



# Mary Rowlandson Elementary School

103 Hollywood Drive  
Lancaster, MA 01523  
(978) 368-8482 FAX (978) 368-8730

## School Administration:

Sean O'Shea	Principal
Scott Blanchard	Assistant Principal
Jennifer Frommer	Administrative Assistant

## School Hours: 8:35 a.m. to 3:05 p.m.

Student absences to be reported daily on the direct Attendance line at 978-365-5870

# Parent and Student Handbook



## Nashoba Regional School District

Lancaster, Bolton, Stow  
50 Mechanic Street  
Bolton, MA 01740

Phone (978) 779-0539

Fax (978) 779-5537

## Central Administration

Superintendent of Schools	(978) 779-0539 Ext. 3002
Assistant Superintendent	(978) 779-0539 Ext. 3008
Director of Special Education	(978) 779-0539 Ext. 3014

*All publications for students, parents and employees, including written materials and other media used to publicize a school, specifically affirm that the school does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability.*

## Table of Contents

<b>Welcome to the Mary Rowlandson Elementary School.....</b>	<b>5</b>
<b>School Hours .....</b>	<b>5</b>
<b>Student Expectations .....</b>	<b>6</b>
<b>Mary Rowlandson Promise and School-Wide Constitution.....</b>	<b>6</b>
<b>Drop-Off and Pick-Up .....</b>	<b>7</b>
<b>Idling.....</b>	<b>7</b>
<b>Attendance.....</b>	<b>7</b>
What is the school’s attendance policy? .....	7
What should a student do if he/she arrives late to school? .....	7
What should I do if my child will be absent or tardy? .....	8
<b>Dismissals .....</b>	<b>8</b>
What if a student needs to be dismissed from school early? .....	8
<b>Child Custody Information .....</b>	<b>9</b>
<b>Extended Day .....</b>	<b>9</b>
<b>Bicycles .....</b>	<b>9</b>
<b>Calendar.....</b>	<b>9</b>
What is the school calendar and how will I be informed of school breaks and holidays? .....	9
<b>School Cancellations &amp; Delayed Openings.....</b>	<b>10</b>
<b>Emergencies .....</b>	<b>10</b>
How does the school handle emergency situations?.....	10
<b>School Messenger .....</b>	<b>10</b>
What is School Messenger?.....	1011
<b>School Safety: Fire Drills and Lock Down Drills .....</b>	<b>10</b>
<b>Visitors and Volunteers.....</b>	<b>11</b>
How do I go about volunteering at the school? .....	11
<b>Lunch .....</b>	<b>12</b>
What are the details of the school lunch program? .....	11
Can any student receive free lunch? .....	11
How do students find out what is for lunch? .....	11
Snack .....	12
<b>Reporting and Supporting Student Achievement .....</b>	<b>13</b>
In what areas are students assessed?.....	13
How is my child’s progress assessed? .....	13
When are parent/guardian conferences scheduled? .....	13
What are the benefits of standardized reporting? .....	13
What is the Standard Scale? .....	14
Vacations and School Work .....	14
<b>Student Records.....</b>	<b>15</b>

Types and locations .....	15
Right to Review .....	15
Requests for Access .....	15
Deleting or Adding Information .....	15
Copies of Regulations.....	15
The Process for Obtaining Further Assessment .....	15
<b>Homework Policy .....</b>	<b>16</b>
Minutes Assigned Nightly Per Grade Level.....	16
<b>Mary Rowlandson Elementary School Behavioral Expectations.....</b>	<b>17</b>
<b>Mary Rowlandson Elementary Disciplinary Actions.....</b>	<b>17</b>
<b>Lunch/Recess.....</b>	<b>19</b>
Lunchroom.....	19
What should I know about recess? .....	19
<b>Buses .....</b>	<b>20</b>
Kindergarten Bus Routes .....	20
Does the school oversee student behavior on the bus and what are the rules?.....	20
What are the rules of conduct on the bus? .....	21
What is considered improper behavior on our School Buses? .....	21
Who is responsible for the supervision of children at the bus stop? .....	21
Who should be contacted to report student misconduct on the bus? .....	21
<b>Health .....</b>	<b>22</b>
What if a student becomes ill or requires health care during the day? .....	22
<b>What is the medication administration policy?.....</b>	<b>22</b>
Law Regarding Medications.....	24
Are there specific rules for medication? .....	23
When are students required to have physical examinations? .....	23
What health maintenance/ screening programs are provided to students? .....	25
What if my child, due to injury or other health-related reasons, cannot participate in a school activity? .....	24
Are there guidelines that will help me know when to keep my child home? .....	26
What should I know about immunizations? .....	25
<b>School Council.....</b>	<b>26</b>
<b>School Traditions .....</b>	<b>26</b>
What are some of the Mary Rowlandson Elementary School traditions? .....	26
<b>Birthday Invitations and Deliveries .....</b>	<b>26</b>
Are birthday invitations allowed at school? .....	26
<b>Lost and Found .....</b>	<b>297</b>
If a student loses some belongings, how can they be located? .....	27
<b>Fundraising .....</b>	<b>27</b>
<b>The Parent/guardian-Teacher Organization (PTO) .....</b>	<b>27</b>
<b>District-Wide Policies .....</b>	<b>28</b>

Notice of Non-Discrimination .....	28
Child Find .....	28
Safe School Assurance: Against Bullying, Harassment, Hazing, and Intimidation.....	28
Physical Restraint .....	28
Restraint.....	29
Discipline of Students with Special Needs .....	29
Public Complaints/Concerns:.....	30
District Dress Code:.....	30
Use of Networked Information Resources: .....	31
Title I Parent Involvement Policy .....	33

<b>Acknowledgements .....</b>	<b>34</b>
-------------------------------	-----------

**All students, regardless of race, color, sex, religion, national origin, sexual orientation, disability, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the District.**

**Limited English Proficient Student/Parent Assistance**

**English:**

Students or families who need translation assistance or orientation in a language other than English may contact the school secretary at 978-368-8482.

**Spanish:**

Los estudiantes o familias de habla hispana que desean ayuda en traducción u orientación en un idioma diferente del inglés pueden contactarse a 978-368-8482.

**Portuguese:**

Os estudantes ou famílias quem fala Português que precisa de assistência com tradução ou orientação pode comunicar: 978-368-8482.

# Welcome to the Mary Rowlandson Elementary School!

Imagine a school....

In which all children achieve at high levels,  
regardless of their backgrounds...

That treats all children as gifted,  
and builds on their talents  
through enrichment strategies,  
independent research,  
problem solving,  
science,  
writing,  
music  
and  
art

In which all members of the school community  
collaborate to achieve that vision by making  
major decisions about curriculum,  
instructional strategies, and school organization...

Where ideas count...



## School Hours

Kindergarten (A.M.): 8:35-11:35 a.m.

Full Day K-5: 8:35-3:05 p.m.

Early Release: Dismissal time 12:15 p.m. (all students)

## Student Expectations



### What is expected of the students in the classroom?

It is expected that students come to school prepared to learn. This means that each student is expected to participate fully in classroom activities that will lead to academic success. This includes paying attention to instruction and putting forth the best effort every day. It is expected that students will complete tasks assigned by the teacher to the best of their ability. It is also expected that students will treat other students and adults in the school with respect and courtesy. Students are expected and encouraged to ask questions when they are confused or curious, and ask for help when help is needed. It is expected that students will inform teachers if they feel uncomfortable or insecure because of the actions of others so that the atmosphere of safety and comfort is consistently maintained. Each morning the following Promise is recited during morning announcements:

### The Mary Rowlandson Promise

**My work is important. I will always work hard.**

**People believe in me and I believe in myself.**

**I won't give up and you will not give up on me.**

**My effort counts so I will always try.**

**I am proud to be me here at MRE.**

## Mary Rowlandson Constitution

We the students of the Mary Rowlandson School, in order to form a more perfect learning environment, promise to:

Respect everyone and everything around us.

Treat others the way we want to be treated.

Keep ourselves safe.

Believe in ourselves...

And Have Fun!

Signed into effect by the students of Mary Rowlandson, September 2012

## Drop-Off and Pick-Up



### **Where do I drop off and/or pick up my children if I am driving them to and/or from school on a regular basis?**

Drop-off time is 8:25 a.m. Students will be dropped off in front of the main entrance of the elementary school. Parents should take a right just before the Luther Burbank Middle School and follow the drive behind Mary Rowlandson. Students will be dropped off in front of the school following this route. Administration and teachers will be on hand each day to greet your child and escort him/her into the building. Note: If you bring your child to school after 8:35 a.m., you **MUST** come into the office with him/her.

Pick-up time is 3:05 p.m. Pick-ups at the close of school are completed behind the school. The procedure for pick-up is similar to that of drop-off. Parents are asked to take a right just before the Luther Burbank Middle School and follow the drive behind MRE. Parents who pick up students on a regular basis are asked to wait in the pick-up line and a staff member will help your child into the car.

## Idling

Vehicle idling is no more than 5 minutes on school grounds. (See School Committee Policy EEAEF)

## Attendance

### **What is the school's attendance policy?**

It is imperative that students attend school on a regular basis. Success in school is directly related to a child's attendance. New skills and concepts are introduced each day; these skills and concepts are critical to understanding the lessons that follow. Parents and guardians are asked to schedule medical appointments and family vacations so as not to interrupt the continuity of the educational program.



The Nashoba Regional School District attendance policy states that: (We) believe that excellence comes through participation, engagement, and commitment and that (attendance) is integral to learning. The District believes that consecutive daily attendance is the best way to foster all of these to fulfill a student's fullest potential. A parent or guardian may excuse a student's absence through a written note up to seven (7) full days or fourteen (14) half days. After this, the student's absence is only excused if a note on official stationery is provided for a bereavement, family, or catastrophic event, observation of a legal holiday, illness, or legal event for any of these to be excused.

Every person shall have a right to attend the public schools of the town of residence, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town, unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public school. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of

study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

### **What should a student do if he/she arrives late to school?**

A child, when arriving after 8:35 a.m., must be accompanied by an adult. The school secretary will then issue a tardy slip, which will admit the student to the classroom.

The principal monitors tardiness. The school will contact the family if a pattern of tardiness begins to emerge. We strongly encourage families to assist their children in developing the habit of arriving to school on time and to be ready for an active day.

### **What should I do if my child will be absent or tardy?**



Parents/guardians are requested to call the “The We Care Call” number (978-365-5870) when their child is going to be absent or tardy. This program allows parent/guardians to call anytime and leave a message on the nurse’s voice mail. Absences not verified by a parent/guardian will be checked by a call home or to the parents/guardian’s place of employment. **THIS IS A VERY TIME CONSUMING PROCESS FOR THE NURSE AND/OR SECRETARIES.** Phone calls and/or emails are thus greatly appreciated. This procedure has been set up to ensure the safety of your child.

### **“MRE Attendance” - Call Procedure**

- ✓ Call 978-365-5870. You will hear a message via Voice Mail if calling before or after school.
- ✓ State your child’s name and teacher.
- ✓ State the date, days the child will be out, and the reason.
- ✓ Or you can email the nurse at: [mreattendance@nrsd.net](mailto:mreattendance@nrsd.net)
- ✓ Please speak slowly and clearly.



If your child is out of school due to illness for several days, please call or email his/her teacher to discuss missing schoolwork.

The principal and school nurse monitor attendance. We also ask that you call the school nurse if your child has a condition that might be contagious to others or if there are any medical conditions about which the school should be aware.

**When a child has been absent, a brief written explanation, signed by the parent/guardian, is required upon his/her return to school.**



## Dismissals



### **What if a student needs to be dismissed from school early?**

Early dismissal requires a dated and signed note that states the name of the parent/guardian or designee who will be picking up the child at school. No student will be dismissed from school to the custody of a person other than the parent/guardian without a written note or phone call.

The parent/guardian or designee should report to the office to meet the child for the dismissal and sign the child out with the secretary. Please do not go directly to the classroom as this may interrupt the entire class.

If you are picking up a child, who is usually a bus rider or walker, at normal dismissal time, please send a written note to school with your child to indicate that there will be a change in the regular pick-up procedure.

## Child Custody Information

If there are special custody or guardianship arrangements for your child/children, the principal should have a copy of the court order, which should include stipulations as to custody and visiting rights, etc.

## Extended Day

The Extended Day program offers after school childcare opportunities for students in grades kindergarten through grade five (3:00 p.m. to 6:00 p.m.). For additional information, please call Laura Dwyer at 978-779-0539.

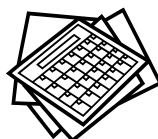
## Bicycles

### **Are students allowed to ride bikes to school?**



Students are allowed to ride bicycles to school with permission from a parent/guardian. A written permission slip must be on file in the principal's office. Students riding bicycles to school should use the bicycle racks across from the Middle School entrance. Massachusetts state law requires children up to age 12 to wear a bicycle helmet. Anyone without a helmet will not be allowed to ride his/her bicycle home. Students are strongly advised to follow bicycle safety rules. NO rollerblades, scooters, or skateboards are allowed.

## Calendar



### **What is the school calendar and how will I be informed of school breaks and holidays?**

A general school calendar will be provided to each parent/guardian. In addition, “Dates to Remember,” a monthly listing of school events, will be sent home prior to the start of each month. The updated school calendar can also be found on our school website at: <http://rowlandson.nrsd.net>

The academic school year is comprised of 180 days of instruction. The elementary and middle school academic year is divided into three reporting periods, or trimesters. The high school schedule is based on a quarter schedule. There are three district-wide school vacations: a holiday break in December, a winter break in February, and a spring break in April.

## School Cancellations & Delayed Openings

### How will I know if school has been cancelled, delayed, or released early?



School cancellations will be aired beginning at approximately 5:30 a.m. on local television stations: WHDH-TV 7, WBZ-TV 4, and WCVB-TV 5. Cancellations will also be aired on radio stations: WRKO-AM 680 and WBZ-AM 1030 or can be found on the Internet at cancellations.com and the Nashoba Regional School District web site ([www.nrsd.net](http://www.nrsd.net)).

### Early Dismissal during the school day due to weather or other circumstances

If it is necessary to release the students early when a serious storm is predicted or unexpected emergencies occur, the announcement will be made as soon as possible on the above listed media sources. Please be sure to make arrangements to have someone meet your child at the bus stop or at your home if you are unable to be there. An Ed Connect call will go out if an emergency dismissal is necessary. **All children should have a plan in place for knowing what to do if they should ever arrive home and no adult is there.**

Please do not call the school or police department to find out if school has been cancelled.

## Emergencies

### How does the school handle emergency situations?



Parents/guardians are required to provide up-to-date information regarding emergency phone numbers, parents/guardian's work numbers, and any other information which may be necessary, if the school needs to reach a parents/guardian in the case of emergency.

***Note: The school has evacuation plans in place for the safety of all children and staff.***

**Please be sure that your child knows what to do if for any reason he/she should arrive home and find no one there. For example, a plan may consist of going to a neighbor or a friend's home.**

## School Messenger

### What is School Messenger?

School Messenger enables the staff to record, schedule, and track personalized voice messages to the Mary Rowlandson community.

## School Safety: Fire Drills and Lock-Down Drills

Fire drills and lock-down drills are held recurrently throughout the school year under the direction of the Lancaster fire and police department, respectively. Specific directions for exiting the school building and for remaining safe during a lock-down procedure are provided to the students at the beginning of the school year and throughout the school year so as to ensure overall comfort, safety, and adherence to identified protocols.

## Visitors and Volunteers

### How do I go about volunteering at the school?

Parents/guardians and volunteers are always welcome and appreciated in our schools, but safety is always a concern. All visitors must report to the office first, sign in, and receive a badge to wear while in the school. This allows us to support school security, to manage traffic in the classrooms, and to reduce interruptions. When leaving the building, visitors and volunteers are asked to leave the badge in the office.

All volunteers, including chaperones, must have a CORI form completed prior to participation.

## Lunch

### What are the details of the school lunch program?



Lunch may be brought from home or purchased from the cafeteria. The school lunch program is offered daily. Children may purchase one of several choices of lunch and/or milk. A monthly menu is sent home so parent/guardians can help children choose ahead of time which days to purchase lunch.

The Nashoba Regional School District utilizes an electronic lunch payment system called Power Lunch. Students use a pre-established five digit numerical code which to pay for lunch. This is a cashless system.

### How does the Power Lunch system work?

Money is added to your child's lunch account via cash or check. The deposit can be added by school cafeteria personnel. Each student will have the option of typing in his or her own five-digit lunch number or reciting it to the cafeteria employee. The cost of purchase is automatically deducted from their account balance.

### What items can be purchased with the Power Lunch account?

All items for sale in the school cafeterias can be purchased using the Power Lunch system.

### What is the cost for a lunch at my child's school?

The cost for lunch and for milk is printed on the monthly menus.

### How can I add money to my child's lunch account?

To add money to individual accounts, prepayments are made by using MasterCard, Discover, or a check routing number by accessing the link on the main page of the district website or, by obtaining a cash/check envelope and returning it to our secure lockbox. Both the cash/check envelopes and lockbox will be located in the main office.

### Can I pay by Credit Card?

Yes! To pay by credit card follow the [School Lunch Payment Center](#) link on the Mary Rowlandson Home page or use the following web address.

<https://unipaygold.unibank.com/TransactionInfo.aspx?transid=1112>

**Can I still send in money every day to school?**

No. The cafeteria has moved to a cashless system and will not accept daily payments.

**Who should I make checks payable to?**

Please make checks payable to: **Nashoba Regional School District**

The prepayment amount will be submitted into each student's account, please allow 24/48 for hours for that to be recorded.

**Can any student receive free lunch?**

Students of parents/guardians who are eligible may get free or reduced cost lunches. Forms and specific guidelines are sent home with students at the beginning of the school year. For more information, contact Tom Houle, Director of Food Service,s at 978-779-00539, ext. 3045.

**How do students find out what is for lunch?**

Lunch menus are published monthly and sent home with students.

<b>Snack</b>
--------------

All children should bring a healthy snack to school for our snack break. We suggest such items as fruit, vegetables, popcorn, crackers, etc.

<b>Food in School Protocol</b>
--------------------------------

The Nashoba Regional School District seeks to provide a safe and healthy environment for all students in the school district. This includes promoting healthy eating and managing the school environment to keep all children safe, including those with life threatening allergies and other food issues.

District personnel will adhere to the following guidelines when dealing with food issues. Specific allergy related information is available in the District Life Threatening Allergy protocols.

When food is the focus of the curriculum activity and its presence is central to the understanding of the concepts, themes, or objectives, it is incumbent on the teacher to inform the parents and to make an alternative plan as necessary. The curriculum activity should be planned so that all students can participate.

Teachers may plan celebrations in which food is consumed; however, each student is responsible for bringing his/her food to the event. If held in the classroom, teachers are responsible for ensuring tables and chairs are cleaned and that students wash their hands. Such events must be communicated in advance to all parents, the administration, and the school nurse.

Birthday parties will not include foods. A list of alternate activities will be available to staff and parents/guardians.

Food will not be used as a reward or incentive in the classroom. Food and gum are not to be consumed on the school bus.

Trading or sharing of food by students is strongly discouraged.

## Reporting and Supporting Student Achievement

### In what areas are students assessed?



Students receive standards-based achievement marks from each of their teachers in the areas of Math, Science, Reading, Writing, Social Studies, Science, Technology, Music, Art, Physical Education/Health, and Social Development or Habits of Mind. The purpose of this reporting is to inform parents/guardians of their student's progress towards mastering grade level standards and expectations throughout the year. More information about curriculum expectations, standards, and the Common Core State Curriculum can be found on the district website.

### How is my child's progress assessed?

Teachers have many ways of evaluating progress and use the methods best suited to the subject and the individual child to determine achievement and standards-based proficiency. For example, primary teachers use reading 'running records'. These running records require students to read aloud to their teacher while the teacher records the types of errors the student makes. Developmental Reading Assessments (DRA-2) further complement the reading assessment package; the DRA-2 assesses both a student's comprehension and reading fluency rate. Students are also assessed three times a year with AimsWeb reading fluency, comprehension and math probes. Portfolios provide authentic examples and observational records of student work. These, and many other types of formative and summative assessments, inform the basis of our reporting system and serve to determine the depth of your child's understanding and application of skills and concepts.

### When are parent/guardian conferences scheduled?



Early Release time and/or evening appointments are scheduled twice during the school year. These conferences are an opportunity for you to review your child's portfolio, discuss his/her progress, and voice any concerns or questions you may have. Parents/guardians are also encouraged to meet with teachers anytime to discuss their child's progress. Our doors and ears are always open!

**Report card envelopes should be signed and returned to the school within three days after the progress report has been received for the first two trimesters.**

### What are the benefits of standardized reporting?

On a traditional report card, the students may only receive one grade for reading, writing, math, and so on. However on a standards-based report card, the specific skills are listed under each content area. This allows a parent to pinpoint exactly what skills the student mastered and which skills need more time for mastery. Bolton, Lancaster, and Stow also have the same report card per grade level, thus ensuring consistency district-wide.

## What is the Standard Scale?

The standard scale shows a student's progress toward mastery of the end-of-year standards.

<b>4 Exceeds the Standard</b>	The student demonstrates in-depth understanding of essential skills and concepts. Performance is characterized by the ability to apply and make connections beyond the standard.
<b>3 Masters the Standard</b>	The student demonstrates proficiency in essential skills and concepts. Independent performance is characterized by an ability to apply the skills with consistent accuracy and quality.
<b>2.5</b>	The student demonstrates skill and understanding of the essential skills and concepts independently, but may or may not be consistent in application.
<b>2 Progression toward the Standard</b>	The student demonstrates progress toward an understanding of the essential skills and concepts. Independent performance is characterized by inconsistent application and accuracy.
<b>1.5</b>	With help, the student demonstrates limited progress toward an understanding of the essential skills and concepts.
<b>1 Guided Progression toward the Standard</b>	With significant help, the student demonstrates limited progress toward an understanding of the essentials skills and concepts. Performance is characterized by inconsistent demonstration of the essential skills.
<b>NY Not Yet Progressing toward the Standard</b>	Student does not yet demonstrate understanding or skill at this time.
<b>NA Not Assessed</b>	Not assessed this trimester.

The goal is for the student to achieve mastery of the standard by the end of the year. As instruction is guided by the end of the year expectations, the majority of students will not earn a standard scale score of 3 or 4 in trimester 1 and trimester 2.

\* As a result of the increasing complexity of skills, student performance may fluctuate throughout the school year.

A student may also receive a NA (not assessed) on a particular standard in a given trimester. Some of the standards are not addressed in a particular trimester; therefore, the students are not formally assessed in these areas. This is particularly true of science and social studies, as teachers share supplies and may teach the standards at different times throughout the year.

## Vacations and School Work

When family vacations and trips are scheduled while school is in session, teachers are not required to prepare schoolwork, assignments, or projects for the student in advance. The absences will be recorded as “unexcused” absences by the school. Teachers are not required to re-teach or tutor students when they return from vacation. It is the sole responsibility of the parent/guardian/student to obtain assignments deemed appropriate by the teacher upon return. A time table of when the work is to be completed will be set so as not to overwhelm the student but so as to be completed before the end of the given trimester.

## Student Records

### **Types and locations**

The school must provide, upon request, a complete list of the types and locations of educational records collected, maintained, or used by the school district. In Lancaster, a cumulative record for each student at the Mary Rowlandson School is maintained; this record may contain: a log (for use in monitoring discrimination of any part of the record); report cards and conference preparation forms from the Mary Rowlandson School; academic information forwarded from previous schools; standardized test scores; a registration form; an emergency information form; records of formal disciplinary action.

- ❑ *Student portfolios are kept with the current classroom teacher*
- ❑ *Health records are maintained in the nurse's office*
- ❑ *Complete (official) Special Education records are maintained at the Central Office.*

### **Right to Review**

Parents and guardians are permitted to review education records that have been collected and maintained by the school district which pertain to their children. Such review is granted within two days of the request, unless the parent and school personnel agree upon a longer period of time.

### **Requests for Access**

Request for access to the regular education records maintained in the school building are made to the principal or guidance counselor. Requests for access to the complete special education records, maintained at the Central Office, are made to the Director of Pupil Personnel Services or the appropriate Special Education Team Chairperson. Advance notice is expected.

Parents/guardians may also request that the records be interpreted for them; that copies, at a nominal cost, be made of material within a record; and that a representative of the parent, review and inspect the record. In the latter case, written release of the record to the representative is to be provided by the parent. Forms are available in the office.

The school district will inform parents and students when information collected, maintained, or used by the district is no longer needed for the purpose of providing educational services and is to be destroyed.

### **Deleting or Adding Information**

A parent or guardian may request of the principal that information be deleted from the student record. The principal is to respond to the request within a week of receipt. A parent or guardian may add information, comments, data, or relevant material to the student record.

### **Copies of Regulations**

If a parent/guardian would like to obtain a copy of the student record regulations, the Massachusetts Department of Elementary and Secondary Education (DESE) should be contacted.

### **The Process for Obtaining Further Assessment**

- A staff member, or a parent through a staff member, begins the referral process for additional help by submitting a request in writing to the Student and Teacher/Assistance Team (known as STAT and described elsewhere in this handbook).



- Relevant information is gathered by the team members and discussed at a regularly scheduled STAT meeting.
- The originating staff member attends an assessment meeting with STAT or its representatives. If a parent has made the request, he/she may attend the meeting. These preliminary meetings, in general, are considered staff consultations from which the staff members may bring information or recommendation to the parent.
- Recommendations are developed leading to one or more of the following actions:
  - Further assessment involving standard school observations and measures (such as a reading test or classroom observation).
  - Modifications in the classroom or school program without involving Special Education services.
  - Provisions of additional regular education services, such as services of the guidance counselor and reading teacher, help from a volunteer upper grade or high school student.
  - Referral of the child for outside help and further assessment.
  - The District Special Education Chairperson takes over coordination at this point.
  - While progression through the steps as outlined is considered prudent, a parent or staff member may consider a situation serious enough to warrant an immediate referral for Special Education assessment. The principal makes the final decision about whether a SPED assessment is indicated. Parental permission is required for all individual testing.

## Homework Policy



### Minutes Assigned Nightly Per Grade Level

- **Grade 1**            **10 minutes**
- **Grade 2**            **20 minutes**
- **Grade 3**            **30 minutes**
- **Grade 4**            **40 minutes**
- **Grade 5**            **50 minutes**

The times shown above include daily homework assignments (e.g., math, science, social studies, spelling, grammar, reviewing vocabulary cards, etc.). The daily homework time does not include time for silent reading. Parents/guardians should find some time read to/with their child each night. Elementary students are expected to read independently for a MINIMUM of 15-20 minutes each night.

The time it takes each child to complete a homework assignment will vary. Should your child exceed the prescribed time, and exhibit great frustration after he/she has shown good effort, the teacher should be notified. Time and/or assignments may then require adjustment.

The purpose of homework is to reinforce and provide practice for what is taught in the classroom. Therefore, most students should be able to complete their assignments with minimal parent supervision. Should this be difficult for your child please contact his/her teacher.

Homework in grade one is to be a parent/child experience involving reading, math concepts, and other topics as they are introduced in the classroom.

## **Mary Rowlandson Elementary School Behavioral Expectations**

To ensure a positive social and educational climate, it is important for each student to understand that acceptable standards of behavior are expected at all times. Discipline will be administered when a student's actions interfere with the right of a teacher to teach and the right of a student to learn. The "Code of Conduct" for students upholds the expectations outlined in the District non-discrimination policy consistent with federal and state requirements ( State Law - **M.G.L. c. 76, s. 5.** see District-Wide policies). Students are reminded that any teacher or staff member has the authority to correct inappropriate behavior in area of the school at any time.

Teachers will post classroom expectations in their classrooms at the beginning of the year. Teachers will also discuss and explain the rules and consequences for each expectation. In the event that a student is sent to the Principal's office, one or more of the following actions may be taken depending on the severity of the behavior:

- Discussion with the student and/or teacher
- Parent notification via telephone, email, or letter correspondence
- Written reflection assignment and/or apology letter from the student
- Conference with the parent, teacher, and student
- Restitution
- Suspension in school
- Suspension out of school
- Other consequences appropriate to the misbehavior

## **Mary Rowlandson Elementary School Disciplinary Actions**

The following are examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive.

A student may be disciplined or suspended for any of the following violations:

- Disrespect or insubordination
- Use of inappropriate language
- Fighting
- Rowdy behavior such as pushing or shoving at recess or in the school
- Leaving the classroom, school activity, or school without permission
- Class tardiness or truancy
- Vandalizing, damaging, or stealing school or private property
- Threatening, bullying, or causing bodily harm to any person
- Possession, transmission, and/or use of tobacco, drugs, or alcohol

At the Principal's discretion, a student may be assigned to either an in school or an out of school suspension in accordance with the Nashoba District protocols and policies.

### **Cell Phones, Messaging Devices, Radios, Other Electronic Devices, Etc.**

Students may not bring cell phones, messaging devices, portable radios, CD players, MP3 players, iPod's, or other devices using headphones, or similar items to school because they disrupt the educational process. Exceptions to the rule are those items which have been brought in adherence with the Nashoba Regional School District BYOD Protocol. Cell phones may be an exception if specified by parents upon approval of the principal. Laser pointers are not allowed at school and will be confiscated. Inappropriate

use of laser pointers will be considered a violation of the weapons policy.

### **In-School Suspension**

The student will be isolated from the student body under the supervision of the administration. Students will be expected to complete assignments given by the classroom teachers. The amount of suspension time may range from one class to five days and may include recess and lunch.

### **Out-of-School Suspension Exclusion/Expulsion and Due Process**

In certain circumstances, it may be necessary to suspend students from attending school. These instances involve serious disruptions of the school community or when other forms of discipline do not appear to be effective. For the duration of an out-of-school suspension, students may not visit the campus or attend any school-related events. At the conclusion of an out-of-school suspension, a student's parent(s) or guardian must make an appointment with an administrator to reach agreement on conditions for the student's readmission to the Mary Rowlandson Elementary School and Nashoba Regional District school community.

### **Exclusion/Expulsion**

Exclusion/expulsion will be used as a disciplinary measure in extreme and chronic behavioral situations, such as possession and/or use of weapons assault, sale of an illegal substance, use of an illegal substance, or other serious offenses.

### **Due Process**

All students in publicly funded settings are entitled to due process prior to being excluded from school. Prior to imposing disciplinary sanction that will result in a student's suspension for ten (10) consecutive days or less, the principal, or designee, must provide the student with an informal hearing. This means that the student must be provided with notice of the charges and opportunity to respond. Written notice of disciplinary action following informal hearing.

Suspension or long term suspension requires the principal to conduct a formal evidentiary hearing of which the parents are provided with prior written notice.

Educational services must be provided to the student during this period of suspension to be decided by the principal.

For a disciplinary action up to and including 10 days suspension:

- Oral notice of the charge (telephone notification to parents)
- Explanation of the evidence
- Opportunity for the student to present his/her side of the story to an administrator

The Nashoba Regional School District shall ensure every student due process under the law regarding disciplinary actions. Upon determination that a disciplinary action is required that would result in a student being suspended or expelled, the following procedure shall be followed:

- Notification of Parent/guardians - On the day of the offense, the principal shall attempt to verbally notify a parent or legal guardian of the student. On the same day, the principal shall mail written notification to the parent/guardian of the student explaining the charges against the student, the reasons for the charges, the disciplinary action proposed, the student's right to a hearing, the student's right to appeal, and the process for appealing. Prior to suspension or expulsion taking effect, the student shall receive such notification in writing. (M.G.L. 71:37 H1/2 and 76:16)

- Temporary Disposition - The student shall remain in school and under the supervision of school authorities on the day of the suspension until the end of the school day or until the parent, guardian, or his/her designee takes physical custody of the student. A principal or teacher shall not detain a student after school without 24-hour notice to a parent or guardian of the student.
- Hearing - The student shall be entitled to a hearing with the principal, with a parent or guardian present and the right to present evidence and witnesses. At this hearing, he/she shall receive the following:
  - oral and written notice of charges against him/her
  - an explanation of the basis for the accusation, and
  - the opportunity to present his/her defense.
- The hearing shall take place before a suspension begins, unless the student's presence at the school or in the classroom is considered dangerous or substantially disruptive to the academic process. If immediate suspension is necessary, the hearing must follow as soon as possible. An expulsion may not occur without first giving the student and his/her parent or guardian an opportunity to be heard. (M.G.L. 76:17) Once the expulsion has occurred, it shall remain in effect prior to any appeal hearing conducted by the Superintendent.
- Appeals - The student shall have the right to appeal the decision of a principal to the Superintendent. The student shall notify the Superintendent in writing of his/her appeal no later than ten calendar days following the effective date of the disciplinary action. The Superintendent shall hold a hearing with the student and the student's parents or guardian within five calendar days of the student's request for an appeal, or in accordance with the state law. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. The Superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. Such decision shall be the final disciplinary action within the school community.

## Lunch/Recess

### School Cafeteria



Lunch is a time when students are encouraged to relax and socialize with their peers. The cafeteria rules are to ensure the health and safety of students and to provide students with the opportunities to practice table etiquette.

- 
- Walk in the lunch room.
- Talk quietly to others sitting close by you.
- When you are finished eating, wait to be dismissed from the table, and clean up your own area.

### What should I know about recess?

All students have one 25-minute recess, with the exception of fully day kindergarten who has two recesses, one before and one after lunch. All students will go out to recess unless there is a medical or chronic condition that has been cleared with the school nurse.

**Please be sure that children come to school with the proper outdoor attire year round. This includes hats, mittens, snow pants, and boots in the winter. Children without snow pants and boots are not allowed to play on the playground during recess; they must stay on the hardtop walkway.** Dressing in layers is best for changing weather conditions. The children play hard at recess and should wear appropriate shoes for climbing and running to avoid injuries. ***Please label all of your child's clothing*** to decrease the amount of clothing that ends up in the Lost and Found. Decisions to keep the students inside for recess are made by Administration and the School Nurse using the “cold weather/wind chill chart” on a local web site.

### **Grades K, 1, & 2**

- Boots and snow pants must be worn on any surface with snow.

### **Grades 3, 4, & 5**

- Boots must be worn in the snow. In order to play in the snow, snow pants must also be worn. Anyone without the proper attire for his/her grade level must stay on the paved areas.



## **Buses**

### **What is the bus protocol?**



Prior to the start of school in September, bus assignments are published in the Worcester Telegram, The Item, The Times & Courier, The Sentinel, and on our web site. Address changes should be reported to the school by August 1 or as soon as the change has been made.

In most cases, buses are full or close to full. Therefore, students are only permitted to ride a bus other than their own for day care purposes with a written request from parents.

### **Kindergarten Bus Routes**

Morning pick-up and afternoon drop-off locations for kindergarten students will be the same as for older students living in their neighborhoods. However, it is the intent of the Nashoba Regional School District that during the noon runs, kindergarten students will be dropped off or picked up at their homes or at a location within view of their homes. Parents/guardians should inform the school office during kindergarten registration or by June 1 as to the location their child is to be picked up or dropped off, if it is to be different from their home address. A parent/guardian must be at the drop off location or the student will not be dropped off and he/she will be returned to school at the end of the route. The student must then be picked up at school. Full day kindergarten students will take the regular morning and afternoon buses with all other full day students.

### **Does the school oversee student behavior on the bus and what are the rules?**

Students riding school buses are expected to conform to the rules of conduct in order to permit the bus driver to transport his/her passengers safely.

The purpose of our bus service is to provide safe and reliable transportation to and from our students' homes. Bus conduct is related to school conduct and our standards are equally demanding. The bus driver is in a position of authority and responsibility.

The Mary Rowlandson Elementary School Principal has the authority to suspend the transportation privileges of children who are disorderly and insubordinate on buses. In these cases, the parents/legal guardians of the children involved become responsible for seeing that their children get to and from school safely.

Bus drivers shall be held responsible for reasonable and acceptable behavior of the students while riding the school bus.

One of the primary obligations of your school bus driver is to maintain order. A disorderly bus is an unsafe bus. The driver is responsible for reporting misconduct to the principal. A School Bus Incident Report will be sent to the parents. The Transportation Supervisor will notify parents and the appropriate school administrator of the action being taken.

### **What are the bus rules and consequences?**

- 1) Consequence for first offense: Warning from the driver**
- 2) Consequence for second offense: Student receives a School Bus Incident Report, which is signed by the parent, principal and the student and may be suspended from the bus.**
- 3) Consequence for third offense: Suspension from the bus for up to 3 days.**
- 4) Any further offenses will require a meeting with the principal and the parents.**

### **What are the rules of conduct on the bus?**

- Students are expected to observe the same appropriate conduct as in the classroom.
- Be courteous; profane language is not allowed.
- Students may not eat or drink while on the bus.
- Students should remain in their seats; head, hands, and feet must remain completely inside the bus.
- Cooperate with the bus driver; bus drivers have authority to assign seats.
- Always speak in a quiet whisper on the bus so the driver and other passengers will not be distracted.
- Keep the bus clean!

### **What is considered improper behavior on the School Buses?**

- Violation of safety procedures such as, but not limited to:
  - Throwing materials in or from the bus
  - Moving from seat to seat
  - Screaming and shouting
  - Horseplay
  - Distracting the bus driver
  - Fighting, pushing, tripping
  - Excessive mischief

- Writing, graffiti
- Eating, drinking, littering
- Rude, discourteous, annoying behavior
- Unacceptable language
- Vandalism

### **Who is responsible for the supervision of children at the bus stop?**

Once students have boarded the bus, supervision is the responsibility of the School District. Prior to boarding and after disembarking from the bus, the responsibility for supervision rests with the parents/guardians.

### **Who should be contacted to report student misconduct on the bus?**

If your child becomes a victim of inappropriate behavior on the school bus, contact the school. The principal will initiate a course of action.

## **Health**



The Mary Rowlandson Elementary School Nurse, Ramae Hustin, R.N., is in her office at the Mary Rowlandson Elementary School each day from 8:15 a.m. to 3:15 p.m. Her phone number is: **978-365-5870**. Please feel free to contact Ms. Hustin with any questions that relate to the health of your child.

### **What if a student becomes ill or requires health care during the day?**

Students, who become ill or injured during the day, will be seen by the school nurse for assessment, treatment, and/or referral. As a parent/guardian, you are required to provide transportation if your child is dismissed due to illness or injury. The nurse is available during the hours that students are in school.

Parents/guardians will be contacted when necessary. If parents/guardians cannot be reached, the person next listed on the emergency card will be called. It is imperative that the emergency card, sent home with each student at the beginning of the school year, be completed and returned to school promptly. It is necessary that the school be able to reach you at ALL TIMES in the event there is an illness, injury, or school crisis (fire, emergency evacuation, etc).

If a child is injured on the playground, in class, or at gym, Ms. Hustin will assess the injury. If the injury is severe, or may require further observation/evaluation (i.e. head injury, tick bite, bee sting) by parents/guardians, Ms. Hustin will make every effort to reach the parent/guardian:

- 1) By phone**
- 2) Leaving a message on an answering machine**
- 3) A note home with the student.**

In the event of a medical emergency, a student will be transported to a hospital via ambulance service.

### **Allergy Safety**

To ensure that we provide a safe allergy-free environment for students and staff; birds, pets, and other animals are not allowed inside the school.

## What is the medication administration policy?

### Law Regarding Medications

By state law (*M.G.L. Chapter 112, Section 8 OB*), a school nurse cannot dispense any prescription medication without a doctor's order. Therefore, if parents wish their child to receive any medications (on a regular or as needed basis) while in school, they must get an order from their pediatrician and send it to the nurse. Forms for this physician permission are available in the nurse's office, on the NRSD website (<http://www.nrsd.net>), or from your physician. They can be mailed, faxed, or hand delivered to the school nurse. Forms require parent's signature indicating permission to send medications on field/class trips.

Any doctor prescribed medication that your child needs to take while in school **must** be in a *pharmacy or the original container*. Many pharmacies will give you a labeled container for school if you request one. **All medications, including inhalers and epi pens, must be brought to and from school by an adult.** If there are any questions about any medication or policies, they should be brought to the attention of the school nurse.

### Are there specific rules for medication?

#### *Nashoba Regional School District Health Services*

#### *Summary of Medication Administration Policy in the School Setting*

1. The professional Registered Nurse (or delegated trained school personnel under the supervision of the school nurse) must administer all prescription and Over the Counter (OTC) medications.
2. Other than in an emergency situation, the school nurse is not authorized to administer any type of medication to school children unless all of the following conditions are met:
  - A. A written order signed by a physician, dentist, nurse practitioner, or physician's assistant is provided for all prescriptions. Medications prescribed for 10 days or less may be administered according to the directions on the original pharmacy medication label, in place of a written order. The pharmacy will provide a second labeled container for medication to be administered at school. The school nurse will not accept "As Directed" on prescription labels.
  - B. Prescription medication provided to the school nurse must be in the original pharmacy container and state:
    - a. Child's Name
    - b. Medication Name
    - c. Dosage / Route / Frequency of Administration
    - d. Licensed Provider's Name
    - e. Date Prescribed
  - C. A parent or legal guardian must complete and sign a Medication Order and Parent/Guardian Consent form. This form is available in the School Health Office and on line at [www.nrsd.net](http://www.nrsd.net).
  - D. The following OTC medications (brand name or generic substitutions) are now covered by Nashoba Regional School District (NRSD) standing orders: Tylenol, Advil, Benadryl, and antacids (Mylanta/Tums). Parent/guardian consent is required for administration of these medications and can be given by signing the appropriate line on the NRSD School Health Services: Student Emergency and Health Record. This form is sent home with students on the first day of school and is available on line at [www.nrsd.net](http://www.nrsd.net). **Please note: A written**



**order by a student's individual health care provider is no longer required unless the OTC medication is given in prescription strength.**

- E. A parent or legal guardian must transport medication to and from the School Health Office.
  - F. All prescription medication orders must be renewed annually including EpiPens and inhalers.
3. A Parent or Legal Guardian should retrieve all unused, discontinued, or outdated medication at the end of the school year. In extenuating circumstances, with Parent/Guardian consent, such medications may be destroyed by the School Nurse in accordance with applicable policies of the Massachusetts Department of Public Health's Division of Food and Drugs.
  4. Self-administration of medication will be determined on an individual basis after a written and mutually signed Medication Care Plan is developed by the physician, school nurse and the parent or legal guardian.




### **When are students required to have physical examinations?**

State law requires that a physician examine every child in the public school system within six months before entrance to school or during the first year after entrance. The state law also requires that a child who transfers from another school must also be examined as an entering child, unless health records show that an exam has been completed during the previous year.

At the Mary Rowlandson Elementary School, physical examinations are required for entrance into preschool, kindergarten, and grade four. The nurse can supply parents with information regarding available physicians and health clinics in the area.

### **What health maintenance/ screening programs are provided to students?**

*The following services are provided to students at the Mary Rowlandson Elementary School:*

	<p><b>Health screenings:</b> including vision, hearing, postural, growth, and body mass index (BMI) will be done for students based on M.G. L. Chapter 71, Section 57 and 105 CMR 200.00. In February 2009 Massachusetts amended regulations to require reporting of BMI for all students in grades 1, 4, 7, and 10 (or of comparable age). Parents/guardians will be notified if screening procedures identify possible problems and referred to their own physician or specialist for follow-up evaluation and treatment.</p>
	<p><b>Weekly Fluoride Rinse:</b> Grades 1 – 5 will receive fluoride treatments once every week (with parent/guardian permission). This simple method of applying fluoride has been proven to be safe and effective in reducing tooth decay 20 – 40%. Under supervision, participating students will rinse their mouths in school with 10 ml. (2tsps) of 0.2% neutral sodium fluoride for one minute each week. The solution is not swallowed.</p>
	<p><b>Dental Exams for Kindergarten:</b> Free exams (by parent/guardian request) are provided by a dental hygienist from the Nashoba Board of Health. These are scheduled for mid-September thru early October. Parents will be notified of any problems that request attention.</p>



***Cleaning and Fluoride Treatments for Grades 2 and 4:*** A dental hygienist from the Nashoba Board of Health will provide these services (by parent/guardian request). This treatment consists of cleaning and polishing the teeth and applying fluoride. This treatment has been shown to reduce tooth decay. Most dentists recommend that your child have a dental checkup with cleaning and fluoride treatment twice a year. These are scheduled for mid-September thru early October.

**What if my child, due to injury or other health-related reasons, cannot participate in a school activity?**

Students are encouraged and expected to participate in all school programs and activities. If a child must be excluded from activities for a health reason, a note from a parent/guardian is needed. If a child is to be excluded from activities for longer than a week, a written note from a physician or nurse is required.

**Should I inform the school nurse if my child becomes sick with a contagious disease?**

Yes – parents/guardians are requested to report any incidence of contagious disease to the school nurse. All student absences should be reported to the school nurse via “The We Care Call” number 978-365-2554, or email [wecare@nrsd.net](mailto:wecare@nrsd.net).

**Are there guidelines that will help me know when to keep my child home?**

Our school policy is that it is imperative that you do not send your child to school if he/she is not feeling well in the morning.

If you can answer “yes” to any of these questions, you must keep your child home:

- **Is your child running a fever (usually 100° but for some 99° is a fever)?**
- **Has your child vomited?**
- **Does your child have diarrhea?**
- **Does your child have an earache?**
- **Does your child have swollen glands?**
- **Does your child have a severe cough?**
- **Does your child have a sore throat (some are contagious)?**
- **Do you suspect chicken pox, strep throat, conjunctivitis (pink eye), or any other contagious disease?**

Please follow these guidelines when determining whether or not your child is ready to return to school after having been sick:

- Temperature must be normal for 24 hours.
- Your child may return to school 24 hours after an intestinal illness.
- A child who has had chicken pox may return to school 7 – 10 days from the appearance of eruption, providing all lesions are dry.
- A child who has had ringworm or impetigo will be excluded from school until the medication ordered has been used for 24 hours.
- A child who has had a throat culture for strep throat should stay home until the results of the test are reported. If the results are positive, your child may return to school 24

hours after starting antibiotics as long as the fever is gone and your child feels up to a full day of school.

If your child becomes ill at school, you will be called to pick up your child. Your child will be made as comfortable as possible in the Health Room until you arrive. In consideration of all other children and staff, we cannot and will not allow sick children to attend class.

### **What should I know about immunizations?**



A compulsory school immunization law has been in effect in Massachusetts since 1967. The law currently requires students to be vaccinated against polio, diphtheria, tetanus, pertussis, measles, mumps, rubella, hepatitis B, varicella, hemophilus, and influenza type B (H1N1).

Massachusetts's immunizations specify minimum immunization requirements for enrollment in school. These regulations are revised periodically to incorporate any changes in the requirements. The law and regulations provide for exclusion of students from school if immunizations are not up to date, but permit exemptions for medical and religious reasons.

Nashoba Regional School District has established a policy that restricts students from starting school as a new or transfer student, unless the school has received a copy of the student's immunizations record and all of the requirements are met. Massachusetts also requires a lead test to be completed prior to entry to school for kindergarten.

## **School Council**



The School Council is a group of parents/guardians, teachers, administrators, and members of the Lancaster community whose common purpose is to serve as a unifying entity for the important work completed in and for the school. The Council is responsible for developing the school improvement plan each year, as well as allocating money for the school's site-based budget. If you are interested in serving on this committee, please contact the building principal.

## **School Traditions**

### **What are some of the Mary Rowlandson Elementary School traditions?**

The Mary Rowlandson Elementary School students and staff celebrate several traditions throughout the school year. Information is sent home to parents/guardians prior to the date of each celebration and parents/guardians are always welcome to attend.

- Fall Celebration
- Holiday Sing-a-long and Concert
- 100<sup>th</sup> Day Celebration
- Lip Sync
- Field Day

- Lawn Party

## **Birthday Invitations and Deliveries**

### **Are invitations allowed at school?**

At the Mary Rowlandson Elementary School, it is our policy not to allow birthday party invitations to be delivered at school. Please send invitations by mail, so as not to hurt any child's feelings. The school also discourages deliveries of balloons, flowers, etc. to students during the school day as these can cause major distractions.

## Lost and Found

### If a student loses some belongings, how can they be located?

There is a Lost and Found table in the main hallway by the office. If your child is missing clothing, a lunch box, or any other item, please stop in and check. Please be sure that all items coming to school with your child (jackets, hats, backpacks, lunch boxes, etc.) are well marked with his/her name.

## Fundraising

### Why does the school sponsor fundraising efforts and what are some of the traditional fundraisers?



School-sponsored fundraising efforts are used for enrichment programs, teacher requests for materials for specific projects, to decrease the cost of field trips, etc. All money raised benefits students in some way. There are five major ways that funds for programs or materials not covered in the school budget are raised. NONE of these should involve children going door-to-door. This is discouraged for safety reasons.

- *PTO fundraisers: The PTO conducts several fundraisers during the school year including the Bi-Annual Auction.*
- *Local Education Fund: Taxpayers can contribute to this fund when they pay their excise or property tax bills. The Select Board oversees a committee that is in charge of expenditures.*
- *Annual Charitable Fundraiser: One of which is 100<sup>th</sup> Day Food Drive for WHEAT.*
- *Lawn Party: This event is held in June and features raffles, games and a White Elephant Sale.*
- *Annual Yankee Candle Sale: students sell candles to their families (not door to door).*
- **The school collects:** General Mill's *Box Tops for Education*, Campbell Soup labels and used ink cartridges that we can turn in for technology materials.

We recognize that there is a lot of fundraising for our schools. We do not expect all families to participate in all of them. Please choose what is appropriate and comfortable for your family.

## The Parent/guardian-Teacher Organization (PTO)

### How can I become more involved in activities at the school?



The Lancaster PTO is an organization where parents/guardians and teachers join together to work for the betterment of the schools. The PTO represents the Lancaster Mary Rowlandson Elementary School and the Luther Burbank Middle School. Membership includes parents/guardians, teachers, school staff members and any interested residents of the local community. All money raised by the PTO is used to fund activities and needs in our schools ranging from guest performances and field trips to student assistantships. A board of officers, who are elected by the membership, governs the group. Monthly meetings are held in the Mary Rowlandson library. Check the "Dates to Remember" sheet or call the school for specifics on which dates the meetings are to be held.

## **District-Wide Policies**

### **Notice of Nondiscrimination**

It is the goal of the District to promote schools and workplaces that are free of unlawful discrimination and harassment of any type, that is based upon a characteristic protected by law, such as gender, race, color, national origin, ancestry, religion, age, disability, genetics, military status, sexual orientation, or participation in discrimination complaint-related activities (retaliation). NRSD will not tolerate harassing conduct that affects employment condition or that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive environment.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Ann Marie Stoica, Director of Human Resources  
Nashoba Regional School District  
50 Mechanic Street  
Bolton, MA 01740  
Tel: (978)779-0539 X. 3009

### **Child Find**

The Nashoba Regional Regional School District needs your help to identify all children in the community, age 3 to 22, who may require special education services. IF you are aware of a child who has or may have a disability, who may not be known to the district, please contact the Special Education Department @ 978-779-0539 x3013.

### **Safe School Assurance: Against Bullying, Harassment, Hazing, and Intimidation**

It is the policy of Nashoba Regional School District to provide a learning and working atmosphere for students, employees and visitors free from harassment (sexual harassment, bullying, hazing and intimidation.) Such action may occur on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or for any other reason.

It is a violation of this policy for any employee, student, or visitor to engage in or condone harassment in school or at school related functions, or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.

The school is required to take remedial and/or disciplinary action when such harassment occurs in or out of school, but has a nexus to school, or is disruptive to an employee's or student's work or participation in school related activities. This includes reports of harassment, verbal, physical, electronic or in any other form.

Parents and guardians of students alleged to have engaged in harassment, verbal, physical or electronic, will be invited to attend a meeting at which the activity, words, or images connected to the complaint will be reviewed. A student disciplined for harassment will not be readmitted to the regular school program until parents or guardians have come into the school to discuss the circumstances of

the event(s).

It is the responsibility of every employee, parent, and student to recognize acts of harassment and to take every action necessary to see that necessary protocols and procedures are followed. An employee, parent or student who believes they have been the target of harassment has the right to file a complaint and receive a prompt, confidential response in accordance with district protocol and policy. In some cases, in order to proceed outside agencies may be contacted and involved so information relating to the complaint may be released.

### **Physical Restraint**

The Nashoba Regional School District supports learning and the development of a positive school climate through multiple strategies and interventions. If those methods do not effectively address student behavior, de-escalation techniques are implemented. If behavior poses a threat of imminent, serious, physical harm to the student or others and other non-physical interventions have been tried and failed or are judged to be inadequate to the circumstances, physical restraint is implemented. Pursuant to M.G. L.c.69, 1B, and c. 71, 37G the use of physical restraint on any students in all Massachusetts public school districts, charter schools, collaborative education programs and special education schools shall comply with the restraint requirements under the authority of 603 CMR 46.00 promulgated by the Board of Education. The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, with extreme caution, and to maintain safety for everyone. *Full text of this policy is available on the district website: <http://www.nrsd.net/index.php?id=418>*

### **Discipline of Students with Special Needs**

The Individuals with Disabilities Act (IDEA) and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below.

In general, special education students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a special education student is excluded from his/her program for more than ten school days in a school year, the student's special education Team must develop a functional behavioral assessment plan. In many instances, the Team may also be required to determine whether the student's behavior was related to his/her disability (a "manifestation determination").

If the Team determines the behavior was not related to the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was related to the disability, the student may not be excluded from the current educational placement (except in the case of weapons or drugs) until the Team develops and the parent(s) consent(s) to a new IEP.

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim

setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent disagrees with the Teams decision on the "manifestation determination" or with a decision regarding placement, the parent has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding procedural protections for special education students can be obtained from the Director of Special Education, who can be reached at the Nashoba Regional School District Offices.

LEGAL REF.:M.G.L. c 71B, 603 CMR 28: Special Education  
I.D.E.A.

First Reading: July 8, 1999

Adopted: August 19, 1999

Revised: January 23, 2003

### **Public Complaints/Concerns**

At times during the school year, issues and concerns occur. Issues and concerns are best resolved at the level closest to where they occur. Therefore, the Nashoba Regional School District maintains a policy where concerns are first routed to the staff member. If they are not resolved at that level, the concern is then taken to the principal. If a resolution does not occur at the building level then it is brought to the Superintendent. If not resolved at the Superintendent level, then the concern is brought forward to the School Committee. Resolving issues in this manner ensures that those who have the most relevant information handle them in a timely fashion.

### **District Dress Code**

It is commonly accepted that student behavior and the school environment are strongly influenced by the dress and appearance of students. Students should maintain a clean and neat appearance and their clothing should be in good taste at all times. The following list of inappropriate attire includes, but is not limited to the following:

- any article of clothing that does not cover or reveals underwear
- clothes that reveal the midriff or buttock
- underwear worn as outer wear
- tops that are low cut and/or with straps less than 2 inches in width
- chains worn as jewelry or on pants
- articles which display drug, alcohol or tobacco logos or depict the use of same

Shorts and skirts should be at least at the level of the fingertips when a student stands with arms fully extended. Words, drawings, or symbols considered disruptive to the educational process or school activities are not permitted on any article of clothing, bags, backpacks, etc.

Hats may be worn at the discretion of the teacher and the principal. Footwear must be worn at all times. Any item of clothing that is substantially or materially disruptive to the activities of the school will be considered inappropriate.



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

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

**\*What is appropriate dress for students at the Mary Rowlandson Elementary School?**

All students are expected to be clean and dressed in a manner that will not disturb or distract other students or teachers. *Remember that children play outside and should have appropriate footwear. Hats are not to be worn inside the building.*

**Internet Policy: Use of Networked Information Resources**

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

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

The District realizes the positive and constructive use of these resources; it also recognizes the potential for possible misuse. Therefore, individual users must take full responsibility for their own actions. All users shall assume full liability, legal, financial or otherwise, for their actions. The District reserves the right to access, audit, and review usage. Use shall be governed by administrative regulations, procedures, user guidelines and user agreements. Information stored or transmitted on NRSD computer systems is the property of NRSD and may be reviewed by the District at any time.

In order to comply with the Children's Internet Protection Act (CIPA), this document will serve as Nashoba Regional School District's Internet Safety Policy. Nashoba Regional School District has a content filter in place that blocks and filters Internet sites that are obscene, contain pornography, or contain any material deemed to be inappropriate or harmful to minors as defined by CIPA [Pub.L.No.106-554 and 47 USC 254(h)].

Nashoba Regional School District includes in its curriculum Internet safety. The curriculum includes teaching students about appropriate and safe online behavior, including intellectual property, personal safety, and cyber-bullying awareness and response. To the extent practical, staff supervises and monitors appropriate usage of the online computer network and access to the Internet in accordance with this policy.

The district takes cyber-bullying seriously and appropriate action will be taken to protect students and staff from any form of cyber-bullying. Cyber-bullying is bullying through the use of technology or any electronic means, and includes the distribution of electronic communications or the posting of electronic material that may be accessed by one or more persons.

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

- causing physical or emotional harm to the other student or damage to his or her property;
- placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;
- creating a hostile environment at school for the bullied student;
- infringing on the rights of the other student at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

Ethical participation in academic interactive web resources and electronic forms of communication is expected of all students and staff. Any text, voice or image that is considered inappropriate in the classroom is also inappropriate in all uses of interactive web resources and any electronic communications. This includes, but is not limited to, profanity, racist, sexist or other threatening or discriminatory remarks. Students should promptly inform a staff member if any messages received or material reviewed is inappropriate.

All personal or school-owned technology and electronic devices shall be monitored. All technology and electronic devices should be used primarily for academic purposes during official school hours. Use of the network, technology and electronic devices shall be permitted only upon submission of signed agreement forms by both parents/guardians and students. Some networks may require an additional agreement by users; i.e. outlining standards for behavior and communication. User accounts shall be limited, suspended, or revoked if these resources are misused.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Unauthorized access, including so-called "hacking" and other unlawful activities by minors online
5. Trespassing in others' electronic files or plagiarising others' work as their own
6. Violating copyright laws
7. Revealing identifying information such as first and last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs, unless approved by a teacher for the purpose of meeting course requirements.
8. Unauthorized disclosure, use, and dissemination of person identification information regarding minors
9. Sharing a password or using others' accounts and passwords
10. Intentionally wasting limited resources (i.e. excessive printing, downloading or online streaming)
11. Employing the network for commercial or other non-academic purpose
12. Damaging computers, computer systems or computer networks

Ref: E-Rate Primer Central, 2009  
Children's Internet Protection Act (CIPA)  
M.G.L.; Chapter 71, Section 370

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

## Title I Parent Involvement Policy



The Mary Rowlandson Elementary School and the Luther Burbank Middle School Title I Programs will strive to enhance and encourage parental involvement by accomplishing the following:

An annual meeting for parents will take place at each school to describe the Title I Programs.

These meetings may include:

- Introduction of staff and a description of their roles
- A description of Title I and how it is funded
- An explanation of the referral process used
- Testing instruments used
- An explanation of the Parent/School Compact
- A question and answer period
- An introduction and review of the Parental Involvement Policy
- An explanation of any assessment results

Other Parent Rights include the following:

- A description and explanation of the curriculum frameworks used and the levels students are expected to achieve
- Opportunities for regular meetings related to the education of their children
- Timely responses to suggestions made by parents, staff, and community members
- Information on the rights of parents to request information regarding the qualifications of their child's teachers
- Title I will provide parent training sessions during the school year that will inform parents about how best to help their children to succeed in school. A flexible amount of meetings and activities will be offered to parents to formulate suggestions, share experiences with other parents, and participate, as appropriate, in decisions relating to the education of their children.
- Parents will be provided with up-to-date information from sources such as the Massachusetts Title I Dissemination Project and the Department of Education that will inform and instruct them regarding ways they can help their children achieve and succeed in school. This information will be provided in an easy to understand format and will be provided in other languages when requested.
- The Title I Coordinator will be a member of each building's School Council and will coordinate the parental involvement activities of Title I with other programs in the school(s) where appropriate.
- When a child qualifies for Title I services, a Parent/School Compact will be sent to the parents of each child. This compact describes the commitment and partnership between school and home and how they can work together to help the child to succeed.
- Parents will be involved in formulating and participating in an annual evaluation of content and effectiveness of the parent involvement policy. This policy will be distributed by one of the following methods: sending the policy home with students and having parents acknowledge receipt, giving policy to teachers for distribution at parent/teacher conferences, distributing the policy at school registration, and/or providing copies of the policy to the Parent/guardian Teacher Organization (PTO).

## **Acknowledgements**

This Handbook attempts to define, more clearly, selected policies, procedures, and expectations for the Mary Rowlandson Elementary School. Throughout the school year, comments and suggestions from students, staff, parents, and the community are encouraged and can be forwarded to the school principal or to the Mary Rowlandson Elementary School Council for consideration.