



School Handbook

2021-2022

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THE DUXBURY PUBLIC SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR,
NATIONAL BASIS, SEX, SEXUAL ORIENTATION, DISABILITY, GENDER IDENTITY, OR AGE IN ITS
EMPLOYMENT, PROGRAMS, AND ACTIVITIES.

The language in the handbook was presented to the school committee for approval, May 19, 2021

Table of Contents

Mission Statement	6
The mission of the Duxbury Public Schools is to provide each student with the opportunity to achieve personal and academic excellence.	6
Purpose of the School Handbook	6
Social and Emotional Well-Being	6
Advance Learning Opportunities for All Students	6
Program Expansion	6
Global Learning and Community Partnerships	6
Core Values	6
GENERAL INFORMATION	8
Absence and Tardiness	8
Animals	8
Assemblies and Plays	9
Awards and Recognition:	9
Building Security	9
Change of Address	9
Communications	10
Confidentiality	12
Discipline	12
The Alden Behavior Chart was developed for students, teachers, and school administrators to have a consistent set of expectations and an understanding of the spectrum of expected and unexpected behaviors that can be present in this setting. In addressing unexpected behaviors with students, teachers and administrators will refer to this chart, show it to students, and often have students identify the category of their unexpected behavior. Consequences are included at the bottom of each category, where applicable.	14
Dismissal	14
Dress	15
Electronic Devices	16
Field Trips	17
Fire Drills	17
Food Policy	18
Harassment/Sexual Harassment	18
Health Services Information	18
Immunizations	18
Medication	19
Health Problems	19
Health Records	19
Illnesses	20

Health Screenings	20
Physical Examination	20
Homework	20
Indoor Safety Plan/Shelter in Place/Lockdown	21
Insurance	21
Lost and Found	21
Non-Discrimination Statement	21
Parking/Directions/Traffic Pattern	21
Placement of Students	22
A parent may provide input in writing to the Principal regarding his/her child's placement. The letter should specify special characteristics of the student. Requests for specific teachers or placement with specific peers cannot be honored. Requests not have a specific teacher can only be honored when one child in the family has been primarily taught by that teacher and the family would like a different experience for another child. All information must be submitted by the communicated deadline to be considered. The decision of the Principal is final. Final decision for student retention rests with the Principal.	22
Professional Development and Parent Conference Days	22
PTA	22
Recess	23
Religious Holidays	23
School Bus Information	23
School Committee	24
School Pictures	24
SCHOOL RULES	24
Students Attending School Events	27
Student Work Request	27
Telephone Use	27
Visitors	27
Volunteers	28
Support Services	28
School Psychologist	28
Counselor	28
Student Records	28
Instructional Programs	30
Creative Arts Programs	30
Curriculum	30
Curriculum pacing and content	31
Curriculum Information Night (K-5)	31
Grouping	31
Special Instructional Services	31
Report Cards	32

Report Card Portal Access – Report cards are reported on-line through the Aspen Portal three times a year. Parents have access to the portal with a log in password. If this password is lost, parents must come to the school and show proper identification to receive a new password.

32

Parent Conferences

32



Dear Alden School Families:

Welcome to the 2020-2021 academic year at Alden School; and another enriching year of reading, writing, math, science, social studies, art, music, Spanish, library, and physical education. Alden's consistent theme of RESPECT (Responsibility, Effort, Spirit, Patience, Excellence, Caring, and Teamwork) will surely encourage an enriching year for our students to grow academically, socially, and emotionally. We invite all families and community members to join us in this special place to assist us in teaching our students the importance, and the fun, of becoming life-long learners. The Alden administrators, educators, and staff are the best, and are committed to partnering with the Alden families and community members to prepare our students for the future.

The Alden School Handbook will help you find information about our educational mission and vision, policies and procedures, and general information regarding our day-to-day operations of the school. Please take the time to read through, and become familiar, with its contents. We believe you will find it to be a valuable resource.

At Alden School, we are dedicated to providing the best for our students to help them achieve their goals. However, success is not accidental, it takes work and commitment by all. The Alden staff, families, and Duxbury community are a team and we all have a part to play during this educational journey. Our students come to school ready to work hard and expecting to learn. Our staff provides quality instruction and builds strong relationships to make positive differences for all students. Our families encourage and support our children's learning, and have frequent conversations about their learning and schoolwork. Parental involvement and partnerships within the Alden community shows our students that their education is important; and that we are all committed to their success.

Together we focus on learning and we will achieve our greatest success by supporting one another in a respectful and caring environment. We are excited to have you as part of our Alden community, and we know that our students will have a fantastic educational experience this year.

Warm regards,

Chase , Chris and Ritamarie

Mission Statement

The mission of the Duxbury Public Schools is to provide each student with the opportunity to achieve personal and academic excellence.

Purpose of the School Handbook

The purpose of the Handbook is to acquaint you with the Alden School (grades 3-5). On the following pages you will find a description of our programs and services. We hope that this Handbook will further enhance the communication between home and school. If you would like clarification regarding any information in this handbook, please call the school office at 934-7630.

Alden School Council

The Alden School Council was established in compliance with the Education Reform Act of 1993 for the purpose of advising the principal in identifying the educational needs of students, formulating a school improvement plan based upon school and system goals, and participating in a review of the annual school budget proposal. The Council consists of members including four teachers, five parents, the principal, and a community representative. The Council meets four times per year, and there may be occasional subcommittee meetings to work on specific action items. The parent members of the Council are elected by parents of Alden School for a term of up to three years. The only prerequisite for election and membership to the Council is to be the parent of a student in the school.

The Four Pillars

- Social and Emotional Well-Being
- Advance Learning Opportunities for All Students
- Program Expansion
- Global Learning and Community Partnerships

Core Values

Our mission is informed by our fundamental values:

- Students First
- Personal and Academic Excellence
- Integrity
- Equity/Inclusion

Procedures for Addressing Bullying

The Alden School staff adheres to the *Duxbury Public Schools' Bullying Intervention and Prevention Plan (May 2014)*, which can be found at <http://www.duxbury.k12.ma.us/Page/7404>.

So that the disciplinary consequences of teasing or excluding others are clear to all students, the Alden School Council has devised the following, easy-to-read grid, which continues to be displayed throughout the school:

	1 st Offense	2 nd Offense	3 rd Offense	Next Offense
Teasing or Exclusion	Verbal Warning from teacher / administrator.	Two missed recesses.	Student stays after-school one day until 3:00pm.	Meeting between student, family, and administrator to develop an individual plan; additional consequences.
	Student writes a note of apology.	Student completes an <i>Alden Expectations</i> form, which parent or guardian then signs.	Student completes an <i>Alden Expectations</i> form, which parent or guardian then signs.	
	Student is required to inform her/his family; family then contacts teacher / administrator.	Family is notified by administrator.	Family is notified by administrator.	

- **Teasing** includes name-calling, saying or writing other things that are intended to hurt someone's feelings or cause her/him to feel bad.
- **Exclusion** (deliberately with malice) includes leaving someone out of activities, telling others not to be friends with her/him, or doing other things that cause her/him to feel alone. **Acts of physical bullying are dealt with separately.**

GENERAL INFORMATION

Absence and Tardiness

Regular attendance to school is an important part of every student's success and is necessary in order to gain the greatest benefit from their educational experience. Students who are frequently absent from school miss direct instruction, regular contact with their teachers and important time working with peers.

In accordance with M.G.L. Chapter 222, a meeting is required between the school and parents when a child has five or more unexcused absences to develop an action plan to improve attendance.

An unexcused absence means that the school has no documentation that the absence was for illness or family emergency. Alden School requires that families provide notes when a child has returned from an absence that explains the reason for the absence. Excused absence notes may be handwritten and sent in with the student or emailed to the school nurse, Sarah Dooley at sdooley@duxbury.k12.ma.us. In the case of excessive excused absences, the school may ask for further documentation from a physician.

Punctuality is an important factor in a student's progress in school and any amount of time makes a difference. Arriving to school in a punctual, orderly, and predictable way is a great way for a student to start their day. Families will be notified if students are chronically tardy and a plan to improve this may be put into place.

If students arrive at school prior to 7:30, they should enter through the main entrance and go to the cafeteria. Pupils who are not in their classrooms at 7:45 a.m. must report to the office for a late slip before proceeding to the classroom. If students are dropped off in the morning we ask that parents pull all the way up around the circle before the students exit from the vehicle. Please note that children should not be dropped off prior to 7:15am.

We ask families to schedule doctors' appointments and dental sessions for after school hours, and to avoid travel that will cause students to be absent from school.

For information regarding extended absence from school, please refer to School Committee Policy JH.

Animals

Children are not allowed to bring animals to school. Animals may pose problems for individuals who are sensitive or allergic to animals.

Assemblies and Plays

Special programs that are presented during the school year are usually sponsored by the PTA Creative Arts Council. Due to the limitation of space, families generally do not attend these programs. Plays and other presentations are presented occasionally by individual classrooms, and families are notified of these presentations by the classroom teachers so that they have an opportunity to attend.

Awards and Recognition:

- *ACADEMIC EXCELLENCE* is recognized at Alden School. Work samples from the classes are prominently displayed in the lobby and main corridor of our school to showcase students' hard work.
- *Dragon Deeds* are given to students every day for demonstrating the characteristics of responsibility, effort, spirit, patience, excellence, caring, and teamwork.
- *MELISSA BETH CASALE AWARDS* are presented annually to one 5th Grade girl and one 5th Grade boy in recognition of special effort or achievement in the areas of citizenship, cooperation, attitude, achievement, and peer respect.
- Honors, awards and scholarships will be consistent with the laws and regulations which prohibit discrimination on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, or religion.

Building Security

All doors remain locked during school hours. One must provide a license in order to gain access through a secure door. All visitors must sign in and get a Visitor's badge in the main office; all faculty members are issued identification badges. **[Please, understand that all faculty members have been instructed to ask to see visitors' badges, and will direct those who do not have them to return to the office to "Sign-in and take a badge."]**

Bus Evacuation Drills

Periodically, the Alden School faculty, in conjunction with the school bus drivers, hold bus evacuation drills to remind our students of the procedures that they would follow if an emergency ever required them to evacuate their bus.

Change of Address

Please notify the school immediately of any change of address or telephone number. (Remember, this affects our ability to contact you using the *School Messenger* service.) If you are moving from Duxbury, or if your child will be going to another school/district, please come to the school office to sign a records release form and have a transfer card completed for your child. Your new school district will request your child's records soon after you register with them. We cannot furnish records without your written permission.

Communications

All members of the school community know the importance of effective communication between the school and home. The following is a summary of communications that take place in a typical school year.

School to Home Communications

<i>Summer</i>	<ul style="list-style-type: none"> • Email to alert parents to check the portal for the student's teacher assignment, and reminding families about the school's daily schedule, including start/dismissal times and office hours. • Invitation to "walk through" the building to locate the student's classroom • Bus schedules will appear in local papers.
<i>First Month of School</i>	<ul style="list-style-type: none"> • Welcome letter and Open House schedule <ul style="list-style-type: none"> ○ Open House gives parents an opportunity to meet administrators, specialists, and classroom teachers. This is a chance for teachers to give a curriculum overview, and to review classroom procedures and expectations. • Student Handbook • PTA packet and volunteer information
<i>Weekly</i>	<ul style="list-style-type: none"> • The Alden School page of the district's website is updated at least weekly. Families are encouraged to make visiting this page part of their weekly routine: www.duxbury.k12.ma.us/Domain/10 • Alden Updates from the Principal as needed
<i>Monthly</i>	<ul style="list-style-type: none"> • Classroom Newsletters/Webpage Updates • Assistant Principal Webpage
<i>As Scheduled</i>	<ul style="list-style-type: none"> • Progress Reports and Report Cards • Parent-Teacher Conferences – Fall, Spring, or as needed • Special grade level events
<i>As Needed</i>	<ul style="list-style-type: none"> • PTA Updates • Guidance Department: testing information, grade transitions, and intervention as needed • Notification regarding excessive absence or tardiness • Curriculum updates posted: http://www.duxbury.k12.ma.us/domain/488 • Nurse: Health notices (immunizations, etc.)

	<ul style="list-style-type: none"> ● Administration: Professional Development/Early Release Day Information, vacation date reminders, and general school information (problems, recognition, etc.) ● Superintendent: Newsletter on school district issues ● Teachers/Teams: grade level/class projects, field trips, party/holiday information, grade level/class events ● Standardized testing notification ● Various appropriate enrichment opportunities: (early release activities, scouting notices, sports team opportunities, community service opportunities, etc.)
<i>Other</i>	<ul style="list-style-type: none"> ● Protocol for classroom visitation: procedure available in front office ● www.duxburymass.com: Duxbury town website; this now lists school hours, telephone numbers, administration, etc. ● www.duxbury.k12.ma.us, the web site of the Duxbury Public Schools
<i>School Messenger</i>	<ul style="list-style-type: none"> ● The Duxbury Public Schools have contracted with <i>School Messenger</i>, a service that allows families to be contacted simultaneously by telephone and/or email with reminders about scheduled events, notifications of important announcements (e.g., school cancellations/delayed starts/early releases), and reports of student absence.

Home to School Communications

Families are encouraged to contact the school whenever they or their students have problems or concerns. The following is a guide to help you determine the best person to contact at the school so that you will be able to get prompt attention for your situation. Of course, a child's classroom teacher should be the initial contact.

<i>Teacher</i>	<ul style="list-style-type: none"> ● Concerns about student's performance ● Family crisis (e.g. death of loved one, death of a pet, divorce/separation) ● Effect of medication on performance or behavior ● Sleep disturbances (e.g. nightmares, etc.) ● Questions on classroom procedure or grades ● Notes for each student absence or email school nurse for excused absence. ● Peer problems or problems relating with others ● Homework difficulties (Please, express these directly on the homework page.)
<i>School Nurse</i>	<ul style="list-style-type: none"> ● Injuries, medications, extended illnesses ● Email for excused absence due to illness: sdooley@duxbury.k12.ma.us or send in a written note to the teacher.
<i>Counselor</i>	<ul style="list-style-type: none"> ● Family crisis; death of loved one, death of a pet, divorce/separation ● Peer problems or problems relating with others
<i>Curriculum Supervisor</i>	<ul style="list-style-type: none"> ● Content/sequence ● Marking/assessment ● Materials

	<ul style="list-style-type: none"> • Results of standardized tests • Science Fair
<i>Administrators</i>	<ul style="list-style-type: none"> • Bus problems • Behavior problems • Student relationship concerns
<i>Principal/School Council</i>	<ul style="list-style-type: none"> • Individuals may submit comments or questions at any time. The School Council reviews submissions at monthly meetings. (Information about specific individuals—students or staff members—should not be included in submissions.)

Confidentiality

All information regarding your child is confidential. Volunteers sign a confidentiality statement at the beginning of each school year. We emphasize that no adult will discuss a specific child except on a need-to-know basis.

We ask families/faculty members to bear in mind that email lists, such as are compiled by homeroom teachers and PTA homeroom parents, are to be used exclusively for school business, and not for political or commercial purposes. Promoting candidates for public office through the use of these email lists is strictly prohibited.

Discipline

(See Code of Conduct and related policies in the School Committee Policy)

Behavior problems are generally addressed by the classroom teacher who use various strategies to help the child modify his/her behavior, always stressing positive behavior. If the inappropriate behavior continues, a student may be sent to the office. A Discipline Referral Form will be completed by the teacher. Parents are notified about problems when it is deemed appropriate, and when consequences are assigned to their children. Typical consequences resulting from a student's inappropriate behavior could include:

1. Conference with the principal or assistant principal
2. Loss of recess for one or more days
3. Three-way conference with parent, student, and school administrator
4. After-school detention, during which time student will make a good choice for Alden School, helping to shelve books, clean white boards, etc.
5. In-school suspension (A student will complete assignments in the office or another assigned area)
6. Out of school suspension (See Code of Conduct and related policies in the School Committee Policy)

The Alden Behavior Chart was developed for students, teachers, and school administrators to have a consistent set of expectations and an understanding of the spectrum of expected and unexpected behaviors that can be present in this setting. In addressing unexpected behaviors with students, teacher and administrators will refer to this chart, show it to students, and often have students identify the category of their unexpected behavior. Consequences are included at the bottom of each category, where applicable.



DUXBURY
ALDEN SCHOOL

REASONABLE & EXPECTED These behaviors are appropriate and expected. Staff model & encourage	UNEXPECTED SCARY OR MEAN These behaviors are inappropriate. Staff respond every time	UNEXPECTED HARMFUL These behaviors pose a significant risk to a person's feelings/physical safety Staff respond & report; administrator responds (3+)	UNEXPECTED DANGEROUS These behaviors pose the highest risk to a person's feelings/physical safety. Staff reports, administrator responds every time
Demonstrates RESPECT characteristics: Responsibility, Effort, Spirit, Patience, Excellence, Caring, Teamwork	<ul style="list-style-type: none"> Negative facial expressions (e.g. eye rolling) Threatening to leave someone out of a group or activity Talking negatively about someone Invading peers' personal space Name calling/teasing NOT based upon personal characteristics 	<ul style="list-style-type: none"> Name calling/teasing based on personal characteristics Exclusion: stopping someone from having friends or participating in an activity Physical aggression (e.g. pushing, shoving, slapping, grabbing, running into others) Starting or spreading rumors Taking or breaking things that belong to others Biased, violent, or explicit language not directed at any specific person Use of obscene or rude gestures and/or language Laughing at others' failures or shortcomings or encouraging others to do so 	<ul style="list-style-type: none"> Severe physical aggression (e.g. hitting, punching, kicking) Threatening language Name calling, biased comments or nonverbal behaviors based on gender, race, religion, disability, or sexual orientation Retaliation, intimidation, or threat of retaliation Inappropriate touching Spitting at someone <p>ILLEGAL</p> <ul style="list-style-type: none"> Weapons Credible threat to school or others Assault Harassment Civil Rights violations
	<p>ALL STAFF:</p> <ul style="list-style-type: none"> WILL discuss and discourage behavior MAY use 'in the moment' consequences 	<p>ALL STAFF:</p> <ul style="list-style-type: none"> WILL discuss and discourage the behavior WILL use in the moment consequences WILL notify the parent <p>ADMINISTRATOR RESPONSE (3+ infractions)</p> <ul style="list-style-type: none"> Teacher notifies administrator using Behavior Reporting Form Administrator notifies parent Follow red category for this and future similar behaviors 	<p>ADMINISTRATOR RESPONSE (1)</p> <p>Parent notified, reflection sheet, two missed social opportunities (lunch, recess, choice time, etc.), restitution</p> <p>ADMINISTRATOR RESPONSE (2)</p> <p>Parent notified, reflection sheet, three missed social opportunities (lunch, recess, choice time, etc.), after school detention, restitution, create individual behavior plan</p> <p>ADMINISTRATOR RESPONSE (3)</p> <p>Parent notified, reflection sheet, restitution, follow individual behavior plan</p>

Dismissal

School administrators will make families aware of unscheduled early releases using School Messenger. If you need to have your child dismissed early from school, please notify the classroom teacher in writing. When picking up children, please report to the main office. Students will be dismissed early only from the main office after the parent or guardian has introduced her-/himself to the secretary and signed the appropriate sign-out sheet. Children will not be dismissed to another adult without written permission from the parent or guardian. In cases of emergency when an early dismissal is necessary, please call the school office, (781) 934-7630, so that the necessary arrangements to have the child ready for dismissal can be made. **Please understand that last minute requests and changes of plans, while sometimes necessary, tax the office staff and cause confusion and anxiety for students.**

Change of dismissal plans require a note to be sent to the office.

Court documents such as restraining orders, custody agreements, etc., need to be on file in the school office so that your child is released to a parent or guardian who has legal custody. If you are planning to pick your child up at

the end of the school day, please notify the classroom teacher in writing or call the school office **before 1:00p.m.** When you arrive at school, proceed directly to the main lobby. Students being picked up at dismissal (2:00 p.m.) will report to the cafeteria where a staff member or volunteer will dismiss the students one by one to the parent or guardian. Children will not be dismissed with another adult without written permission from the parent or guardian. Any children who have not been picked up by 2:10 p.m. will be brought to the office to wait. Children who have permission to walk from school to the Duxbury Free Library, DMS, DHS or a friend's house, must bring a note from their parent/guardian. Be advised that students in grade 3 are not permitted to go to the library by themselves per library policy. They must be accompanied by an adult (age 18 or older).

Parent pick up at the end of the school day – Please park in a visitor's spot at the front of the school, walk into the cafeteria and sign your child out with the person in charge.

Dress

Students are expected to dress appropriately for the work of learning. Just as grown-ups must dress appropriately for their places of business, so must students dress appropriately for school.

Students' attire, including their footwear, should allow for their participation in the numerous physical and academic activities that comprise a school day. Their clothing should neither contain messages or images that disrupt the educational process, nor be inappropriately revealing.

The principal and her/his designee are responsible for determining whether a student's attire meets these expectations. They will work with, and contact the families of, students whose dress does not meet these expectations.

Students go out daily for recess unless the temperature, including wind chill, is below 20 degrees. It is important to dress appropriately for the weather.

Electronic Devices

As technology has rapidly advanced to a point where it becomes increasingly more important for grown-ups to monitor children's access to digital content, the faculty at Alden School have worked to help students distinguish between the use of technology as toys versus tools. When appropriate, teachers may permit students to use their own personal electronic device as a tool to access curriculum. Otherwise electronic devices should not come to school.

(Please, also see the section of the handbook on *Telephone Use*.)

English Language Learners: Program Description

The goal of the English as a Second Language (ESL) Program in Duxbury is to teach English Language Learners (ELLs) to use English to achieve academically in all content areas. The philosophy of this program is anchored in a set of principles governing language education and is supported by educational research and experience. The program is designed to meet the educational needs of ELL students and to develop each of the four language skills: listening, speaking, reading, and writing through grade-appropriate, content-based instruction. Studies show that the best approach to language development ties the language to the content, rather than teaching grammar, vocabulary, and spoken English in isolation. Content instruction is currently based on the MA Curriculum Frameworks and Common Core Standards. As the district revises and further develops their curriculum, new and revised curriculums will be aligned to the WIDA standards.

Eligible students will receive appropriated ESL instruction until exit criterion is reached, as indicated by the annual ACCESS test scores. A certified ESL teacher will instruct the program. The ESL student's schedule is developed after initial assessment at the beginning of each school year or upon entering a school in the District. Eligible students will be grouped according to their English Language Proficiency Level based on their performance on the entrance assessment and/or by age appropriate grade level. In addition to ESL services, ELL students are entitled to other services as appropriate. Language proficiency cannot be criteria for exclusion.

The ESL teacher will create and maintain an instructional climate that is conducive to learning. The ESL teacher will evaluate student performances in the ESL class and provide classroom teachers with input regarding progress. A progress report completed by the ESL teacher will be sent home twice a year. The ESL teacher will also be responsible for attending professional development for increasing knowledge of ESL strategies and methodology. The ESL teacher and general classroom teacher will collaborate on instruction regularly. The ESL teacher will work closely with the content teachers to enhance the lessons for reinforcement of the content being taught in the general classroom. The ESL teacher will provide supplemental lessons as needed to ensure understanding of difficult concepts.

The general classroom teacher will adapt appropriate curriculum materials for the ESL student implementing the guidelines of WIDA. ELL students are entitled to modifications in content and grading to the extent that they can be successful. Certain test accommodations may be provided, as needed, such as extended time, adapted materials (tests, quizzes, notes), bilingual dictionary, and translator, if possible. The ESL teacher is available for consultation regarding the accommodations, if needed. The general classroom teacher should grade the student based on achievement of adapted instructional materials that have been individualized for the student. There may be a period of time when an ESL student does not possess sufficient English proficiency to receive a grade. A general narrative report will be written in this case. At the secondary level, general classroom teachers may utilize Pass/Fail grading as an option. If failing grades are given, documentation should be provided to determine that the language proficiency is not the cause.

Extended Day Programs

Duxbury has several Extended Day Programs that operate Monday through Friday and follow the school calendar. The Chandler Extended Day Program is located at the Chandler School. It provides enrichment activities for children who need care before or after their regular school day. The Breakfast Club, for children in grades K - 2, offers care from 7:15 a.m. until the start of school. The Junior Club, an after school enrichment program for children in grades K - 2, provides care from the close of school until 6 p.m. At the Alden Elementary School, the Club after school enrichment program provides care for Grades 3 - 5 students. Programs include Club Connect (2pm - 2:50 p.m., for Alden students taking the DMS/DHS bus home with a sibling), Club (2 p.m. - 5:00 pm) and Extended Club (2 p.m. - 6:00 pm). For tuition rates and more information, consult the Extended Day Program web page at www.duxbury.k12.ma.us/extendedday or call (781) 934-7680 ext. 4 (K-2) or (781) 934-7630 ext. 5 (Grades 3 - 5)

Field Trips

Field trips may be scheduled by teachers to enhance the curriculum. Requests for field trips are approved by the Principal and the Curriculum Supervisor. The cost of transportation, lunch, and admission fees must be provided by parents. Any family needing assistance in this regard is encouraged to contact the classroom teacher, principal, or counselor. Permission slips must be signed before students will be allowed to participate in the field trip. If you have questions or concerns about this, please contact your child's teacher.

Fire Drills

Fire drills are scheduled periodically and are conducted under the supervision of Fire Department officials.

Food Policy

Celebrations, including birthdays and holidays, will be food free. Suggested ideas for parents (instead of food) for birthdays: stickers, pencils, bookmarks, a dedicated book to the library in honor of the child's birthday, a playground ball for recess, etc. Teachers will avoid having refreshments at parties and will not use food as a reward or prize. During standardized testing, it will be teacher discretion on what type (if any) food will be permitted.

Harassment/Sexual Harassment

(Refer to School Committee Policy)

No child is to purposefully annoy or irritate another student in any way at any time. This includes verbal as well as non-verbal harassment.

In an on-going and comprehensive effort to ensure equal opportunity to its students and to prepare students for life beyond the schools, the Duxbury Public Schools has developed a plan for the prevention of sexual harassment. Sexual harassment is a destructive behavior that interferes with the educational process and will not be tolerated.

Sexual harassment is verbal or physical conduct of a sexual nature, imposed on the basis of sex by an employee or student, which is unwelcome, hostile, or intimidating. Sexual harassment can cover a range of behaviors including sexual insults, name-calling, off-color jokes, intimidation by words or actions, offensive touching and pressure for sexual activity.

Because sexual harassment is a serious matter, it will not be allowed in this school in any form. The Duxbury Public School System has formal means for addressing negative interaction including: the discipline code, conflict resolution, peer mediation, and guidance counseling. Please refer to School Committee policy JB for information regarding filing a grievance

Health Services Information

The health office is open to students during the school day. A full-time registered nurse is available for health counseling, emergency health services when a student becomes ill or is injured and for intervention regarding any student's health concerns.

Immunizations

Massachusetts General Laws Chapter 76, Section 15, requires certification that all children attending school are successfully immunized against Diphtheria, Tetanus, Pertussis, Polio, Hepatitis B, Varicella, Measles, Mumps, and Rubella, unless exempted for medical or religious reasons. Tdap (Tetanus booster) and Meningococcal are required for entry to grade 7.

Medication

If possible, all medications should be given at home. If it is necessary for medications to be given during the school day, the following guidelines must be followed:

1. Written orders from the physician should name the drug, dose, and time of administration.
 2. Parents must sign a consent form.
-

-
3. Orders and the medications MUST be delivered to the health office by the parent.
 4. Medications should never be sent with a student on the bus.
 5. If your child will need to take medicine while on a field trip, please call and speak to the school nurse.
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Epi Pen Guidelines

Guidelines have been established in an effort to provide a safe environment regarding the administration of Epi Pens to students experiencing an allergic reaction on the school bus. These guidelines outline the shared responsibility between the school, parents and the bus transportation company. The procedure can be found on the district website under transportation services in the district services section.

Health Problems

At the beginning of each school year, or as necessary, it is the parent's responsibility to make the nurse aware of any health problems, chronic or temporary, which may interfere with the child's performance in school. The school nurse is available to help in any way possible and parents should feel free to consult her at any time during the school day.

Health Records

Health and emergency information is completed on line prior to the beginning of each school year. Parents must update this information annually on line. Emergency information is extremely important in the event of illness or accident in school. Parents should be sure that the on line emergency information contains current information: telephone numbers of parents/guardians (home/work), the number of a relative or friend who would be available if the parent is not, and the name and number of the child's physician.

Illnesses

- In any absence, a handwritten note from a parent is required and should be given to the classroom teacher. For excused absences, notes may be handwritten and sent in with the student or emailed to the school nurse, Kathy Carney, at kcarney@duxbury.k12.ma.us. In the case of excessive excused absences, the school may ask for further documentation from a physician.
 - A child must be fever free for 24 hours, without the use of medication, before returning to school.
 - A child may be excused from physical education by the school nurse on two occasions on the basis of a note from the parents. If the child is to be excused more than twice, a physician's note is necessary. Please keep the nurse aware of any extended illnesses/injuries.
-

Health Screenings

Health screenings are done according to the following schedule:

FALL

Height/weight measurement/BMI – Grade 4

Vision – Grades 3, 4, and 5

Hearing – Grade 3

SPRING

Postural (Scoliosis) – Grade 5

Parents are notified prior to each screening, and also if test results indicate further evaluation or a child's results are outside the normal parameters.

Physical Examination

Physical examinations are required for:

1. All new students if no physical examination is recorded within a year of entry.
2. Any child who has had frequent unexplained illnesses/absences.

The school physician is available on a weekly basis for consultation with students/parents. If you would like to meet with the school physician, an appointment can be made through the health office (781) 934-7631.

Homework

While homework assignments occasionally introduce new topics or concepts, they are more often designed to reinforce material on which students have already worked in class with their teachers. Families can contribute to homework's effectiveness as a diagnostic tool by reporting when assignments take an exceptionally long time and/or where their children's comprehension seems to unravel, rather than spending time unnecessarily to ensure that the homework is both complete and correct. [The best way to let educators know that an assignment has proven difficult is to write directly on the homework page (1) how long the child had worked on it, (2) whether or not (s)he was able to complete it, and (3) which aspects of it posed the greatest difficulty.]

To see the district's policies regarding homework, please, visit the policies section of the school committee page of the district website.

Indoor Safety Plan/Shelter in Place/Lockdown

Our school has devised an *Indoor Safety Plan* to further secure our building in the event of an emergency.

Students, faculty members and visitors secure themselves in classrooms and/or offices until being given the word that the emergency has passed. If it becomes necessary to evacuate, staff and students will exit the building. This plan is practiced periodically throughout the year, so that students and faculty members are comfortable with and prepared to follow the plan in the event of an emergency.

Insurance

Under the auspices of the School Department, an accident insurance plan is available to all pupils at a premium set each year. This amount is payable each September when enrollment material is given to each student. Later enrollment is not possible.

Briefly, this insurance covers traveling directly to or from school for regular school sessions; attending school, participating in school-sponsored and supervised activities and attending such activities as a spectator. Information is available from the School Secretary or the School Business Office at (781) 934-7600.

Lost and Found

Most Lost and Found items are located in the cafeteria or the gymnasium. Parents and children are encouraged to check this area periodically for lost articles. Valuable items, (e.g., jewelry, watches, money, eyeglasses) which have been lost are usually returned to the Main Office. Contact the school secretary for specific information.

Non-Discrimination Statement

The Duxbury Public Schools does not tolerate discrimination based on race, color, national origin, sex, disability, age, sexual orientation, gender identity, or religion.

Parking/Directions/Traffic Pattern

Visitors to Alden School should enter campus from Alden Street; pass the Duxbury Free Library (on the right); continue straight between the Alden School gymnasium (on the left) and the town playground (on the right); and continue around the three-story classroom wing of our building. The main doors to Alden School face the drop-off circle.

- ✓ Those coming into the building should park their vehicles in spaces labeled *Visitors' Parking*.
- ✓ Those dropping-off students are asked to **pull as far into the drop-off circle as possible**, and to have their children exit their vehicles from the **driver's side**.

When you enter the school complex on Alden Street, this road is a one-way road that continues all around Alden and the middle/high school. You can no longer reverse direction to exit.

When leaving Alden, visitors will continue going in the one-way direction around the DMS/DHS building. All car traffic must follow this one-way route. **Do not park in the right travel lane.**

Only buses may use the roadway that skirts the playing field. This road is not accessible to car traffic during school hours and is one way.

Placement of Students

A parent may provide input in writing to the Principal regarding his/her child's placement. The letter should specify special characteristics of the student. Requests for specific teachers or placement with specific peers cannot be honored. Requests not have a specific teacher can only be honored when one child in the family has been primarily taught by that teacher and the family would like a different experience for another child. All information must be submitted by the communicated deadline to be considered. The decision of the Principal is final. Final decision for student retention rests with the Principal.

Professional Development and Parent Conference Days

Professional Development Days for teachers are scheduled throughout the school year. These are scheduled as full and half days. There will also be four early release days for parent-teacher conferences. On early release days, Alden students are dismissed at 10:35 a.m. and lunch is not served. Please refer to the current school department calendar for specific dates.

PTA

The PTA is an active organization that sponsors Creative Arts Programs for all grades, assists in the coordination of Open House nights, is consulted on policy issues, and helps to recruit classroom volunteers. Information about the PTA is available in the PTA calendar, which also contains valuable phone numbers.

Recess

Student must be dressed appropriately for recess. We go outside if the temperature is 20 degrees above zero with the wind chill. Students with snow pants and boots may play in the snow.

Religious Holidays

Please refer to School Committee policies regarding *Instruction* and *Students*. These are available in the policies section of the school committee's webpage.

Restraint Procedures

Restraint is not a form of treatment or punishment and will only be used as an emergency procedure. Preventative techniques will typically be utilized to avoid the need for restraint. De-escalation techniques including redirection, removal from the situation or offering emotional support from an appropriate adult should be attempted prior to physical contact. Restraint is to be used only as a last resort when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others.

All staff receive an annual review of the school's restraint policy and procedures. Training will include a focus on prevention and behavior support as well as individual crisis planning. A number of staff will receive extended training providing them credentials in both avoiding restraint and its proper implementation should it be unavoidable.

The district complies with all state required reporting. Any restraints lasting longer than 20 minutes will receive approval by the building principal before continuing. Through the principal or designee, reasonable efforts will be made to orally notify a parent within 24 hours of the use of restraint.

Complaints will be received and investigated by the building principal or designee. Parents will be engaged in prevention of restraint through ongoing intervention plans created for individual students that only include restraint in emergency situations.

The following restraints are prohibited: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion and the use of physical restraint in a manner inconsistent with 603 CMR 46.00.

These procedures comply with Duxbury School Committee Policy JKAA and M.G.L. 603 CMR 46.00.

School Bus Information

The Duxbury Public Schools offers school bus transportation privileges to all students. Families must submit applications, and (where necessary) transportation fees to the district's business office in order for students to receive **bus passes**. We now have **online registrations** for **fee based** and **non-fee based** families requesting bus transportation! Online payment registrations, no-fee registrations, and the entire bus information packet are available on our website at www.duxbury.k12.ma.us. Click on the District Services tab and choose Transportation Services.

Proper behavior on the bus is required in order for students to retain this privilege. The cooperation of parents/guardians is necessary to ensure a safe ride to and from school.

1. Children must obey the driver promptly and respectfully.
2. Children are to sit down in the seats and must not extend arms or head out the window of the bus.
3. Children may not move about or stand in the aisles while the bus is in motion.

4. No glass containers or live animals are permitted on the bus. Other items are allowed at the discretion of the bus drivers.
5. Profanity and obscene gestures are prohibited.
6. Failure to comply with the above rules will result in a bus incident form from the driver. An administrator will confer with the child to discuss the incident and appropriate action will be taken. A copy of the ticket will be sent home. Repeated offenses will be discussed with parents and may result in loss of bus privileges.
7. All electronic devices should remain off and in the student's backpack.

Students will be picked up and dropped off at the same address every day. We will not accept daily notes for bus changes. If the changes are identified at the beginning of the school year (prior to mid September) and are permanent, those will be honored.

Please refer to the Duxbury Public School's brochure about bus transportation.

School Committee

The Duxbury Public Schools are overseen by a five-member elected School Committee. Outside of Massachusetts they are called School Boards. The policies as established by the School Committee are available in the Superintendent's Office, the Principals' Offices, and the Town Library, and on the school website for your reference.

School Pictures

Student pictures are taken under the auspices of the PTA. Packets are sent home prior to the picture taking date.

SCHOOL RULES

A standardized code of behavior exists for students at Alden School. These behaviors and expectations are expressed in a positive manner. A complete list of these expected behaviors is as follows:

In the Hallways:

- Talk in quiet voices, if at all
- Always use appropriate language
- Use good manners
- Stay to the right
- Hold the door for your neighbor
- Always give the right of way to people with injuries or disabilities
- Do not touch others
- Show respect to ALL adults
- Show backpack courtesy
- Walk at all times
- Walk in single file
- Walk down stairs, touching every stair
- Go directly to classes and do not wander
- Do not eat food
- Pick up litter

In the Cafeteria:

- Seat yourselves properly
- Pick up around your area
- Use "6-inch" voices
- Keep your hands and feet to yourself
- Always demonstrate correct handling of food
- Use utensils for food only
- Respond to the hand signal to be quiet
- Follow the correct traffic pattern

Rules for Recess:

Safety Rules:

- No fighting, hitting, punching, tackling, wrestling, or hurting
- No touching that makes someone uncomfortable
- No threatening or bullying
- No dangerous toys or objects
- No climbing fences

- No leaving the playground without permission

Fair Play Rules:

- Play only safe games
- Include all who want to play if possible
- Group games should be safe and fair
- If you join a group, you need to play by the rules
- Take turns! Share equipment! Be a good sport!
- Use only appropriate school language

Organizational Rules:

- Line up and go into the school quietly
- Follow sidewalks and crosswalks
- If you are asked to take a time-out, show respect and maturity

When using Bathroom Facilities:

- Use the classroom sign-out sheet
- Do not bring food or drinks
- Use proper bathroom etiquette
 - flush
 - throw out paper towels in the trash barrels
 - turn off the water
- Wash your hands before leaving
- Report problems to the teacher
- Do not write on the walls
- Return promptly to class, without lingering

When attending Assemblies:

- Express appreciation by clapping only.
- Place your feet appropriately (on the floor)
- Use “6-inch” voices during occasions when talking is permitted
- Avoid talking during the performance
- Keep hands and feet to yourself
- Remain seated during the performance

- Remain seated and wait for administrators’ and teachers’ directions at the end of the performance

During Field Trips:

- Respect all adults
- Follow the directions of your designated adult
- Follow bus rules
- Remember all school rules and behaviors
- Be proud to be from Duxbury and make Duxbury proud.
- Use appreciative responses (for example, be sure to say “Thank you.”)
- Stay with your group
- Always let your designated adult know where you are

At Dismissal:

- Stay on the sidewalk and off the grass
- Walk at all times
- Go directly to your bus or other destination
- Do not walk between buses
- Wait for crossing guard to cross you
- Wait until your floor is called before you leave the building
- Be courteous and show appropriate behavior
- Listen carefully to the grown-ups on bus duty
- Avoid pushing or knocking backpacks into other people
- Bikes wait on the grass area until all buses have left and ride only on the sidewalk.

In the School Library:

- Avoid any disturbances
- Share the computers
- Handle books carefully
- Put books back where they belong
- Appreciate and respect items that are on display

- Remain quiet
- Use time wisely
- Do not write on furniture
- Return resource books promptly

In the Computer Labs:

- Follow instructions of the grown-ups.
- Follow rules for use of lab and equipment
- Follow Internet Acceptable Use Guidelines

❓ School Rules That Apply Everywhere ❓

- Show respect to all adults.
- Respect each other and yourself.
- Give the right of way to people with disabilities.
- Keep your hands and feet to yourself.
- Walk at all times.
- Use good manners.
- Use appropriate language.
- Let the adult in charge know where you are.
- Line up quickly and quietly.
- Pick up litter.
- Use quiet voices inside the building.
- Treat furniture, materials and property with respect.
- Eat food only in the cafeteria or classrooms.

Security Cameras

In order to maintain a safe and secure school environment, security cameras are present throughout the schools. They may be in use in any area, inside or outside of the school buildings, where there is no expectation of privacy. Students identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

Students Attending School Events

No student below grade 7 should attend any school event unaccompanied by a parent or responsible adult and all such students should be with the parent or adult and directly supervised at all times. Please assist us in teaching our students respectful and responsible behavior by modeling appropriate behavior as an audience and excluding behaviors such as talking, booing, jeering, or roaming around.

Student Work Request

A student must be out of school at least two days before work is requested. If you would like to request work, email your child's teacher. So long as such requests are made by 1:00pm, the work

will be available by 9:00 a.m. the following day (day #3). This procedure will enable teachers to better prepare up-to-date work that students have missed. For extended absences from school, please refer to the School Committee Policy JH.

Telephone Use

During the day telephone calls by students are permitted with the permission of the teachers and the school secretaries. Students bringing cell phones to school must keep them turned-off and in their backpacks during the school day, and while riding to/from school on the school bus. (Students are not permitted either to make calls or to send text messages from cell phones while at school or on the school bus.)

Visitors

(See Policy KI)

Guests, and visitors, including members of the media, are required to sign in and out in the Schools' Main Office and wear a badge at all times. All visitors must show a license to gain access to the building through locked doors. Once the license is shown, the door will buzz and the visitor will gain access and will be required to come to the main office.

Students wishing to bring a guest to school must obtain prior approval from an Administrator. A note requesting permission should be brought to the school secretary a few days prior to the visitation.

Parents or family members who deliver items to school for children must bring them to the office. The office staff will notify the teacher. All items left for students should be clearly marked with the child's name and the name of her/his homeroom teacher.

Volunteers

The PTA maintains an active volunteer program. This includes work in the library, classrooms, and computer lab. Every year volunteers are required to attend an orientation and sign a confidentiality statement before helping in the schools. The Duxbury Public Schools conduct C.O.R.I. (Criminal Offender Record Information) checks on all new volunteers. For more information please contact the Volunteer Coordinator or the PTA President.

Support Services

School Psychologist

Alden School has a school psychologist on staff. The role of this professional is to facilitate psychological testing as part of TEAM evaluations; to serve on the school's crisis team and

instructional support team; to provide direct services to children who require them; and to collaborate with other educators and community members to best serve students.

Counselor

Alden School has a Counselor who is a certified counselor in school guidance and/or school adjustment. She assists students, parents, and teachers with a broad range of academic and scheduling issues. The Counselor is available to work directly with both students and parents. The role of the Counselor also includes providing individual and group counseling aimed at the social, emotional and academic areas of student life. Referral to the Counselor may be done via parental request or by consultation with teachers and administrators.

Student Records

M.G.L. C.71, Section 34 F directs the Board of Education to adopt regulations relative to student records, specifically the retention, duplication and storage of records. According to the Massachusetts Department of Education, “603 CMR 23.00 is promulgated to insure parents’ and students’ rights to confidentiality, inspection, amendment and destruction of student records.” The student record shall consist of the transcript and temporary records. According to the Department of Education, the transcript shall “be limited to the name, address, and phone number of the student; his/her birth date; name, address and phone number of the parent or guardian; course titles, grades, course credit, grade level completed and the year completed.”

At Alden School there are several components of the temporary record including, attendance records, discipline records, educational records and health records. Attendance, discipline and educational records are stored in the main office and the health record is stored in the nurse’s office. The vast majority of the materials found in the student files are duplicate copies of materials given to the child and his/her parents. The educational record consists of report cards, progress reports, and standardized test information. The attendance record is a collection of notes written by parents/guardians explaining absences from school, dismissal requests and tardy notes. Health records contain information relative to the student’s health including immunizations, emergency contacts, current medical situations and medications. The discipline record consists of duplicate copies of referral forms mailed to the parent/guardian for infractions of the Code of Conduct.

The student records will be reviewed on a periodic basis and misleading, outdated or irrelevant information will be eliminated from the record.

Release of Information About Students

Regulations pertaining to the release of information about students shall be in conformity with Sections 34A, 34B, and 34E of Chapter 71; Chapter 71B; and Section 13 of Chapter 76 of the General Laws regarding students' rights of confidentiality, inspection, amendment and destruction

of students' records. A parent or a student, who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than two days after the request, unless the parent or student consents to a delay. The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials.

Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

Confidentiality of Record

With a few exceptions, no individuals or organizations but the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student. If the parents are separated or divorced, both parents are entitled to access to the student record unless a written court order forbids it.

Amendment of Record

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Destruction of Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Instructional Programs

Creative Arts Programs

Programs sponsored by the PTA's Creative Arts Council to provide school-wide enrichment programs.

Curriculum

Alden School offers students in grades 3-5 a consistent and challenging program. All students receive instruction in the following areas:

- Literacy (Reading, Writing, Speaking and Listening), Mathematics, Science, Social Studies.
- Art, Music, Physical Education, Library and Spanish. Computer skills are integrated throughout the curriculum. The school library and computer labs provide students with opportunities to apply skills and understand research. Students have access to tablets and laptops. The Spanish teacher works with students in grades 3 through 5 for one period/week. Students continue to develop vocabulary and speaking skills introduced at the primary level. At this level, students begin writing for more fluency.
- The Accelerated Reader Program, which allows students to select and be tested on books at individual reading levels, is also used to foster in students an enjoyment of reading.
- All children have the opportunity to borrow books on a regular basis.

Programs supplementing the standard curriculum include:

- The Elementary Science Fair (K-5): Spring Science Fair open to all K-5
- Reading Incentive Programs (K-6): Thematic approaches for encouraging quality reading involvement.
- School-wide Themes- Special areas of interest to provide awareness, school spirit and love of learning.
- STEM (Science, Technology, Engineering, and Math) units and the Makerspace.

Curriculum pacing and content

Teachers follow the MA Curriculum Frameworks, Common Core State Standards and the Duxbury Curriculum Maps for each subject area to ensure all students within the same grade level are exposed to the same curriculum content. The Alden Curriculum Supervisor works with a district level leadership team to provide curriculum continuity K – 12. Grade-Specific Curriculum guides will be discussed at Open House in the fall and may also be viewed on the district's website.

Curriculum Information Night (K-5)

Special evening presentations are scheduled by the Elementary Curriculum Supervisor to address topics of general interest for parents of elementary students. (See PTA calendar for dates.)

Grouping

All classes at Alden School are heterogeneously grouped. Students are assigned by their teachers to work in cooperative learning groups in the various subject areas regularly throughout the school day/week/year. The groups within each class are flexible to meet the needs and learning styles of all students, and to allow teachers to differentiate instruction accordingly.

Special Instructional Services

Duxbury Public Schools offer a variety of services to students who need additional time to address specific needs. Reading Specialists, Adjustment Counselors, Guidance Counselors, Speech/Language Teachers, Title 1 Math Tutors and Special Education Teachers all work as a team with classroom teachers to provide a curriculum which allows *all* students to meet the expectations of the Massachusetts Curriculum Frameworks and Common Core State Standards. (For additional information, see Duxbury Public School webpage and refer to District Services)

Standard Assessments Administered at Alden School

Each spring, students in Grades 3-5 participate in state standardized testing. Families are informed of testing dates and times. Additional assessments used by teachers to get a complete picture of student progress include:

- a. Reading Unit Assessments
- b. Math Topic and Benchmark Assessments
- c. Normed Reading Fluency Screening
- d. Normed Reading Comprehension Screening
- e. Teacher created assessments/informal observations
- f. Normed Math Computation Fluency and Concepts and Application Screenings
- g. Shaywitz Dyslexia Screener

Report Cards

Standards-based report cards will be issued three times during the year (December, March and June).

The following marks are used to indicate children's proficiency based on grade-level content standards and/or social expectations.

P – Proficient - Consistently demonstrates the skill, concept, or behavior independently.

A – Approaching - Often demonstrates the skill, concept, or behavior independently.

D – Developing - Sometimes demonstrates the skill, concept, or behavior independently.

B – Beginning – Does not yet demonstrate the skill, concept, or behavior independently.

Report Card Portal Access – Report cards are reported on-line through the Aspen Portal three times a year. Parents have access to the portal with a log in password. If this password is lost, parents must come to the school and show proper identification to receive a new password.

Parent Conferences

Parent conferences are scheduled in the fall and are optional in the spring to review all student progress and discuss social/emotional growth and development, as well as academic progress and skills.

DPS Empowered Digital Use Policy For DPS Staff, Students and Guest Network Users

The School Committee recognizes the need for students to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment. Our Empowered Digital Use Policy is for all users of the DPS network, including staff, students and guest network users.

This policy is based on the Children’s Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Duxbury Public School (DPS) provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance Millennial Learners’ ability to live and work in the 21st century. Online communication constitutes any use of network resources, etc. DPS electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks. To keep students safe and comply with the Children’s Internet Protection Act (CIPA), the Empowered Digital Use Policy is put in place to accommodate for the many education and global changes to date.

The following is a statement of rules and guidelines for the empowered use of electronic information resources. These are provided to help understand what is acceptable behavior with the use of technology. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the DPS community (students and staff) will be held accountable. The intent of this policy is to ensure that students utilize this access in a responsible manner consistent with the purpose of providing these services.

DPS uses dynamic content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. DPS realizes this fact and takes every effort to monitor online activity.

DPS believes that the benefits to students from access to information resources and the opportunity for collaboration available through the Internet exceed any potential disadvantages.

Users (staff, students and guests) who use the computer network must abide by the terms of this Empowered Use Policy. Any user who violates this policy will be subject to a disciplinary action in accordance with the district's Code of Conduct.

The use of the network must be consistent with, and directly related to, the educational objectives of DPS.

Student Safety. Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet).

Extended Safety K-5. In accordance with Internet search guidelines, teachers of students in grades K-5 will provide access to Internet resources as appropriate for the age of the child.

Password Protection. Passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal, or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the Network Administrator or the Technology Director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy. Students, staff and guests need to know that all files, including emails, texts, photos and videos, stored on school computers and on cloud-based accounts, such as Google Drive, Evernote, and Dropbox, are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access, including

transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of “seven years.”

Online Etiquette. Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation. The Duxbury Public Schools do not discriminate on the basis of race, religion, color, national basis, sex, sexual orientation, disability, gender identity or age in its employment, programs, and activities.

Messaging. Teachers may incorporate various forms of online collaboration for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this Empowered Digital Use policy.

Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in online applications. Students are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

District-owned Network and Computing Equipment.

Users of the DPS network and computing equipment will:

- Access only email distribution lists with prior permission and only for appropriate educational use.
- Refrain from mass messaging or mass email distribution.
- Seek, access or download only materials that are relevant to assignments or coursework.
- Use the computer network only for schoolwork. Chat rooms and games will only be used for educationally appropriate schoolwork as directed by teachers.
- Access only programs and applications appropriate for schoolwork and will not override any firewall/web filtering established on the network.
- Be responsible for maintaining a 100% working computer with only the applications installed by the district.
- Keep your data and the district’s data safe by keeping passwords private, logging out, and not altering data or installing unauthorized software or games.

DPS assumes no responsibility for:

- Financial obligations arising out of unauthorized use of the system.

- Cost, liability or damages caused by a user's violation of these guidelines.
- Any loss or corruption of data resulting while using the network.
- A student's illegal distribution (pirating) of software.

If a user finds materials that are inappropriate or that make the user feel uncomfortable while using the DPS network, the user should refrain from downloading/sharing that material and immediately report the discovery to her/his teacher or other staff member.

Plagiarism/Copyright/Licensing. Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Proxies. The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Illegal Activities. Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

TERMS of AGREEMENT

The Duxbury Public Schools reserve the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, or dismissal (staff) for violations of this Policy. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Duxbury Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related

to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

COVID-19 PANDEMIC

The District will follow state and federal guidelines to address COVID-19 related school issues. Due to the unpredictable nature of the pandemic, the guidelines may change during the school year. The District will provide timely information to parents/students/guardians about any needed changes to District programs and services.

Remote Learning Time and Use of Remote Learning Platforms

As a result of the COVID-19 pandemic, during the 2020-2021 school year the District may be required to provide some or all educational programming via remote learning and various remote learning platforms, e.g. Zoom, Google Classroom etc.

The Code of Conduct and District Policies, including but not limited to those that govern student discipline, bullying, harassment, and discrimination, are applicable during remote learning times and when using remote learning platforms.

Parents and students are prohibited from recording and/or disseminating remote learning lessons or instruction. Violations of the no-recording policy may result in school-based discipline or referral, in appropriate cases, to law enforcement.

Safety Requirements and Educational Program Continuum

As a result of the on-going Covid-19 pandemic, on June 25, 2020, the Massachusetts Department of Elementary and Secondary Education issued “Initial Fall School Reopening Guidance” (the “Guidance”). In accordance with this guidance, the following safety requirements and educational programming models will be in place for the 2020-2021 academic school year as required by the Commonwealth. The District reserves the right to amend these requirements and the manner in which educational services are provided to its students as determined appropriate and as order/advised by the various agencies of the federal and state governments.

Safety Requirements

Masks/face coverings

- Students in grade 2 and above are required to wear a mask/face covering that covers their nose and mouth.

- Students in kindergarten and grade 1 are encouraged to wear a mask/face covering.
- Masks/face coverings must be provided by the student/family; however, extra disposable face masks will be made available by the school for students who need them.
- Adults, including educators and staff, are required to wear masks/face coverings.
- Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors.
- Mask breaks will occur throughout the day in a manner that complies with health and safety standards.
- Masks/face coverings are required to be worn by everyone on the bus during school bus transportation.

Physical Distancing/Student Groupings

- The District will aim to maintain a physical distance of three to six feet between individuals
- Classrooms will be configured in a manner that provides for the above-referenced physical distance between individuals.
- Students will be kept in cohorts to the extent feasible.
- Additional safety precautions will be taken by the school nurses and/or any staff supporting students with disabilities in close proximity, when distance is not possible.

Hand Hygiene:

- Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, and as needed throughout the day.
- When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.
- If handwashing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content can be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry.

Educational Program Continuum

Per the Guidance, educational services will be provided in one of the three (3) below described models depending upon the needs of the student and/or health and safety requirements.

Model 1 – In-Person Learning

It is the District's goal to provide in-person learning to as many students as possible without

compromising safety. In this model, all students return in person to school settings that are appropriately modified to accommodate the health and safety requirements outlined above. Examples of modifications could include altered classroom configurations, setting up additional learning spaces, and schedule changes.

Model 2 – Hybrid Learning

In the event that the District is unable to bring all students back to school under the health and safety requirements despite best efforts, or in case of COVID-19 related circumstances, a hybrid learning model will be implemented. In this model, students will alternate between in-person and remote learning. For instance, students could switch between in-person and remote learning on alternating weeks or days of the week.

Model 3 – Remote Learning

In the event that individual students cannot not return to in-person learning, or in the event of future classroom or school closures impacting all students, remote learning will be implemented. As stated throughout the Handbook, the Code of Conduct and District Bullying and Harassment/Discrimination policies apply to students during remote learning times and when using remote learning platforms.

Plan for Special Populations

Additional plan(s) will be developed as appropriate for the provision services and accommodations to special student populations, including students with disabilities and English learners.

For students with disabilities who receive services and/or accommodations pursuant to an IEP or Section 504 Plan, please note that in the event of a school closure or provision of a hybrid learning model as described above, these exceptional circumstances may affect how a particular service is provided and FAPE may look different than it did during in-person learning. Federal disability law allows for flexibility in determining how to meet the individual needs of students with disabilities. In these instances, the District will work to provide specialized instructional opportunities and related services through remote learning or a hybrid model of remote and in-person learning to the extent feasible while maintaining the safety of both students and staff and complying with applicable federal, state and local government directives.