sail, not drift."

– Franklin D. Roosevelt

Greeting Saugus Public Schools Community,

The start of a new school year always brings with it a certain level of anxiety, uncertainty, and challenges. Here in the Saugus Public Schools, that usual level of frantic energy is compounded by the vast change the district is confronting as we transform this school district. Like many of you, in June I looked forward to a "long summer break," but instead I find myself playing catchup as we prepare to open the schools in just a few days. With the level of change and work that lay before us, it is all too easy to get frustrated and to let panic set in. It is too easy to allow all of the things going on around us to distract us from our mission. My message to all of you this year is this, *Keep it simple*.

I am the first to admit that writing is not my favorite method of communication. I would rather be standing in front of a group conveying my message. Even better, I prefer to hold face-to-face discussions to talk about the issues at hand. Throughout my tenure as superintendent, I have held countless meetings like this, and I have no intention of stopping. However, in the interest of keeping things simple, I will layout my basic message for everyone here.

The transformation of the Saugus Public Schools is well underway. The construction of the 6-12 Educational Complex will be completed during this academic year. And, when that building is ready for occupancy, we must be ready to move. The plans to rehabilitate the Belmonte into a 3-5 STEAM Academy and the Veterans Memorial into a PreK-2 Early Learning Academy are underway. Those rehabilitation projects will be on us soon, and the work will move fast. As a district, we need to demonstrate a great of flexibility as those projects develop.

As the district transforms, we will be confronted with challenges and difficulties. The Saugus Public School community will have new schedules, new classrooms, new start and end times, and new systems for managing the daily functions of our district. While all of these new areas will bring new opportunities, they will also bring new challenges. These challenges not only face the educators, but also the students, the parents, and the community at large. How we, the Saugus Public School Community, confront and deal with these challenges sends a strong message and provides a clear example of who we are as a community. If we descend into panic and frustration, what message are we sending to the world?

Living in such a transitional period, many things are beyond your control. So, I return to my earlier message for the year, *Keep it simple*. Focus your efforts and energy on those things you can control. Rather than give into panic and frustration, take the time to examine your situation and determine what you can control. I have found that when things are most chaotic, I must take the time assess the situation. I determine where I am in the chaos and what I need to do in order to navigate through the chaos. I find three or four things that I have control over, and focus on doing them with a high level of consistency. I examine my role, establish clear expectations for myself, and I work. That is what I am asking each of you to do.

So how do we as educational professionals, parents, and students work through these turbulent times? We keep it simple. I have an established plan for moving school buildings and districts through periods of significant transition. My "Simple Yet Elegant" plan helps the district and stakeholders to focus on their roles and expectations. In this plan, stakeholders need to perform, with consistency, four main areas of focus specific to their roles.

Teachers, with the support of the paraprofessionals:

- need to present information in a manner all students can understand.
- offer students' opportunities to learn.
- evaluate and communicate student progress with students.
- talk with and keep parents informed.

Students:

- need to attend school on regular basis.
- come to school prepared to learn.
- understand that school is work.
- work with teachers/administrators, not against them.

Parents:

- need to make sure their child attend school on a regular basis.
- check on their child's work in school.
- question their child about their school day.
- communicate with school if they have questions.

Administrators:

- need to work with their teachers
- need to work with their students,
- need to work with the parents,
- must work toward achieving the mission of Saugus Public Schools.

If we can commit to these four expectations and perform these four tasks well, then even in the most turbulent of times we will maintain a positive course. We cannot distract ourselves with the amount of transition we face. We must keep things simple, and manage what we can control. Buildings will open and close. Schedules will change. New operational methods will develop. These are the realities, no matter how uncomfortable at times, of transforming a school district.

We need to focus on the aspect of our roles we have control over. We need to block out the distractions. We need focus on doing our four areas well every single day. Keep things simple and focus on the real mission: working every day to make every student a little smarter.

Dr. David DeRuosi, Jr.

Superintendent of the Saugus Public Schools

Administration

SCHOOL COMMITTEE

Ms. Jeannie Meredith, Chairperson
Ms. Elizabeth Marchesi, Vice-Chairperson
Ms. Linda Gaieski
Mr. Marc Maliozzi
Ms. Lisa Morgante

SUPERINTENDENT OF SCHOOLS

Dr. David DeRuosi, Jr.
781-231-5000 ext. 117

EXECUTIVE DIRECTOR OF CURRICULUM, INSTRUCTION & ACCOUNTABILITY

Mr. Brendon Sullivan
781-231-5000 ext. 116

PUPIL PERSONNEL DIRECTOR

Ms. Dawn Trainor
781-231-5000 ext. 105

EXECUTIVE DIRECTOR OF FINANCE AND HUMAN RESOURCES

Ms. Pola Andrews
781-231-5000 ext. 111

ELEMENTARY SCHOOL ADMINISTRATION

Lynnhurst School	Mr. Michael Mondello	781-231-5079
Oaklandvale School	Mr. Michael Smith	781-231-5082
Veterans Memorial School	Mrs. Tracey Ragucci	781-231-8166
Waybright School	Mrs. Patricia Romano	781-231-5087

SAUGUS PUBLIC SCHOOLS
SAUGUS, MA 01906

August 2019							September 2019 20							October 2019 22						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				4	2	3	1	H	PD	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	ER	10	11	12
11	12	13	14	15	16	17	15	16	17	ER	19	20	21	13	H	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2019 18							December 2019 15							January 2020 21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				H	2	3	4
3	4	PD	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	H	12	13	14	15	16	15	16	17	18	19	EC	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	H	H	CH	27	28	19	H	21	22	23	24	25
24	25	KC PC	EC	H	H	30	29	30	CH					26	27	28	ER	30	31	
February 2020 15							March 2020 21							April 2020 17						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	1	2	3	4	5	6	7				1	2	3	4
2	3	4	5	6	7	8	8	9	10	ER	12	13	14	5	6	7	8	9	10	11
9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	KC	16	17	18
16	H	18	19	20	21	22	22	23	PC	25	26	27	28	19	H	21	22	23	24	25
23	24	25	26	27	28	29	29	30	31					26	27	28	29	30		
May 2020 20							June 2020 13							July 2020						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	KS	KS	5	6				4	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	ER	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	H	26	27	28	29	30	28	29	30					26	27	28	29	30	31	

Regular School Day Hours

- 1) High School: 7:25 AM - 1:50 PM
 - 2) Middle School: 7:50AM - 2:15 PM
 - 3) Elementary and Full Day Kindergarten: 8:40 AM - 2:40 PM
 - 4) Kindergarten: ½ Day Sessions 8:40 AM - 11:10 AM or 12:10 PM - 2:40 PM
- Preschool Full Day: 8:15 AM -2:15 PM - Preschool ½ Day: 8:15 AM -10:45 AM or 11:45 AM - 2:15 PM

School Start Dates

Students Grades 1 to 12: School begins on Tuesday September 4, 2019
 Kindergarten: Orientation on September 4, 2019– School begins with ½ days for September 5th and 6th
 Pre-K: Orientations on September 5th and 6th – School begins September 9, 2019

- 5) First Day of School: Sept. 4, 2019
- 6) Tentative Last Day of School: June 17, 2020
- 7)
- 8) Calendar includes five (5) snow days:
- 9) June 18th-24th

Indicates "School Vacation"
NO SCHOOL for teaching staff and students

H	Schools and School Buildings are closed. - No School for Staff and Students	PD	10) Staff Professional Development Days - No School for Students – Staff Reports	CH	Clerical Holiday – Offices are closed – No School for Students or Staff. Buildings are Open
11) E R	12) District Wide Early Release - Staff Professional Development 13) Early Release for Students 14) No Pre-K	15) Student Release Times 16) High School: 10:50 AM 17) Middle School: 11:15 AM 18) Full Day Pre-K: 11:25 AM 19) Elementary School: 11:50 AM	EC	20) Early Release for Students 21) No Pre-K	22) Student Release Times 23) High School: 10:50 AM 24) Middle School: 11:15 AM 25) Full Day Pre-K: 11:25 AM 26) Elementary School: 11:50 AM
KC	Grades 1 to 5: ½ day Teacher Conferences	PC	Pre-K and Kindergarten: ½ day Teacher Conferences	KS	Kindergarten: ½ day Kindergarten Screenings

2019–2020 MCAS Testing Schedule

Spring 2020 MCAS Tests for Elementary and Middle Schools

Grades 3–8 ELA and Mathematics, and grades 5 and 8 STE (computer-based tests)	
ELA test sessions	CBT: March 30 – May 1 PBT: March 30 – April 15
Mathematics test sessions	CBT: April 27 – May 22 PBT: April 27 – May 13
STE test sessions	CBT: April 28 – May 22 PBT: April 28 – May 13

Policies and Procedures

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Saugus High School is consistent with the recommendations of the Medical Update of Massachusetts Policy Guidelines (June 1989). This policy offers recommendations for universal functions when dealing with blood/other body fluids spills in a school setting. Further, it includes procedures regarding disclosure within a school of a student's AIDS diagnosis or HIV infection status in keeping with laws requesting the confidentiality of this information.

File: JFABC

ADMISSION OF TRANSFER STUDENTS

A student may withdraw from a Commonwealth charter school at any time and enroll in the school district in which said student resides. The Saugus school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the Saugus school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement.

The time of the school year when enrollment is sought shall be a factor in determining the student's grade level placement. The Saugus school district may determine that a student seeking enrollment after the mid-point of the academic year may not be eligible for promotion or graduation in that academic year.

To the same extent provided for other students enrolling in the school district, students who enroll in the Saugus school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district.

LEGAL REFS.: Chapter 12, Section 11 of the Acts of 2010

SOURCE: MASC February 2011

SC First Reading: May 12, 2011

File: JHABC

ATTENDANCE POLICY

File: JHA

K-8 Attendance Policy

Consistent attendance is critical for students to achieve in the classroom. The district's K-8 attendance policy is designed to promote the development of responsible, dependable, and punctual students, recognize the role of the student, family, and school in maintaining appropriate attendance, and enforce Massachusetts Laws with respect to school attendance. Massachusetts General Laws, Chapter 76, Section 2 states all children between the ages of six and sixteen are required to attend school regularly. The statute defines regularly as not more than seven absences in any six-month period. The following policy outlines definitions for excused and unexcused absences, protocols for reporting absences, and potential consequences for failure to adhere to the policy or follow school protocols.

Excused Absences:

The School Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. The state statute further points out that good attendance is the joint responsibility of the student, the parent/guardian, and the school. Therefore, students may be excused temporarily from school for the following reasons:

1. Illness, quarantine or other medical condition
2. Bereavement or serious illness in family
3. Observance of major religious holidays
4. Court appearance/subpoena
5. Out of school suspension
6. School sponsored activities approved by the administration

Unexcused Absences:

Examples of unexcused absences and/or tardiness include oversleeping, missing the bus, car problems, family vacations, restrictions from a field trip (students are still expected to report to school), and caring for siblings. While students are strongly encouraged to make-up work for any absence, teachers are not required to give academic credit for make-up work completed following an unexcused absence.

Protocol for Reporting an Absence:

A parent or guardian only **MUST CALL/CONTACT** the school to report an absence on the day of the absence with a valid reason (listed above). Any absence that is not called in by a parent or guardian **ON THE DAY OF THE ABSENCE** will be considered unexcused. Calls from family members who are not a parent or guardian will not be accepted. Upon return to school, a student is required to present a written note outlining the reason for his or her absence. Notes must be received within 48 hours of the absence.

The school will contact homes of students whose absences have not been called in by a parent/guardian. If you receive a message from the school regarding your child's absence, please

call the office immediately. If no call is received, and truancy is suspected by administration, the Saugus Police Department will be contacted. School administration may request appropriate medical documentation to excuse any extended absence due to illness. An extended absence is considered four consecutive days or longer.

Chronic Absenteeism:

Upon the seventh (7th) absence for the year, either excused or unexcused, a letter will be sent out addressed to the parent/guardian outlining the school's attendance concerns and requiring the parent/guardian to contact the school, discuss the reasons for the absences, and plan for improved attendance going forward.

Upon the tenth (10th) absence for the year, either excused or unexcused, the child's administrator will contact the parent/guardian and arrange for a mandatory meeting with administration to come up with a plan to address the absenteeism.

If a student accumulates further absences for the year, and the parent or student is failing to follow the attendance plan developed with administration, the Vice-Principal or Principal will be obligated to involve the Department of Children and Families and/or the Juvenile Court by filing a CHINS or 51a as appropriate.

If a student accumulates twenty (20) absences for the year, administration will hold a mandatory meeting with the parent/guardian regarding possible grade retention.

Make-up Work:

Students will be given a reasonable number of days to make up work following an absence. The general time frame will be equal to the number of school days missed, unless prior arrangements are made with a teacher for an extra help session after school. For example, if a student is absent for three (3) consecutive days, they will have three (3) school days to make up the work missed for full credit. This rule will hold, unless a student has made prior arrangements to meet with a teacher after school to make up an assignment.

SC First Reading 10/28/10

SC Second Reading and Adoption 1/11/11

(Replaces JHA 6/15/2000 & JHAB 8/14/03)

File: JHABCD

ATTENDANCE for MILITARY-CONNECTED STUDENTS POLICY

Saugus Public Schools has adopted a policy for military-connected students. It permits a student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting to be granted additional excused absences at the discretion of the superintendent or designee.

SC First Read 5/26/11

BULLYING

Bullying of any type has no place in a school setting. The **Saugus Public Schools** will endeavor to maintain learning and working environment free of bullying.

Bullying is defined as the severe or repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

1. Causing physical or emotional harm to the other student or damage to his or her property;
2. Placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;
3. Creating a hostile environment at school for the bullied student;
4. Infringing on the rights of the other student at school; or
5. Materially and substantially disrupting the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or any electronic means.

(a) **Harassment, Intimidation, Bullying and Cyber bullying, is prohibited:**

- (1) No student shall be subjected to harassment, intimidation, bullying, or cyber bullying in any public educational institution,
 - (A) During any education program or activity; or
 - (B) While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or
 - (C) Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network of any public educational institution.
 - (D) At non-school-related locations and through non-school technology or electronic devices, if the bullying affects the school environment.
- (2) “Bullying and cyber bullying,” unwelcome written, electronic, verbal or physical acts or gestures where a student feels coerced, intimidated, harassed or threatened and, under the circumstances, may cause: physical or emotional harm to a student,
- (3) Damage to another student’s property, or a disruptive or hostile school environment. The behavior must interfere with a student’s academic performance or ability to learn, or interfere with a student’s ability to participate in or benefit from services, activities, or privileges that are being offered through the school district.
- (4) As used in this Section, “electronic communication” means any communication
 - a. Through an electronic device including a telephone, cellular phone, computer or pager.

Examples of bullying include but are not exclusive to:

1. Intimidation, either physical or psychological
2. Threats of any kind, stated or implied
3. Assaults on students, including those that are verbal, physical, psychological and emotional
4. Attacks on student property

The School Committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

The District will promptly and reasonably investigate allegations of harassment, including bullying. Bullying shall be stopped as soon as it occurs, all school staff are required to promptly report bullying when they witness or become aware of it. A school principal or his designee must immediately investigate and take appropriate disciplinary action.

The District shall through the Superintendent develop administrative guidelines and procedures for the implementation of this policy.

This plan shall include:

1. Procedures for responding to and investigating reports of bullying.
2. Strategies for protecting those who report bullying.
3. Notice to the parents or guardians of students involved in bullying, including perpetrators and victims.
4. Appropriate services for students who have been bullied or who are bullies.

SOURCE: MASC

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
Board of Education 603 CMR 26:00
M.G.L.A. Chapter 71, Sec 37O

REFS.: National School Safety Center
Maine Project against Bullying
The Wellesley College Center for Research on Women

CROSS REFS.: AC, Nondiscrimination
ACAB, Sexual Harassment
JICFA-E, Hazing

SC First Reading: 4/8/10
Approved and Accepted by the SC: 5/13/10

CELL PHONES

Student cell phones are to be turned off during all schools hours and placed out of site. Students with visible cell phones will have them confiscated, receive 1 day of In School Suspension and parent must retrieve phone. Subsequent offenses, parent will have to retrieve the cell phones from the administration. Along with confiscations, students may be subject to further consequences as outlined in the code of conduct. Students using cell phones in class may be deemed cheating. Due to student confidentiality and privacy, picture phones are strictly **prohibited**. Any picture phone confiscated will be returned to parents only with a disciplinary referral to the assistant principal.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

The federal McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following guidelines:

Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;

Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. Transportation may not be provided once permanent housing is found;

Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;

If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records;

A child who is homeless and attending any school served by the local educational agency is eligible for Title I services;

A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

For further information, please contact Sarah Slautterback, State Coordinator for the Homeless Education, at (781) 338-6330 or on the following website: <http://www.doe.mass.edu/mv/>

CAFETERIA/FOOD IN SCHOOL

All food must be consumed while seated at tables. This includes snacks purchased from the snack bar, which are not to be consumed while en-route to a table. Students may not sit or congregate in groups along the walls or window areas, in the snack bar area or near vending machines.

Before the lunch period ends, all debris should be placed in designated receptacles. Custodians will be available to clean up any accidental spillage, but students are responsible for keeping their tables and the area around their tables clean. If a student or a group of students is identified as littering or misbehaving in the cafeteria, they may be given the option of helping to clean the cafeteria for a period of time in lieu of Session or In-School Suspension for breaking the rules of conduct in the cafeteria. Disorderly students may have the privilege of eating in the cafeteria suspended.

The Saugus School Board has implemented a Health and Wellness policy. With this policy, non healthy items such as coffee, coolatas, and other drinks except water will be disposed of as your student enters the building. Please remind your student of this issue.

As a reminder, all of our schools are peanut aware of allergy aware schools. We take the safety and well-being of our students very seriously. Your building Principal will notify the school community of any need for extra prudent caution due to students with peanut or allergy aware needs. While we cannot possibly regulate all instances of such products coming in and out of our buildings, it is our hope that working together we can diminish any serious reactions.

CHILD ABUSE

All staff are aware of the signs of child abuse and neglect, and the Principal, on a yearly basis, informs all professional staff of their obligations to report cases of child abuse and neglect as specified in M.G.L. Chapter 119, §51A-51F and M.G.L. Chapter 71, §371.

COMPUTER “ACCEPTABLE USE POLICY”

Saugus High School has adopted a comprehensive “Acceptable Use Policy” for student access to the Internet. All students using school computers to access the Internet must sign a copy of the “Acceptable Use Policy” made available to them during the opening week of school. Parent and teacher signatures must also be obtained. Copies of the “Acceptable Use Policy” in its entirety are available upon request. Please check box on page 63 to accept.

CRISIS RESPONSE READINESS POLICY

The Saugus School Committee is dedicated to creating a safe learning environment for all students and staff. In compliance with the federal mandated regulations requiring that crisis response systems be in place for all school systems, the Committee authorizes the Superintendent to develop operational plans for crisis intervention and response, and to effectively communicate such plans to the students and staff of the school district. The Committee further requires the plans for closure and follow-up be implemented.

As assurance that such plans exist, a district crisis response team will be organized by the Superintendent to oversee the development, training, preparation, management and communication of the district’s crisis response system. This team will oversee a comprehensive approach to crisis readiness in all schools and provide guidance and resource for the building level.

It is further noted that the Saugus Public Schools will coordinate its crisis readiness efforts with the Town of Saugus Emergency Management Agency to assist in the establishment and maintenance of a broader, collaborative crisis response system for the town.

DESTRUCTION OF SCHOOL RECORDS

In accordance with Department of Education regulations, the temporary student record will be destroyed no later than seven years from the date of graduation. The information to be destroyed may include: test scores, report cards, and attendance data. The permanent student record may only be destroyed after sixty years and contains the following: identifying information regarding student and parent or guardians; course titles and grades received; grade level completed and year completed and date of graduation.

Parents and students have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction.

DISMISSALS

If there is an urgent reason to be dismissed from school during school hours, a student must bring a note from his parent or guardian stating the reason, the time of dismissal, and a home and work phone number. This must be brought to the Assistant Principal's office before 7:20 AM. Once verified, a dismissal slip will be issued. Phone dismissals are not accepted. Parents will need to come in to dismiss a student if a note is not presented prior to 7:20.

School Administrators reserve the right under school attendance statutes to deny requests for dismissal, which by their pattern constitute a violation of those school attendance statutes. Registry appointments and other personal business should be planned for after school hours. In no instance is working an excuse for absence, dismissal or tardiness. Parents are urged to make dental and doctor appointments that are not emergencies at times that will not interfere with the school program.

Any student, who is dismissed prior to the end of the day will not be eligible to participate that day in athletic, band, club or school sponsored activities. Exceptions will only be made by the Principal or Assistant Principal in the absence of the Principal.

Leaving the building without being dismissed by either the nurse or the building administrator will be considered class cutting/out of bounds and will be dealt with accordingly.

DISMISSAL FROM HEALTH FACILITY

If possible, students will obtain a pass to go to the health room; however, they are not forbidden to go there without one. If a student deems it necessary to see the nurse, he or she may go to the health room and WILL NOT be admitted without a pass, unless it is an emergency situation. The nurse will then call the student's teacher to let his/her whereabouts be known. Dismissal forms similar to those described for absence are then given to the student. No one will be dismissed until a parent or authorized adult has been contacted and will assume responsibility. Students deemed to sick to stay in school by the nurse will be receive an excused dismissal. Frequent visits to the nurse (more than 3 times per term) require the school nurse to contact parents or guardians. In addition, a professional medical follow-up will be required of the student to justify any continuance of successive visits to the health room.

Students who must take any form of medication during the school day are required to leave it in the health room on arrival at school and may take it only under the direct supervision of the nurse.

DRUG AND ALCOHOL POLICY

Saugus Public Schools ascribe to a "Zero Tolerance" philosophy with respect to the use and abuse of drugs and alcohol. A drug is defined as any chemical substance that alters the mood, perception, or consciousness, and is misused to the apparent injury of the individual or society. Student possession, use, sale, or transfer of drugs during the school day, at school-sponsored functions, or on school grounds is prohibited at all times. This applies to all events, regardless of location or time of the event.

Any student found to be in possession of or under the influence of a drug or alcohol, or in possession of drug paraphernalia is subject to disciplinary action:

1. Parent notification
2. A mandatory four day suspension from school and its associated activities

3. Referral to the Principal for a hearing to determine a possible expulsion from Saugus Public Schools.
4. All contraband to be turned over to the Saugus Police Department
5. Referral to the Saugus Police Department for possible prosecution

Student athletes are required to adhere to MIAA rules as may be amended from time to time

Amended SC First Read: 5/12/11

SC Approved 5.26.11

File: ADB-R (Also JICH-R)

Drug/Alcohol/Tobacco Rule for Athletes

1. Saugus High School defines, but not limited to, a violation of the Drug/Alcohol/Tobacco policy as use, possession, and in the presence of. Student-athletes are to refrain from being anywhere drugs/alcohol/tobacco may be in the vicinity. The Chemical Health Rule has been extended to be inclusive of the period from: the first allowable day of fall practice, through the end of the academic year or final athletic competition of the year, whichever is later. (Broadening this window from "in season" to the entire academic year reflects that chemical health of our students is not simply a seasonal concern.
2. Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

MIAA Rule 62.1 From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. Saugus High School includes "In the Presence Of" as part of its' Chemical Health rule. Students who violate the "In the Presence Of" will be subject to loss of 10% of the season. Second offense will be 50%, third will be dismissal for 180 days.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES:

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. ***During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal.*** All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment

program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

- b. Any situation that develops, either in school or in the community that adversely affects the athletic team, results in immediate expulsion of the athlete(s) involved from the team for that season. Membership on a Saugus High athletic team is a privilege not a right. Every athlete shall conduct himself/herself in such a manner as to create a positive reflection of the school.
- c. Any boy or girl reaching the age of 19 before September 1 cannot participate in school sports. Anyone being 19 after September 1 is allowed to compete in athletics for the remainder of the school year.
- d. If a pupil transfers from a high school outside of Saugus-to-Saugus High School, he/she will be eligible immediately to participate in sports, if the transfer is necessitated by a change of residence of his parent or guardian.
- e. A student may practice or play only once in any one-day. Any player who violates this rule shall be declared ineligible for participation in any high school sport for 90 school days from the date of his/her last participation in a high school sport.

For the purpose of this rule, "a day" shall include the time from 12:01 AM to 11:59 PM. A non-school team is deemed to be a team if it has two or more of the following: (1) coach, (2) schedule of games, (3) schedule of practices, (4) uniforms.

Good Citizen Rule

63.1 Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility. (The Board of Directors suggests that policies be included in local Student Handbooks.)

EDUCATION RECORDS

The Family Educational Rights and Privacy Act was enacted by Congress in 1974 to correct a number of abuses in the handling of student records by educators. The Act provides both student and parental access to student records and for the protection of those records from improper release to persons outside the school system.

Generally, release of such records requires prior written consent of the parent or adult student, and none of the exceptions to this requirement, as it concerns elementary and secondary schools, expressly includes law enforcement officers.

GAY/STRAIGHT ALLIANCE

The Gay and Lesbian Student Rights Law guarantee the right of gay and lesbian students to participate fully and equally in all school activities and to have the full advantages of a public school education. An important right that is now protected by law MGL Chapter 76, section 5 and the related regulations of 603 CMR26.00 Access to Equal Education Opportunity is the right to form gay, lesbian, and heterosexual support groups called Gay/Straight Alliance. Upon request, meetings will convene in the Teen Health Center, under the direction of the school nurse.

HAZING

MASSACHUSETTS HAZING LAW

Massachusetts General Law Chapter 269, Sections 17-19 makes it a crime to participate in organized hazing and provides for a punishment of a fine, imprisonment or both.

In accordance with the laws of the State of Massachusetts, Saugus High School does not condone hazing in any activity associated with the school, including athletics, academics and co-curricular clubs and organizations.

Section 17: Definition:

The term hazing as used in this section shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such students or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this section. [Added by St. 1985, c.536. Amended by St. 1987, c.665.]

Section 18: Reporting

Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such a crime shall, to the extent that such person can do so without danger of peril to himself or others, report such a crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

[Added by St. 1985, c.536. Amended by St. 1987, c.665]

Section 19: Notification

This section of the Massachusetts General Laws requires this hazing law to be issued to all students and to all members of clubs, teams and organizations. Organizers and participants of hazing shall be disciplined in accordance with the measures set forth in the student handbook "Student Discipline Code."

S.19 (abridged) Each institution of secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen, provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams organizations.

IDENTIFICATION BADGES

The Saugus School Committee is committed to maintaining safe and secure schools. Its ability to identify individuals within our schools is critical towards establishing that safety. Hence, the Committee has mandated that all students, parents, and staff wear identification badges upon entering any Saugus Public School facility. The following requirements apply:

- All staff, PK-12, will wear identification badges in school facilities and on school grounds during the work day that include their picture, name, title, and bar code.
- All volunteers, contracted employees, guests, and parents will wear a VISITORS identification badge while in school facilities.
- Students in grades 6-12 will be required to wear identification badges in school facilities that include their picture, name, and bar code.
- Identification badges must be worn so that they are visible at all times.

Identifications will be provided annually by the Committee for all students, parents, and staff that apply. Any student or staff member that has their identification badge stolen or lost must report such incident to the principal and replace their badge at the current cost of duplication.

NONDISCRIMINATION

The Saugus Public Schools does not discriminate against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age.

The following individuals have been designated to handle inquiries regarding the District's non-discrimination policies in education-related activities, including but not limited to inquiries related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act.

Should you wish to file a complaint alleging discrimination of student or an employee based on disability, age, race, color, gender, national origin, religion gender, sexual orientation, or gender identity you may contact:

Dawn Trainor
Executive Director of Pupil Personnel Services & Special Education/
Civil Rights Coordinator
Saugus Public Schools
23 Main Street
Saugus, Massachusetts 01906
(781) 231-5000, Ext. 105

HARASSMENT POLICY

The Saugus Public School system is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability. Harassment by administrators certified and support personnel, students, vendors and other individuals at school, or at school-sponsored events is unlawful and is strictly prohibited. The Saugus Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definitions

For the purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, or religion.
- B. “Discrimination” means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the school.
- C. “Harassment” means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- D. “Sexual Harassment” means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term “sexual harassment” may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) 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.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Saugus Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

Reports of Discrimination or Harassment

District staff is expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.

Investigation

If any individual or his/her representative, complains that he/she has been harassed (or who has witnessed or learned and reported an incident of harassment) based on a protected class in the educational environment, appropriate school officials will investigate the facts and circumstances as reported. In assessing such reports school officials will be careful to consider the viewpoint of the complainant, or reporter, especially in cases involving small children. The complainant will be informed of the grievance procedure.

School officials will promptly look into each complaint of harassment. Such inquiries will be handled at the lowest possible level, most ordinarily at the building level. Central Office staff routinely will serve only in an appellate capacity. If a determination is made that harassment has occurred, school officials will take any appropriate aforementioned action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained consistent with the school system's obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse by a "caretaker" (e.g. by a school staff member) and under Massachusetts General Law Chapter 119, section 51A, school administrators, teachers, and other school staff must report the suspected child abuse to the Department of Social Services.

Students and employees are encouraged to utilize the District's Complaint Procedure. Students and employees are hereby notified that they also have the right to report complaints to the agencies listed below. The state agency responsible for enforcing laws prohibiting harassment is the Massachusetts Commission Against Discrimination ["MCAD"], which is located at One Ashburton Place, Boston, Massachusetts. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at One Congress Street, Boston, Massachusetts. Students and employees are hereby notified that they also have the right to report complaints to: Individuals may also file complaints with the

The United States Department of Education, Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, Massachusetts 02110-1491.

Complaints Relative to Identification, Evaluation and Placement of Students with Disabilities

Both Section 504 of the Rehabilitation Act of 1973, M.G.L. c. 71B and the Individuals with Disabilities Education Act set forth specific procedures for disputes regarding the identification, evaluation and placement of students with disabilities. Concerns about the identification, evaluation and educational placement of students with disabilities are not addressed through this procedure, but in accordance with the procedural safeguards set forth in IDEA and Section 504, respectively. Specifically, concerns about identification, evaluation and placement of students under the IDEA and M.G.L. c. 71B may be addressed through the procedure outlined in the Massachusetts Department of Education's Parents' Rights Brochure rather than this grievance procedure. Additionally, concerns about identification, evaluation and placement under Section 504 may be addressed through the procedural safeguards specified at 34 C.F.R. 104.36.

A copy of the Parents' Rights Brochure and/or the procedural safeguards under Section 504, please contact:

Dawn Trainor
Executive Director of Pupil Personnel Services
(Special Education)
Saugus Public Schools
23 Main Street,
Saugus, MA. 01906
781-231-5000

A person with a complaint involving discrimination on the basis of a disability other than that described above may either use the grievance procedure or file the complaint with the U.S. Department of Education at the address provided at the end of this grievance procedure.

Where To File A Complaint

Any student or employee who believes that the Saugus Public Schools has discriminated against or harassed her/him because of her/his race, color, religion, national origin, sexual orientation, or disability, in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the Building Principal and/or the Executive Director of Pupil Personnel Services. These individuals are hereinafter referred to as "Grievance Administrators".

Dawn Trainor
Executive Director of Pupil Personnel Services
Saugus Public Schools
23 Main Street,
Saugus, MA. 01906
781-231-5000

Contents of Complaints and Timelines for Filing

In order to ensure an effective investigation, complaints should be filed as promptly as possible. An alleged grievance should be filed with the appropriate Grievance Administrator (principal or designee) in writing within 180 calendar days of the last act of alleged discrimination. The District strongly recommends that a complainant submit his or her allegations to the appropriate Grievance Administrator in writing as it will assist the District in its investigation of such an allegation and the District should request that any such allegations are submitted in writing. Nonetheless, the District will still respond appropriately to allegations of harassment or discrimination of which it is on notice whether or not those allegations are submitted in writing. Any grievance about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority.

. The written complaint should include the following information:

- The name, school, and grade level (or address and telephone number if not a student or employee) of the grievant.
- The name (and address and telephone number if not a student or employee) of the grievant's representative, if any.
- The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
- A description, in as much detail as possible, of the alleged discrimination or harassment.
- The date(s), time, and location of the alleged discrimination or harassment.
- The name of all persons who have knowledge about the alleged discrimination or harassment (witness), as can be reasonably determined.
- A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

Investigation and Resolution of the Complaint

Respondents will be informed of the charges as soon as the Grievance Administrators deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

After the Grievance Administrator is notified of the complaint, he or she may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.

If the Complainant elects not to pursue an informal resolution or the Grievance Administrator determines that an informal resolution is not appropriate, he or she will interview witnesses whom she/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. An individual alleging discrimination or harassment has the right to an impartial investigation, the right to present witnesses and other evidence as part of the investigation, and the right to the protection from retaliation for reporting harassment and/or cooperation with this investigation. The person who is the subject of the grievance will be provided

with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration. Such interviews and gathering of information will be completed within fifteen (15) school days of the receiving of the complaint.

Within twenty (20) school days of receiving the complaint, the Grievance Administrator will meet with the grievant and/or her/his representative to review information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect.

Within ten (10) school days of the meeting with the grievant and/or representative, the Grievance Administrator will provide written disposition of the complaint to the grievant and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by the Saugus Public Schools involves disciplinary action against an individual, the complainant will not be informed of such disciplinary action. Unless it directly involves the complainant (i.e., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment) or if knowledge of this information is necessary to protect the health or safety of the student or other individuals. Nothing in this grievance procedure shall prohibit the school district from notifying law enforcement, the Department of Children and Families or other agencies in a manner consistent with 603 C.M.R. § 23.00.

Any disciplinary action imposed upon an individual is subject to applicable procedural requirements.

All the timelines indicated above will be implemented, as specified, unless the nature of the investigation or exigent circumstances, prevent such implementation, in which case the matter will be completed as quickly as practicable. If the time lines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific time line for notice and/or investigation of a complaint, such times lines will be followed.

Confidentiality of the grievant/respondents and witness will be maintained, to the extent consistent with the Saugus Public Schools' obligations relating to investigation of complaints and the due process rights of individuals affected. Complainants should be aware that during the course of an investigation, it will likely become necessary to disclose the complainant's name and allegations to the alleged perpetrator and to the witnesses that are interviewed as part of the investigation. If a complainant requests confidentiality or asks that the complaint not be pursued, the school will still take all reasonable steps to investigate the allegations and respond to the complaint while maintaining that request for confidentiality. Without the ability to reveal the complainants name or other personally identifiable information, however, the school district's ability to investigate and respond to these reports of the harassment or discrimination may be limited. The school district reserves the right, in certain cases, to proceed with an investigation of reports of harassment or discrimination even if the complainant has requested confidentiality.

Retaliation against someone because he/she has filed a complaint under the grievance procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Appeals

If the grievant is not satisfied with a disposition by a Grievance Administrator, the grievant may appeal the disposition to the Superintendent with fifteen (15) school days of receipt of the disposition by the Grievance Administrator, as listed below:

Dr. David DeRuosi, Superintendent of Schools
Saugus Public Schools
23 Main Street,
Saugus, MA 01906
(781) 231-5000

The Superintendent will issue a written response on the appeal to the grievant and the respondent within ten (10) school days of receiving the appeal.

MEAL CHARGE POLICY

The Saugus School Committee is committed to creating a consistent district policy with regards to meal charges and the collections thereof. The Committee is cognizant of economic hardship and financial strains placed upon students, parents, and staff, as well as operation of a quality food service program. While sensitive to these conditions and the equity of service, the Committee establishes the appropriate policy and responsibilities.

The Saugus Food Service department shall maintain charge records and notify the school district of outstanding balances. Parents shall be notified in writing after their child has received a second lunch for which payment due. A demand for immediate payment shall be issued and until such payment is made no child shall be allowed to participate in any extra-curricular activity, to include but not limited to, athletics, graduations, prom, band and instrumental events, and clubs. Collection of said payment will be the responsibility of the Superintendent and the articulation of district procedure.

The Committee insures that no student will go without a lunch when unable to provide payment and that every measure will be applied to provide assistance and support for families in need. If financial hardship exists families are encouraged to apply for free and reduced lunch for their child. Parents may inquire through their building principal.

MEDICAL POLICIES

Medication

The Commonwealth of Massachusetts has put into law the following policies regarding the administration of medication in school.

1. A parent, guardian or designated responsible adult shall deliver all medication to the school nurse to be administered by the school nurse.
 - a. The medication must be in pharmacy labeled container.
 - b. No more than thirty school day supply of medication shall be stored at school.
 - c. Medication will be destroyed if not picked up within one week following termination of the order or by the close of school in June.
2. Long Term Medication (i.e. Asthma or Psychotropic drugs).
 - a. A written medication order from a licensed prescriber, which is renewed as necessary, including the beginning of each school year.
 - b. A signed consent by the parent/guardian, which contains approval to have the school nurse or school personnel designated by the school nurse, administer of medication.
3. Short Term Medication (i.e. Antibiotics).
 - a. A pharmacy labeled container.
 - b. A signed consent as above.
4. The school nurse shall provide a training, review and informational update, at least annually, for those school staff authorized to administer medication.
5. Upon completion of the medical section of the field trip form, medication may be administered by a faculty member.

Role of the Nurse

The professional school nurse is an essential member of the educational team responsible for protecting, promoting and improving the health status of all students. The unique contributions of the school nurse lie in his/her ability to provide professional health care and to coordinate the resources of the school, home and community as they pertain to the total health of the students and staff. The school nurse is strategically located to maximize each child's potential to learn and grow by providing the best possible health care. Health care in school, as provided by school nurses, includes identification of health problems, preventive health measures, health maintenance care and necessary therapeutic intervention.

Any student entering the Saugus School System must have a completed physical and immunization record. All third grade students currently enrolled in Saugus Public Schools must have a physical completed by their physician and returned to the school by September of the fourth grade. Students with crutches ordered by a physician must have a note stating ability to use them in school on stairs. Health modification forms must be completed and returned to school at the beginning of each year.

Communicable Diseases

The following medical problems must be reported to the school nurse.

1. Strep Infection Throat, Scarlet Fever, Scarletina, And Conjunctivitis – Student may return to school after being on antibiotics for 24 hours.
2. Chicken Pox – Student must remain at home until all lesions are crusted over.
3. Hepatitis, Ringworm, Impetigo and Scabies – a written confirmation from the attending physician is required before re-admission to school.
4. Poison Ivy and Poison Oak should be treated at home with proper medication.
5. Pediculosis (Head Lice) – If your child has head lice, please notify the school nurse immediately. Your child must remain out of school until all nits have been removed and must be checked by the school nurse before re-admission.

Communicable Disease Chart

<u>Disease</u>	<u>Exclusion</u>	<u>Re-admission</u>
Chicken Pox	7 – 10 Days	When Lesions have scabbed.
Conjunctivitis	Based on presence discharge.	24 hours after treatment started.
Hepatitis	Yes	Note from MD approving return.
Impetigo	If lesions are widespread if not covered by dressing	Based on school nurse exam.
Measles	Students not vaccinated or inadequately so.	Vaccine record MD note.
Pediculosis (Lice)	Evidence of nits.	After all nits are removed and school nurse exam or MD note. Ringworm
	Yes	MD note.
Scarlet Fever	Yes	24 - 48 hours after antibiotic started.
STD	No	
Strep Throat	Yes	

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

In accordance with Massachusetts General Law 71B:3, and as promulgated into law on January 8, 2009, the Saugus School Committee shall ensure that parents of children with disabilities in a public school have the right to observe their child in the school setting without restriction of duration and extent of observation. Such standard shall be applied with exception to the following protections: (1) the safety of children in the program during observation; (2) the integrity of the program during observation; and (3) the children in the program from disclosure by an observer of confidential or personally identifiable information that may be obtained during the observation.

“The complexities of the child’s needs, as well as the programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it.” Requests for an observation are to be initiated by the parent by contacting the building administration to begin the process and to obtain procedural information as established by the Office of Pupil Personnel Services.

PANDEMIC INFLUENZA

A Pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza virus emerges for which there is little or no immunity in the human population, begins to cause serious illness, and then spreads easily person-to-person worldwide.

Local Educational Agencies play an integral role in protecting the health and safety of district staff, students, and their families. To that end, the Saugus School Committee, in concert with the local Board of Health, the Saugus Emergency Management Agency (SEMA), and the State Department of Elementary & Secondary Education (DESE), is committed to working together to develop a readiness plan for schools.

School Guidance during an Influenza Pandemic includes school action steps, a pandemic planning checklist, public health instructions, factual information about pandemic flu, and processes for expeditious communication to the public during a pandemic. This guide is integrated into existing local district emergency plans and operational procedures.

In the event of a pandemic, any decision for an emergency school closing will be made by the school district with consultation, or at the direction of the local health department, SEMA, and State DESE.

The expectations and management processes will be communicated by the Superintendent to the entire school community as necessary.

Saugus School Committee Policy
Approved: 12/10/09

PARENT NOTIFICATION REGARDING SEXUAL EDUCATION and HUMAN SEXUALITY ISSUES

Massachusetts General Law Chapter 71, Section 32 A notes that parents be provided an “opt-out” provision for courses (typically sex education or sciences) school assemblies, or other instructional activities and programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues. Parents wishing to review curricula and/or exempt their child/children from instruction of the aforementioned topics must contact the building Principal in writing.

PERMANENT DEPARTURE FROM SCHOOL CH. 76 & 18

No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of ten days from the students fifteenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating the such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with the consent of the school committee or its designated representatives, provided no extension shall be for longer than fourteen days. Such meetings shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative education or other placements.

PHYSICAL RESTRAINT POLICY

603 CMR 46.00

603 CMR 46.00 was promulgated by the Board of Education to govern the use of physical restraint on students in publicly funded elementary and secondary school programs. The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from 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 and for the following reasons:

To protect a student and/or a member of the school community from imminent, serious, physical harm; and to prevent a student from harming him or herself.

The use of physical restraint is prohibited as a means of punishment; or as a response to property destruction, disruption of school order, a student’s refusal to comply with a school rule or directive, or verbal threats that do not constitute a threat of imminent, serious or physical harm.

In accordance with 603 CMR 46.00, restraint is defined as follows:

- Extended restraint: A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written documentation.
- Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
- Physical restraint: The use of bodily force to limit a student’s freedom of movement.

- Restraint – Other: Limiting the physical freedom of an individual student by mechanical means or seclusion in a limited space or location, or temporarily controlling the behavior of a student by chemical means. The use of chemical or mechanical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent or guardian. The use of seclusion restraint is prohibited in public education programs.

603 CMR 46.03

603 CMR 46.03 requires that public education programs develop written procedures regarding appropriate responses to student behavior that may require immediate attention. Such procedures are annually reviewed and provided to school staff and parents. Such procedures include methods for preventing student violence, self-injurious behavior and suicide. It further requires that school policy be established that explains the program's method of restraint, a description of the training requirements, reporting requirements and follow-up procedures, and a procedure for receiving and investigating complaints regarding restraint practices.

To ensure procedural compliance with 603 CMR 46.03, the Saugus School Committee commits to the following:

Required training for all staff. Each principal or supervisor shall provide training regarding the school's restraint policy within the first month of each school year and, for employees hired after the school year begins, within a month of their employment. Such training shall include information on the following: restraint policy, intervention, types of restraint, administration of restraint, and identification of program staff certified to administer restraint.

In-depth staff training in the use of physical restraint. Each Principal or Supervisor shall annually identify program staff that serve as authorized school-wide resources for proper administration of physical restraint. These individuals are trained and certified in Crisis Prevention Intervention (C.P.I.) which includes appropriate procedures for preventing the need for physical restraint, description and identification of dangerous behaviors, instruction regarding documentation and reporting, and demonstrated proficiency with prevention techniques.

Advisement of right of referral to law enforcement agencies. Nothing in the regulations prohibits any individual from reporting to appropriate authorities a crime committed by a student; law enforcement authorities from detaining a student or other person alleged to have committed a crime or posing a risk; or an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, §51A to report neglect or abuse of a child to the appropriate state agency.

Proper administration of restraint.

Only school personnel who have received training shall administer physical restraint on students. If possible, the administration of restraint should be witnessed by at least one adult not participating in the restraint. However, the training requirements shall not preclude an employee or agent of a public education program from using reasonable force to protect students, other students, or themselves from assault or imminent, serious, physical harm. Administering physical restraint shall be restricted to only the amount of force necessary to protect the student of others from physical harm or injury. The person administering the restraint is to use the safest method available and appropriate as learned through in-depth training. The use of physical restraint should cease as soon as possible. If, due to unusual circumstances, a restraint continues for more than twenty (20)

minutes, it shall be considered an “extended restraint” for purposes of reporting requirements in 603 CMR 46.06.

Safety requirements. No restraint shall be administered so as to prevent the student’s breathing or speaking. Restraint shall be administered in such a way so as to prevent or minimize physical harm. Program staff should review and consider any medical or psychological limitations that the student may have. All incidents of restraint must be debriefed to include restraint staff, student, and witnesses.

Reporting Requirements. Program staff must report the use of physical restraint after administration of a physical restraint that results in any injury to a student or staff member, or any physical restraint of duration longer than five (5) minutes. The program staff member administering the restraint must verbally inform their supervisor of the restraint as soon as possible, and by written report no later than the next school working day. The report shall be provided to the principal or supervisor who will maintain a record of such incidents, and which shall be made available for review by the Department of Education, upon request. Upon notification of a restraint, the principal or supervisor shall notify parents verbally as soon as possible and by written report postmarked no later than three (3) school working days following the use of restraint. The contents of the report are prescribed in 603 CMR 46.06. When a restraint has resulted in a serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the written report to the Department of Education within five (5) school working days of the administration of the restraint. The program shall also provide the Department of Education with a record of physical restraints maintained by the program administrator for the thirty (30) day period prior to the date of the reported restraint.

Special Circumstances - Students with Disabilities. Restraint administered to a student with a disability pursuant to an IEP or other written plan developed in accordance with state and federal law to which the public education program and the student’s parent have agreed shall be deemed to meet the requirements set forth in 603 CMR 46.02 (except the limitations on chemical, mechanical, and seclusion restraint), the training requirements set forth in 603 CMR 46.03, and the reporting requirements set forth in 603 CMR 46.06 shall apply.

PORTABLE ELECTRONIC DEVICES

The Saugus Public Schools is not responsible for any portable electronic devices brought to school by students and becomes lost or stolen on school property. Portable electronic devices such as cell phones, iPods, MP3 players are to be turned off during school hours and placed out of sight. Students with portable electronic devices will have them confiscated and will require that a parent retrieve the device from the building administration.

Along with confiscations, students may be subject to further consequence as outlined in the student code of conduct. Students using portable electronic devices in class may be deemed cheating. Due to student confidentiality and privacy, picture phones are strictly prohibited on school property. Any picture phone confiscated will be returned to parents only with a disciplinary referral to the assistant principal.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C., § 1232h, requires that the Saugus Public Schools notify and obtain consent, or allow you to opt your child out of participating in

certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information survey”):

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Saugus Public Schools will provide parents, within a reasonable period of time prior to the administration of the survey and activities, notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the surveys. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to the student.

Parents who believe that their rights have been violated may file a complaint with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

SCHOOL VISITOR CHAPTER 71B

While the Saugus School Department encourages the involvement of the parents and community members in the education of Saugus students, Saugus has a duty to protect the safety and confidentiality of its students, as well as to ensure that the educational process is not unnecessarily disrupted. As a result, certain rules and procedures must be followed to ensure that visits are beneficial to the visitors and not harmful to the students or educational process.

Visitors will only be allowed to enter school buildings for the purpose of prearranged meetings, visits, or observations. The only exception shall be for a “quick visits” by parents, guardians, and caretakers for the purpose of dismissing a student, bring in medication, dropping off forgotten lunches, gym clothes, etc. Such “quick visits” need not be pre-arranged; however, such visitors may not be allowed beyond the main office depending on the circumstance. For additional information and procedures, please the school principal.

STUDENT DISCIPLINE – DUE PROCESS

1. Short Term Disciplinary Sanctions: Except where circumstances require the student’s immediate removal from the school environment, prior to the imposition of any disciplinary sanction that might result in a student’s suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school, the student’s parent(s)/guardian(s) will be notified by telephone and in writing.

2. Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that would result in the student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney (at private expense) and may examine and present witnesses and documentary evidence. Following this hearing, the hearing officer (principal/school committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the superintendent. For exclusions imposed by the school committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c.76 §17, M.G.L. c.71 §37H, M.G.L. c.71 §37H1/2. Within five (5) school days of any disciplinary appeal hearing, the reviewing hearing officer (superintendent/school committee) will render a written decision on the student's appeal.

See also LAWS PERTAINING TO STUDENT CONDUCT

DISCIPLINE AND STUDENTS WITH DISABILITIES

Students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- (1) The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
- (2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During days of disciplinary exclusions exceeding ten (10) school days in a single school year, special education students have the right to receive services necessary to provide him/her with a free appropriate public education.
- (3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's

disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.

(4) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

(5) If a special education student possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days. Currently illegal drug users are not protected under Section 504 when the school district takes disciplinary actions on the basis of such use.

SAUGUS STUDENT CODE OF CONDUCT

File: JIC

Good citizenship in Saugus schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privilege of others are not violated on school premises, school property, school-sponsored or school-related events, including athletic games. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H:, 71:37 ½ H:, or any other state or regulatory agencies or governance body that governs student activity:

1. Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
2. Who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.

See also LAWS PERTAINING TO STUDENT CONDUCT

Any of the following actions will subject a student to suspension, expulsion, subject to School Committee action, or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.

3. Intentionally causing or attempting to cause physical injury to another person except in self defense.
4. Using or copying the academic work of another and presenting it as his own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parents.

School building administrators will not suspend a student, or recommend a student for suspension or expulsion, unless the student the conduct occurred while on school property, taking part in a school activity off school grounds, any other prohibited action as stated in the handbook, or the out-of-school conduct has caused or will foreseeably cause a substantial disruption or disorder within the school.

The schools district reserves the right to suspend, expel or take other disciplinary action against a student for serious conduct that is not specifically enumerated in this student handbook.

See Also student handbooks.

SOURCE: MASC

LEGAL REF: M.G.L. 71:37H, M.G.L. 71:37 ½ H, Goss v. Lopez

School Committee 1st read 3.10.11 School Committee 2nd read and adoption 3.24.11

Dangerous Weapons

The determination of what constitutes a dangerous weapon shall be within the discretion of the building principal.

No toy, imitation or replica weapons of any kind, including guns and knives, will be permitted or be in the possession of a student, on school premises, at school-sponsored events and/or at school related events, including athletic games or school buses or other school transportation. Items such as these will be confiscated and may result in suspension or expulsion if they are determined by the Principal of the school to be in violation of this policy.

The use or possession of any such toy, imitation or replica weapon or instrument, by a student in a threatening way or used or possessed to give the appearance of being a dangerous weapon that could cause death or great bodily harm, shall result in expulsion.

Contraband items, which, though not defined as weapons under the Massachusetts General Law, Chapter 269, Section 10, are not permitted on school premise grounds, at school sponsored and/or related events, including athletic games and school buses or other school transportation. Use or possession of said items will result in suspension and may result in expulsion from school. The following are examples of prohibited contraband items:

- knives of any kind, shape or length; including key chains, drafting knives
- blades of any size
- razors, box cutters
- chains, whips or any other metal objects of no academic purpose

Other ordinary items that may become dangerous when used in a threatening way; use of these items in that manner may result in suspension or expulsion from school. Such items include:

- Pencils, scissors, pins, nails, carpentry tools, piping, glass objects, bats clubs, sticks, etc.

See also, M.G.L. c. §§ 37H, 37H and ½, and 37L, below.

LAWS PERTAINING TO STUDENT CONDUCT

State and federal laws governing the conduct of students in school include, but are not limited to the following:

SCHOOL DISCIPLINE POLICY PRINCIPAL'S DISCRETION

In every case of student misconduct for which suspension may be imposed, the principal, or his/her designee, shall exercise discretion in deciding the consequence for the offense. The principal shall consider ways to reengage the student in learning and shall attempt to avoid longterm suspension as a consequence until alternatives have been tried. These alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

PROCEDURES FOR SHORT-TERM SUSPENSION

(Exclusion of a student from school premises and regular classroom activities for a specified period of not more than ten school days.)

The principal, or his/her designee, may suspend students on a short-term basis. Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term suspension:

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:

- i. The disciplinary offense;
- ii. The basis for the charge;
- iii. The potential consequences, including the potential length of the suspension;
- iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
- v. The date, time, and location of the hearing;
- vi. The right of the parent and student to interpreter services at the hearing; and
- vii. If the student may be placed on a long-term suspension following the hearing with the principal:
 1. The rights set forth under the "Procedures for Long-Term Suspension"; and
 2. The right to appeal the principal's decision to the superintendent.

2. At the hearing, if the student and/or parent elect to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. Based on the available information, the principal shall make a determination as to whether the student committed the disciplinary offences and what remedy shall be imposed. The principal shall notice the student and parent in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.

4. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

PROCEDURES FOR EMERGENCY REMOVAL

If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption; the principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal. Additionally, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification. The short-term suspension notice shall be provided in writing to the student and parent. The opportunity for a hearing with the principal shall occur within two (2) school days, unless otherwise extended by the school and parent. A decision regarding the student's continued suspension or other removal shall be rendered the same day as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion). The principal may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined in this policy.

PROCEDURES FOR AN IN-SCHOOL SUSPENSION

An in-school suspension may be used as an alternative to short-term suspension for disciplinary events. An in-school suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions in one school year.

If the principal chooses this alternative, the principal shall inform the student of the disciplinary offense charged and the basis for that charge and provide the student an opportunity to dispute the charge and explain the circumstances surrounding the charge. If an in-school suspension is issued, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the offense, and the length of the in-school suspension.

The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. This meeting shall be scheduled on the day of the suspension, if possible, or as soon as possible thereafter. The principal shall also send written notice to the student and parent about the in-school suspension, including the reason and length of the in-school suspension, and inviting the parent to the above described meeting, if such meeting has not already occurred.

PROCEDURES FOR LONG-TERM SUSPENSION

(Exclusion of a student from school premises and regular classroom activities for more than ten school days.)

The principal, or his/her designee, may issue long-term suspensions at the building level. The principal may also issue expulsions for the offenses set forth in M.G.L. c. 71, §37H and §37H½. Expulsions for other offenses are handled by the School Committee pursuant to M.G.L. c. 76, §16 and §17.

1. In the event of a long term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
 - i. The disciplinary offense;
 - ii. The basis for the charge;
 - iii. The potential consequences, including the potential length of the suspension;
 - iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
 - v. The date, time, and location of the hearing; and
 - vi. The right of the parent and student to interpreter services at the hearing.
2. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
3. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student.
4. The student shall also have the right to be represented by counsel or a lay person at the choice and expense of the student/parent.
5. At the hearing, if the student and/or parent elect to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.
6. The parent, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances that the principal should consider in determining consequences for the student.
7. The principal shall make a determination as to whether the student committed the disciplinary offences and what consequences shall be imposed. The principal shall notify the student and parent in writing of his/her decision, including the following information:
 - i. The disciplinary offence, the date on which the hearing took place, and the participants in the hearing;
 - ii. The key facts and conclusions reached by the principal;
 - iii. The length and effective date of the suspension and the date of return to school;
 - iv. The notice the student's opportunity to receive education services to make academic progress during the suspension;

v. The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension.

- a. The superintendent shall hold the hearing within three (3) school days of the student's request, unless an extension is mutually agreed to.
- b. The superintendent shall make a good-faith effort to include the parent in the hearing.
- c. The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.
- d. All the same rights as are afforded in the above long-term suspension principal are hearing shall apply to the student in a superintendent's hearing.
- e. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or lesser consequence than the principal.
- f. The decision of the superintendent shall be the final decision of the school district.

vi. If the student is in grades K-3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for the suspension before the suspension takes effect.

EXPULSION

Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) days, indefinitely, or permanently. Conduct that may lead to expulsion includes but is not limited to possession of a dangerous weapon, assault on school personnel or upon other students, possession of a controlled substance, and certain criminal convictions and charges. See also, the Policies and Laws Relating to Student Conduct section of the handbook. Procedures associated with expulsion are set forth under the Procedures for Expulsion section of the handbook.

ADDITIONAL PROCEDURAL PROTECTIONS FOR SPECIAL EDUCATION STUDENTS

In general, special education students may be excluded from their programs for up to ten school days per school year just as any other student. However, when the district seeks to exclude a special education student from his/her program for more than ten school days in the school year, the student's special education Team must first determine whether the student's behavior was caused by, or was directly and substantially related to his/her disability or whether the conduct in question was the direct result of the district's failure to implement the student's IEP (a "manifestation determination"). If the Team determines that the behavior was a manifestation of his/her disability or was caused by a failure to implement the IEP, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to his/her current program, unless the student's parents and the district agree to a change in placement.

If the Team determines the behavior was not caused by, or directly and substantially related to the student's disability or failure to implement the IEP, the school may discipline the student according to the school's code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide the student with a free appropriate public education (FAPE)

and, if appropriate, conduct a functional behavior assessment and provide intervention services and modifications to prevent the conduct from recurring. If the conduct involves weapons, drugs, or serious bodily injury, a special education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior's relationship to his/her disability.

Additional information regarding the procedural protections for students with disabilities can be obtained from the Director of Pupil Service.

POSSESSION OF WEAPONS OR CONTROLLED SUBSTANCES ASSAULT OF EDUCATIONAL PERSONNEL

Massachusetts General Law Ch. 71, §37H authorizes the principal to expel students as follows:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
6. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

7. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

A copy of this law may be obtained in the main office.

SUSPENSION/EXPULSION BASED UPON A FELONY CHARGE/CONVICTION
M.G.L. c. 71, § 37H½

issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school may suspend a student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

The principal may expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

A copy of this law may be obtained in the main office.

EDUCATIONAL SERVICES AND ACADEMIC PROGRESS DURING SUSPENSIONS AND EXPULSION

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

Any student expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through a school-wide education service plan. This plan will be developed by the principal and shall describe the services that the school district will make available to students who are expelled or suspended for ten (10) or more consecutive days. The plan will include the process for notifying such students and their parents of the services and arranging the services.

LEGAL AUTHORITY: M.G.L. c. 71, § 37H
M.G.L. c. 71, § 37H ½
M.G.L. c. 71, § 37H ¾
M.G.L. c. 76, § 21
603 CMR 53.00

STUDENT EDUCATION RECORDS

603 CMR 23.00

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under MGL c. 71, §34D which directs that “the Board of Education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under MGL c. 71, §34F which directs that “the Board of Education shall adopt regulations relative to the retention, duplication, and storage of records under the control of School Committees, and except as otherwise required by law, may authorize the periodic destruction of any such records at reasonable times” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June, 1995. 603 CMR 23.00 is in conformity with federal and state statutes regarding maintenance of and access to student records, and are to be construed harmoniously with such statutes.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

The Saugus Public Schools has reserves the right, under 603 C.M.R. 23.07(4)(g), to forward the educational record to authorized school personnel of a school to which a student seeks or intends to transfer without the consent of the parent or eligible student.

STUDENT RE-ADMISSION TO SCHOOL FOLLOWING MEDICAL & PSYCHOLOGICAL HOSPITALIZATION

The School Committee is committed to maintaining the safety and welfare of all students and staff in its schools. In order to avoid or prevent risk to self and/or others caused by students returning to school following medical or psychological hospitalization, the Committee requires that these students provide appropriate medical documentation prior to doing so.

The parent/guardian must submit in advance of their child's re-entry to school said documentation as required to the building principal. A written statement from the attending physician must accompany the re-entry request indicating that the child is well enough to return to school. If continued medication or treatment is required following re-entry, the parent/guardian must obtain a Release of Medical Information Form from the school nurse so that the attending physician can communicate the necessary medical or treatment needs.

Those students that are deemed dangerous to themselves or others will be required to take a risk assessment prior to re-admission. The Office of Pupil Personnel Services will oversee the assessment and determination.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

As parents or eligible students you have the right to inspect and review the student's education records maintained by the school within 45 days of the day the school receives a request for access. Parents or eligible students should submit a written request to the building principal identifying the specific record(s) they wish to inspect. Principals will make notification of time and place for access. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A fee may be charged for processing.

Parents or eligible students also have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still does not amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

A student record consists of the transcript and the temporary record, including all information, recording or computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such a student may be individually identified, and that is kept by the Saugus Public Schools. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04. The temporary record consists of all the information in the student record

which is not contained in the transcript. Such information is important to the educational process and may include standardized test results, class rank, extracurricular activities, and evaluations of the student by school staff.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to the student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to state law.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Reasonable attempt to notify the parent or student of the records request will be provided.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA may be filed with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

RESTRICTED FOOD POLICY

The School Committee is committed to maintaining a food policy that addresses obesity amongst children and provides preventative measures to avoid allergic reaction resulting from food. To that end, the Committee has adopted a restricted food policy that prevents food at school functions such as birthday parties, holiday celebrations, or classroom rewards.

Exceptions to the rule would be school sponsored activities or events where food is part of the program. Circumstances that are acceptable include: Ice Cream Socials, Pizza Parties, or Field Day. In all instances, the Principal must approve requests to have food in school. Such requests must be done in advance and are approved in accordance with the school district wellness policy.

STUDENTS WITH COMFORT CARE / DO NOT RESUSCITATE ORDERS

It is the policy of the Saugus School Committee that all students will receive immediate treatment and first aid, including CPR, and activation of 911 emergency medical services (EMS) if they suffer a medically life threatening event at school. An exception to this policy occurs when a student's physician has issued a written Comfort Care/Do Not Resuscitate (CC/DNR) Order with written authorization of the child's parent(s)/guardian(s), or by the student himself if 18 years of age or older, and with expressed written instruction that school and staff not to resuscitate . The order will

be maintained within the student's records and can be rescinded at any time with the written request of the parent(s)/guardian(s) or the student himself if 18 years of age or older.

When CC/DNR is ordered by a physician, special consideration must be given to meeting the student's and family needs as well as the needs of the other students and staff. Respecting the family's wishes involves extensive pre-planning in the school setting. The student should be placed only in a school that has a full-time school nurse. The school nurse, with written permission from the parent/guardian, will inform the local EMS that there is a child in a specific school building with a CC/DNR Order.

Students with a CC/DNR will have an individualized health care plan (IHCP), including an emergency response plan, should be developed by the school nurse in collaboration with the family, the child's physician, the school nurse leader and the school physician. The school nurse leader and school nurse, with written permission from the parent/guardian, will convey the IHCP to the Superintendent, administrators, and appropriate school staff, and serve as a resource for concerns and/or questions.

Student confidentiality must be maintained. The parent/guardian has the ultimate authority to decide who is to be informed. The parent/guardian should be advised that anyone who is not directly informed about the CC/DNR Order would otherwise follow the Saugus School Committee policy and initiate CPR.

School Committee Approved:
March 25, 2010

STUDENT PHOTOGRAPHS AND ISSUES OF PRIVACY

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to: 1. enhance the safety of students through visual identification in an emergency situation, 2. facilitate the social, educational, and administrative activities conducted in the school, 3. provide a service to parents and students, and 4. allow any excess monies realized from the picture-taking program to be used by the sponsoring group as authorized by the building principal.

STUDENT DRESS POLICY

The Saugus School Committee believes that students should dress in a way that indicates their respect for the importance of their activities in school. School attire should be decent, clean and comply with the requirements for health and safety and should not interfere with or be disruptive to the educational process. The administration is authorized to take action in instances where individual dress does not meet the stated requirements and they reserve the right to send students home to change into clothing, which is in accordance with the School Dress Policy. Examples of unacceptable clothing include, but are not limited to, French Connection United Kingdom brand, “FCUK”, as well as, any attire promoting alcohol, tobacco or drug use.

The following items are considered inappropriate attire for a school setting and will not be permitted in school, during school hours, at any time.

1. Wearing headgear (i.e., scarves, bandannas, baseball hats and stocking hats) in the building will not be permitted. All items are to be placed in the students’ locker and not carried around the building*
2. Wearing attire, which promotes, advertises, or displays drug, alcohol, violence, or tobacco use, as well as, obscene, offensive or sexual symbols, messages or language will not be permitted.
3. Wearing any clothing recognized as winter outerwear will not be permitted in the school building. *
4. Wearing tank tops without a shirt underneath, wearing undergarments as outerwear, or bare midriffs will not be permitted. Shirts must overlap the waistline of pants, skirts, and shorts. Wearing of “short” shorts, micro, mini, etc.... is not permitted. Skirts, dresses and shorts should reach below finger tips when arms are by sides or 4 inches above the knee whichever is longer.
5. Footwear that may be considered dangerous such as slippers, wheelie shoes, etc.
6. Boys must wear their pants at waist level. Showing of undergarments will be considered a violation of the dress code.
7. Yoga pants or “yoga type pants” are not allowed

Any student sent home due to a dress code violation will incur an unexcused and not appeal the tardy or absence. A school issued shirt may be used for dress violations.

- The Saugus School Committee instills in our administrators the right to direct and enforce the Dress Policy while acknowledging their ability and right to use discretion within the parameters of this policy. We also recognize that there are exceptions to every rule and our administrators shall therefore have the authority to suspend these rules for specific occasions and/or occurrences (i.e., medical necessity - physician’s note, spirit day, color day, varsity jacket day, cold weather days, etc.).

SEARCH AND SEIZURE

In January, 1985, the U.S. Supreme Court ruled that school officials have the right to search students under their jurisdiction when there are “reasonable grounds” for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school, and the search is conducted in a reasonable manner. (T.L.O. v. New Jersey, U.S. 1055 St. Ct. 733 1985)

Each student is assigned his/her own locker and is responsible for its maintenance and condition. The school cannot be responsible for lost or stolen articles. School authorities in the interest of health and safety may inspect school properties. Lockers, though assigned to pupils, are school

property and may reasonably be inspected. Students may use locks on their lockers only if the school issues them.

Random searches of student lockers, backpacks and motor vehicles may be conducted by K-9 Law Enforcement Agencies. Any motor vehicle may be searched by school authorities for reasonable grounds.

Students who do not submit to a search will be found in violation for which the administration has for the “reasonable grounds” of suspecting that individual.

OTHER STATE AND FEDERAL LAWS

The Education Reform Act

School Councils are composed of school Principal, parents, teachers, and community members.

The Principal, in consultation with the school council, (1) adopts goals for the school; (2) assesses the needs of the school in light of these goals; and (3) prepares a school improvement plan, which is reviewed and approved by the school committee.

Saugus High School has a Student Advisory Committee established under the guidelines promulgated by M.G.L. Ch. 71: Section 8 Ma, which states:

School committees of cities, towns and regional school districts shall meet at least once every other month, during the months school is in session, with a student advisory committee to consist of five members to be composed of students elected by the student body of the high school or high schools in each city, town or regional school district.

The members of such Student Advisory Committees shall, by majority vote prior to the first day of June in each year elect from their number a chairperson who will serve for a term of one year. Said chairperson shall be an ex-officio, nonvoting member of the school committee, without the right to attend executive sessions unless such right is expressly granted by the individual school committee. Said chairperson shall be subject to all school committee rules and regulations and shall serve without compensation.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

To: Personnel and parents of students
From: Dr. David DeRousi, Jr., Superintendent

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act).

Asbestos Management Plans have been developed for each school building. These plans are available and accessible to the public at the school offices and at the district administrative office.

DISMISSAL REQUESTS

Dismissal of children prior to the end of the school day should be preceded by a note to the classroom teacher.

EARLY CLOSING - SCHEDULED

Periodic early closing for teacher professional development may take place throughout the school year. Parents will be notified in advance of date and time.

EARLY CLOSING – UNSCHEDULED

Occasionally school may have to be dismissed early due to an impending storm, loss of heat within the building or other unforeseen circumstances. It is essential that you fill out and return an unscheduled early closing form that will be sent to you in the fall and discuss with your child the instruction that you provide the school should such an event take place.

EMERGENCY CARDS

Completed emergency cards should be returned immediately. Please include several names of people who will be available to help your child in case of illness or accident. Changes of address or telephone number of any pupil should be reported to the office or the teacher at once. When emergencies arise it is necessary to have the correct information.

EMERGENCY PROCEDURE

It is incumbent upon us as professionals to be vigilant and proactive with regard to safety issues. We can make the best use of our resources by focusing on prevention and reacting to all situations in an appropriate manner. In case of an accident or emergency keep in mind the following: Observation, Safety, Control/Contain, Communication, and Coordination of Response.

Crisis Intervention Strategy

- Remain calm.
- Assess the situation.
- Determine the course of action (Do not overreact/Do not under react).
- If possible isolate the situation.
- Get help (call, radio, send a student).
- When administrator arrives give a concise report of the situation and listen for instructions.

Accidents

- All accidents, no matter how minor, must be reported to the NURSE immediately.
- Students who are in need of medical attention and are **mobile** should be escorted to the Nurses' Office.
- Students who are **not mobile** and/or have incurred a head injury should NOT be moved. In such cases, the nurse should be contacted and she will attend to the injured student.
- **At no time should the student be left unattended.**

Emergencies

- **An emergency situation shall exist when:**
 - a. There is suspicion of a weapon.
 - b. There is fire emergency, bomb threat.
 - c. There is a Gas leak, Hazardous Material or Chemical Spill.

Staff Response: Contact Principal immediately. Be prepared to give a detailed description of the situation

- **Circumstances which may escalate to a crisis situation**
 - a. A student verbally or by his/her actions threatens harm to him/herself or others.
Staff Response: Follow *Crisis Intervention Strategy* above.
 - b. There is an unidentified person (intruder) in the building or on campus.
Staff Response: Contact Principal immediately.
 - c. There is suspicion of the use of controlled or narcotic drug or alcohol.
Staff Response: Contact Discipline Office immediately.
 - d. A catastrophic event occurs in the community.

Staff Response: Contact Principal.

No statement of any type should be released by staff members to the news media. All communications to the press must be through the Superintendent office.

FIELD TRIPS

School field trips provide an opportunity to enhance, strengthen and compliment the curriculum.

An Extra Curriculum Release form must be completed and signed by a parent or guardian in order for a child to participate on a field trip. Participation is expected and is important, as these are educational activities that are part of the school curriculum. If for any reason a child does not participate in the field trip he/she is expected to attend school and an alternate program will be provided.

Students who plan to participate in such activities must meet disciplinary standards or privileges may be denied.

If there are financial considerations in meeting the cost of a field trip attempts will be made to subsidize the cost of the trip.

FIRE DRILL and EVACUATION REGULATIONS

Students are to leave the building as quickly as possible following the regulations posted in each room. Students will report to a designated area and remain with the teacher until informed of further action.

GENERAL INFORMATION FOR STUDENTS

1. Papers on the teacher's desk are private property, and are not open to inspection by the pupils.
2. Students should not leave valuables in their coats, desks or lockers. If pupils wish they may leave large amounts of money or valuables in the office.
3. Students cannot be called to the phone for any reason, and messages will be taken only in case of illness or emergency.
4. Students taking part in any school activity may be removed due to undesirable conduct.
5. Radios, CD players, headsets, laser pointers, pages, and cell phones are not permitted in school or at school functions.

HOMEWORK

Homework is an integral part of the education of the students in the Saugus Public Schools. Teachers shall assign homework on a regular basis following the time allocation as listed below.

Homework is a formal and planned assignment given to an entire class of students. This type of assignment is in addition to any make-up work, or extra help as needed by an individual student.

Homework consists of familiar material. (This is not applicable if the assignment is research).

The following list is the suggested maximum guide:

Grade K	10 Minutes a day
Grade 1	20 Minutes a day
Grade 2	20 Minutes a day
Grade 3	30 Minutes a day
Grade 4	45 Minutes a day
Grade 5	60 Minutes a day

To ensure that the school and home are maintaining good communication, please see that homework is completed nightly, and **sign** any highlighted assignments in the Agenda Book. Good communication is necessary between home and school for your child's success. The agenda book **MUST** be brought to school daily. If lost, it is the responsibility of the child to purchase a new one.

The abbreviations used in the agenda book are as follows:

SP = Spelling
MA = Mathematics
LA = Language Arts
SS = Social Studies
SC = Science
RD = Reading

Requests for missed work may be made after the second day of the child's absence. Requests should be made prior to 11:00 AM to allow the teacher time to prepare the work and get it to the main office. Please be prompt in picking it up by 2:30 PM.

INSURANCE FORMS

Please follow the directions of the Insurance Company in regards to completing and returning said forms.

LIBRARY

In order for our elementary school libraries to operate efficiently, a core of parent volunteers must staff them. Parents interested in donating time should contact the school office.

LOST AND FOUND

All lost or found articles should be reported to the school office. Each school will maintain an area where found articles may be reclaimed.

NO SCHOOL SIGNALS

"No" school announcements will be broadcasted over the radio and television channels including the Saugus local cable channel. The Cancellation will also be posted to the district webpage at www.saugus.k12.ma.us. Each school will also communicate no school announcements through connect-ed. **Do not call police or fire departments.**

PROMOTION AND RETENTION OF STUDENTS

The school committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observations of student performance. The principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the building principal.

P.T.O.

We have very active parent groups supporting our schools. They will be in touch with you at the start of each school year. Your support will be very much appreciated.

SCHOOL CONCERNS

A parent who becomes aware of a safety concern in relations to their child's school life should notify the school and/or the Saugus Police Department immediately.

SCHOOL BUS SAFETY

Parent Responsibilities

1. Except in a snow emergency, declared by the Superintendent in advance, walkers are not permitted to ride the school bus. Changing buses for after school meetings or to visit friends is not permitted. Such visitations should originate at home.
2. Pupils who do not have written permission to stay after school will be placed on their regular bus home.
3. Parents should have their child at the regular bus stop on time. Insist upon proper conduct while waiting for the bus and while riding the bus.
4. Kindergarten students must be met at their bus stop by an adult or an older brother or sister.

Student Responsibilities

Going to the Bus Stop

1. Walk on the sidewalk or at the side of the road.
2. Don't trespass or cut through someone's yard.
3. If you are on the opposite side of the road, wait opposite your stop until the bus arrives and has come to a stop, cross in front of it when it flashes its signal lights.

Waiting for the Bus

1. Arrival time at the stop should not be more than ten minutes before the scheduled bus arrival.
2. Don't play in the street and watch out for cars. Do not play games at the bus stops.
3. Stand on the sidewalk beside the road and line up.
4. As the bus arrives, do not approach the bus until it has stopped.
5. Respect private property. Stay off lawns. Do not trespass.

Boarding the Bus

1. Watch your step. Be courteous, do not push.
2. Get on quickly and be seated at once.
3. No saving seats. First come, first served. If seats are assigned, please comply.
4. Obey any instructions the driver may give you.

Riding the Bus

1. Remain seated. Do not change seats.
2. Books, lunches or anything else must NOT be placed in the aisle.
3. Do NOT tamper with the bus or any of its equipment.
4. Do NOT put arms, heads, hands or legs out the windows.
5. Excessive noise and shouting could distract the driver and lead to an accident. Do not yell.
6. If you have large packages to bring to school, ask your parents to drive you on that day.
7. No smoking or eating on the school bus.
8. Be courteous.

Leaving the Bus at School

1. Stay seated until the bus has stopped and the driver has opened the door.
2. Allow those seated in front of you to leave first.
3. Take everything with you.
4. Leave quickly but do not push or shove.

On the Way Home

1. Stay seated until the bus has stopped and the driver has opened the door.
2. If you must cross the street – **CROSS IN FRONT OF THE BUS** – far enough away so the driver can see you.
3. Look both ways – even though it is the law that people must stop when they see the flashing lights, some people do not stop – **Be Careful!**
4. Leave the stop immediately and go directly home.

Disciplinary Procedures

The bus driver is responsible for the supervision of the bus. All infractions will be reported to the Principal who will investigate and resolve all problems.

If an incident occurs on the bus, the driver should first speak with the student involved, warning the student that a repeated offense will be reported to the Principal, using the appropriate form.

Problems will be investigated by the Principal. A first offense will result in a written notification to the home that the student has been warned. A second offense may result in the suspension of bus privileges for up to 3 school days.

A third offense may result in a suspension from bus privileges for up to 5 school days. Subsequent offenses carry a 10 day suspension.

If the first offense constitutes a major hazard, no warning need be given and the Principal may suspend a student from the bus and shall notify the parents and the bus driver.

It takes the coordinated efforts of everyone concerned to ensure that our school transportation system operates in a safe and effective manner.

In order for that to happen, various participants have specific roles:

- a. **Bus Contractor** – to meet the requirements established by Federal, State and local statutes, rules and regulations regarding equipment and drivers. Video cameras are on the bus.
- b. **Bus Driver** – to operate the bus safely, efficiently and economically as well as to supervise student behavior.
- c. **School** – to provide educational training to the students in matters of bus safety and conduct as well as to fairly enforce all rules and regulations governing bus conduct.
- d. **Parents** – to cooperate with the schools in observing the rules and regulations, and controlling their children.

If you have any questions regarding various aspects of the school transportation system and/or these rules and regulations for safe bus riding practices, you are encouraged to make contact, through the appropriate channels, for the resolution of any problem or misunderstanding.

SCHOOL HOURS

The school hours for school year are as follows:

All Elementary Schools begins at 8:40 a.m. and end at 2:40 p.m.

Morning Kindergarten - 8:40 a.m. – 11:10 a.m.

Afternoon Kindergarten - 12:10 p.m. – 2:40 p.m.

Pre-School - 8: 15 AM -2:15 PM - Preschool ½ Day: 8:15 AM -10:45 AM or 11:45 AM - 2:15 PM

Teachers are on duty in the morning at 8:30 a.m. Therefore, for your child's health and safety he/she should not arrive at school any earlier than 8:30 a.m.

Parents should direct students to report home directly after dismissal or leaving the bus.

SCHOOL LUNCH

The Saugus elementary schools offer nutritious lunches to all elementary students. Students have a choice of a hot entrée or a cold sandwich lunch. All lunches include milk and meet one-third of the national Recommended Dietary Allowances.

The prices for a lunch are posted in each school.

SPECIAL EDUCATION

Special education services are provided to students found eligible after an initial Team meeting. To be found eligible for services, a student must have one of the following disabilities: autism, developmental delay, specific learning disability or an intellectual, sensory, neurological, emotional, communication, physical, or health impairment. It is also necessary for eligibility, that the disability prevents the student from making effective educational progress, and for the student to require specially designed instruction or related services in order to access general education.

The district offers an array of services designed to meet student needs. Special education services and placement determination are the responsibility of a multi - disciplinary team comprised of professionals who have assessed the student in any areas of suspected need, a regular education teacher, administration and, most importantly, the student's parent or guardian.

Upon completion of an initial evaluation, the Team develops an individualized educational program (IEP) that highlights, among other things, the student's strengths, areas of concern, strategies for accommodating for the students disability, modifications to the curriculum, services that the student will receive and important goals and objectives developed to ensure student progress. Parent involvement during the evaluation and IEP development is an integral part of the process. Copies of the *Parent's Rights Brochure* are available in the special department located at the School Administration Building, 23 Main Street, or from the school buildings' Evaluation Team Facilitator.

IDEA ACT

The Saugus Public Schools is in compliance with the Individuals with Disabilities Education Act (IDEA) of 2004. Complete copies of this law are available at your school's office.

In general there are four main themes in the IDEA Act:

1. Strengthening Parental Participation in the Educational Process.
2. Accountability for students' participation and success in the general education curriculum and mastery of IEP goals/objectives.
3. Remediation and disciplinary actions addressing behavior problems at school and in the classroom.
4. Responsiveness to the growing needs of an increasingly more diverse society.

504 PLANS

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his 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"

The United States Department of Education, Office for Civil Rights (OCR) enforces Section 504 in programs and activities that receive federal financial assistance from the U.S. Department of Education. Recipients of this federal financial assistance include public school districts, institutions

of higher education, and other state and local education agencies. The regulations implementing Section 504 in the context of educational institutions appear at 34 C.F.R. Part 104.

The Section 504 regulations require a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student’s individual educational needs as adequately as the needs of nondisabled students are met.

OCR enforces Section 504 and Title II of the Americans with Disabilities Act of 1990 (Title II), including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

Section 504 also protects employees: “No qualified individual with a disability shall, on the basis of his or her disability, be subjected to discrimination in employment under any program or activity” receiving federal financial assistance.

Individuals who have complaints regarding the District’s compliance with Section 504 can bring suit in federal district court against the District or persons in their individual capacity. Parents and employees can also file complaints with the OCR regional office at 5 Post Office Square, 8th Floor, Boston, MA 02118. In regard to concerns related to the identification, evaluation, and placement of students with disabilities, parents or guardians can make a hearing request with the Massachusetts Bureau of Special Education Appeals at One Congress Street, 11th Floor, Boston, Massachusetts 02114. Employees can also file a complaint with the Equal Employment Opportunity Commission located at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203.

English Language Learning

In accordance with state laws and regulations, Saugus provides instruction in the English Language for students whose English Proficiency level is limited. Potential students are identified through a testing program administered to those whose home language is not English and who demonstrate to teachers a language need.

The program, known as the Sheltered English Immersion Program, provides specialized instruction for students according to the intensity of their need. Students who speak no English or very limited English receive high intensity English language instruction for the greater part of the school day, until they reach a point when their oral English is sufficient for them to receive sheltered English instruction in a partially integrated setting. Sheltered English instruction means that students study the same subjects as their peers, but with simplified language and audio-visual material presented in a comprehensible manner, to make information clearer and more understandable. The material used includes, but is not limited to, pictures, graphs, videos, computer programs, and manipulatives. Lessons and activities are designed so that the English language development of the student is addressed.

Students are not expected to remain in high intensity classes more than a year. Students receiving sheltered instruction are integrated with their peers as much as possible for subjects such as mathematics and science, and receive specialized instruction in more difficult subjects such as English Language Arts, reading and social studies, until they are ready for unsupported instruction in the mainstream in those areas. For further information on the Sheltered English Immersion Program please contact the principal of your school.

RIGHTS AND RESPONSIBILITIES

School committees are legally responsible for the establishment of school policy, and every effort should be extended to include in the formulation of school policy consideration for the developing of maturity of the student. Responsibility flows from the exercise of rights and privileges such as: 1) respect of oneself; 2) respect for others and their rights; 3) respect for individual dignity; 4) respect for legally constituted authority and the legal responsibility of those in authority.

VACATIONS

Saugus Public Schools provide vacation periods in December, February and April. Massachusetts State Law requires that your child be in school. Unscheduled vacations can be detrimental to many children. This practice is discouraged. Teachers should not be expected to provide work in advance or to assign make up work that was missed.

SAUGUS EMERGENCY NUMBERS

Information - Operator	1-800-555-1212
Confidential Telephone Book	1-800-231-4337
Ask A Nurse	1-800-544-2424
Youth Crisis Hot Line	1-800-729-4227
National Child Abuse Hotline	1-800-442-4453
National Runaway Hotline	1-800-231-6946
Child At Risk	1-800-792-5200
National Domestic Violence Hotline	1-800-333-SAFE
Alcohol and Drug Hotline	1-800-327-9996
Parental Stress Hotline	1-800-632-8188
Poison Control Center	1-800-682-9211
Help For Abused Women And Children	1-978-744-6841

PARENT/STUDENT SIGN OFF SHEET

To Parents/Students:

This agenda/handbook is intended to provide communication among the parents, the students and the school. Also, this agenda provides students with the policies and procedures of the Saugus Public Schools. This page will verify your receipt and your understanding of the responsibilities required by our school community. If at any point you have a question, please call. **Please complete this page and return to your child's teacher.**

Attendance Awareness Initial_____

Homework Initial_____

Photo Permission Initial_____

Weapon Policy Initial_____

Internet (Acceptable Use Policy) Initial_____

I approve of my child using school computer and accept the "Acceptable Use Policy". I understand that I may receive the policy in full upon request.

Student Name_____ **Grade**_____ **Room** _____

Parent/Guardian Signature _____

Student Signature _____