

**Henry P. Clough School Mendon,
Massachusetts (508)634-1580**
www.mursd.org

Parent and Student Handbook

2021—2022

One team, one goal, no limits!

MENDON—UPTON REGIONAL SCHOOL



HENRY P. CLOUGH SCHOOL

Parent and Student Handbook



H.P. Clough School Mission Statement

We at Henry P. Clough Elementary School are committed to working collaboratively with students, parents and the community to create a trusting and caring environment where excellence is achieved through high quality, research based instruction that is focused on the unique needs of each child. Exemplary teaching and a high quality curriculum equip our students with the skills to create solutions for a rapidly changing, technologically rich and culturally diverse world.

The Mendon-Upton Regional School District, in accordance with federal laws and The Massachusetts Department of Education, an affirmative action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex or sexual orientation. Inquiries regarding the District's compliance with Title IX and other civil rights laws may be directed to U.S. Department of Education, Office for Civil Rights, 33 Arch Street, Boston, MA 02110, Phone: (617) 289-0111.



This handbook outlines procedures and information for a regular school year. There may be changes to procedures and guidelines. If you have any questions regarding any of the information in this handbook, please contact the school office.

Please click on any of the documents below:

[MURSD District COVID-19 Protocols Fall 2021](#)

[MURSD District FAQs Fall 2021](#)

[Clough Safety Protocols Fall 2021](#)

MURSD District COVID

Saved to Drive

Share

File

This version of Safari is no longer supported. Please upgrade to a [supported browser](#). [Dismiss](#)

Sign in

Dear Parents/Guardian,

Welcome to the Henry P. Clough School. The relationship between the school and the home is an important one. Much of the success a child achieves in school is directly related to what he/she has learned and achieved in the early years as well as the positive and mutually supportive relationship that exists among parents, teachers, the home and the school.

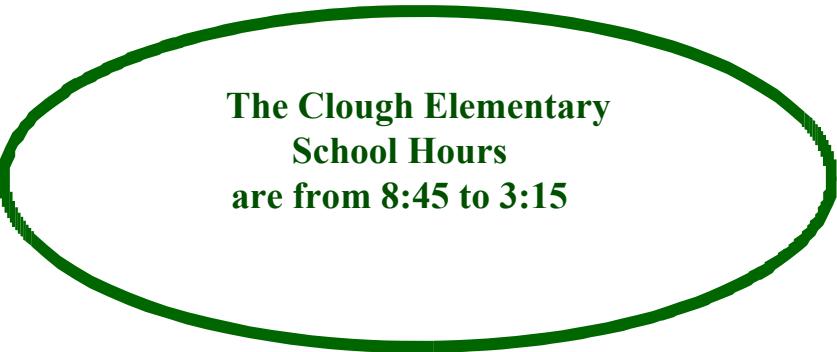
Children are educated every day from birth through all they do, see, hear, and experience. It is our shared responsibility as teachers, parents, community members, and school personnel to lead children to be respectful of themselves, others, and the world in which they live. Included in this responsibility is to foster the value of the learning process both as an individual and in helping others to learn.

This handbook is designed as a communication tool to increase understanding between the home and the school to better serve and teach our children. It provides answers to those questions most frequently asked by parents. Please refer to it from time to time in order to become thoroughly familiar with its content. If answers to questions cannot be found in the handbook, the school district's teachers and administration will try to assist you. New policies or additions to the manual may be sent home from time to time. Your comments and questions are always appreciated, as we at the Henry P. Clough School strive to improve the ways in which we serve our children and community.

Sincerely,

Janice Gallagher

Janice Gallagher, Principal



The Clough Elementary
School Hours
are from 8:45 to 3:15

TABLE OF CONTENTS

Clough School Mission Statement Vision	Inside Front Cover
Statement/Strategic Goals	1
Core Values	2
Administrative Personnel Services	3
Instructional Programs	4
Field Trips	5
Additional Programs	6
Spanish Immersion Program	7
Before/After School Program Guidelines for Internet Use	7
Contract Regarding the Use of the Internet	8
Internet School Operations	11
School Hours	12
Early Dismissals	12
Emergencies/Emergency Dismissal Form	12
Face Covering Policy	13
Civil Rights	14
Discipline Code	14
School Accident Insurance	14
Bullying/Second Step Program	14
Suspension	15
Special Needs Suspension	15
Sexual Harassment Policy	16
Title IX/Chapter 622 Coordinator	16
Due Process	20
Hazing	21
Corporal Punishment	21
Asbestos Management Plan	21
Firearms and other Weapons	21
Policy on Non-Discrimination	22
Your (Student) Record Regulations	23
Homework Policy	23
Inclement Weather	23
New Communication System for Parents	24
School Safety Drill	24
Fire Drills	24
Lock Down Drills/ALICE	24
Volunteers	25
Attendance	26

Transfers and Withdrawals	26
Lost and Found	26
Student Behavior in School	27
School Health Program	30
Emergency Cards	30
Ear and Eye Exams	30
Requirements for School Entry	31
School Health Requirements	31
Communicable Diseases Policy	33
Medication	34
Administration of Medication Form	35
Student Behavior on School Bus Policy	36
Bus Switching	36
Animals on the Bus	36
General Arrival and Dismissal Procedures	37
Before Guidelines for Walkers and Car Riders	37
Parent-School Communication	38
Student Dismissals	38
Communication Chain	39
Progress Reports & Conferences	39
Inspection of Records	39
School Visitations	39
School Lunch and Recess	40
Vending Machines	40
School Lunch Procedures	40
Friendship's Rule	42
School Calendar	44
FAQ	45



Butterfly In The Wind

A child is.....

A butterfly in the wind,

Some can fly higher than others;

but each one flies the best it can.

Why compare one against the other?

Each one is different!

Each one is special!

Each one is beautiful!



The Mendon-Upton Regional School District will model regional school community known for excellence, innovation and continuous improvement.

- Engaging the Community as Partners in Learning
- Supporting Social Emotional Learning
- Redefining and Re imagining School
- Aligning Practices to the MURSD Beliefs about Learning



OUR DISTRICT CORE VALUES

Our Students' success results from:

- Collaboration between students, educators, parents, and the community
- Communication of high expectations and shared accountability
- Exemplary teaching and actively engaged learning
- Fostering a safe environment of mutual respect and pride in achievement
- Recruitment, development, and retention of high quality faculty and staff members
- Focus on the future where our students acquire essential skills needed for college and career

ADMINISTRATIVE PERSONNEL SERVICES

MENDON - UPTON REGIONAL SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

150 North Ave.

Mendon, Massachusetts 01756

(508) 634 -1585

DISTRICT SCHOOLS

Nipmuc Regional Middle /High School (508) 529-2130

Miscoe Hill Middle School (508) 634-1590

Clough Elementary School (508) 634-1580

Memorial Elementary School (508) 529-1020

MURSD SCHOOL COMMITTEE

Mendon

Kerry Laurence, Chairperson

508-381-0752

Sean Nicholson

508-422-9825

Erick Brown

508-473-9394

Upton

Philip De Zutter, Vice Chairperson

508-634-2633

Vicki Ludwigson

508-529-6417

Dorothy Scally

617-721-7350

CENTRAL OFFICE

Dr. Maureen Cohen, Ed. D., Interim Superintendent, Jennifer D'Angelo, Student Support Director,
Jay Byer, Operations and Finance Director

BUILDING ADMINISTRATOR

Janice Gallagher, Principal– Henry P. Clough School

PARENT TEACHER ORGANIZATION

Clough has a wonderful PTO, they are always looking for volunteers, please refer to their weebly page <https://cloughpto.weebly.com/> for more information.

SCHOOL COUNCIL

School Council members for the 2021-2022 school year are:

Staff:

Janice Gallagher, Principal

Melissa Leone

Lauren St. Pierre

Parents:

TBD

Community Representative:

Emily Niss

INSTRUCTIONAL PROGRAMS

Mendon-Upton offers a comprehensive and challenging program of instruction to its students in the major academic and support areas. A sequential approach to the development of skills, concepts, and problem solving capacity is emphasized through the use of a basic text or team developed materials in Language Arts, Mathematics, Science and Social Studies. Supplemental and enrichment material and activities are provided as appropriate to meet the needs of each child. All areas are aligned with Common Core Standards adopted by Department of Education.

LANGUAGE ARTS: Emphasizes listening, speaking, reading, writing (communication, handwriting), and library skills. Basic text book series: **Wonders Literacy Program.**

MATHEMATICS: Develop a deep understanding of mathematical concepts, build proficiency with key skills and develop the ability to solve complex problems. The mathematical instruction blends direct instruction, active mathematical investigations, discourse, collaboration and exploration through inquiry. Students construct meaning, and make sense of mathematical concepts, as they actively engage in learning. Students use various models, and manipulatives to build skills, make sense of mathematical concepts and solve problems as they build confidence in their mathematical abilities and problem solving capabilities. Program: **Bridges**

STMath is a visual supplemental instructional program aligned to the standards that moves students away from digitized math drills to creative problem solving to help students develop a love of problem solving, improve mathematical abilities, build confidence and become active problem solvers in order to reach math proficiency and beyond.

SCIENCE: **Mystery Science** is a science program that teaches children how to observe phenomena in the world, ask questions about what they see, and figure out answers to those questions. As a curriculum it is aligned to Next Generation Science Standards, and lessons are designed to provide high engagement for students.

SOCIAL STUDIES: Addresses development of concepts and skills to aid children in better understanding and living in their community – the neighborhood, school, town, state and world.

MUSIC: Emphasizes a developmental program of appropriate musical skills. This includes, but isn't limited to, music history, notation, singing skills, and basic instrumental technique and identification.

ART: Provides opportunities for children to create art in a variety of ways, to learn about the elements and the principles of art, the history of art and architecture, the connections of art to other disciplines, the role of art in the community and to understand and use the vocabulary of art to talk about their own art and the art of their peers, as well as famous artists. These opportunities will be aligned with the Massachusetts Frame- works and will be developmentally appropriate.



ADDITIONAL PROGRAMS



PHYSICAL AND HEALTH EDUCATION:

Affords instruction in a variety of activities and games appropriate to each age level guiding the children toward the attainment of psycho motor skills. Good health and safety are emphasized as part of the ongoing program. Students are required to participate in regular physical education classes unless excused by a physician's note. Sneakers are required in order to participate in physical education classes.



MEDIA CENTER/LIBRARY:

Provides the opportunity for children to become familiar with the organizational and research skills of the library. This knowledge will enable children to become aware of the wealth of various print materials that can stimulate their individual interests and assist in research. Children are scheduled to visit the library once a week. Each child is responsible for the care of his/her borrowed book and its prompt return on scheduled library day.



TECHNOLOGY:

Encourages literacy in and utilization of technology to enhance learning. Students develop competencies as outlined in state and national standards, with an emphasis on utilizing technology to problem solve, research and communicate more effectively.

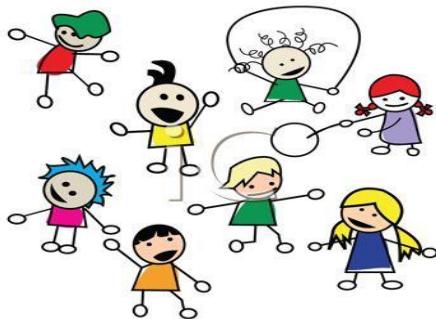


Field Trips : Field trips are considered educational experiences and are regarded as regular school days. Information slips will be sent home prior to the trip. It is the student's responsibility to return the signed slip prior to the trip. No student may go on a field trip without written parental permission. Those students not participating in the field trip will engage in appropriate activities within the school. If attending a field trip places a financial burden on your family, please inform your child's teacher and we will assist you.

Before and After School Programs

The Before school program is offered at Miscoe to all students from K– 6. There is busing for children to Clough. The program opens at 7:00A.M. They are located across from the playground. They are closed on snow delays. Parents may provide a breakfast.

The After School Program provides after school enrichment, which runs from 3:00 until 6:00 every day at Miscoe Hill School. It runs from 11:30 until 6:00 on half days. The program follows a set schedule throughout the afternoon. When they first come in, the children check in. Then at 3:00 the students enjoy a snack. Snack time runs until approximately 3:30 when they are brought outside for recess. At 4:10 they all split up into four different areas. The After School Room has a daily craft and other small choices in which children can participate. Another option is geared for the younger students with free play, dancing or even Tae Bo. They may utilize the computer room, the Gym or go outside to enjoy a variety of games and activities. At 5:00 the children have a mandatory quiet time where they have to do their homework or other academic activities until their parents come to pick them up. All children must be picked up by 6:00. Additional information is on the district website, www.mursd.org, under childcare. Added information can be found on the school district website under childcare.



Spanish Immersion Program

The Spanish Immersion Program begins in Kindergarten where students are fully immersed in the Spanish language for all academics. Applicants are selected by lottery in the Spring if there are more applicants than openings available. Currently, Kindergarten and Fourth Grade are at Clough. A combined Mendon/Upton Spanish Immersion Program for Kindergarten through Fourth Grade is at Memorial Elementary School in Upton.



Acceptable Use Policy I-JNDB

MENDON-UPTON REGIONAL SCHOOL DISTRICT

The Mendon-Upton Regional School District (MURSD) offers Internet access at each school. The sole purpose of this Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of MURSD's Internet access (like all other uses of MURSD's computer facilities) must be in support of and consistent with our educational objectives. All students who use MURSD's Internet access are expected to read these guidelines and/or to take part in a discussion of the guidelines with a teacher. Adherence to the guidelines is a condition for a student's privilege of Internet access.



The Internet

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet, because of its enormous size and resources, the Internet's educational potential is boundless. Also, because of its broad reach, however, the Internet also contains the potential for abuse. These guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

MURSD 1:1 Learning Program

Overview

The Mendon-Upton 1:1 Learning program ensures that all students use technology to communicate, collaborate, and innovate in their learning. We teach students to use technology responsibly and meaningfully, providing them with a competitive advantage for the challenges of the 21st century. Integrating technology into exemplary teaching and a high-quality curriculum ensures our students leave Mendon-Upton with the skills to create solutions for a rapidly changing, technologically rich, and culturally diverse world.

MURSD offers all students the opportunity to receive a district-issued iPad to meet these goals. The district assigns PreK -4 students an iPad that will stay in their classroom.

Students in Grades 5 - 12 can opt to receive a MURSD-issued iPad or bring one from home. All home-issued iPads must be a 6th generation or newer or an iPad Pro from home. We will ask students who bring devices from home to place their MURSD-issued Apple ID on the device while in school. Additionally, we ask all students using personal devices to install our Self Service app catalog to access MURSD-issued applications.

MURSD-issued iPad Terms of Use

MURSD issued devices are considered school equipment and subject to the same loaning guidelines as other school resources (eg. textbooks). Thus, students and their families are responsible for any repairs needed to the iPad due to any physical damage to the unit. Students and their families are also responsible for the total replacement costs of the iPad in the event of theft or other disappearance. Additionally, students are responsible for returning all iPad charging cords, charging bricks, and cases during annual collections. A member of the technology team will review student submissions and invoice the family if there are any missing, incorrect, or damaged items during collection.

Repair & Replacement Process

If a device is damaged or lost, the student should visit the school's help desk or email helpdesk@mursd.org to report the issue.

If the device is uninsured, a technology team member will issue your child a replacement device and send the broken iPad to Apple for repair and recirculation. We will send home an invoice of \$249, which is our repair costs from Apple. We understand that this unexpected expense can strain family budgets. The district will work with families to develop payment plans when needed.

If the device is insured, we will provide the student with a temporary loaner device and send the broken iPad home. A family member should contact Securrany via the web or by phone to start the claim process and then ship out the device for repair as directed by the insurance company.

Insurance Information

To protect these devices from damage or theft, we recommend that families consider third-party options for an extended warranty or insurance coverage. Families can find more information here <https://www.securrany.com/MURSD-Warranty> .

Please note MURSD does NOT have an insurance policy on school-issued devices.

Acknowledgments

In summation, by signing the 1:1 Learning enrollment form or a MURSD student handbook form, you acknowledge:

- You have reviewed the MURSD Acceptable Use Policy and agree to the terms of the document.
- As part of the program, your student will have the following accounts set up: a Managed Apple ID and Google Apps for Education (mursd.org).
- You are responsible for any repairs needed to the iPad in the event of any physical damage to the unit.
- You will complete the repairs through the MURSD help desk system or the pre-approved insurance program and not an alternative vendor.
- Uninsured repairs through Apple typically cost \$250
- You are responsible for total replacement costs to the iPad in the event of theft or other disappearance.
- If your student leaves the school district, the iPad and any accessories (case, charger, etc.) must be returned to the district in reasonable condition, or you must provide the full replacement cost of the device and/or accessories.

Administrators' Access to Student Files

All student e-mail files and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student e-mail and Internet files and records to law enforcement authorities. Students should not assume that uses of the MURSD Internet access will be private.

Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. The MURSD cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met on-line without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.



System Security and Resource Limits

Students are expected to follow procedures and guidelines that are issued in order to ensure the security of the MURSD Public School computer system and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.

Network Etiquette

Students are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

Unacceptable Uses

The following uses of the MURSD Internet access are unacceptable:

1. Posting private or personal information about another person.
2. Attempting to log in through another person's e-mail account or to access another person's files.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
5. Engaging in sexual harassment. The MURSD Sexual Harassment Policy, which is included in the individual schools' handbooks, is applicable to Internet conduct.
6. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, incite hatred, intimidate, or harass any other person; or that violate any other laws.
7. Plagiarism. "Plagiarism" means the taking of material created by others and presenting it as if it were one's own. Policy on Plagiarism/cheating, is applicable to students' use of the Internet.
8. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.
9. Participating in commercial activities that are not directly related to the educational purposes of the MURSD.

Disclaimer of Liability

The MURSD disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

Changes in the Guidelines

The MURSD reserves the right to change these Guidelines at any time.

Inclusion Statement

May it be stated that the above guidelines apply to *all individuals* accessing the computer network. In addition to students, these users include all members of the faculty, staff, and volunteers. Because the privileges provided by the network encompass a wide circle of users, it is important that each individual realizes and respects the regulations.

SCHOOL OPERATIONS

ENTRANCE INTO THE SCHOOL

For security purposes, all exterior doors will be locked until 8:45AM and will be locked again after student arrival until 3:30PM. Part of keeping track of visitors entering the HP Clough is knowing who is in our building at all times, and the Raptor Security System will allow us to do that. The Raptor System allows us to better screen visitors, contractors, and volunteers in our schools and provide them with printed identification. Upon entering HP Clough, visitors will need to present an ID such as a Driver's License. If a parent or guardian for any reason does not have a U.S. government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor System. The Raptor System checks the visitor's name and date of birth for comparison with a national database of registered sexual offenders. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once the entry is approved, the Raptor System will issue a badge that identifies the visitor, the date, and the purpose for his/her visit. A visitor's badge will not be necessary for those who visit our school simply to drop off an item in the office or pick up paperwork. All visitors must check out in the office before exiting the school.

Arrival/Dismissal

Parent Drop Off and Pick Up

Parents will use the North Street entrance to loop around the school. Parents will remain in their cars, in a looping line, for both drop-off and pick-up. Please see this video for an aerial view demonstrating the process for Kindergarten through Grade 4. Here is the video for Pre- K drop off and pick up. When picking up your child, parents need to display their child or children's first and last name and grade in the passenger side window of their car in dark marker. Drive slowly by the outdoor classroom so a staff member on duty can read the names of your child(ren). The staff member on duty will walkie-talkie so your child can be brought out to your car at the designated pick up spot around the front of the building. No additional pickups will be allowed without prior permission established at the beginning of the school day. This means a note must be sent in with the student or a phone call to the front office first thing in the morning so it can be confirmed any pick up of another student has been approved by all parties involved. Please be sure to add the child's first and last name, and grade along with your child's information.

Bus Arrival and Dismissal

We will unload one bus at a time in the front of the building, upon arrival students will depart their bus. Students will proceed directly to their classrooms and not congregate in any location of the school building.

School staff will facilitate the disembarking of buses to ensure that there is no congregation of students at entrance points, school foyers, or common areas.

At dismissal time, one bus will be called and loaded at a time.

EARLY DISMISSALS

Mendon-Upton Elementary School students will be dismissed early from school on certain days during the school year. On these days, the staff is engaged in curriculum planning and program improvement activities. Dismissal on these days will occur at 12:05 PM. Lunches will not be served. Afternoon Pre-School is canceled on these days.

- a. Occasionally during the school year, it may be necessary to dismiss school early because of extraordinary conditions, such as dangerous road conditions due to ice or heavy snow. The decision to dismiss school is not made lightly. We realize that parents may not be home if their children arrive earlier than expected. Several safeguards will help to ensure that your child arrives home safely and is met by you or a person you have designated.
- b. When weather conditions are threatening, listen to local radio stations or local access TV for news of early release.
- c. Discuss emergency procedures with your child. Let your youngster know where he/she is expected to go if no one is home. This will include early dismissal due to building problems or inclement weather.
- d. Our teachers will discuss the procedures with the students and ask them to describe the arrangements you have made with them. If you make arrangements carefully with your child and encourage feedback from him/her when plans are being made, anxiety levels will be reduced.

The number of calls we can make is extremely limited due to the often brief time available before such dismissals as well as cases when weather may disrupt our telephone service.

EMERGENCIES

If it should become necessary to cancel school, make sure your child knows where he/she can go in the event you are not home. This will include early dismissal due to inclement weather or building conditions. An emergency form is needed for every student. These cards are sent home on the first day of school. PLEASE MAKE US AWARE (in writing) OF CHANGES OF ADDRESS, EMERGENCY PERSONS TO CONTACT, ETC. AS THEY OCCUR THROUGHOUT THE YEAR. WE MUST BE ABLE TO CONTACT THE DESIGNATED ADULT IF AN EMERGENCY ARISES.

DRESS

Although there is no formal dress code in the school district, the administration advises parents to please be aware of the activities that children participate in during the school day. Shoes are especially important to safety. Flip flops should not be worn to school, as they are unsafe on stairs and on the playground. Students will not be allowed to wear the following: half shirts, tank tops, mesh clothing, short shorts, and revealing clothing. The wearing of a hat in the school building is not allowed, except when we have a specific spirit day. Clothing which depicts or advertises tobacco products or alcoholic beverages are prohibited. Obscene or provocative clothing in any form, including logos, will not be allowed. Improperly dressed students may be sent home to change. When a particular form of deficiency in grooming, appearance or dress is deemed to offend reasonable standards of health, safety, and morality, or likely to disrupt the teaching/ learning process, parents will be called.

Please take note of your child's attire and help us enforce these guidelines. When a student is appropriately dressed, his/her attitude is much more in tune with the goals of the school.

EBCFA - FACE COVERINGS

The Mendon-Upton Regional School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed. Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- in incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances. A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

As stated in the Massachusetts Anti-bullying legislation, "Bullying means the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of: (i) causing physical or emotional harm to the other student or damage to the other student's property; (ii) placing the other student in reasonable fear of harm to himself or of damage to his/her property; (iii) creating a hostile environment at school for the other student; (iv) infringing on the rights of the other student at school; or (v) materially and substantially disrupting the education process or the orderly operation of a school."

Clough Elementary is committed to providing a safe learning environment for our students. Any bullying behavior that **occurs or creates** an unsafe environment in our schools, during any school-related activity, function or program, or during school-related transportation is prohibited. This includes bullying behavior that occurs during non-school related events or technology, which creates a hostile environment at school or disrupts the educational process.

All reports of bullying behavior will be subject to investigation, intervention, response, and reporting by the Mendon-Upton Regional schools. Students, staff and parents are also subject to adherence to our overall District policy. Education for faculty, staff, students and parents will be available throughout the year via curriculum implementation, newsletters, presentations, etc.

Second Step

The Second Step Violence Prevention Curriculum is taught in Grades K-4. The Second Step Program is research-based. It has been shown to reduce discipline referrals, improve school climate by building feelings of inclusiveness and respect, and increase the sense of confidence and responsibility in students. The Second Step Program integrates academics with social and emotional learning. Students in Kindergarten through Grade 4 learn and practice vital social skills, such as empathy, emotion management, problem solving, and cooperation. These essential life skills help students in the classroom, on the playground, and at home.

Second Step Bully Prevention Program

The Bully Prevention Program is a researched – based program for grades 3-4 that addresses bullying in a whole-school effort in creating a safe and respectful learning environment. The lessons teach students to recognize, report, and refuse bullying and to foster a climate of safety and respect for all.

SUSPENSION

In the court case of *Goss v. Lopez*, the United States Supreme Court held that before a student is temporarily suspended from public school for ten days or less, the student has the constitutional right to receive:

- a. oral or written notice of the charges against him/her;
- b. an explanation of the evidence against him/her; and
- c. the opportunity to present his/her side of the story to an impartial decision-maker (who may be a school administrator).

Notice of the suspension and the hearing will occur before the student may be asked to leave school, except when a student presents an immediate threat to school officials, other students, or him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but must be held within a reasonable period of time.

Students will be told the length of the suspension when it is initiated.

Suspensions may be issued by an administrator for a period of one to ten days. Students will be notified of the reason for suspension. A discussion will be held between the administrator and the student with the opportunity to tell his/her side of the story. Every effort will be made to telephone and email to inform the parent of the suspension. An email will be mailed to the parent.

Each suspension will require conference with student, parent and administrator conference prior to reinstatement. Students will be responsible for class work missed during suspension. A student suspended for more than five separate instances during the year will have his/ her disciplinary record forwarded to the Superintendent by the building principal for the purpose of expulsion consideration and/or an administrative conference.

ACTION THAT MAY LEAD TO SUSPENSION OR EXPULSION FROM SCHOOL

Suspension/expulsion at Clough Elementary School may occur when a student intimidates, hurts or makes others feel badly to such an extent that it violates the civil rights of the other students, or is a danger to their safety. This includes but is not limited to the violation of any state or federal law, school committee policy, or rules and policies stated in this handbook. Each incident will be considered individually according to the number of offenses, type, and seriousness of the offense. The procedural requirements of due process as defined in this handbook will be followed for suspension/expulsion.

INSUBORDINATION, DISRESPECTFUL AND/OR DISRUPTIVE BEHAVIOR

Students must show proper respect for and deference to the legitimate requests of all members of the school staff. Not to do so would be considered insubordinate (failing to submit to authority) and would be punishable. Repeated insubordination will result in more severe discipline.

Disrespectful behavior in the form of obscene language or gesture will be subject to discipline, or even exclusion. If it is directed at an adult, it may result in an out-of-school suspension. Disruptive behavior in the classroom or elsewhere will likewise be subject to discipline.

Student Suspension - Special Needs

NO STUDENT WITH SPECIAL NEEDS IS TO BE SUSPENDED FOR MORE THAN TEN CUMULATIVE DAYS IN A SCHOOL YEAR EXCEPT AS PROVIDED IN THIS POLICY.

When it is suspected that the suspension of a student with special needs will accumulate to ten days in a school year a TEAM shall be convened to review the Individual Education Plan (IEP) and the student's progress under that IEP. The review TEAM will determine whether the student's misconduct is related to the student's identified need for special education or results from an inappropriate program / placement or an IEP that was not fully implemented.

MENDON-UPTON REGIONAL SCHOOL DISTRICT POLICY

Title: Sexual Harassment

Policy A-CAB

I. Introduction

The Mendon-Upton Regional Schools strive to meet the intellectual, emotional, cultural, physical and social needs of the entire school community. Students are encouraged to develop to their maximum potential and to acquire the skills necessary to become mature, responsible and productive citizens. Faculty and staff members work in a professional environment to help students fulfill these goals. Sexual harassment is a destructive behavior which interferes with the educational process and therefore will not be tolerated.

All persons associated with Mendon-Upton School District including, but not limited to the committee, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

The Mendon-Upton Regional School Committee takes allegations of sexual harassment seriously, and will respond promptly to complaints of sexual harassment. When it is determined that such inappropriate conduct has occurred, we will take steps as quickly as possible to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. This includes behaviour to increase promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness.

Title: Sexual Harassment

Policy A-CAB

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperation in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

III. Process

- Complaints of Sexual Harassment:

Complaints may be filed by a student, employee, administrator and/or applicant who believes that his/her rights as outlined in the harassment policy have been violated. Complaints may be filed with the Building Principal or an employee's immediate supervisor (which may be the principal), the Title IX/Chapter 622 Coordinator of the district, or with the Superintendent of Schools.

An informal oral complaint may be filed with the individuals noted above and should be filed within ten (10) days of the event. A formal written statement of the complaint should be filed, if the applicant intends to do so, with the above noted individuals within a reasonable time after the event, not to exceed 45 days.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which is otherwise subject to corrective action and discipline, regardless of whether that conduct satisfies the definition of sexual harassment.

Title: Sexual Harassment

Policy A-CAB

II. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this:

“sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance or educational performance by creating an intimidating, hostile, humiliating or sexually offensive environment;

(b) submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development; or,

(c) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or educational progress or as a basis for employment or as a basis for employment decisions.

Under these definitions direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews and salary.

Title: Sexual Harassment

Policy: A-04

A. Investigation of Sexual Harassment

The Title IX/Chapter 622 Coordinator shall conduct an investigation which shall be reported to the Superintendent of Schools. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

Such investigation may consist of, but not limited to the following actions:

1. Interview(s) with the individual filing complaint.
2. Interview(s) with the subject of the complaint.
3. Interview(s) with other employees/students or witnesses.
4. Interview(s) with other individuals at the discretion of the Title IX /Chapter 622 Coordinator.
5. Review of pertinent records.

Within a reasonable time after the receipt of the complaint, the Coordinator shall inform both parties of the disposition of the investigation.

If the Coordinator determines that the allegations are not credible, the matter shall be closed. The Coordinator shall keep the documents, notes and other material from the investigation as a record. The purpose of retaining this record is to enable the Mendon-Upton School District to document that an appropriate investigation was undertaken.

If the Coordinator determines that the allegations, or any part of the allegations, are credible, this fact should be reported to the Superintendent of Schools for appropriate action.

If either party is not satisfied with the response, he/she may submit a written appeal to the Superintendent of Schools. The appeal would contain the specific reason for the dissatisfaction with the response. The nature of the complaint, the parties involved, and the relief sought should also be delineated in the appeal. The Superintendent will consider the appeal and respond to the complaint after the receipt of the appeal.

Title: Sexual Harassment

Policy: A-CAB

B. Disciplinary Action

Any employee or student found to have engaged in any form of harassment will be subject to disciplinary action. Steps will be taken to end the harassment and ensure that it is not repeated. Steps the District may take include, among others, counseling, warnings, transfers, suspension, probation, and discharge.

Title IX /Chapter 622 Coordinator

**Jennifer D'Angelo Student Support Services
150 North Avenue
P.O. Box 5 Mendon, MA 01756
(508) 634-1581**

IV. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC 0 180 days; MCAD—6 months).

1. The United States Equal Employment Opportunity Commission (“EEOC”)
10 Congress Street– 10th Floor Boston, MA 02114
(617) 565-3200
 2. The Massachusetts Commission Against Discrimination (“MCAD”)
Boston Office:
One Ashburton Place-Room 601 Boston, MA 02114
(617) 727-3990
- Springfield Office: 424 Dwight Street-Room 220
Springfield, MA 01103
(413) 739-2145

LEGAL REFS.: Title vii, section 703, Civil Rights Act of 1964 as amended 45 Federal Regulation 74676 issued by EEO Commission Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR 26:00

DUE PROCESS REQUIREMENTS

The following due process rights apply to all students in accordance with guidelines issued by the Massachusetts Department of Education and required by CH.71, S37H.MGL

1. Prior to suspension from School Transportation Services or from school for up to ten (10) school days, or assignment to Detention Hall a student shall be given:
 - A. An oral or written notice of the charges
 - B. An explanation of the evidence against him/her
 - C. A stated opportunity to present his/her side of the story.
2. A student with an Individual Education Plan, who accumulates more than ten (10) days suspension from school or transportation services in a school year, shall have his/her Individual Education Plan reviewed as provided by Chapter 766.
3. A student who is suspended for more than ten (10) school days or who may be subject to expulsion by the School Committee or the building principal shall:
 - A. Receive written notice of the charges.
 - B. Have the right to be represented by legal counsel, at the student's expense, at a formal hearing.
 - C. Have adequate time to prepare for the hearing.
 - D. Have the right to question witnesses.
 - E. Receive a prompt written decision with the reasons for the decision.
4. In all instances, notice of the suspension and the hearing must occur before the student may be asked to leave school, except when a student presents an immediate threat to school officials, other students, staff, him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but must be held in a reasonable period of time.

HAZING

Policy J-ICFA

Massachusetts Law 536 prohibits the practice of hazing. Hazing is defined as: "...an act that endangers the health (physical or mental) of a student as part of an initiation procedure of any kind". Any act of hazing would be punishable by suspension from school.

CORPORAL PUNISHMENT

Corporal punishment in public schools is illegal in Massachusetts. School staff may not hit, spank or physically punish students. School staff members may, however, use reasonable force if necessary to protect students, other persons or themselves from an assault by a student.

Asbestos Management Plan

A copy of the AHERA management plan for Clough Elementary School is available for review in the Superintendent's Office and the school office during regular school hours. Any inquiries regarding asbestos containing materials in our schools should be directed to our AHERA Designated Person, Jay Byer jbyer@mursd.org or Ken Choiniere kchoiniere@mursd.org, who can be reached at Superintendent's Office (508) 634-1585 with any questions.

FIREARMS AND OTHER WEAPONS

Violation of the firearms law, may result not only in civil action but also a lengthy out of school suspension. Any student who is in possession of any weapon or device, which could be injurious to others, is subject to suspension. For purposes of this rule, “weapon” or “device” is defined as any object, which is intended to or could very possibly inflict bodily harm.

Section 37 of the Massachusetts General Laws, requires school personnel to report incidents involving a student’s possession of a dangerous weapon on school premises. Reports are to be transmitted to the local police and Department of Social Services and students involved shall be referred to counseling.

- A. 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 37, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- B. Any student who assaults a principal, dean of students, teacher, teacher's aide, or other educational staff member on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- C. Any student who is charged with a violation of either paragraph (a) or (b) 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 witness at said hearing before the principal.
- D. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his/her reason for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.
- E. 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/her 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.

Policy on Non Discrimination – AC

All issues relating to discrimination should be addressed to: Jennifer D'Angelo, Director of Student Support, Title VI, Title IX, S.504, Miscoe Hill Regional Middle School, Mendon, MA 01756, Telephone (508) 634-1585.

“No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, rights, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.” (Chapter 76, Section 5 of General Laws)

Your Student Records Regulations

Your school records include all the information about you as an individual that the school system keeps, regardless of where or how it is kept (except for certain personal notes which teacher, counselors etc. do not share with anyone else). It is made up of your "transcript" (name, address, courses taken, credits, and grades) and the "temporary record" (everything else, including progress reports, tests scores, class rank, extracurricular activities, etc.). Temporary records should contain only information which is accurate and which concerns you educationally.

If you are fourteen (14) years of age or older or if you are in the ninth grade or above, you and your parents have the right to see all of your records. If you are neither fourteen nor yet in the ninth grade, only your parents have this right. You must give a forty-eight hour written notice to see your records, and a qualified school professional will explain to you any items they contain.

The school system must keep your transcript for at least 6 years after you have left the school system. Everything else (the temporary record) must be destroyed within five years after you leave the system. The principal may also destroy records while you are still in the school if the information is misleading, outdated or irrelevant. Before any records are destroyed, you/your parent(s) must be given notice and an opportunity to get a copy.

You/your parent(s) can add any relevant written material to your record which you choose. The records regulations also provide an appeals process you may use when you/your parent(s) feel that improper action has been taken concerning your records. This includes situations where you/your parent(s) feel that certain information in your record is inaccurate, misleading, or irrelevant and you want it resolved. This appeals process begins with notifying the principal in writing or requesting a conference. Within one week of this notification or conference, the principal shall make a decision in writing. If you/your parent(s) are not satisfied, you may appeal, first to the superintendent and then to the school committee.

HOMEWORK POLICY -

Purpose

Homework is assigned by educators to be completed by students outside of the classroom in order to reinforce, supplement, and/or extend learning in ways that help enrich the school experience.

Implementation Guidelines

Homework is not required, but when assigned, the following guide will ensure that homework is effectively implemented and adheres to the district's vision, beliefs, and purpose.

Communication of Homework Assignments

To enhance communication about the purpose and objectives of homework, educators will:

- Clearly communicate and post homework before the end of the school day.
- Coordinate dates for tests and long-term projects with other educators when possible.
- Maintain an open dialogue amongst administration, students, and families about successes, needs, and/or frustrations relating to homework.

IMPORTANT: The Mendon-Upton Regional School District will continue to utilize the Blackboard Connect notification system for school cancellations, delays or early closings. The school district will also broadcast via:

School District Web Site <http://www.mursd.org>
Channel 4 (WBZ) <http://boston.cbslocal.com/station/wbz-tv/>
Channel 5 (WCVB) <http://www.thebostonchannel.com>
Channel 7 (WHDH) <http://www.whdh.com>
Channel 10 NBC Boston <https://www.necn.com/weather/school-closings>

Please Note: Unscheduled Morning Delay:

- ⌚ The Before School Program will close
- ⌚ The AM Pre-School Program will be canceled Unscheduled Early Release:
- ⌚ The After School Program will close
- ⌚ The PM Pre-School program will be canceled

MURSD has adopted an Alternative Structured Learning Day(s) (ASL) to be used at the discretion of the Superintendent. For more information, please go to the following link www.mursd.org

RECESS: Our goal is to have students go outside for recess every day. Parents can help us by sending their child to school dressed as if it will always be outside recess. This way they are prepared. We send students out unless the temperature is below 20 degrees, if it is raining or if the fields and equipment are too wet. If there is snow on the ground and children want to play in the snow they must wear winter coats, snow pants, boots, hat and gloves. During the winter months or anytime temperature is below 59 degrees they will not be sent out to recess without a jacket, sweatshirt or coat. When the temperature is below 45 degrees, students must wear a winter coat to go outside.

CONNECT ED COMMUNICATION SYSTEM

The Mendon-Upton School District utilizes a rapid communication system called Blackboard, which offers the ability to send personalized messages to parents in any emergency or non-emergency situations. Aside from providing fast and effective notification for emergency and weather related school closings, the Connect Ed system enhances our parent-school communications.

SCHOOL SAFETY DRILLS

Safe School—Fire Drill Procedure

Massachusetts state law requires that unannounced fire drills are routinely practiced throughout the school year under the supervision of the Mendon Fire Company. During a fire drill, everyone must leave the school building.

Safe School Lock-Down Procedure/ALICE

The Mendon Upton Regional School District, MURSD, considers the safety and well-being of our students and staff to be of paramount importance to all of us within our close-knit learning community. Our school staff, along with our School Resource Officer, and Principal Gallagher work closely in order to develop emergency response plans in the event of a serious threat to our schools.

OTHER POLICIES



VOLUNTEERS

Parent volunteers are a vital part of our school. Any amount of time a parent can volunteer is greatly appreciated. **All visitors must present an ID such as a Driver's License, which will be scanned, an ID badge will print and must be worn at all times while in the building.** Among the many services volunteers can provide are: membership in the School council, membership in the PTO, tutoring individuals and small groups, supervising computer use, assisting teachers with classroom activities, reading to students, helping with fund raising, assisting in the school office, and chaperoning field trips. Room parents are needed for some classrooms to organize class parties and to coordinate the class involvement in PTO activities. A form will be sent home at the start of the school year soliciting school volunteers. Out of respect for our entire school community, it is necessary to abide by the rules of confidentiality at all times. Remember: What you see or hear at school must remain here.

All volunteers will be asked to fill out the information necessary for the Central Office to do a CORI check which is designed to identify any criminal background of a volunteer. State law mandates that every volunteer have this information on file with the school before any volunteering can take place, a new one is needed every 3 years. A CORI takes a minimum of two weeks to process, please plan ahead. We thank you for your willingness to volunteer and for helping us to comply with this law.

COVID restrictions: No volunteers will be allowed in the building.

Liability for the negligence of volunteers

We note that, under the Massachusetts Tort Claims Act, Chapter 258, Section 1 *et seq.*, a public employer is liable for injury or loss of property caused by the negligence of any public employee while acting within the scope of his/her employment. As to what individuals are "public employees," Section 1 of Chapter 258 provides that the term "public employee" includes uncompensated, part-time employees. This indicates, in our opinion, that volunteers are not excluded from the definition of a public employee within the meaning of the tort claims act. If an individual is subject to the direction and control of the public entity as to the details of the work undertaken, that individual may be considered an employee. A Superior Court judge, in *Lovejoy v. Greenwood*, 5 Mass. L. Rptr. No. 12,278 (June 24, 1996), ruled that citizens serving as volunteer, part-time trustees of a municipal swimming pool are public employees within the meaning of Chapter 258 and, therefore, the public employer was liable for the negligence of these volunteers.

Whether a volunteer is a public employee, for whose negligence the public entity is liable, depends on whether the public entity retains the right to control the details of the individual's work. This determination is made on a case –by– case basis.

ELECTRONIC DEVICES IN SCHOOL

Electronic devices such as cell phones, Iwatches, IPods, CD players and game boys brought to school can be a distraction to your child. Children are not allowed to use these items in class or outside during recess. Our school cannot be responsible for loss, theft or damage to these devices. We discourage such devices from being brought to school. Fidget Spinners and trading cards such as Yugiho and Pokemon cards can, in the same manner, be a distraction as well. Such items are often traded or exchanged with unhappy results. Again, we strongly suggest that such items be left at home.

ATTENDANCE/TARDINESS

If a child is going to be late or absent from school, parents are requested to call the school before 8:45 AM. Please remember that a note must also be sent on the day he/ she returns to school. In case of accident or illness, please send in a doctor's note whenever possible. A doctor's note will be required to record an excused absence, tardy or dismissal. Medical documentation must be delivered or faxed to the office immediately following the absence and must be received within the same marking period in order to be credited.

Regular attendance is essential for sequential learning. Students improve academic performance with improved attendance. Students are required to attend school each day, under Massachusetts General Laws CH. 76, Section 2 allows that a child miss no more than 7 days or tardy no more than 7 times in a six-month period. It is the responsibility of each parent/guardian to ensure that his/her child attends school consistently and arrives on time. We are bound by the law to report to the state any unexcused tardies or absences.

The following may excuse a student's absence:

- **a doctor appointment or illness, with a note from the doctor,**
- **a death in the family,**
- **and for recognized religious holidays.**

Students are expected to arrive at school on time. Any student who has not reported to homeroom by 9:00AM will be marked tardy. It is important for parents to realize that tardiness disrupts classes that are in progress. Students are not marked tardy when they are late due to bus problems.

TRANSFERS AND WITHDRAWALS

When transferring a child from our school system to another school system, you must notify your child's teacher and the office as soon as you are aware you will be moving. It is necessary for the parent to sign a form which will give us permission to forward the child's records to the new school. All records will be mailed upon request of the authorities of the new school.

Per our district policy.

File: JCA - ASSIGNMENT OF STUDENTS TO SCHOOLS

Students will be required to attend school in the community in which they reside, unless the Superintendent has granted special permission..

If the legal residence of a child changes from one community to another during the school year and the parents wish the child to remain in his former school; permission will not extend beyond the current school year.

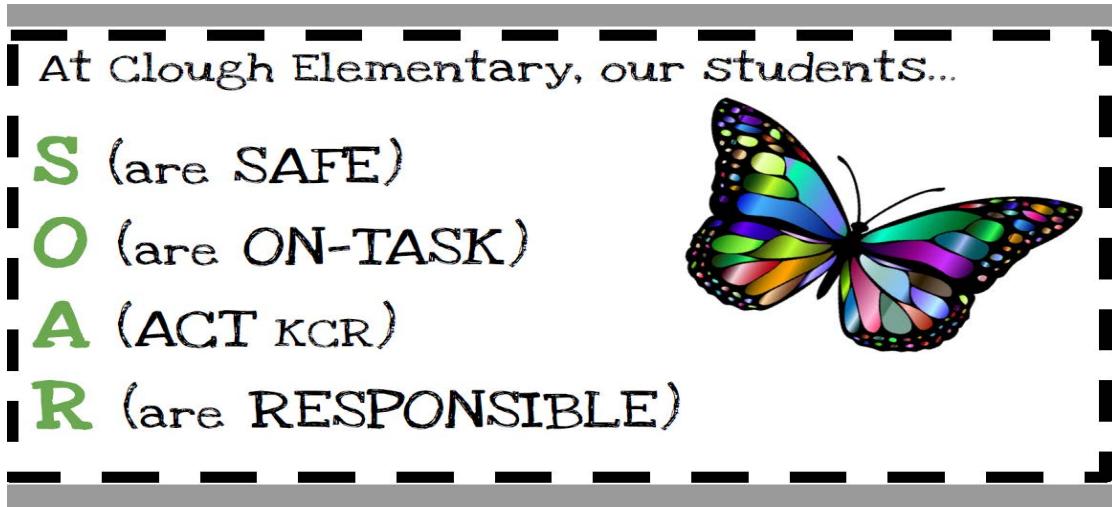
LOST AND FOUND

The lost and found box is located in a designated area in the hall near the cafeteria. Students should check there if an item is misplaced. During the summer unclaimed articles are given to charitable organizations.

Please mark all articles with the student's name.

STUDENT BEHAVIOR IN SCHOOL

At Clough School, we follow the Positive Behavior Intervention and Support (PBIS) system. PBIS is a systematic approach focused on the development of pro-social skills and the use of data-based problem solving for addressing existing behavior concerns. We effectively teach appropriate behavior to all students before the behavior becomes a problem. Through PBIS, Clough School focuses and reinforces positive behavior, therefore we can respond to problem behavior in a consistent manner. Our data drives what supports and interventions our students need.



Clough PBIS Teaching Matrix		SETTING						
		Bathroom Voice Level: 2	Bus Voice Level: 2	Cafeteria Voice Level: 3	Recess Voice Level: 5 (outdoor) 3 (indoor)	Hallways Voice Level: 0	Classroom Voice Level: Varies 0-4	Assembly Voice Level: 0
E X P E C T A T I O N	Safe	- Body to yourself - Feet on the floor - Water stays in sink	- Stay seated - Face forward - Keep hands to self - Quiet voices	- Stay in seat - Eat your own food (no sharing food) - Hands and Body to yourself	- Walk to play area with an adult - use the crosswalk - Stay in control while playing	- Hands by your side - Face forward - Stay to the right - Use the railing	- Safe Hands - Calm Body - Walking feet - Sitting correctly (four on the floor)	- Follow adult directions - Still feet - Hands to self - Sit properly in seats or floor
	On-task	- Flush - Think 2! *2 pumps of soap *2 minutes of wash and dry hands *2 paper towels -Focus on what you are doing	- Walk directly to seat/into school - Get on/off in orderly fashion - Follow instructions from bus driver	- Eat Lunch - Follow adult directions	- Play cooperatively - Use the equipment properly	- Go directly to your destination - Follow teacher directions	- Use listening skills - Actively engaged/participate - Work productively - Follow directions	- Arrive and leave quietly - Use listening Skills
	Act KCR: Kind, Caring, Respectfully	- Quiet voices - Gentle knock on stall door - Eyes to self - Use kind words and patience	- Treat other people / objects respectfully - Use kind words	- Use Good Manners - Greet Staff (hello, please, thank you) - Kind words - Include others	- Include others - Check buddy bench	- Respect other classes - Respect personal space	- Use kind and appropriate words - Include others - Treat others as you would like to be treated (adults & peers)	- Clapping, cheering and laughing appropriately
	Responsible	- Close door - One student per stall - Be sure trash is in the can - Leave as soon as you are done	- Pay attention and listen to driver - Be responsible for your own belongings	- Gather all supplies needed before sitting down - Raise hand if you need something - Clean up eating area	- Ask permission to leave the area - Line up quietly at the whistle	- No talking in the hallway	- Use materials correctly - Be prepared - Transition (arrive on time) - Clean up - Own the good that you do and the mistakes you make (take pride)	- Be a good audience member

OUR SCHOOLWIDE QUIET DOWN SIGNAL



CLOUGH OFFICE REFERRAL DEFINITIONS:

Minor Problem Behavior	Definition
Defiance/ Insubordination/ Non-Compliance	Student engages in brief or low-intensity failure to follow directions or talks back.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property.
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity	Student persistently delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.
Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Forgery/ Theft/Plagiarism	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school).
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Other Behavior	Student engages in problem behavior not listed.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Use/Possession of Alcohol	Student is in possession of or is using alcohol.
Use/Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations.
Use/Possession of Tobacco	Student is in possession of or is using tobacco.
Use/Possession of Weapons	Student is in possession of knives (> 6 in., < 6 in.) and guns (real and look alike), or other objects readily capable of causing bodily harm.

SCHOOL HEALTH PROGRAM :

School Health Services:

Good health is basic to learning. In accordance with state rules and regulations, every student entering school for the first time shall have a complete medical history and physical examination. This examination should be conducted during the current year of registration, January 1st to December 31st. These physical examinations, preferably should be conducted by the student's family physician and in person. Tele-health physicals are not accepted. A physical examination is required for entry into Kindergarten, during the fourth grade school year in order to enter grade five or new students to the district. The school provides special health forms for the physician's convenience, or the school doctor, if requested, can conduct the examination with your permission.

In addition, the school nurse maintains accurate health records on all students, manages illnesses occurring during the school hours, confers with staff and parents, counsels students in matters of health, and serves as a resource person in health education.

Due to the large volume of students seen daily in the nurse's office, parents will not be notified each time their child is seen by the nurse. The nurse will notify parents of a visit if there is a clinical concern on examination or for clarification of health issues/concerns. For allergy and safety reasons, please refrain from bringing latex balloons to school

Emergency Form

The Annual Health Information form will be sent home electronically to each student every year and should be completed immediately via google docs. It informs us of any medication that your child may be taking and any medical condition your child may have. You will also receive a Student Database Update form each year to complete and return. This provides us with current emergency contact information. Please inform the nurse of any medical conditions at the beginning of each school year.

PLEASE MAKE US AWARE OF CHANGES OF ADDRESS, EMERGENCY PERSON TO CONTACT, ETC., AS THEY OCCUR THROUGHOUT THE YEAR.

PLEASE MAKE US AWARE OF CHANGES OF ADDRESS, EMERGENCY PERSON TO CONTACT, ETC., AS THEY OCCUR THROUGHOUT THE YEAR.

Annual Screenings per MA General Law: All students will participate annually in the following:

- K-3 Vision and Hearing
- 1st - height, weight, and BMI
- 4th - vision, height, weight and BMI

Parents may opt out of the BMI screening by notifying the school nurse in writing.



From the Nurse

VACCINATION

REQUIREMENTS FROM MA DPH

Required by age Two	Required before Entering Kindergarten
3 doses of Hep B 4 doses of DTAP 3+ doses of Polio 1-4 doses of Hib 1 dose of MMR 1 dose of Varivax Lead Test	3 doses of Hep B 5 doses of DTAP 4 doses of Polio 2 doses of MMR 2 doses of Varivax Lead Test

For more information, contact your health care provider or the

MA Dept. of Public Health Immunization Program:

Main Number (617) 983-6800 or Toll Free (888) 658-2850

Or visit the MDPH website at: www.mass.gov/dph/imm

All students must have the appropriate immunization (per DPH) prior to entering school. No unimmunized student shall be allowed in school unless they satisfy the following state requirements:

A. a medical exemption is allowed if a healthcare provider submits documentation to the school that an immunization is medically contradictory; OR

B. a religious exemption is allowed if a parent submits a signed statement to school stating immunizations are contrary to his/her religious beliefs. **Medical and religious letters are required annually.**

The only exception is for unimmunized or partially immunized homeless children who cannot be excluded from school per the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

A history of serologic proof of immunity will be accepted in lieu of immunization for measles, mumps, rubella, hepatitis B, and varicella. In the case of varicella, a physician certificate of parental history or physician certificate of parental history or physician diagnosis is also accepted. For MMR - 2 doses of measles, 1 dose of mumps, 1 dose of rubella is medically accepted.

For IPV: 4 doses required unless the third dose in the series is given after the 4th birthday.

Please note that the students who are not immunized (including those with medical and religious exemptions) may be subject to exclusion from school if there is exposure to certain communicable childhood diseases (including pertussis, measles, and chicken pox) as specified in MGL 105 CMR 300. 200.

SCHOOL HEALTH REQUIREMENTS:

It is important that a child be present each day that school is in session unless illness prevents attendance. Frequent absence lessens the child's interest in work and lessens the possibility of maintaining a high standard of achievement.

There are, however, times when it is in the best interest of all concerned that children not be sent to school. It is requested that children not come to school with severe colds, fevers, rashes, or any disease that might be contagious.

Parents are asked to call the school on the day of the absence to report that the child will not be attending. After such absences, a written follow-up note explaining the reason for the absence is required. Parents may call school anytime and leave a message on the answering machine.

MENDON-UPTON REGIONAL SCHOOL DISTRICT

POLICY Title: Communicable Diseases Policy Policy J-LCC

Introduction

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance would be harmful to the welfare of other students and staff subject to the District's responsibilities under the law. The School Committee recognizes that communicable diseases which may affect students range from the common childhood diseases, acute and short-term in nature, to chronic, life threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS). Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guide lines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school. The educational placement of a student who is medically diagnosed as having a life threatening communicable disease shall be determined on an individual basis in accordance with this policy and stated administrative procedures. Decisions about the proper educational placement shall be based on:

1. The student's behavior, neurological development and physical condition,
2. The expected interaction with others in the school setting,
3. The susceptibility to other diseases, and
4. The likelihood of presenting risks to others.

A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement. In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above. Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety and welfare of student, staff and others. In all proceedings relating to this policy, the District shall respect the right to privacy. Only those persons with a need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

COMMUNICABLE DISEASES

Diarrhea- Two or more abnormally loose stools in a short span of time. This is a symptom of an intestinal infection. Must be symptom free for 24 hours before returning to school.

Conjunctivitis- An infection in the eye. It causes tears, redness of the (Pink Eye) eyelid and irritation followed by swelling and discharge of pus. It is highly contagious. Must be on antibiotics for 24 hours before returning to school.

Chicken Pox - A very contagious disease caused by a virus. Someone who has never had this disease will almost certainly get it if exposed. Two weeks after the exposure (sometimes up to 20 days) a chicken pox rash develops. A person is contagious during a time period of two days before the rash develops and until the last of the rash has developed crusts over the rash and is healing.

Fever - A sign of an infection and illness. A fever is described as 100° F orally. Keep students home until symptom free for 24 hours and fever free without fever reducing medication. If your child has a fever in the evening, but is without fever in the morning, please refrain from sending them to school.

Strep Throat- A bacterial infection that causes a red and painful throat. It is more common in children but can also affect adults. Not all sore throats are strep. The only certain way to diagnose strep throat is through a throat culture. Must be on antibiotics for 24 hours before returning to school.

Vomiting- Can have many causes. Vomiting (two or more bouts) is a sign of an infection and infections are contagious. Keep students home until symptom free for 24 hours and until well hydrated.

Flu- Involves a stuffy, runny nose, sneezing, watery eyes, sore throat, muscular aches, fever, chills, and lack of appetite. Students may not attend school until they are fever free for at least 24 hours without the use of fever reducing medication if they are diagnosed with the flu.

Pertussis - Students diagnosed with Pertussis (whooping cough) must be excluded from school until 21 days after onset of cough, or five days after inhalation of antibiotic therapy. In certain situations deemed to be high risk, the MA DPH may require exclusion of asymptomatic contacts not receiving antibiotics prophylaxis for a period of 21 days up to a maximum of 42 days

Measles- Students must be excluded from school for four days after rash develops. Susceptible contacts (including non-immunized students) must be excluded from school for 21 days after exposure to a measles case, per MA DPH.

COVID- If your child has any symptoms of Covid-19, do not send them to school. Consult the pediatrician immediately for further instructions. Refer to: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> or <https://www.mass.gov/covid-19-updates-and-information>

MEDICATION

If possible, parents are advised to give medication at home and on a schedule other than during school hours. Parents are advised to inform the nurse of any and all medications that your child requires, either at school or home. If it is necessary that a medication be given during school hours, the following regulations must be followed:

1. All medications (including over-the-counter) ordered by a physician/dentist must be accompanied by his/her signed order.
2. Medication must be brought to school by the parent/guardian of all elementary students. Per MA General Law, Chapter 71, Section 54 B: Students are allowed to carry epipens, asthma inhalers, and enzymes for cystic fibrosis only.
3. All medications must be in the original container with appropriate label intact and given to the nurse at the beginning of the school day where it will be kept in the locked medicine area of the clinic. If medication is not properly labeled, it may not be given. (Pharmacists will provide an extra bottle to the parent for purpose of single doses at school.)
4. Parent/guardian must sign a form granting the nurse permission to administer medication according to regulations set herein or to have their child self-administer certain prescription and/or non-prescription medications.
5. With the exception of those listed above, all medication in the elementary schools must be kept and taken in the nurse's office.

****Permission for continuing medication must be renewed at the beginning of each school year.****

MENDON-UPTON REGIONAL SCHOOL DISTRICT ADMINISTRATION OF MEDICATION FORM

If possible, parents are advised to give medication at home and on a schedule other than during school hours (i.e. medications prescribed three times a day should be taken outside of school hours.) If it is necessary that a medication be given during school hours, the following regulations must be followed: All medications must be ordered by a physician/dentist with permission granted to a nurse at school to contact the physician/dentist/pharmacist if necessary.

Medication must be brought to school by parent/guardian of all elementary students; middle school and high school students may carry medications to school. All medications must be in the original container with appropriate label intact and given to the nurse at the beginning of the school day where it will be kept in the locked medicine area of the clinic. If medication is not properly labeled, it may not be given. Pharmacists will provide an extra bottle to the parent for this purpose if asked.

Parent/guardian must sign this form granting the nurse permission to administer medication according to regulations set herein or to have their child self-administer certain prescription and or non-prescription medications.

=====

Physician's Orders for School Nurse for Prescription and OTC Medication

Student's Name - _____ **Age** _____

Drug _____

Dosage _____ **Frequency** _____ **Time** _____ **Duration** _____

Diagnosis _____

Most common side effect (If any) _____

Pharmacy Name & Tel. # _____

Date _____ **Signature of Physician** _____

Physician's written orders may be attached to this sheet in place of completion of physician's portion of this form.

=====

Parent Permission

Student's Name _____ **Age** _____

Phone # _____ **Grade** _____ I

hereby give permission for my child to be given medication as prescribed and directed by our physician or to self-administer medication if school nurse consents.

Tara Bellefontaine MHS, BSN, RN
10 North Ave
Mendon, MA 01756
508-634-1580 ext: 4705
fax: 508-478-9111
www.facebook.com/HPCloughFUP60
<http://tarabellefontaine.weebly.com/>

Links for information regarding covid-19:

Mass.gov

CDC

STUDENT BEHAVIOR ON SCHOOL BUS POLICY

School bus transportation is a privilege rather than a right. As such, students are expected to conduct themselves properly at all times. This includes the periods in which the students wait for rides, and get off the school bus.

When the student's conduct interferes directly or indirectly with the safe and efficient operation of the school bus, or causes damage, then the child will be brought to the attention of school personnel for disciplinary action. Once the bus driver becomes aware of a problem on his/her bus, he/she will attempt to deal directly with the youngster through such means as assigned seating. If in the driver's judgment, the child has failed to improve his/her behavior sufficiently, then he/she will be reported to the Principal for determination and implementation of further disciplinary action. Disciplinary action will range from parental notification to removal of the child from the bus for various lengths of time and/or suspension from school.

If the bus is damaged, the student and/or his/her parents/guardian will be responsible for all reasonable costs for the repair of the bus.

Please be aware that parents need to be at the bus stop when the bus arrives. In the event there is no one at the bus stop to pick up student, you will need to pick up your child at the Afterschool Program at Miscoe Hill School. The phone number is 508-634- 1588. **There will be a \$15.00 charge for this service. A check payable to MURSD will be due upon pick-up.**

For any concerns related to bus transportation (e.g., bus routes, departure/arrival time, etc.), please contact MURSD Bus Coordinator Mo Coburn at (508) 381-3946.

Note: Please keep in mind that according to state statute, parents are responsible for transporting students to and from school if they are removed from a bus for disciplinary reasons.

BUS SWITCHING

Bus switching is not allowed.

Bus switching for daycare may be granted by the bus manager, please contact MURSD Bus Coordinator Mo Coburn at (508) 381-3946.

ANIMALS ON THE BUS

NO animals of any kind, including birds and reptiles will be allowed on the school bus.

GUIDELINES FOR BUS RIDERS

Arrival and Dismissal

- Masks must be worn at all times on the bus
- Upon arrival students will depart their bus in a single file fashion, front to back
- Students will proceed directly to their classrooms and not congregate in any location of the school building.
- School staff will facilitate the disembarking of buses to ensure that there is no congregation of students at entrance points, school foyers, or common areas. During this time, masks must continue to be worn.
- At dismissal time, one bus will be called and loaded at a time.

GUIDELINES FOR WALKERS AND CAR RIDERS

Arrival:

Parent Drop Off and Pick Up

- Parents will use the North Street entrance to loop around the school. Parents will remain in their cars, in a looping line, for both drop-off and pick-up. Please see this video for an aerial view demonstrating the process for Kindergarten through Grade 4. Here is the video for Pre- K drop off and pick up.
- When picking up your child, parents need to display their child or children's first and last name and grade in the passenger side window of their car in dark marker.
- Drive slowly by the outdoor classroom so a staff member on duty can read the names of your child(ren). The staff member on duty will walkie-talkie so your child can be brought out to your car at the designated pick up spot around the front of the building.
- No additional pickups will be allowed without prior permission established at the beginning of the school day. This means a note must be sent in with the student or a phone call to the front office first thing in the morning so it can be confirmed any pick up of another student has been approved by all parties involved. Please be sure to add the child's first and last name, and grade along with your child's information

For the safety of all students and staff, the driveway for drop off and pick up will closed until 8:30AM and 3:00PM. The school will open at 8:45 and begin dismissal at 3:15. We kindly ask for your cooperation.

PARENT-SCHOOL COMMUNICATION

NOTES TO SCHOOL

Parents should be sure to include their child's full legal name and homeroom on all notes. Written notes are required when:

1. Your child is tardy or absent.
2. Your child is cared for by someone other than his/her parent.
3. Your child will not be on his/her regular bus (there will be no bus changes for play dates).
4. Your child will go somewhere other than home immediately after school.
5. Your child has a regular scheduled activity one day per week (i.e. Cub Scouts, Brownies).
6. If you request makeup work and or homework please allow 24 hours for the teacher to compile the necessary materials.
7. Should you prefer to contact your teacher by email please be aware that in the course of a teacher's busy day he or she may not be able to read or respond until after school hours.

In order to comply with State Law (Section 55, Chapter 71, of the General Laws of Massachusetts), the following procedure will be used when your child is absent for three or more consecutive days due to illness:

1. If your child is under a physician's care, have your child return a certificate signed by the physician upon the day of his/her return to school.
2. If your child is not under a physician's care, a note from the parent explaining the reason for absence MUST accompany the child on the day of his/her return to school, even if you have already made a phone call to the school.

STUDENT EARLY DISMISSALS

If your child needs to be dismissed early, you MUST send in a note with your child. Please do your best NOT to call the school between 2:30pm—3:15pm. This is a very hectic time for the office and we must leave the phone lines open for extreme emergencies.

It is the policy of the school that the following steps be taken for these dismissals:

1. On the day of the dismissal, the parent should send a note to the classroom teacher indicating the time of dismissal and who will be picking up the child.
2. The parent must report to the main office to sign out the child.
3. Students who are being dismissed early due to illness will need to be signed out at the main office.
4. No child will be released without an authorized adult.

STUDENT BUS/WALKER CHANGES

The protocol for changing a bus student to a walker on a particular day **must be done** by a handwritten note to the classroom teacher. We understand there are very rare circumstances that may occur that may cause you to have to make a last minute change. If this should happen, please understand that the end of the school day from 2:30—3:15 is a very busy time and it is extremely difficult to take these calls and make last minute changes. Therefore, we ask that you do your best to call before 2:30PM so that we can ensure your child will be dismissed per your request. We appreciate your cooperation. **AS A SECURITY MEASURE, NO STUDENT CAN BE DISMISSED TO ANYONE EXCEPT THE PARENT OR SOMEONE THE PARENT HAS AUTHORIZED. THE PARENT MUST NOTIFY THE SCHOOL OFFICE IN WRITING OF SUCH AUTHORIZATION BEFORE THE STUDENT CAN BE DISMISSED.**

COMMUNICATION CHAIN

Good communication is an important part of your child's educational experience. If a parent needs to talk to a teacher concerning their child's progress, we ask that you use the following procedure:

1. Contact your child's teacher to discuss your concerns or to schedule an appointment with your child's teacher.
2. If for any reason you are unable to make your scheduled appointment please call the school office to cancel.
3. Every effort will be made to support productive home-school communication. If you feel that you need assistance facilitating communication please contact the appropriate grade level personnel (1) School Counselor, (2) Team Chairperson (if appropriate), (3) Principal.

CONFERENCES

Report cards are prepared three times each school year at the elementary level. Formal parent-teacher conferences are scheduled during November and March. If a teacher or administrator deems it necessary for a conference at any time during the school year, the parent will be notified. If a parent wishes to arrange a conference at any time during the school year, the parent should call, write a note, or email the child's teacher to arrange an appointment with the teacher.

INSPECTION OF RECORDS

In accordance with Federal regulations, parents with whom the student physically resides has access to all records. Parents without physical custody are required to follow the procedure described in the Federal Education Records Privacy Act (FERPA). Call the elementary school office to arrange an appointment to review your child's records. Records cannot leave the building. Please refer to the policy on student records on page 21.

SCHOOL VISITATIONS

If COVID restrictions are not in effect. Parents are welcome and encouraged to visit our school for all special programs, volunteering, and for scheduled meetings with classroom teachers. To avoid classroom interruptions, if your child forgets their lunch, books, or homework, you can drop it off at the school office and the secretary will make sure your child receives it. For safety reasons we remind all visiting parents to enter the main entrance and come into the office with your ID. If you would like to set up a conference to discuss your child's progress, other than during the designated conference dates, please send in a written note or email the teacher for an appointment.

SCHOOL LUNCH AND RECESS

CAFETERIA OR COLD LUNCH AREAS

The cafeteria is a dining room. Each student should adhere to the guidance of the dining room supervisors. Conversation should be kept low so the supervising personnel can be heard. Students must keep their tables, benches, and floor areas clean and each student is expected to dispose of waste paper, empty milk cartons, uneaten food, and used eating utensils according to the directions given by the supervising personnel. The cafeteria and the supervisory staff are to be respected; pleasant and respectful language and conduct are expected of all students. Students are to walk carefully and quietly in the cafeteria to avoid confusion, spills, noise and disruption of the dining room atmosphere. Due to the sensitive medical needs of some of our students, children may not share or swap food items.

NutriKids USDA has extended free school meals through June 22,2022

Your child may bring lunch or buy lunch during the week. A choice of daily snack, and a hot or cold lunch is available every day

RECESS

Recess is part of the school day in Grades K-4 Children are expected to participate in outdoor recess. The exceptions are:

- a. If a teacher is working with a child for any reason.
- b. If a child has been very ill and has a note from his/her physician explaining what the illness was.
- c. If the child is not appropriately dressed for cold weather.

SCHOOL LUNCH PROCEDURES

1st Grade Recess: 11:00-11:25

1st Grade Lunch: 11:25-11:50

4th Grade Lunch: 11:00-11:25

4th Grade Recess: 11:30-11:55

K Recess: 11:30-11:55

K Lunch: 12:00-12:25

3rd Grade Recess: 12:00-12:25

3rd Grade Lunch: 12:30-12:55

2nd Grade Recess: 12:30-12:55

2nd Grade Lunch: 1:00-1:25

Basic Rules:

- Walk to the cafeteria, keeping to the right in the hallways.
- Students must stay seated at the tables assigned to your class. They should raise their hand if they need to get something. While they should use the rest room before going to lunch, in an emergency, they must get permission from the duty teachers and sign out before going to the rest room from the cafeteria. No student should return to the classroom during the lunch period.
- Students will use their two-inch voices in the cafeteria.
- When a teacher signals for quiet, all students must be silent.

Procedures:

- Students sit at assigned tables.
- Duty staff will signal with a pattern clap if it gets too noisy or when it is time to line up.
- Food must stay in the cafeteria and must be consumed during the lunch period or disposed of. All student must leave the cafeteria when their classroom teacher greets them.
- Students will sign out with the lunch duty staff should they need to use the rest room during lunch period. **This should be a rare occurrence as students have been encouraged to use the facilities prior to lunch.**
- About five minutes before the end of the lunch period, the duty teachers will signal students to begin picking up their trash. Each table will be dismissed individually to throw away their trash, pack up lunch boxes and line up in their respective lines.

If a table is left in a particularly messy state, the students at that table will be called back to finish cleaning up.

Classroom teachers will greet students at the left-hand door to the cafeteria for departure to the classroom.

In the event of a fire alarm during lunch, exit via the door in the gymnasium and proceed directly to the rear of the building. Note: if the dividers are closed, students in the cafeteria and/or the inner portion of the gym will exit the doors to the hallway, turn right, and exit the building via the exit next to the teachers' work room. Follow the sidewalks to the parking area.

KINDNESS GOES FAR

Kindness goes far wherever you are,

Wherever you see the need.

Hold out your hand whenever you can.

Your kindness is planting a seed. Your kindness is planting a seed.

By: Teresa Jennings



INDEX

	PAGE
Additional Programs	7
Administration of Medication Form	35
Administrative Personnel Service	4
Animals on the Bus	36
Attendance	26
Guidelines for Walkers and Car	37
Riders Before/After School Program	7
Bullying	15
Bus Switching	36
Civil Rights	14
Communicable Diseases Policy	33
Communication Chain	39
Contract Regarding the Use of	11
Internet Core Values	3
Contract Regarding the Use of	21
Corporal Punishment	14
Discipline Code	14
Dress	21
Due Process	30
Ear and Eye Exams	12
Early Dismissals	13
Emergencies/Emergency Form	30
Emergency Forms	45
FAQ	6
Field Trips	24
Fire Drills	22
Fire Drills	8
Firearms and Other Weapons	21
Friendship's Rule	23
General Arrival and Dismissal Procedures	39
Guidelines for Internet Use	37
Hazing	7
Homework Policy	
Inspection of Records	
Instructional Programs	
Kindergarten Extended Day Program	
Lock Down Drills	26
Lost and Found	34
Medication	24
Communication System for Parents	38
Parent-School Communication	22
Policy on Non-Discrimination	39
Progress Reports and Conferences	31
Requirements for School Entry	14
School Accident Insurance	44
School Calendar	30
School Health Program	31
School Health Requirements	40
School Lunch and Recess	12
School Hours	27
School Lunch Procedures	40
School Operations	38
School Safety Drills	16
School Visitations	39
Sexual Harassment Policy	7
Spanish Immersion Program	16
Special Needs Suspension	16
Student Behavior in School	25
Student Behavior on School Bus	36
Student Dismissals	38
Suspension	15
Title 1X/Chapter 622 Coordinator	20
Transfers and Withdrawals	26
Vending Machines	40
Vision Statement/Strategic Goals	2
Volunteers	25
Your (Student) Record Regulations	22

