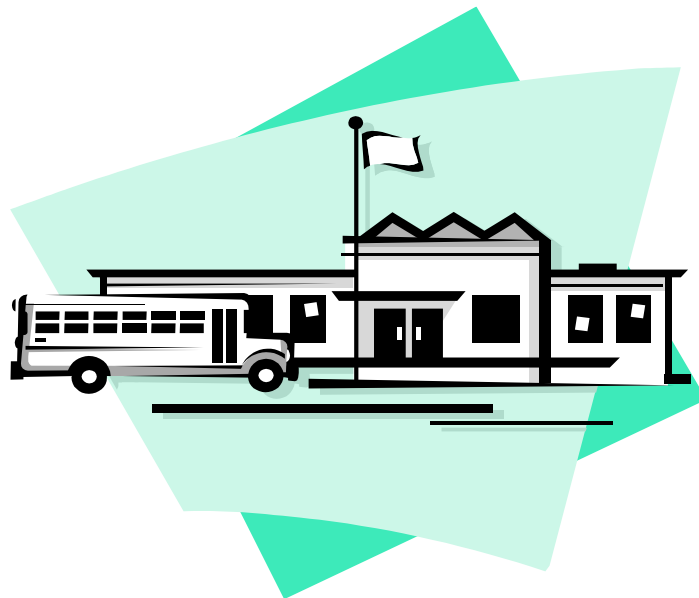




# **PreK - Grade 4**

## **Elementary Handbook**



**2018-2019**

**Please keep this handbook for reference during the school year**

## TABLE OF CONTENTS

Directory	4
Core Values	5
Non-Discrimination Policy 1.100	6
School Calendar	7
Attendance/Dismissals/Tardiness/Religious Observance	8
Vacation Policy	8
Emergency Closing Procedures	9
Safety Protocols	9
School Visitors	10
School Council	10
Parent-Teacher Organizations	10
Student Progress Conferences	10
Student Records	10-13
Health	13-14
Medication Dispensation	14
Health Wellness	15
Students with Life Threatening Conditions or Other Medical Concerns	15-16
Food Services	16
Homework Policy	17
Student Conduct and Disciplinary Action	17
Rules for Students	17
Transportation Regulations	18
Bus Rules and Discipline	18
Boarding/Exiting the Bus	18
Riding the Bus	18
School Discipline:	19
Suspension/Expulsion	19-27
Discipline Policy for Students with Disabilities	27-28
Student Suspendable Offenses	29
Disciplinary Actions for Harassment, Bullying, Discrimination and Hate Crimes	29-30
Glossary of Terms	30-31
Memorandum of Understanding	32
Internet Acceptable Usage Policy	33-35
Special Education	36
Section 504 of the Rehabilitation Act of 1973	36
McKinney-Vento Homeless Education Assistance Act	37
Child Abuse	37
Parent Notification Regarding Sexual Education and Human Sexuality Issues	37
The Family Education Rights and Privacy Act (FERPA) and Student Education Records	38-39
Protection of Pupil Right Amendment (PPRA)	39
<b>Attendance Policy</b>	40-41
<b>Computer Network User Agreement (to be returned)</b>	42
<b>Parent/Guardian Signature Page (to be returned)</b>	43

## **ELEMENTARY SCHOOL DIRECTORY**

### **SCHOOLS**

**Charles J. Jaworek Elementary School (Grades K-4)** **508-460-3506**  
**444 Hosmer Street**

**Francis J. Kane Elementary School (Grades K-4)** **508-460-3507**  
**520 Farm Road**

**Raymond C. Richer Elementary School (Grades K-4)** **508-460-3504**  
**80 Foley Road**

**Marlborough Early Childhood Center (Preschool)** **508-460-3503**  
**17 Washington Street**

**DISTRICT EDUCATION CENTER** **508-460-3509**  
**17 Washington Street**

**Superintendent of Schools** **extension 10100**

**Assistant Superintendent of Teaching and Learning** **extension 10110**

**Director of Student Services** **extension 10115**

# Core Values

*Marlborough Public Schools...*

**C** Fosters  
**Community**  
*with students, families, faculty, staff, administration, business, and local organizations through open and honest communication, reflection, and collaboration as evidenced by a safe learning environment where everyone can take risks and grow academically, physically, emotionally, and socially.*

**O** provides the  
**Opportunity**  
*for **all** learners to achieve success and maximize their full potential... through developing skills for problem-solving, critical thinking, and adaptability to create life-long learners... as evidenced by fostering the continued development of and participation in educational, extra-curricular, and community programs.*

**R** Shows  
**Respect**  
*towards self, others, learning, and property... through celebrating, honoring, and valuing diversity, honesty, integrity, and trust... as evidenced by embracing individual and cultural differences.*

**E** strives for  
**Excellence**  
*in education... through continuing to develop and utilize innovative, comprehensive, and consistent curriculum throughout the district... as evidenced by graduating students who are more than adequately prepared for college and careers, leading them to become productive citizens who can face the demands of a complex, challenging, and ever-changing world.*



## **POLICY 1.100**

### **NON DISCRIMINATION POLICY (Foundation and Basic Commitments)**

## **POLICY OF NON DISCRIMINATION**

The Marlborough Public Schools (“District”) does not discriminate against students, parents, employees or the general public on the basis of race, color, national origin, genetic information, ancestry, sex, sexual orientation, gender identity or expression, disability, religion, veteran status or age. Additionally, the Marlborough Public Schools does not discriminate against individuals on the basis of homelessness consistent with the McKinney- Vento Act.

The positions identified below 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, contact the building principal or the civil rights coordinator identified in the school’s student handbook.

#### **District Contacts:**

Jody O’Brien  
Director of Student Services

Patricia Brown  
Director of Human Resources

Maureen Greulich  
Superintendent of Schools

#### **Legal Reference:**

Ch 278 of Acts 1996  
Ch 76 Section 5, acts of 1993  
Title II  
Title VI  
Title IX

Approved: 4/14/98

Revised: 11/12/02

Revised: 12/11/07

Revised: 9/23/14

Approved: 11/25/14

Approved: 6/28/16

Full Committee Approval 4/24/18

Approved by School Committee  
February 13, 2018



## 2018-2019 SCHOOL CALENDAR

July 2-August 2 Summer School-All Offices Open  
**July 23-27 5 days** Camp Invention (3<sup>rd</sup> & 4<sup>th</sup> grade)  
 August 27 Professional Development Day-Staff Only  
 Open Door Day, 5<sup>th</sup> & 9<sup>th</sup> Orientation  
 August 28 Professional Development Day-Staff Only  
 August 28 **School Committee Meeting**  
 August 29 First Day for Grades 1-12  
 August 29 & 30 Kindergarten Screening  
 August 31 No School-Office Open  
 September 3 Labor Day-No School  
 September 4 ECC Orientation  
 September 5 Kindergarten Orientation  
 September 6 First Day for ECC & Kindergarten  
 September 11 **School Committee Meeting**  
 September 25 **School Committee Meeting**  
 October 8 Columbus Day- No School  
 October 9 **School Committee Meeting**  
 October 23 **School Committee Meeting**  
 October 25 Early Release Day PreK-12  
 November 6 Professional Development Day-Staff Only  
 November 12 Veteran's Day Observance  
 November 13 **School Committee Meeting**  
 November 21-23 Thanksgiving Recess  
 November 27 **School Committee Meeting**  
 December 11 **School Committee Meeting**  
 December 24-31 Holiday Recess  
 January 1 New Year's Day -No School  
 January 2 School Resumes  
 January 8 **School Committee Meeting**  
 January 21 Martin Luther King, Jr. Day-No School  
 January 22 Professional Development Day-Staff Only  
 January 22 **School Committee Meeting**  
 January 31 **ECC Screening Day-No Preschool Classes**  
 February 12 **School Committee Meeting**  
 February 18-22 President's Day-Winter Recess-No School  
 February 26 **School Committee Meeting**  
 March 7 Early Release Day PreK-12  
 March 12 **School Committee Meeting**  
 March 26 **School Committee Meeting**  
 April 9 **School Committee Meeting**  
 April 15-19 Patriots Day-Spring Recess-No School  
 April 23 **School Committee Meeting**  
 May 14 **School Committee Meeting**  
 May 27 Memorial Day-No School  
 May 28 **School Committee Meeting**  
 June 6 **ECC Open House-No Preschool Classes**  
 June 9 MHS Graduation  
 June 11 **School Committee Meeting**  
 June 25 **School Committee Meeting**  
 Calendar Key

**No School**  
**No School ECC Only**  
**Professional Development Day-No School**  
**Early Release Day**  
**\*180<sup>th</sup> Day-Early Release**  
**(if no weather cancellations)**  
**Make-up Days (weather related)**

### JULY

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### AUGUST

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**2 days**

### SEPTEMBER

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**19 days/21 days**

### OCTOBER

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**22 days/43 days**

### NOVEMBER

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**17 days/60 days**

### DECEMBER

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**15 days/75 days**

### JANUARY

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**20 days/95 days**

### FEBRUARY

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**15 days/110 days**

### MARCH

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**21 day/131 days**

### APRIL

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**17 days/148 days**

### MAY

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**22 days/170 days**

### JUNE

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14*	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**10 days/180 days**

**SCHOOL COMMITTEE MEETINGS**  
 17 Washington Street ~ 7:30 PM  
 Comcast 8 ~ Verizon 34

## **ATTENDANCE/DISMISSALS/TARDINESS/RELIGIOUS OBSERVANCE**

**Attendance:** Regular daily attendance is important in establishing good habits and making good academic progress. A parent or guardian is to telephone the school office within 30 minutes from the start of school to report a student's absence.

**Notification of Unexcused Absences:** A parent or guardian (Pre-School through Grade 12) is to telephone the school office within 30 minutes from the start of school to report a student's absence. Parents/guardians who do not telephone, the school will be contacting automatically regarding the child's whereabouts. For parents/guardians of students in grades 9-12 who do not telephone the school will be contacted within 3 school days (Chapter 222 of Acts of 2012). When a student has missed 2 or more periods for 5 school days or has missed 5 or more school days in the school year due to unexcused absences, the parent/guardian will be notified and provided with the opportunity to meet with the Principal, or Principal's designee, to develop an action plan to address the student's school attendance.

**Dismissals:** Students will not be permitted to leave the school during the school day without advance written request from home. Students who are dismissed must be accompanied by a parent/guardian or a person designated by the parent/guardian. All dismissals will be from the school office. In addition, notes from home are required when either a pupil is not to go directly home from school or when a pupil will be released at an earlier time to an adult.

**Tardiness:** Pupils arriving after the prescribed starting times are tardy and must report to the office prior to being admitted to the classroom. When necessary, school personnel will accompany a child to class. Pupils will not be counted tardy when buses arrive late.

**Religious Observance:** According to Marlborough Public School Policy 8.100, any absence due to the observance of a religious holy day will be considered an excused absence. All Marlborough Public School teachers will be sensitive to the diversity of the students in the school district who observe religious holy days when school is in session.

Teachers will provide alternate learning activities or the opportunity to make up work when parents notify teachers in writing at least a week in advance when a student is planning to be absent in order to observe a religious holy day. No major tests will be scheduled on religious holy days when students may be absent. However, regular classroom instruction and activities will continue as planned.

## **PLANNED EXTENDED ABSENCES / FAMILY TRIPS / FAMILY VACATIONS**

Parents/guardians are strongly discouraged from taking extended absences outside the District's planned vacation times. In addition to compromising the Compulsory Attendance Law, extended absences interrupt the educational process for the student and the class. Make-up coursework cannot replace or reverse time on learning that is lost when a student is not in class. If a planned absence is necessary and unavoidable, a written request for the extended absence must be submitted to the Principal or Assistant Principal at least two weeks prior to the absence. It is the responsibility of the student and the parent/guardian to ensure that the student makes up the work he/she has missed as a result of the extended absence.



## EMERGENCY CLOSING PROCEDURES

In the event that school is canceled or a delayed start is necessary because of weather or emergency conditions, every attempt will be made to provide notification by 6:00 AM through BlackBoard Connect, the local television, and radio stations.

In the event of a delay, starting times will be adjusted according to the length of the delay. Should a delayed opening become a cancellation, further notification will be made through BlackBoard Connect, television and radio stations. If a two-hour delay is necessary, there will be no morning preschool. Afternoon preschool classes will begin at the normal time. Dismissal times will remain the same as the regular day. If weather conditions and safety issues warrant early dismissal, notification will be made through BlackBoard Connect, the local television and radio stations. Cancellation of afternoon preschool sessions will be made prior to 11:00 AM. Parents should discuss safety plans with their children in the event that an adult is unable to meet the student at home.

In the case of a delay, **yellow school bus transportation** would pick up students according to the length of the delay. **Special Education Transportation** would be delayed the same amount of time unless the student is individually notified of another adjustment.

## SAFETY PROTOCOLS

**Physical Restraint:** The Marlborough Public Schools complies with the provisions of 603 CMR sec. 46.00 dealing with restraint of students in the public schools. It is the policy of Marlborough Public Schools that every student has the right to be educated in a safe environment that is free from the unreasonable use of physical restraint. A copy of this policy (8.300) is available in the main office of each school and in the office of Pupil Personnel Services. Additionally, the policy is posted in the health suites of each building.

**Emergency Evacuation:** Emergency protocols have been established for all Marlborough Public Schools. These protocols are contained in an emergency “go-bag” that is located in each teaching area in the Marlborough Public Schools. Principal or designee will ensure, on a yearly basis, that all staff has been trained to be familiar with the protocol and their responsibilities. It is the responsibility of the administrator to take command of any situation so as to guarantee the safety of students and staff. These procedures may be implemented during such incidents as evacuations, natural disasters, medical emergencies, bomb threats, or unauthorized intruders.

**Fire Drills:** The responsibility for the safety of each child in the room is the responsibility of the teacher. The safety of everyone in the building rests upon the principal or designee. Children will be trained to respond automatically to the fire drill alarm. In the event the teacher is absent, the class should follow the routine procedures under the direction of the substitute teacher.

Fire exit procedures will be written in clear, precise directions and posted near a classroom exit with an alternate route designated. All staff members should know the location of the fire alarm box and how to use it. Driveways should always be kept clear for fire apparatus.

### **SCHOOL VISITORS**

The Marlborough Public Schools encourages the involvement of the parents and community members in the education of our students. The schools have 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. All visitors, guests and volunteers are required to report to the school office and receive approval from the school principal or designee before going to any classroom or school activity not otherwise open to the public. Each visitor must sign in and note the time and location of their visit. A temporary dated ID (non-photo) will be issued. The ID must be visible and readable at all times when the guest is on school grounds. The temporary ID should be returned to the office at the conclusion of the visit. In order to ensure the safety of students and staff, all personnel have been directed to question persons without an ID during school hours, and escort them to the school office or report them to a proper authority. (Staff and Others Identification Policy 6.860) All visitors who enter the building to interact with students must complete a Criminal Offender Record Information (CORI) form. The CORI form can be found on the Marlborough Public Schools website.

### **SCHOOL COUNCIL**

The Massachusetts Education Reform Act, Chapter 71, adopted in June 1993, is one of the most far-reaching education reform acts in the nation. It provides for a comprehensive strengthening of local school system leadership for school improvement. School-based councils are a vehicle for involving more parents and teachers in school decision making and for strengthening the bonds between schools and the communities they serve. Our schools have developed comprehensive school improvement plans, approved by the Superintendent of Schools, and are on file in the school offices.

### **PARENT TEACHER ORGANIZATION**

All parents and guardians are encouraged and invited to participate in the P.T.O. The organization supports school activities and links families to the school community. Parents interested in joining the P.T.O. may contact the school at any time.

### **STUDENT-PROGRESS CONFERENCES**

Information regarding scheduled conferences will be sent home during the school year. Parents should see the teacher at least twice a year. Further information will be forthcoming regarding scheduled evening student-progress conferences. Parents may contact the classroom teacher at any time to schedule a conference if there are any concerns regarding their student's progress.

## STUDENT RECORDS

Marlborough School Committee recognizes that it is necessary to maintain extensive and sometimes personal information about students for whom they are responsible. The Committee also recognizes its responsibility to maintain confidentiality as it pertains to those records. The Committee wishes to make it clear that all individual student records are considered confidential, and that no information will be released, including names and addresses, except as described below and in those cases which are governed by state law, court order, or signed release.

It shall be the responsibility of the Superintendent of Schools to administer the following policies pertaining to the collection, maintenance, and documentation of pupil records.

**Collection of information:** Information about a student and his/her family shall be collected upon entry into the Marlborough Public Schools. It shall be kept current and shall include:

1. Basic information about the student and his/her family
2. Attendance records
3. Grades and progress reports
4. Health information
5. Records of achievement in the basic skills
6. Results of intelligence, aptitude, and interest tests
7. Specific individual test results on pupils with special needs

All information and data contained in or added to the student record shall be limited to information relevant to the educational needs of the student.

At the opening of the school in the fall, all parents shall be notified of the standardized tests to be administered at each grade level. They shall also be notified if during the school year any individual diagnostic test reveals the need of a special program for their child.

When data is to be collected or used for non-school purposes (research studies, local surveys, etc.) either by school personnel or outsiders, written authorization must be obtained from the Superintendent.

**Classification of data:** The student record shall consist of the transcript and the temporary record, including all information recording and computer data, or any other materials concerning a student so that such student may be individually identified.

**Transcript:** The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. This data shall be limited to the name, address, and phone number of the student, his/her birth date; the name, address, and phone number of the parent/guardian; course titles, grades, course credit, grade level completed, and the year completed.

**Temporary record:** This record shall consist of all the information in the student's record which is not contained in the transcript. This material clearly shall be of importance to the educational process. Such information may include standardized test results, class rank, extracurricular activities, and evaluations by teachers, counselors, and other school staff.

**Record maintenance:** Each principal or designee shall be responsible for the privacy and security of all student records maintained in the school.

The Superintendent of Schools or designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school principal; for example, former students' transcripts or school-age children with special needs who have not been enrolled in public school.

The principal and Superintendent of Schools shall ensure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of these regulations and are educated as to the importance of information privacy and confidentiality, and that any computerized systems employed are electronically secure.

**Destruction of student records:** A student's transcript shall be maintained by the school department and may only be destroyed sixty (60) years following his/her graduation, transfer, or withdrawal from the system.

During the time a student is enrolled, the principal or designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her parent are notified in writing and are given the opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.

The temporary record of any student enrolled shall be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information shall be made at the time of such transfer, graduation, or withdrawal.

**Access to student records:** A log of access shall be kept as part of each student's record.

An eligible student or the parent/guardian shall have access to the student record. Upon such request, the entire record, regardless of the physical location of its parts, shall be made available. Copies of information contained in the record must be furnished to the eligible student or parent/guardian if so requested. A reasonable fee may be charged.

Authorized school personnel shall have access to records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the student or parent/guardian shall not be necessary.

Duly authorized third parties, as determined by the Board of Education in conformity with federal and state statutes, shall have access to information in or from a student record without the consent of the eligible student or the parent/guardian so long as the intended use of the data is consistent with their statutory powers and responsibilities.

**Release of Directory Information:** The Marlborough Public Schools may disclose the following information without the parent's or eligible student's consent, unless the parent or student notifies the Principal in writing each year that such information is not to be released without prior consent:

- A student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high-school plans.

If no such written notice is received from the parent or eligible student, the school will comply with all appropriate requests for directory information.

**Amending the student record:** The eligible student or parent/guardian shall have the right to add information, comments, data, or any other relevant written material to the student record.

The eligible student or parent/guardian shall have the right to request in writing deletion or amendment of any information contained in the student record, except for information inserted into that record by an Evaluation Team. Such information inserted by an Evaluation Team shall not be subject to such a request until after the acceptance of the Evaluation Team Educational Plan, or, if the Evaluation Team Educational Plan is rejected, after the completion of the special education appeal process.

**Appeals:** In the event any decision by the principal or designee regarding any of the provisions governing student records is not satisfactory in whole or in part to the eligible student or parent/guardian, he/she shall have the right to appeal to the Superintendent of Schools. Request for such appeal will be in writing.

In the event the Superintendent's decision is not satisfactory, the student or parent/guardian may appeal to the School Committee in writing.

## HEALTH

As required by state law, the Department of Public Health has established the following as legal requirements for children to attend school. The school immunization law (Chapter 75, Section 15) states: "No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health." Students will be excluded from school if they are not in compliance with the immunization law. Lead screening is required prior to entry to kindergarten.

Physical examinations are required for students entering preschool, kindergarten, grade 4, grade 7, grade 10 and any new entrant to the Marlborough Public Schools.

Parents are requested to complete an emergency card on their son or daughter at the start of the school year. In the event of sudden illness or injury, the school nurse will use the information to contact the parent, guardian or designated person. Therefore, it is important to notify the school when there is a change in these numbers.

Parents should inform the school nurse if their child has any health issues such as asthma, cardiac problems, diabetes, impaired hearing or vision, allergies (bee sting, environmental, food, latex), etc. that may affect his/her educational experience. If the child's health status changes during the school year, please inform the school nurse.

Students who have contracted contagious conditions will not be allowed to attend school until they have had the appropriate treatment. Chicken pox (7 days), conjunctivitis (24 hours on medication), herpes simplex virus (until the blisters are crusted over), pediculosis (head lice), scabies (until treated and seen by school nurse) and strep throat (24 hours on medication).

Vision and hearing screenings are done annually. The parent will be notified of failures and expected to have the child evaluated by a physician and send the report to the school nurse.

### **MEDICATION DISPENSATION POLICY**

The Marlborough Public Schools and state law requires that the following forms must be on file in your child's health record before any medicine is dispensed in school.

1. A written parent/guardian consent form for medication administration is to be completed by the parent/guardian and returned to the school nurse.
2. A **Medication Order Form** completed by a physician, dentist, nurse practitioner or physician's assistant, must accompany the consent form. (If a short-term medication is required, i.e. medication used from 10 school days or fewer, the pharmacy labeled container may be used in lieu of a medication order.)
3. A **Medication Administration Plan Form** will be completed between the school nurse and parent/guardian.
4. A **Field Trip Medication Administration Form** must be signed by the parent/guardian in order for their child to receive medication on a field trip.
5. The parent/guardian or a parent guardian designated adult shall deliver all medications to the school nurse or other responsible person designated by the school nurse.
6. Over-the-counter drugs are not given in school. Aspirin, Tylenol, cough drops, lozenges, and over-the-counter medication of any kind are not dispensed by the school nurse, and dispensation should not be requested unless prescribed by a physician.

(S.C. Policy 8.013)

**Strict compliance to this procedure will be followed by the school nurse.**

## **HEALTH WELLNESS**

### **NUTRITION GUIDELINES**

- A. It is the policy of the Marlborough Public Schools that all foods and beverages made available on the campuses during the school day are consistent with School Lunch Program nutrition guidelines.
- B. No fried foods will be offered in the Marlborough Cafeterias.
- C. All snack products will contain no trans fats.
- D. No A La Carte/ Vending snack items or beverages (other than milk) will be sold in any of the K-4 School Cafeterias.
- E. Soda for students will not be offered in any cafeteria.

### **FUNDRAISING ACTIVITIES**

- A. Organizations are encouraged to sell non-food products.

(S.C. Policy 8.012)

### **STUDENTS WITH LIFE THREATENING CONDITIONS, OR OTHER MEDICAL CONCERNS**

Managing a potentially life threatening condition or other medical concern of students while in school is a shared responsibility among the students, parents, principal, teachers, custodians, food services and health care professionals. These general guidelines are intended to:

- 1. Minimize the risk of allergic reaction and/or medical concern of the students while in school.
- 2. Ensure that all information be provided by the parents and shared with the appropriate school staff.
- 3. Foster cooperation and communication between parents and school staff in determining effective strategies to minimize an allergic reaction or medical concern while in school.

### **PARENT/GUARDIAN (S) SHOULD:**

- 1. Notify the School Nurse of the child's life-threatening condition, or other medical concern.
- 2. Provide medical documentation to the school of the life-threatening condition, or other medical concern.
- 3. Individual accommodations should be addressed through an Individual Health Plan and/or Section 504 Plan, where appropriate. Provide Medication Administration Form and/or Specialized Health Care Form signed by the student's licensed prescriber (i.e. physician, dentist, nurse practitioner, etc.) and the parent(s) or guardian and to the school nurse.
- 4. Provide a current picture of the child to the school nurse.
- 5. Notify the pre- or post school activity teacher or coach of the life threatening condition or other medical concern and the appropriate treatment.
- 6. Provide the school nurse any prescribed medication, equipment, and supplies necessary for the care of the student prior to the first day the student attends school.
- 7. Introduce their child with a life-threatening condition or medical concern to the bus/cab driver.

## **STUDENTS**

1. Should not trade food with others.
2. Should not eat anything with unknown ingredients or known to contain the allergen.
3. Should be proactive in the care and management of their allergies or medical condition based on their developmental level.
4. Should identify an adult immediately if they come in contact with something they believe may contain the substance to which they are allergic or are in need of treatment for their medical condition.

## **REGULATIONS**

- A. Latex balloons are prohibited in the Marlborough Public Schools.
- B. Food in the Classrooms
  1. Food will not be brought into the classroom to commemorate a holiday or a birthday.
  2. Teachers who use foods in their classrooms as part of the curricula will be able to do so with prior knowledge of the parents and permission of the building principal.
  3. Food will not be used as a reward unless stated in an IEP.
- C. Substitute staff-Provide proper notification and protocol for students with chronic threatening allergies, or medical concerns.
- D. Cafeteria-Students are encouraged **NOT** to share food.
- E. Field Trips – Students will only consume food their parents have provided.
- F. Transportation – Students are not allowed to consume food or beverages on any school bus or van provided to transport them to or from school or on a field trip. (Exception: students with a documented medical condition that requires food as part of the treatment).

(S.C. Policy 8.014)

## **FOOD SERVICES**

Hot lunches and breakfast are available every day for students. Free and reduced lunch and breakfast are available for those who qualify. The school department follows federal guidelines regarding free or reduced price for school lunch. Forms are available at the school for those who may be eligible under this program. Milk may be purchased separately. Students who bring their lunch from home will eat in the cafeteria with their class.

Lunch money is not collected by the teacher. A lunch count is taken each morning and sent to the office. Children pay for their lunches as they enter or exit the serving line, or they may pre-purchase weekly meals in the cafeteria on Monday morning. The district also offers families the convenience of online food service account management. For more information visit [Send money to school webpage](#). Money or checks (made out to Marlborough School Lunch Program) should be placed in an envelope with child's name, teacher's name and given to the cafeteria manager. Children should be encouraged but not forced to eat lunches. No child must ever be denied lunch for any reason. Frequent loss of cold lunch (brought from home) or being in arrears for hot lunch will be checked by the principal or designee.



## **HOMEWORK POLICY**

The Marlborough School System views homework as a vital tool in the educational process. The homework process should be developmental in each school and the monitoring of its effectiveness should be continuous. Homework serves five purposes:

1. It is a method to reinforce and encourage student learning.
2. It is a device, which assists in the development of strong self-discipline, responsibility, good work habits and a realization that education is not restricted to the school building.
3. It should be presented so as to allow students to pursue avenues of personal interests and to encourage the development of life-long learning habits.
4. It provides parents/guardians with a first-hand overview of what the classroom teacher is attempting to accomplish.
5. Homework is not a part of the disciplinary code of the school system.

Homework assignments are left to the discretion and common sense of the teacher. They should be built on the foundation of district and school goals. The individual teacher should make the determination as to how homework will be evaluated within his/her grading structure and each teacher has the responsibility for making this determination absolutely clear to both student and parents. It should not be a regular practice to do homework during class time.

(S.C. Policy 7.700)

## **STUDENT CONDUCT and DISCIPLINARY ACTION**

Conduct in the classroom is to be handled by the teacher using a variety of classroom management practices in accordance with the Building Curriculum Accommodation Plan (BCAP) and the Massachusetts state laws set forth in the due process section of this handbook. Disciplinary action is ultimately at the discretion of the principal or designee. The MPS follow federal guidelines under the Individuals with Disabilities Education Act (IDEA) when disciplining students with special needs.

## **RULES FOR STUDENTS**

Students are required to observe the following rules:

1. Students must treat each other and school staff with respect.
2. Students must use safe hands and feet and kind words.
3. Fighting, rough playing, or swearing are not allowed.
4. Gum chewing in school or on school grounds is prohibited.
5. Appropriate dress is required -no midriff-bearing clothing, mesh shirts, roller sneakers, or short shorts. Hats, coats, boots, etc. should be worn in cold weather.
6. **Toys and electronic devices, such as trading cards, radios, Gameboys, CD players, etc. are not allowed in school or on school buses. Cell phones are not allowed to be used during the school day.**

## **TRANSPORTATION REGULATIONS**

Eligibility for bus transportation is determined by the state and local policy. The Transportation Policy (4.500) as approved by the MPS School Committee is available in each principal's office and school administration building. Bus routes will be subject to annual review. Problems concerning transportation should be reported directly to the building principal or designee, who, if unable to resolve the issue, shall refer the matter to the assistant superintendent. **Children who ride the bus are not allowed to ride another bus to visit a friend, attend an event, etc.**

### **BUS RULES and DISCIPLINE\***

When riding the buses, pupils are expected to be well behaved, courteous and concerned for the safety of self as well as the safety of others. School buses are an extension of the school and pupils are under the jurisdiction of the school while riding. The bus driver is the school official in charge and is responsible for your safe passage. The drivers need a minimum of distraction and your full cooperation to effectively do their jobs. All school rules apply with bus transportation and students who commit misconduct on buses will be subject to disciplinary action.

Bus drivers are responsible for the safe transportation of pupils to and from school and should be considered as the bus disciplinarian. Parents shall be responsible for understanding the rules for bus conduct contained in the student handbook and making certain their children follow them.

### **BOARDING/EXITING THE BUS\***

1. Students should be at the bus stop prior to the arrival of the bus.
2. As the bus approaches, students should line up at a reasonable distance off the roadway and should not approach the bus until it has stopped and the driver has opened the door.
3. Students should enter quickly and be seated at once.
4. Students should listen carefully and follow any directions given by the driver
5. Students should not leave their seat, until the bus has come to a complete stop and the driver has opened the door.

### **RIDING THE BUS\***

1. Consuming food or beverages is not permitted
2. Smoking on buses is not permitted
3. Avoid extending arms or other parts body parts out the window
4. Remain seated when bus is in motion
5. Avoid shouting or other excessive noise that may distract the driver and lead to an accident
6. Keep the bus clean and sanitary
7. Be courteous to others
8. Listen carefully and obey directions given by the driver
9. Nothing may be thrown within the bus or out the windows
10. Students must remain on the bus until their bus stop or school is reached
11. No person will be allowed to interfere with the vision or attention of the driver or the operation of the bus
12. Fighting, teasing, pushing, verbal abuse, profanity or damaging property are forbidden

In the event of discipline problems on a bus, the bus driver shall report the violation to the principal or designee immediately following the bus trip that day. The bus driver shall communicate the violation in writing using the ***Bus Behavior Report Form***. This form must be signed by the parent/guardian and returned to the principal or designee. Violations of bus rules will be dealt with seriously. Violators will be refused the privilege of riding the bus when the principal or designee deems it necessary for the protection and safety of other students. **It will be necessary for parents to provide transportation when a student is suspended from the bus or any other method of district transportation.**

\*Excerpted from Marlborough Public Schools' Policy 4.520

## **SCHOOL DISCIPLINE**

### **SUSPENSION/EXPULSION**

#### **Suspension/Expulsion Infractions Other Than Dangerous Weapons, Narcotics, Assaults on Staff or Felony Complaints - M.G.L. c. 71, § 37H 3/4**

##### **Definitions**

**Expulsion:** the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

**In-School Suspension:** the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. \* *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.*

**Long-Term Suspension:** the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

**Written Notice:** Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

**Principal:** The primary administrator of the school or the Principal's designee for disciplinary purposes.

##### **Due Process Under M.G.L. c. 71, Section 37H 3/4**

In every case of student misconduct for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

**Emergency Removals:** A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student 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. In such a case, the principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall: (1) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent to interpreter services at the hearing if needed to participate

Before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent, the Principal must provide the student an opportunity for a hearing with the principal that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing.

Additionally, the Principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension at set forth below, whichever is applicable.

A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

**In-School Suspension:** In-School Suspension means removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes under 603 CMR 53.00.

**Due Process for In-School Suspension:** Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.

**Principal's Decision – In-School Suspension:** On or before the day of suspension, the principal shall send written notice to the student and parent about the In-School Suspension, including the reason and the length of the In-School Suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent. Students have the right to appeal an In-School Suspension that will result in their In-School Suspension for more than ten (10) school days in a school year.

**Short-Term Suspension:** Short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

**Due Process for Short-Term Suspension:** In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

**Notice – Short-Term Suspension:** Except as provided in cases of In-School Suspension or Emergency Removal, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

**Notice of Principal's Hearing:** The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate; if the student may be placed on long-term suspension following the hearing with the principal; the rights set forth in 603 CMR 53.08 (3)(b); and the right to appeal the principal's decision to the superintendent.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, 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 has 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.

**Principal's Hearing - Short-Term Suspension:** At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

**Principal's Decision – Short-Term Suspension:** The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in M.G.L. c. 76, 21. The determination shall be in writing and may be in the form of an update to the original written notice.

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 short-term suspension takes effect.

**Long-Term Suspension:** Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, § 37H, or in section 37H ½ of G.L. c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

**Due Process for Long-Term Suspension:** In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

**Notice Long-Term Suspension:** Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing.

Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; (4) the right to cross-examine witnesses presented by the school district; and (5) the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

**Principal's Hearing - Long-Term Suspension:** The student will have the rights identified in the written notice and the principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

**Principal's Decision – Long-Term Suspension:** (M.G.L. c. 71, 37H  $\frac{3}{4}$ ) Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a Long-Term Suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

**Superintendent Appeals – Long-Term Suspension:** A student who is placed on Long-Term Suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent. The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

**Superintendent Appeal Hearing:** The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension. The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as identified above.

**Superintendent's Decision:** The superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the Superintendent; (3) identifies the length and effective date of the suspension, as well as a date of return to school; (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; and (5) notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate.

If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

### **Opportunity to Make Academic Progress**

**Less Than 10 Consecutive Days:** 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, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school.



**More than 10 Consecutive Days:** Any student who is 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, in accordance with the school's education service plan.

**M.G.L. c. 71, §§ 37H and 37H 1/2 Offenses (Dangerous Weapons, Drugs, Assaults on Staff and Criminal Felony Matters)**

**Short-Term Suspension:** For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of the formal disciplinary hearing.

**Long-Term Exclusion/Expulsion:** Unlike M.G.L. c. 71, § 37H 3/4, for offenses that fall within M.G.L. c. 71, §§ 37H and 37H 1/2, a principal may long-term suspend a student for more than ninety (90) days or permanently expel a student for means the removal of a student from the school premises, regular classroom activities, and school activities for (1) possession of a dangerous weapon; (2) possession of a controlled substance; (3) assault on a member of the educational staff; or (4) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H<sup>1</sup>/<sub>2</sub>. The Principal's Hearing and appeals process identified below apply to suspensions under M.G.L. c. §§ 37H and 37H 1/2 in cases of suspension for more than ten (10) consecutive days.

**Dangerous Weapons, Drugs and Assaults on Staff - M.G.L. c. 71, §37H**

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 events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

**Principal's Hearing, Long-Term Exclusion – 37H** Any student who is charged with a violation of either paragraphs 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, the Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs 1 or 2.

**Appeal to the Superintendent – Long-Term Exclusion – 37H** 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.

**Opportunity to Make Academic Progress** 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 in a manner consistent with M.G.L. c. 76, § 21. 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 M.G.L. c. 76, § 21.

Suspensions or expulsions are decisions which are part of student's due process rights. Building Principals or designees are required to report to the police department the presence of any weapon on school premises.

### **Felony Complaints - M.G.L. c. 71, § 37H 1/2**

**Issuance of a Felony Criminal Complaint:** Upon the 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 or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

**Notice of Principal's Hearing – Long-Term Exclusion – 37H 1/2** 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.

**Appeal to the Superintendent- Long-Term Exclusion - 37H 1/2** The student shall have the right to appeal the suspension to 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.

**Adjudication of Delinquency, Admission of Guilt or Conviction:** Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

**Notice of Principal's Hearing – Long-Term Exclusion - 37H 1/2** 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.

**Superintendent's Appeal – Long-Term Exclusion - 37H 1/2** 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. 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.

### **Opportunity to Make Academic Progress**

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 in a manner consistent with M.G.L. c. 76, § 21. 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 M.G.L. c. 76, § 21.

**Memorandum Of Understanding (MOU)** The Marlborough School Department and Marlborough Police Department agree to coordinate their efforts to prevent the use of drugs, weapons or violence by the students of the MPS. In all instances of drugs, weapons and violence at The Marlborough Public Schools, the Marlborough Police Department will be notified.

## **DISCIPLINE AND STUDENTS WITH DISABILITIES**

The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a pattern has developed for suspensions exceeding 10 cumulative days. These procedures include the responsibilities of the team and the responsibilities of the district.

- A. A suspension of longer than 10 consecutive school days or a series of short term suspensions that exceed 10 school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.
- B. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.

- C. If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11<sup>th</sup>) day of disciplinary exclusion in the school year.
- D. If the team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.
- E. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days if:
  - 1) The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;
  - 2) The student is in possession of or using of illegal drugs on school grounds or at school-sponsored events;
  - 3) The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
  - 4) The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP.

The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from re-occurring.

At the conclusion of the forty-five (45) school day period, *the student shall be returned to his/her previous placement* unless the parent (or student if 18+) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury. In such a case, the school may remove the student to an interim alternative setting for 45 days only:

1) with parental consent *or* 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the a court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

- F. The parent shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

## **STUDENT SUSPENDABLE OFFENSES**

1. Smoking or the possession of tobacco products at school or on the bus
2. Possession and/or consumption of alcoholic beverages
3. Profanity, discriminatory comments or obscenities directed to or at school personnel or fellow students
4. Vandalism
5. Stealing
6. Striking or deliberately causing harm to school personnel or a student(s)
7. Defiance, disrespect, or direct insubordination to school personnel
8. Behavior that encourages other students to act in any disruptive ways
9. \*Bringing any type of weapon to school for any reason. Parents should discuss the content of MGL c. 71 section 37 H and H ½ with their children.
10. Instigating a fight or fighting
11. Bullying, harassing, discriminating, retaliating, or engaging in hate crimes

\*Suspensions or expulsions are decisions which are part of a student's due process rights. Building principals or designees are required to report to the police department the presence of any weapon on school premises.

## **DISCIPLINARY SANCTIONS FOR HARASSMENT, BULLYING, DISCRIMINATION, AND HATE CRIMES**

### **Disciplinary Policy regarding Civil Rights Issues**

The Marlborough Public Schools prohibits all forms of harassment, discrimination, and hate crimes based on the following protected categories: race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, age, or disability. Any student or staff member who feels they have been subjected to harassment, discrimination or hate crimes should report the incident to building staff or administration immediately.

The Marlborough Public Schools also prohibits bullying, as defined below, regardless of whether it is motivated by, or related to, a person's race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability. The District will also not tolerate retaliation against persons who take action consistent with this disciplinary policy and state bullying law MGL c 71 section 370.

The prohibition of harassment, discrimination, hate crimes and bullying applies to all students, whether on school premises or not, *if the bullying creates a hostile environment at school for the target, infringes on their rights at school or materially and substantially disrupts the education process or the orderly operation of a school*, pursuant to the bullying law. MGL c. 71 section 370.

Reports of bullying may be filed, and will be investigated in accordance with the Marlborough Public Schools' Bullying Prevention and Intervention Plan.

### **Permissible Disciplinary Sanctions and Corrective Actions in Response to Bullying, Discrimination, Harassment, Hate Crimes, or Other Violations of the Code of Conduct**

Disciplinary sanctions and corrective actions may include, but are not limited to, one or more of the following:

1. A written warning
2. Parent conferences
3. Classroom or school transfer
4. Limiting or denying student access to a part or area of school
5. Adult supervision on school premises
6. Exclusion from participation in school-sponsored functions, after-school programs, and/or extracurricular activities
7. Short-term or long-term suspension
8. Exclusion, expulsion, or discharge from school
9. An apology to the victim
10. Awareness training (to help students understand the impact of their behavior)
11. Participation in empathy development, cultural diversity, anti-harassment, anti-bullying or inter-group relations programs
12. Mandatory counseling
13. Any other reason authorized by and consistent with the disciplinary code
14. Formal report through MOU

**False Charges:** Any student who knowingly makes false charges or brings a malicious complaint may be subject to disciplinary and/or corrective action including, but not limited to, in or out-of-school suspension for no more than 3 days for the first offense. Subsequent offenses may result in exclusion from school for 10 days or more.

**Student Responsibilities:** Each student is responsible for:

1. ensuring that he/she does not harass or discriminate against another person on school grounds or in a school-related event or activity because of that person's race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, age, or disability.
2. ensuring that he/she does not bully another person on school grounds or in a school-related event or activity
3. ensuring that he/she does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating

**Protection against retaliation:** As outlined in the district's policy 1.300, the school will take appropriate steps to protect from retaliation students who report, file a complaint of, or cooperate in an investigation of a violation of the district's policy 1.300.

## **GLOSSARY OF TERMS**

**Bullying:** the repeated use by one or more students or by a member of school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

**Cyber Bullying:** bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

**Discrimination:** Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of his/her membership in a protected class.

**Harassment:** Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related activity relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities, by creating a hostile, humiliating, intimidating, or offensive educational environment. For purposes of this Policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment. A single incident, depending on its severity, may create a hostile environment.

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

**Retaliation:** Any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this policy, or for taking action consistent with this policy.

**Hate Crime:** Hate crimes are the most extreme form of discrimination: a crime motivated, in whole or in part, by hatred, bias, or prejudice against an individual because of race, color, national origin, ethnicity, religion, sex, or sexual orientation, age, or disability. The victim's individual identity – real or perceived- doesn't matter to the offender; any person who appears to be a member of the group will serve his or her purpose. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

## **MEMORANDUM OF UNDERSTANDING (MOU)**

The Marlborough School Department and the Marlborough Police Department agree to coordinate their efforts to prevent substance abuse, by the students of the MPS and to prevent violence involving the students of the MPS. The joint effort of cooperative response will focus on incidents, which take place on school grounds, within school property or at school sponsored events. A copy of the MOU is available in each school.



**INTERNET ACCEPTABLE USAGE  
(Instruction)**

**INTERNET ACCEPTABLE USAGE**

**A. Purpose**

Marlborough Public Schools recognizes that access to technology in school provides students greater opportunities to research, engage, collaborate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop skills using technology in an appropriate, safe, legal and ethical manner.

The district's technology resources will be made available to all students. All users will be required to acknowledge receipt of this AUP annually. Violation of the terms of this Internet Acceptable Usage Policy (AUP) may result in loss of access, or in the event of a violation of law, in possible prosecution.

**B. Student Access**

MPS provides technology (computer hardware, network, internet and peripheral devices such as printers) for students to promote learning, to enhance the educational experience, to collaborate, and to prepare students for higher education and workplaces that are technology rich.

The administration reserves the right to read and inspect the contents of storage media used by students in class when it is necessary to maintain the integrity of the school environment. Therefore, there is no expectation of privacy with respect to any actions performed or data stored on MPS technology.

All students are to adhere to the laws regarding piracy of computer software programs. Students will be held responsible for the replacement of any hardware which is damaged through misuse of equipment.

**C. Content Filter**

Under the Children's Internet Protection Act (2000) the district is required to filter internet content and makes an effort to do so. However, despite the district's efforts, students may encounter some inappropriate content. Inappropriate content or content that could be reasonably perceived as questionable should be immediately reported to a teacher or administrator and then to the IT department.

**D. Devices Not Owned by MPS**

Devices not owned by MPS may include laptops, tablets, cell phones, recording devices or any other devices that are Web enabled.

- With prior administrative approval, teachers may permit students to utilize their own mobile devices for educational purposes. Such use shall occur only under the direct supervision of the classroom teacher and shall end at the conclusion of the class period.
- Student use of their own devices must support the instructional activities of the classroom and must be turned off and put away when requested by a teacher.
- The Marlborough Public Schools or faculty and staff of MPS are not responsible for privately owned devices brought in or used within the school. For example:
  - District technicians will not service, repair or maintain any devices not owned by MPS.
  - MPS will not be held liable for personal content housed on such a device.



- MPS will not provide software or applications for technology that is not the property of MPS.
- MPS is not responsible for any physical damage, loss or theft of the device.
- The student and parent/guardian must sign and return the AUP prior to using the device and accessing the district network.

Mobile devices such as laptops, tablets and e-readers often are equipped with wireless accessibility on a phone network, which the district is unable to filter or monitor. Students who bring such devices must access the internet via the district's filtered WiFi connection. Personal wireless access modems or similar devices used to bypass the districts internet filter are prohibited. Violators may have their devices confiscated.

### **E. Respectful Practice (hardware and content)**

Students will:

- use district technology to facilitate learning, district curriculum and instructional goals.
- maintain the privacy of passwords and the privacy of password-protected files.
- properly use and care for hardware (including keyboards, mice and other peripherals) and software.
- respect copyright laws regarding intellectual property.

Students will not:

- create or transmit messages or other electronic files that are threatening, rude, discriminatory, obscene or harassing.
- intentionally transmit viruses, macros or malicious code.
- use any device designed to covertly capture data.
- buy sell, advertise or conduct business, unless approved as a school project.
- access or display pornography, obscenities or other material deemed inappropriate including any site blocked by the district's content filter.
- attempt to bypass the district's content filter by means of proxies or any other method.
- reveal personal information or that of anyone else online.
- intentionally misrepresent their identity when communicating using technology.

### **F. Cyber-Bullying**

Cyber-bullying is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant

message, text message or facsimile. Cyber-bullying includes (ii) the creation of a Web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting is a violation of the law.

Bullying through the use of technology or an electronic device owned, leased or used by a school district (cyber-bullying) is prohibited by state law Chapter 71 Section 370.

Bullying through the use of technology or an electronic device that is *not* owned, leased, or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school also is prohibited by MPS policy.

It is the responsibility of every student, parent and employee of the school district to recognize and report acts of bullying, cyber-bullying and retaliation. Any student who believes that he or she has been the victim of bullying, cyber-bullying or retaliation should report it immediately to his or her teacher or administrator.

#### **G. Social Media**

Social media is defined as any form of online publication or presence that allows interactive communication, including but not limited to, cell phones, social networks, blogs, internet Web sites, internet forums, and wikis. Specific networking sites include Facebook, MySpace, Twitter, LinkedIn, YouTube, Flickr, Tumblr, and the like.

Students may engage in the use of social media during school hours at the direction of the classroom teacher for instructional purposes. Respectful practice must be observed at all times. See also Policy 7.980.

#### **H. Change in Policy**

MPS may alter or amend this policy at any time. If changes are made during a school year, all students will receive a copy of the amended policy and be required to sign it.

---

Legal Reference: Approved: June 11, 2013  
cf. 7.980

**Student use of their own devices must support the instructional activities of the classroom and must be turned off and put away when requested by a teacher.**

## **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 student's 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 or from the school buildings' Evaluation Team Facilitator.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 ("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.

## **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:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
2. 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;
3. 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 or assistance, contact Peter D. Cirioni, State Coordinator, Office for the Education of Homeless Children and Youth, 781-338-6294, [pcirioni@doe.mass.edu](mailto:pcirioni@doe.mass.edu) or Sarah Slautterback, Homeless Education Specialist, 781-338-6330, [sslautterback@doe.mass.edu](mailto:sslautterback@doe.mass.edu).

### **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.

### **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.

## **The Family Education Rights And Privacy Act (FERPA) And Student Education Records**

In addition to the Massachusetts state protections of the privacy of student education records at M.G.L. c 71, 34H and 603 C.M.R. 23.00 (addressed above), 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 Marlborough 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:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to the student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and

9. 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.

### **Protection Of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C., § 1232h, requires the Marlborough Public Schools to notify you 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 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 Marlborough 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.



## **ATTENDANCE**

Massachusetts has a Compulsory Attendance Law. It is the responsibility of a parent or guardian to ensure his/her child attends school regularly in order to obtain the maximum benefits from the educational program. Additionally, the Massachusetts Department of Elementary and Secondary Education has set 95% attendance as the minimum standard for students to appeal a failing grade on an MCAS. A 95% attendance rate is equivalent to 171 school days.

A parent or guardian (Pre-School through Grade 12) is to telephone the school office within 30 minutes from the start of school to report a student's absence. Parents/Guardians who do not telephone the school will be contacted automatically regarding the child's whereabouts. For parents/guardians of students in grades 9-12 who do not telephone the school will be contacted within 3 school days (Chapter 222 of Acts of 2012).

When a student is absent, he/she will not be allowed to participate in any athletic or other extra-curricular activity on that day.

## **TYPES of ABSENCES**

1. An **Excused Absence** includes:
  - a. Student illness or medical appointment (documented by parent, guardian and/or doctor note)
  - b. Bereavement / Family funeral
  - c. Family Emergencies
  - d. Observance of religious holy days
  - e. Registry of Motor Vehicles' appointment
2. An **Exempt Absence** includes:
  - a. School-sponsored field trips
  - b. Class meetings approved by the administration
  - c. Court subpoenas
  - d. School imposed suspensions (out-of-school, in-school, short-term or long-term)
  - e. College visitation and job interviews which have received prior approval from the administration and are supported by verification by the college on college letterhead (see College Visitation below)
3. An **Unexcused Absence** is an absence that is not covered by the aforementioned definitions of "Excused Absence" or "Exempt Absence." Examples of an unexcused absence may include, but not limited to:
  - a. Undocumented or Unverified Absence (lack of communication or absence with no reason)
  - b. Repetitive or chronic absence due to illness not documented by a doctor or medical professional
  - c. Cutting class
  - d. Truancy
  - e. Frivolous excuses for being out of school
  - f. Family vacations or other non-emergency family situations

## **PLANNED EXTENDED ABSENCES / FAMILY TRIPS / FAMILY VACATIONS:**

Parents are strongly discouraged to take extended absences outside the District's planned vacation times. In addition to compromising the Compulsory Attendance Law, extended absences interrupt the educational process for the student and the class. Make-up coursework cannot replace or reverse time on learning that is lost when a student is not in class. If a planned



absence is necessary and unavoidable, a written request for the extended absence must be submitted to the Principal or Assistant Principal at least two weeks prior to the absence. It is the responsibility of the student and the parent/guardian to ensure that the student makes up the work he/she has missed as a result of the extended absence.

### **DISMISSALS**

Students are expected to be in school each day. There are times, however, that emergencies and unavoidable appointments will require a student to be dismissed from school. Please try to schedule appointments outside of the school day or on other "non-school" days as outlined each year in the published district calendar. If a student is to be dismissed from school, they must bring a note from home specifying the date, the time, and the reason for dismissal. This note must have a phone number so that the parent(s) / guardian(s) may be contacted. The note should be brought directly to the appropriate school office as soon as the student arrives to school. Students will be dismissed directly from the office. A student will not be allowed to leave the building without checking out from the office first.

Each school is also staffed with a school nurse to address health concerns during the school day. Illness related dismissals during the school day will be coordinated by the nursing office. We encourage students to access the nursing office in the event they are not feeling well. We encourage parents to do the same before dismissing their child.

### **COLLEGE VISITS**

College visits are encouraged for our high school students. However, every effort should be made to schedule visits when school is not in session. In the event that visits conflict with the school calendar, Juniors and seniors will be allowed three (3) excused college visitations per school year. A College Visitation Request Form with parental/guardian and administrative approval must be completed at least two (2) school days prior to the visitation. Verification of attendance at this appointment must be submitted to the Assistant Principal on the next school day following the absence. Failure to comply with the above regulation will result in an unexcused absence.

### **EXCESSIVE ABSENTEEISM / TRUANCY**

Parents will be notified if their child has five (5) or more unexcused absences in a year or if the child has missed two (2) or more classes due to absence for five (5) days or more. The Principal or designee will make a reasonable effort to meet with the parents/guardians of a child who has five (5) or more unexcused absences for the purposes of developing action steps to improve the child's attendance (Ch. 222 of Acts of 2012). A child who is chronically and habitually absent, truant, dismissed or tardy **with or without** valid cause (excused or unexcused) from school will be subject to the following non-exclusive list of consequences:

1. Parent or guardian conference
2. All future absences must be verified by a physician
3. Restriction or prohibition on the participation of extracurricular or intramural activities, field trips or other activities
4. School based consequences (e.g. detention, loss of course credit, grade retention, etc.)
5. Filing of a "Failure to send your child to school" with the court
6. Filing of a "Child Requiring Assistance" (CRA) with the court
7. Department of Children and Families (DCF) filing
8. The student and parent may be reported to the MPS Truancy Officer who may file with the local District Court

### **DISENROLLMENT**

An Administrator from the school the student has last attended will need to send notice within a period of 5 school days from the student's 10<sup>th</sup> consecutive absence to the student and his or her parent/guardian (M.G.L. c.76, sec.18)

Approved: 6/9/98

REV.

7.25.16

REVISED & APPROVED 2.14.17

## COMPUTER NETWORK USER AGREEMENT

A. I have read School Committee Policies 7.970 & 7.980 and understand that Internet Usage and personal computers are designed for educational purposes only. I understand that any violation of the School Committee Policies 7.970 & 7.980 will result in disciplinary action, the revoking of my/my child's user privilege, and or any appropriate legal action. I agree that I/my child will not participate in the transfer of inappropriate or illegal materials through the Marlborough Public Schools Internet Connection. I realize that the transfer of such material may result in legal action. I also understand that it is impossible for the Marlborough Public Schools to restrict access to all controversial materials. I will not hold a teacher or the Marlborough Public Schools responsible for, nor legally liable for materials distributed to or acquired from the network by me/my child.

B. I also agree to report any misuse of the information system to the teacher, principal or some other appropriate authority.

C. I agree to accept all financial and legal liabilities which may result from my/my child's use of the Marlborough Public Schools computer network, personal computers or Internet Connection. I accept full responsibility for supervision if and when my/my child's use is not in a school setting.

D. Misuse can come in many forms, but can be viewed as any information sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described in the policy and regulation.

E. I have reviewed (and explained) this policy (to my child).

**User Name:** \_\_\_\_\_

**User Signature:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_  
(If Child is Under Age 18) (print)

**Parent/Guardian Signature:** \_\_\_\_\_  
(Required)

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

**PLEASE RETURN THIS PAGE TO YOUR CHILD'S TEACHER**

**PARENT/GUARDIAN SIGNATURE PAGE**  
**PLEASE RETURN THIS PAGE TO YOUR CHILD'S TEACHER**

**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

I have received a copy of the **Marlborough Public Schools' Elementary Handbook** and I have read and reviewed it with my child.

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read and understand the enclosed MPS Internet Policy and Usage Agreement.

**Parent/ Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I give my child permission to be photographed/video recorded for the school/district newspapers, newsletters, promotional materials, bulletin boards, web pages, social media pages, and news/media outlets.

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I give permission for my child's work (with first name) to be displayed on the web page.

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that the MPS has a Memorandum of Understanding with the Marlborough Police.

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE RETURN THIS PAGE TO YOUR CHILD’S TEACHER**

\_\_\_\_\_ I permit the use of the following phone number(s) by the district’s automated calling system for both emergency and regular notifications of district and/or school information and events.

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_