

RALPH D. BUTLER ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK



2021-2022
avon.k12.ma.us



The Avon Public Schools 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, gender, gender identity, homeless status, or sexual orientation.

Welcome to Ralph D. Butler Elementary School. It is our goal to provide the learning experiences needed for each child to develop his or her potential academically, socially and emotionally.

Success in meeting your child's needs requires cooperation between home and school. We hope that this handbook will enable all members of the school community to better understand the Ralph D. Butler Elementary School and the total Avon Public Schools.

If the School Committee and/or Ralph D. Butler Elementary School policies change during the year, updates will be sent home with each student.

CENTRAL ADMINISTRATION – 508-588-0230

***Mrs. Christine Godino – Superintendent
Ms. Jennifer Meek – Director of Pupil Services***

Butler Elementary School

Telephone - 508-587-7009

Fax – 508-583-7193

Mrs. Sarah Shaw – Principal

Ms. Kim Bothwell – Assistant Principal

School Committee Members

Ms. Tracy Sheehan - Chairperson

Ms. Anne Hagberg– Vice-Chair

Ms. Sharon Marble - Secretary

Mr. Paul Chapman - Member

Mrs. Maria Picirilli - Member

Our Mission

Ralph D. Butler Elementary School Mission Statement

Our mission at the Ralph D. Butler Elementary School is to challenge students to strive for excellence in a safe and supportive environment that recognizes and appreciates each person's uniqueness and ability for success. We value academic achievement, good citizenship, as well as, the social, emotional, and physical well-being of all members of the school community.

Our Vision

Ralph D. Butler Elementary School Vision Statement

The Ralph D. Butler Elementary School will be a place where all students will learn and grow academically and as thoughtful and considerate members of the community.

The administration will strive to maintain a positive learning environment that is safe, supportive, and appreciative of everyone's differences.

Teachers will challenge students academically while helping them to develop and maintain positive attitudes about themselves and learning.

Students will be encouraged to give their best effort in all areas and practice self-discipline, respect, and consideration for others.

Parents and community members will be welcomed into the school and will collaborate with the staff in order to provide the best possible learning opportunities for our students.

The school itself will be well maintained, appealing, and an inviting learning environment where safety and security will prevail.

Ralph D. Butler Elementary School Constitution

Teacher's Rights and Responsibilities

Rights:

- Teachers have the right to teach in a safe and secure environment.
- Teachers have the right to be treated respectfully.
- Teachers have the right to have their concerns addressed in a timely manner.
- Teachers have the right to discipline a child if needed.

Responsibilities:

- Teachers shall educate children to the best of their ability.
- Teachers shall be respectful of the principal, other teachers, staff, students and parents.
- Teachers shall address students and parents concerns in a timely manner.
- Teachers shall notify parents of any issues or concerns involving their child.

Student Rights and Responsibilities

Rights:

- Students have the right to learn in a safe and secure environment.
- Students have the right to receive the best education available.
- Students have the right to receive extra help when needed.
- Students have the right to have their concerns addressed in a timely manner.
- Students have the right to be treated equally.

Responsibilities:

- Students shall be respectful of the principal, teachers, staff, themselves and their peers.
- Students shall complete their work in a timely manner.
- Students shall be respectful of school and others property.
- Students shall not bully, name call, harass or hit other students.
- **Students shall tell a teacher or staff member if they need help.**

Parent's Rights and Responsibilities

Rights:

- Parents have the right to know their children are in a safe and secure environment
- Parents have the right to know their children are receiving the best education available.
- Parents have the right to have their concerns addressed in a timely manner.
- Parents have the right to be notified of any problems involving their child.

Responsibilities:

- Parents shall be respectful of the principal, teachers, staff and students.
- Parents shall see that students' work is completed on time.
- Parents shall reinforce the students' and teachers' rights and responsibilities.
- Parents shall address any issue arising in a timely manner and meet with the principal or teacher if needed.

Providing School Information in Languages other than English

We at Ralph D. Butler Elementary School are committed to ensuring that all members of the school community have equal access to all information about and pertaining to the school and its programs. If there are individuals in the school community with limited English language skills, we will have these messages translated into the parent's home language.

ENTRANCE REQUIREMENTS

Students – Age of Entrance – Policy #10115.0

All students entering Kindergarten must be five (5) years of age before September 1 of the year of entry. All students entering grade 1 must be six (6) years of age before September 1 of the year of enrollment or have successfully completed Kindergarten.

Prior to enrolling it will be necessary to provide:

- Birth certificate
- Two (2) proofs of residency
- An up to date immunization from the previous school or physician only (requirements vary according to the age of the child)
- Physical examination (within one year of entrance)
- Transfer card from previous school

SCHOOL HOURS

School hours for students in Kindergarten through Grade 6 are 8:20 a.m. to 2:40 p.m. To help ensure the safety of all children, students who either walk or are transported to school will not be admitted into the school building until 8:10 a.m. since supervision does not begin until that time. **The school cannot assume responsibility for, nor provide supervision for, any child who arrives prior to 8:10 a.m. Children who are transported home are to be picked up at 2:40 p.m.**

School hours for students in the half day morning Preschool housed at the Avon Middle High School are from 8:00 a.m. to 10:30 a.m.

School hours for students in the half day afternoon Preschool housed at the Avon Middle High School are from 11:10 a.m. to 1:40 p.m.

School hours for students in the full day preschool program at Butler Elementary are 8:30am-2:10pm

EARLY RELEASE DAYS

Ten (10) school days are designated as early release days in which students are dismissed at 11:40 a.m. These days are used for curriculum development, professional development, and parent- teacher conferences. Students are expected to ride their regular bus home or be picked up by parents on these days. Afternoon half day Preschool **does not** meet on early release days.

Scheduled Early Release Days

September 8, 2021	March 11, 2022 (PT Conferences)
October 20, 2021	May 11, 2022
November 12, 2021 (PT Conferences)	June 8, 2022
December 15, 2021	June 17, 2022 (Scheduled last day of year)
January 12, 2022	

NO SCHOOL DAYS

September 3, 2021	January 17, 2022 (MLK Jr Day)
September 6, 2021 (Labor Day)	February 21-25, 2022 (Winter Recess)
October 11, 2021 (Columbus Day)	April 15, 2022 (Good Friday)
November 2, 2021 (Prof Development)	April 18-22, 2022 (Spring Recess)
November 11, 2021 (Veteran's Day Honored)	May 30, 2022 (Memorial Day)
November 24-26, 2021 (Thanksgiving)	
December 24-January 2 (Holiday Recess)	

SCHOOL CANCELLATIONS

In the event of inclement weather, announcements regarding school cancellations are made by local and Boston media. The NO SCHOOL announcements for the Avon Public Schools are made locally by WBZ CBS Channel 4, WCVB Channel 5, WHDH Channel 7 NBC & 56 CW, NBC Channel 10 & NECN, WXFT Channel 25 FOX

If Avon Public Schools are cancelled due to inclement weather, all school facilities will be closed on that day. All after school programs will also be cancelled.

Depending upon the severity of the weather conditions and how they could impact the health and safety of students in the Avon Public Schools, it may be necessary to delay the start of the school day or to dismiss students before their customary dismissal times. These options would be implemented only under certain conditions. As usual, parents should use their own judgment whether or not to send their children to school in severe weather.

PRESCHOOL: There are occasions in which the Superintendent may decide to cancel classes for students in Preschool.

DELAYED SCHOOL OPENINGS

A one-hour delay in opening schools may be announced to deal with unusual conditions that may exist on a particular school morning. The one-hour delay would affect only the opening of

school with dismissals taking place at regularly scheduled times. When a one-hour delay is announced, the opening of school will occur one hour later than normal according to the following schedule:

9:20 a.m. opening of the Ralph D. Butler Elementary School
9:30am start for full day preschool

School transportation pickups will occur one hour later than normal. The **morning half day Preschool sessions will be canceled**. School lunches will be served at their regular times. PM Preschool sessions will start at the regular time. The one-hour delay will be announced by the same media that make school cancellation announcements. **Parents are not to send or drop off their children early on days when a delayed opening has been announced.**

MORNING DROP-OFFS

Parents wishing to drop their student off before school must enter the school grounds at the second entrance, pull forward and proceed to the side entrance of the building where staff are on duty. Students should exit the vehicles quickly and proceed into the school. For the safety of our students, vehicles in the morning drop off line may not pass other cars. Parents must remain in the line in a single file fashion. **Student drop off begins at 8:10 A.M. All vehicles are expected to follow the set traffic pattern to ensure safe drop offs for all children. Students dropped off after 8:25a.m. must be escorted into the building by an adult.**

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations.

EARLY SCHOOL DISMISSALS

In the event that severe weather conditions develop after the start of the school day, it may become necessary to release students before the scheduled dismissal time. The decision to release early will be made in the interest of the health and safety of the students and will be announced by the same media that make school cancellation announcements no later than 11:00 a.m.

In the event of early dismissal, PM half day Preschool **will not be in session**. There may be occasions when PM Preschool will be cancelled when all other programs are in session.

ATTENDANCE

Regular attendance is essential to a student's academic and social growth. Attendance in class has an important bearing on the educational process and student achievement.

Each student is expected to attend school on a regular basis. Absences or tardiness for other than important and necessary reasons (medical, legal and family emergencies) are considered unexcused. **Excessive absences, tardiness and truancy will be brought to the attention of the parent/guardian on an individual basis and could involve action in accordance with state statute and School Committee policy.**

We do not, however, want students who are ill to attend school. If your child shows signs of not feeling well (fever, chills, headache, sore throat, nausea, etc.) please keep him/her home for his/her own well-being as well as for the well-being of the other class members. (See School Health Brochure)

Please note that the Ralph D. Butler Elementary School does not have the facilities to keep students who are ill at the school.

Absences

- Parents/guardians are expected to call the school (508-587-7009) in the event of your child's absence or tardiness between 7:45 and 8:15 a.m. or leave a message on the answering machine, on the day of the occurrence. Please let us know the name of the child, the room number and the reason for the absence or tardiness. In the event we do not receive a telephone call, the school will send a Connect-Ed message requesting that parents contact the school.
- Whenever a child is absent or tardy, a note from the parent should be sent to the school with the child when he/she returns. The note should include the child's name, date(s) of absence, and the reason for the absence.
- Children who are absent for five (5) or more consecutive days must provide a note from the doctor and/or report to the school nurse before returning to class.
- A student who is absent from school is expected to make-up missed work within one week of the absence.
- Religious observations/Holy Days are considered excused absences. It is requested that parents notify the school before the date(s) of absence. Work and tests will be made-up in accordance with the policy regarding other excused absences.

- **Individual and family vacations are considered unexcused absences from school.**
The school discourages scheduling these vacations while school is in session since valuable instruction will be missed. The interaction with the teacher and class is of key importance in understanding concepts and the development of skills. Students are expected to make-up work that has been missed during their absence.
- All assignments will be given to students upon their return to school. It is essential that all students attend school during the administration of the MCAS testing.
- In accordance with state laws, students will be considered absent from school if tardy or dismissed for more than one-half (1/2) of the student school day.
- If a student is absent from school he/she will not be permitted to attend any events after school (i.e. after-school programs, ASA events, Concerts, Talent Show...).

Tardiness

Parents and students must make every effort to ensure that students arrive on time. Students will be considered tardy if they arrive after 8:25 a.m. and must report directly to the office before going to their classroom. An adult must accompany students who are tardy to the office. In chronic cases, appropriate steps will be taken to ensure a child's prompt arrival at school. These steps may **include** a conference with the principal, and referral to juvenile authorities.

Dismissals

- All dismissals during school hours must be done through the school office, which closely monitors the dismissal of students to prevent unauthorized persons from removing children. Unless we have information to the contrary, we assume that both parents as well as persons listed on the emergency form will be able to have students dismissed to their care. The child will not be dismissed to anyone else without written or confirmed parental permission.
- The parent or guardian needs to send a signed note to the teacher advising them of dismissal. This will allow the student and teacher to prepare ahead of time to gather homework and materials.
 1. The dismissal note should contain the time and reason for dismissal. The child will present the note to the teacher who will forward it to the office.
 2. Children will be dismissed to the parent or designated individual through the office.
 3. In the event the adult is not recognized, it will be necessary to provide picture identification before the child is released.
 4. It will be necessary to sign the register before a student being dismissed.

End of Day Dismissals

- End of the day dismissals from the office will not be allowed after 2:15 p.m.
- If students are to follow a dismissal procedure at the end of the school day that is different than their ordinary one, **a note must be sent in** and approved by the office whenever this change is to occur. Please avoid confusion by sending in a note or calling the office if you are dismissing your student a different way.
- Bus students will be dismissed through the right side door beginning at 2:40 p.m.
- Bus students will be transported home on their **regular bus only**. Due to buses being at or near capacity, students will **not** be allowed to change buses except in cases of extreme emergency.
- Pick-ups will be dismissed via the side entrance.

Pick-up Procedure:

- Pick-ups will be dismissed via the side entrance. Parents picking up their students must enter the school grounds and proceed straight to the side building entrance. They should follow the line of traffic. Students will be called from the cafeteria as their parents' car approaches the side of the building. Staff members will be located outside to monitor dismissal and notify students when they should exit the building and proceed to their parents' vehicle.
- Walkers will be dismissed via the back exit to the path.

STUDENT RESPONSIBILITIES

Our high standards apply to the expectation that students assume responsibilities as learners and members of the school community. Embedded in learning experiences are the notions of hard work, perseverance, and best effort. Working for and contributing to the school community are emphasized. A sense of ownership and responsibility is fostered through student involvement in the school community.

To have a safe, productive school community where everyone can learn, we need to show respect for others, our surroundings, and ourselves.

- Listen to adults and to one another.
- Speak softly.
- Walk quietly inside the school, keeping to the right in the halls and on the stairs.
- Take responsibility for our own actions.
- Take care of all property.

- Keep the school clean.
- Be polite and courteous to everyone.
- Cooperate and compromise: work together and talk to solve problems.

In addition, at the start of the school year within each class, both teachers and students cooperatively determine rules and procedures. Students and teachers discuss and practice these rules and procedures so that students understand their responsibilities in maintaining a productive, safe, and positive school environment. In creating a school community that is caring and respectful, students are expected to take responsibility for their actions. Students are helped to understand different points of view, to learn to express feelings in appropriate ways, to communicate accurately, to listen to others and to come up with satisfying responses to conflicts.

Butler School Values

The Butler School views social-emotional learning as essential to ensure students become productive members of our community. Students are explicitly taught essential social-emotional skill sets in order to help them navigate social scenarios in various settings. The Butler School enforces a set of “Butler School Values” for which students are recognized daily. The Butler School Values include: Responsibility, Empathy, Assertiveness, Cooperation, and Self-Control. The Butler School Values make up our school wide expectations which state:

1. Butler Students will take Responsibility for what they say and do.
2. Butler Students Assert themselves in positive ways.
3. Butler Students show Empathy for others.
4. Butler Students Cooperate with others.
5. Butler Students demonstrate Self-Control.

Logical Consequences

When students do not follow the school rules, students will be given logical consequences for their actions. As much as possible, we try to match the consequence with the infraction in order to help students develop a “break it-fix it” mindset. These may include: loss of school or class privileges, parent contact, a meeting in which students discuss and write about the situations as a means to examine their behavior, how they contribute to conflicts and ways to resolve conflicts; a written report of the incident; or suspension from school.

To emphasize that everyone is working together, parents should review and discuss the school rules so that we share a common understanding of the behavior that is expected of all students at school.

Recess

It is the policy of the school to have outdoor recess, which is supervised by staff members, whenever possible. Indoor recess will be held only when weather conditions, ground conditions, or other extenuating circumstances do not permit outdoor activity.

Parents should dress children according to existing weather conditions with proper footwear and outer clothing. If boots are worn, make sure children bring shoes or sneakers to wear in school.

It is generally felt that if a child is well enough to be in school, he/she is well enough to take part in outdoor recess. Exceptions to this policy on a short-term (daily) basis may be made upon receipt of a note from a parent for medical reasons. If a child is to remain indoors for an extended or indefinite time, a physician's note is required.

PLAYGROUND RULES

- Play fairly and carefully.
- Show good sportsmanship.
- Include everyone in the games.
- Rough play is not allowed.
- Keep hands and feet to yourself.
- Leave sand, rocks, sticks and snow on the ground.
- Use the equipment properly and safely.
- Take turns using the equipment.
- Sit on the swings, moving back and forth only; stay clear of the moving swings.
- Go down the slide one at a time, sitting forward.
- Stay in designated areas of the playground.
- Do not enter the woods, parking lots or driveways.
- If you need help, ask an adult.
- At the first bell, line up promptly and quietly.

CAFETERIA RULES

School Lunch Program

School lunch is free for all students, regardless of income status.

There can be no sharing of food.

To enable everyone to enjoy a relaxing, yet responsible meal, it is expected that all students will show respect to adults supervising the cafeteria by following their directions and speaking politely.

- Speak in a quiet voice.
- Clean up after yourself.
- Use good table manners; handle food properly.
- Wait your turn when dropping off your tray.
- Respond to a quiet sign: stop, look and listen.
- Remain in your seat once you have gotten your lunch and snack.

- Raise your hand if you need help.
- Wait for your table to be excused before leaving your seat to clear your tray and discard trash.

School Breakfast Program

All students will have the option of eating breakfast at school. Breakfast is available from 8:10 – 8:25 a.m. Students arriving on late buses will be allowed to bring their breakfast to class.

REMOVAL FROM CLASS (SUSPENSION/EXPULSION POLICY)

DUE PROCESS FOR SUSPENSIONS

NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at the hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10)

days of suspension shall be conducted in accordance with this section.

Principal Hearing. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;

- iii. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
- iv. the right to cross-examine witnesses presented by the school district;
- v. the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- v. Inform the student of the right to appeal the principal's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

If the student is in grades pre-k through grade 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

APPEAL OF LONG-TERM SUSPENSION

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal's

determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

EMERGENCY REMOVAL

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency, removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension or short-term suspension, as applicable, within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension or short-term suspension, as applicable.

IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year.

A Principal may impose an in-school suspension as defined above according to the following procedures:

The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H½

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

Possession of a dangerous weapon, possession of a controlled substance, or assault of staff

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal may, in his/her discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) 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 the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

Felony complaint or issuance of felony delinquency complaint

Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal may suspend a student for a period of time determined appropriate by the Principal if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Felony conviction or adjudication/admission in court of guilt for a felony or felony

delinquency

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall notify the Superintendent in writing of his/her request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Discipline of Students Under Sections 504 and ADA
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Under various federal and state laws and regulations, students with disabilities may not be discriminated against in discipline matters on the basis of their impairment. In addition to the information stated in this handbook, the following procedures will be implemented to comply with federal law and regulations regarding students with handicapping conditions.

1. Definition:

A student with a handicapping condition is a student who has had, or is perceived to have a physical or mental impairment that substantially limits one or more major life activity. This category includes students who are found to have such an impairment currently, have a record of having such an impairment, or who are perceived as having such an impairment.

2. Procedure:

In the event that a student is found to have violated a school rule after implementing the general due process procedures (notice and hearing) provided in this handbook or under other school policies, the principal or his/her designees shall ascertain whether the student has been identified as a student with a handicap under Section 504.

(a) If the student has not been identified as handicapped, the principal will determine if circumstances surrounding the disciplinary incident suggest the existence of a handicap.

(b) In the event that the principal or his/her designee concludes that there is no reason to suspect a handicap, the student may be disciplined according to the regular disciplinary sanction.

(c) If the circumstances suggest that the student may have a handicapping condition, the principal or his/her designee shall refer the student to the 504 Team to evaluate whether the student has a disability.

(d) If the student is identified or has previously been identified as a student with a handicap under Section 504 and/or is so identified upon an initial 504 evaluation, and the 504 Team determines that:

1. the student is, or continues to be, handicapped;
2. his/her handicap is related to the violation of school rules; and
3. the violation of the school rules is not related to failure to accommodate the students' handicap or an inappropriate or unimplemented 504 plan no disciplinary sanction permitted under school policies which would constitute discriminatory action which would deny a student a free, appropriate, public education, will be imposed; provided however, the 504 Discipline of Students Under Section 504 and ADA continued Team may determine that the student's 504 plan should include modification address the student's misconduct including, but not limited to, delivery of educational services at an alternative site, behavioral modification plans, or other appropriate modification or accommodation disciplinary consequence consistent with Section 504.

(e) In the event that the student previously has been identified as a student with a handicap under Section 504 and/or upon an initial 504 evaluation, the 504 Team determines that the student is, or continues to be, handicapped but his/her violation of school rules is not related to his/her handicap, a failure to accommodate or an inappropriate or unimplemented 504 plan, regular disciplinary sanctions under the provision of school policies may be imposed.

3. Re-evaluation:

Initial evaluations pursuant to this policy and reevaluations of students with disabilities under Section 504 who may be subject to suspension or expulsion which substantially change their placement for more than ten cumulative days shall be conducted pursuant to Section 504. Determination of disability and disability relatedness under Subpart 2a), c), d) & e) of this policy, by the 504 Team pursuant to this policy will be made prior to the imposition of a disciplinary sanction.

Discipline for Students with Special Needs

Students with special needs will be disciplined in accordance with the student handbook unless otherwise stated in the student's Individual Educational Program. Suspension of students with special needs beyond 10 cumulative days in one school year will be in compliance with IDEA 2004 and Massachusetts Special Education Law, which is on file in the main offices.

Students not yet determined to be eligible for special education

1. If, before a disciplinary action, the district had knowledge that the student may be a student with a disability, all procedural protections will be provided to the student. The district may be considered to have had prior knowledge if:

- A. The parent had expressed concern in writing; or
- B. The parent had requested an evaluation; or
- C. District staff had expressed directly to the Administrator of Special Education or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent did not consent to an evaluation of the student, refused special education services, or if an evaluation of the student resulted in a determination of ineligibility.

2. Whenever a request for an evaluation is made subsequent to a disciplinary action and the district had no reason to consider the student disabled, the evaluation will be conducted in an expedited manner.

3. An expedited evaluation shall be completed no later than 25 school days after receipt of the request for an evaluation. The Team shall make a determination of eligibility of the student in a meeting to be held within 10 schooldays after completion of the expedited evaluation.
4. Until the expedited evaluation is completed, the non-disabled student shall remain in the educational placement determined by the district.
5. If as a result of the expedited evaluation the student is found to be a student with a disability, the district shall provide such a student with all procedural protections subsequent to the finding of eligibility.

School Committee Review of Regulations

Rules Pertaining to Staff and Student Conduct

Under Massachusetts's law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Department of Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

LEGAL REF: M.G.L. 71:37H

Transportation

School Buses

School buses are considered an extension of the school and are governed by the policies and rules of the Avon School Committee and the Ralph D. Butler Elementary School. Students are expected to remain at their bus stops in an orderly fashion and to exhibit good behavior while riding the school bus to and from school, as well as while on field trips. Riding on the school bus is a privilege not a right. Abuse of such a privilege may result in the loss of bus riding privileges and/or discipline.

Please have your child at his/her designated home bus stop.

Bus students will be transported to and from their home bus stops only. Transportation will not be provided to any non-school sponsored activity or event. Bus students will not be allowed to ride on another bus for reasons of personal convenience (e.g. playing at a friend's house, going to a party, etc.)

Students will sit according to their grade level, starting with Kindergarteners in the front seats and then progressing according to grade level finishing with grade six students towards the back rows. Older students are permitted to move forward to sit with their younger siblings. The Principal reserves the right to change seating.

Children, who are designated as walkers, will not be allowed to ride on the school buses to and from school except on a space available basis in the event of a heavy snowfall, which makes the sidewalks impassable.

Permission for bus students to walk or to ride a bike to and from school will be granted only upon the receipt of a written request from a parent or guardian.

Bus Rules

Proper bus conduct is critical to the safety and well-being of all the children, as well as the driver. The bus driver has the primary responsibility of driving the bus in a safe manner, as well as the responsibility of supervising the children who are on the bus. It is expected that all students will be respectful to the driver and immediately comply with the driver's verbal requests. There will be no eating or drinking allowed on the bus while being transported to and from school.

Disciplinary Procedure:

1. Preliminary action will be for the bus driver to complete a School Bus Incident Report to the Principal or Assistant Principal.
2. Upon receipt of a "School Bus Incident Report to the Principal," the Principal or Assistant Principal will discuss the matter with the student and notify the parent of the incident.
3. Bus riding is a privilege, which may be revoked. In addition, disciplinary action may be taken. Parents are urged to appreciate the disciplinary action taken and to discuss the incident with their child to prevent further occurrences.
4. The first School Bus Incident Report during a school year will generally serve as a warning. The second offense will result in a child losing his/her bus privilege for at least one (1) day. A third offense will result in the loss of bus privileges for at least three (3) days. Continued incidents of a bus problem will result in a student's privilege to ride the bus to be revoked for extended periods of time. Depending on the severity of the offense, immediate loss of bus privileges and/or other disciplinary action may occur without use of the above procedure.

Additional offenses will result in an immediate loss of bus privileges for an indefinite period of time. A hearing will be held with the Superintendent at which time an exact determination of the bus suspension from a minimum of two weeks up to a maximum of one calendar year will be made.

If a student's bus privilege is revoked, it is the responsibility of the parent to provide safe transportation for the child to and from school. The child's arrival should be just prior to the normal start of the school day and the child should be picked up immediately after dismissal. If the child is to walk to school or home from school during the bus suspension, the parent must notify the school in writing. Otherwise, the child will be kept until picked up by the parent or his/her designee.

Student Transportation in Private Vehicles

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of Schools.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

RESTRAINING ORDERS/CUSTODY

From time to time the school is requested not to permit access to a natural parent who is not their custodian. We can grant such requests only if the school has a copy of a court order restraining the designated adult. We ask that such requests be submitted in writing at the beginning of the school year. Should circumstances change during the school year, notification should be in writing and should be presented immediately to the school. If there is any change in custody, the school should be notified and provided with copies of appropriate legal documents.

Unless we have legal information to the contrary, we assume that both natural parents have equal access to their children and the children's records.

VISITORS

Visiting the School

- **All** visitors **MUST** report to the school office upon entering the school.
- Visitors may only visit the classrooms during the school day if prior arrangements have been made with the individual teacher and the office has been notified.
- Visitors sign in at the office and must obtain a visitor badge before visiting any class, cafeteria, library, or any part of the school.
- Before leaving the building, visitors should report to the office to check out.

Volunteers

Volunteers play a very active role in the school. Parents and others volunteer by sharing experiences and fields of expertise, assisting teachers in classrooms, helping in the library, and leading educational programs. On a given day, parents and other volunteers can be seen helping children through the writing process, guiding a small group of students through a story, helping students with the computer and organizing library materials. To ensure that the approach volunteers offer is most helpful; volunteers are asked to follow these guidelines:

- Respect the confidentiality of the teacher and the children.
- If you have any questions or concerns, share them with the teacher.
- Show understanding and support to all of the children and the teacher.

- Be sensitive to the teaching role.
- Strive for acceptance of all the children.
- Be flexible. Ask the teacher for explanations.
- If you are uncomfortable with a task, ask for some help.
- Maintain your sense of humor.

Arrangements for volunteering may be made through the classroom teacher based on classroom needs and your times of availability. Those wishing to become a volunteer **must** fill out a Criminal Offender Record Information (CORI) request form, which will be submitted to the State, prior to doing any volunteering including chaperoning field trips. This process takes approximately two weeks to complete. The classroom teacher will notify the office of your volunteering schedule. **Volunteers must sign in at the office and receive a visitor's badge.**

ENTERING THE BUILDING

To ensure the safety of all children, certain procedures have been established regarding building security at the Ralph D. Butler Elementary School.

All entrances are locked during the school day. Please leave any messages, notes, homework, forgotten lunches, money, etc. with the main office to be given to the appropriate student or staff. Individuals who wish to go to a specific location in the building **are required to sign a visitor's log and obtain a visitor's badge and be previously scheduled for a visit.** Prior to leaving the building visitors are required to sign out. See the section under Dismissals (page 9) for information regarding releasing students from school.

Classrooms are locked at the end of the school day and are inaccessible for forgotten items.

All visitors must enter the school through the main door at all times.

COMMUNICATIONS

Calling the School Office

The school office serves as the center for a wide range of important activities. However, a busy signal is common since the phones are often in use. With the current phone system you may leave a message that will be returned as soon as possible. **Please do not call and ask the office to relay a message to your child in his/her classroom, unless it is an emergency.** **All efforts are made to eliminate disruptions to classrooms. By sending a note to school, your concerns can be addressed appropriately.**

Communicating with Teachers

Recognizing that teachers need the help of parents to do the best job in educating the children, teachers often contact parents to gain their perspectives on issues and to share information. If

parents have questions about their child's progress or if problems arise, parents should contact the teacher.

Teachers are always available if you have questions regarding your child's progress, projects, or upcoming events. Each classroom, as well as the school, utilizes the ClassDojo app in order to facilitate easy communication with all teachers. The app uses a messaging feature that allows you fast and easy communication. Additionally, you may email your child's teacher. Email addresses for every teacher are listed on the school website at avon.k12.ma.us

Connect ED Messages

On occasion, school information may be dispersed through the "Connect ED" system via email, telephone, or text. Please be sure to keep the office informed of any changes in home phone numbers.

Emergencies

If a child becomes ill or injured, a parent or person authorized to take care of your child in an emergency situation is contacted. Students should not be expected to spend an extended period of time in the Health Office. Please ensure that your child's emergency form is kept up to date with **available** people to pick up your child if you are not available.

Plans for emergency situations should be made and your child should know where he/she could go in the event of an emergency. Provisions must be in place and your child must be aware of them.

Keeping Up-to-Date

The Emergency Information Form provides important information necessary to contact a parent or authorized person in the event of an emergency or an unexpected school closing. If available, a cell phone number should be noted along with the home and work phone numbers. Please notify the school of any changes in your home or work phone numbers so that you can be quickly contacted in an emergency.

Open House

Early in the school year an Open House is held for all parents to inform them about school programs, curriculum, and teacher expectations.

School Newsletter

A newsletter is published monthly, which features information about programs and activities at the school. The newsletter includes upcoming school events, articles about school activities and a summary of ASA activities. Look for it on the Butler website. The newsletter is also emailed out with the Principal's monthly update.

Student progress

In grades 1 through 6, report cards are issued three times per year, December, March, and June. Parent-teacher conferences are scheduled two times per year, November and March.

Formal reports from the art, music, and physical education teachers are included in the report. In Kindergarten, parent-teacher conferences are held twice during the school year and a written progress report is issued in January and June.

Telephone Use

The telephone in the office is limited to school related business. Children are not allowed to use the telephone without permission from the school office. Students will not be allowed to call home to request assignments/homework or other forgotten items to be brought to school, unless the principal grants permission.

Website

School information is also available on the Avon Public Schools website at avon.k12.ma.us Click on “Butler Elementary” for our school’s information.

EMERGENCY DRILL

Throughout the school year there are various safety drills that are practiced with both students and staff. The procedures for these drills are explained and practiced early in the school year to make the students feel comfortable when they are held. These emergency drills include fire drills, bus evacuation drills, and ALICE drills (Alert, Lockdown, Inform, Counter, and Evacuate). If you wish further information regarding these procedures, please feel free to contact the building principal.

HEALTH SERVICES

Massachusetts General Law, Chapter 76, Section 1, specifically prohibits admitting a student without documentation from a physician demonstrating that the child has been successfully immunized. The only exceptions are documented medical contraindication or religious beliefs.

State law requires that a copy of a physical exam, performed on a child within one year of entry to school, be on file in the nurses’ office.

School Nurse

- A nurse is on duty at the Ralph D. Butler Elementary School. The nurse has direct responsibility for the children regarding injuries, health problems, and health examinations.
- Annual examination of eyes and ears and unscheduled examination of hair, as needed, are conducted by the nurse. Height and weight are checked annually for students in grades 1-4. Postural screening is performed on students in grades 5 & 6.
- The school nurse maintains all health records pertaining to each child.

Injuries or Emergencies

- In case of injury or illness the nurse is contacted and appropriate action is taken.
- The police and fire departments will transport any child to the hospital if necessary.
- Parents are notified of serious injury or illness.

Medication Policy

The Avon Public Schools medication policy complies with the state guidelines to ensure the health and safety of all students requiring medication in school.

All medications prescriptions, as well as over-the-counter medications (such as Tylenol, cough drops, throat lozenges, Benadryl, etc.), require a doctors' order and a parental consent form to be on file in the nurses' office. These forms may be obtained from the school nurse and on the Avon Public Schools website at avon.k12.ma.us. Doctors' orders expire at the end of each school year and a new one is required each September.

Physical/Behavioral Health Concerns

Please inform the school nurse of any special health considerations your child may have. This may be written on the emergency information form or you may call the nurse with any confidential information you wish to discuss. The nurse will help plan any accommodations your child may need.

Communicable Diseases

Communicable diseases such as COVID-19, Chicken Pox, Strep Throat, Scarlet Fever or head lice should be reported to the school nurse.

When should a child stay home from school?

If the child has:

- A contagious illness: such as Chicken Pox, Strep throat, Conjunctivitis or Scarlet Fever. The child should stay home until the doctor says it is safe to return.
- If the child is treated with antibiotics the student must be on the medication for 24 hours before returning to school.
- A fever that causes chills, sweating or muscle aches, or a temperature over 101 degrees within the past 24 hours.
- Vomiting or diarrhea.
- Head lice or nits (eggs).

CDC reports state the six leading health risk behaviors which contribute to death, disability and social problems in the United States are often established during childhood and early adolescence. Two of those behaviors are inadequate physical activity and unhealthy dietary habits. According to the Carnegie Council "Schools could do more than perhaps any other single institution in society to help young people and the adults they will become, to live healthier, longer, more satisfying, and more productive lives. A second reason for the development of the "School Wellness " policy is the growing number of children with food allergies.

"In accordance with the Federal Mandate, the Avon Public Schools" Wellness Committee, which includes administrators, teachers, nurses, and parents, have developed and continue to develop guidelines to support the policy.

Below are highlights of the “Wellness Policy Guidelines regarding “Foods Available During the School Day”

- NO sharing of food in the classroom, no eating on the buses.
- Birthdays may continue to be celebrated: however, the individual classroom teachers will determine what the celebrations will look like. However, no celebration will consist of parents bringing in food to be shared with the entire classroom.
- The four celebrations which may include food are Halloween, Winter Holiday, Valentine’s Day, and an end of the year party. Each classroom teacher will determine if food will be a part of the celebration and will determine the specifics of the food to be consumed by the students. If a parent sends in food that has not been requested the teacher is not permitted to give it to the students.
- The nutrition label for all food to be consumed in the classroom must be sent home in advance to the parent of the child with a food allergy. The parent must provide written permission that the child may eat the specific food(s).
- We are requesting that all snacks be “healthy snacks”. This website has some easy ideas for “healthy snacks” http://cspinet.org/nutritionpolicy/healthy_school_snacks.html

HOMEWORK

Homework is defined as work to be done at home to provide practice of skills or concepts presented in class. It is also designed to extend skills already presented to individuals or groups. It is not intended to introduce new material. Homework may be assigned to individuals, groups or the entire class. The most current research shows that homework is least effective in younger grades, and its effectiveness increases in the upper elementary grades. Homework can sometimes place undue stress on students and families. We have developed the following homework procedures in order to address the most current research on homework, while still recognizing that homework can provide students with the opportunity to develop study skills and responsible work habits.

In grades K-1, homework will consist of 20 minutes of reading a night at their instructional level and up to 10 minutes of math practice. This could include having a parent or older sibling read to the student. Homework at this level is assigned to develop responsibility and work habits.

In grades 2-6, students will have a combination of 20 minutes of reading nightly, and up to 20 minutes of math practice. Students are responsible for ensuring that homework is brought to school when it is due.

If your child appears to be continually taking an excessive amount of time or becomes frustrated with his/her homework, please contact the teacher.

MAKE UPS

Individual and family vacations are considered unexcused absences from School (See Attendance Regulations). The School discourages parents from scheduling vacations while School is in session, since students will miss valuable instructional time that cannot equivalently be made up by students reading and/or completing written assignments on their own. This is especially important during the administration of MCAS testing. Annual Yearly Progress (AYP) is impacted by student attendance.

Any student or parent who intends to take a vacation while school is in session that will result in a student missing school for any length of time must notify the School – IN WRITING – ONE (1) WEEK BEFORE their vacation period. The interaction with the teacher and class is of key importance in understanding concepts and the development of skills. For this reason, homework is not assigned to students who miss school due to a planned family vacation.

It is the responsibility of the student and parent to complete all make-up work on an afterschool basis, which may be at home or in school (if felt necessary by the teacher), within one (1) week (i.e. five (5) school days) after the student returns to School. In cases of extended absence, the make-up period will also be extended.

MAINTENANCE OF THE SCHOOL

Students are encouraged to take pride in the appearance of our school both inside and out. Students are expected to clean off the cafeteria tables and pick up around their table, to assist in keeping their classrooms clean and take responsibility for helping to maintain all areas of the school.

LOST AND FOUND

A lost and found area is located in the front foyer. Valuable items are turned into the office. Please check regularly for any lost items. Unclaimed items are donated to charity in January and June. Please label clothes, backpacks, and personal items

SCHOOL COUNCILS

In accordance with the Massachusetts Education Reform Act of 1993, the Ralph D. Butler Elementary School has established a school council. A school council is a site-based committee composed of principal, parents, teachers, and one or more community representatives as outlined in the law. The major responsibilities of the school council are to assist the principal in adopting educational goals that are consistent with the local educational policies and statewide standards, identifying educational needs of the students, reviewing the annual school budget, and formulating a school improvement plan. Any parent or community member interested in serving on the council should contact the school.

Art, Music, and Physical Education

All students are scheduled for physical education, computers, art, and music periods each week. Parents are expected to have students either wear or bring sneakers to school on the days that physical education is scheduled.

Title 1

Title I is a federally funded program that reinforces the classroom reading instruction. A Title I teacher will work with Title I students multiple times per week in sessions that will last approximately thirty to forty-five minutes each either in the classroom or in an area within the school that has been specifically designated for Title I services. Parents of children who are recommended by their teachers to participate in this program are notified of their child's selection prior to the start of the program and have the opportunity to give written permission as to whether or not their children will participate in this program.

School Psychologist/Adjustment Counselor

The elementary school psychologist/adjustment counselor(s) work in a coordinated manner to facilitate the intellectual, social, and emotional growth of each child. Through the school psychologist's/ counselor's involvement with children, their teachers and parents, efforts are aimed at promoting in children a positive sense of themselves as well as rewarding relationships with others. Assessment and direct counseling services are provided to children in need. In addition, consultation and referral services are available to parents.

Special Education

Chapter 766 is a Massachusetts State law that provides certain rights to parents for the education of children who need special help in learning. The purpose of this law is to identify and evaluate any child who may have a special educational need so that an appropriate educational program may be designed and implemented. A child may be referred by a parent or guardian, a teacher, a school official, a social worker or a family doctor. An evaluation team conducts an assessment of each child referred. In addition to the parents, an evaluation team may include such specialists as doctors, psychologists, social workers, educators, or counselors.

Once the evaluation has been completed, the team meets to discuss their findings and to determine whether or not there is a need for special education services. If such a need exists, an individual educational plan (IEP) is developed by the members of the team. Parents are encouraged to participate in all phases of the evaluation process and to assist in determining the most appropriate educational program for their child.

Special Education services are designed to provide support to students identified by the TEAM evaluation process as in need of a modified academic program. Learning programs are organized according to an individual pupil's learning style. Emphasis is placed on appropriate

social behavior and the development of fundamental practical skills such as reading, oral and written expression, and mathematics.

Speech and Language

The speech/language therapist evaluates and provides services to students to improve the following areas of functioning: speech sound production (articulation), processing information (i.e. following directions), vocabulary development, syntactical development (grammar, word order), and expressive language. Hearing, dysfluency, and voice disorders may also be identified and remediated by the speech/language therapist.

TESTING

In the spring, students at the Ralph D. Butler Elementary School participate in the Massachusetts Comprehensive Assessment System (MCAS) in grades 3, 4, 5, & 6. These tests assess performance in Science, Reading, Writing, English/Language Arts and mathematics. Parents are notified in advance when the tests are to be given and will also receive the results of these tests after the school has had an opportunity to examine individual and group results. It is essential that all students being tested are in school during the test periods.

GENERAL INFORMATION

Anti-Discrimination

The Avon Public Schools 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, gender, gender identity, homeless status, or sexual orientation, or exercise of civil rights in admission to, access to, treatment in or employment in its programs or activities. The Avon Public Schools also affirms its commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, or exercise of civil rights. Any harassment on the basis age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation, or exercise of civil rights will not be tolerated.

If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violation to the building principal. The building principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced within a reasonable period of time. The building principal will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the school system's Equal Opportunity/Title IX/Section 504/A.D.A. Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the principal's decision.

3. The Equal Opportunity/Title IX/Section 504/A.D.A. Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack POCH, Room 222, Boston, MA 02109-4557

The school system's Equal Opportunity/Title IX/Section 504/A.D.A. Coordinators are Kathleen McDonald, Coordinator of School Business Services, and Christine Godino, Superintendent of Schools. They have been designated to respond to any questions about the district's policy, and are part of the review process for complaints or concerns about discrimination. Kathleen McDonald and Christine Godino can be reached at 1 Patrick Clark Drive, Avon, MA and at 508-588-0230.

If it is determined that any student or school employee does in fact discriminate or harass any student, prompt discipline procedures will be initiated. These procedures may include loss of school privileges, after school detention, in school or out of school suspension or expulsion.

Asbestos

As required by the "Asbestos Hazard Emergency Response Act," the Avon School Committee is required to notify parents/guardians of all students in the Avon Public Schools that there is asbestos in the school buildings. The asbestos is contained in either insulation wrapping on heating pipes or in some ceiling areas. This does not pose a threat to the students or staff since the asbestos is encased and inspected on a periodic basis. The Avon School Committee has the required inspections done and meets all the requirements of both the Massachusetts Department of Labor and Industries and the Federal Environmental Protection Agency. Copies of the School Asbestos Management (ASHERA) plans are available at the Superintendent's Office for public inspection.

Avon Schools Association (ASA)

The Avon Schools Association (ASA) is an organization comprised of parents and friends working together to provide enrichment programs for the extracurricular education of the Avon Elementary students. The ASA conducts the Annual Membership Drive shortly after school sessions begin each September. Membership is open to all families of Avon students, teachers, and other interested individuals for a minimal annual fee. The membership fee assists the ASA in defraying operation cost; as well as allowing us to continue in-school enrichment programs free of charge and other special programs and activities at a minimal cost.

In addition to school enrichment programs, the ASA annually sponsors a variety of worthwhile activities (e.g. field trips, family dances, *Box Tops for Education*, book fairs, Holiday Workshop,

ASA scholarship, etc.) for students and their families. The ASA has also been very generous in contributing materials, supplies, and technology to Ralph D. Butler Elementary School students and staff.

Bicycles

Bicycles may be ridden to and from school. Students must observe proper safety rules at all times when riding a bike to and from school. They should be especially careful entering and exiting school grounds at arrival and dismissal times. Students will not ride bicycles on the front sidewalks, the bus loading areas, or by the front exits. To protect against theft, bicycle locks are recommended. A note from a parent is required to permit bus students to ride their bicycles to and from school.

Bicycle Helmet Law

In compliance with State law and in consideration of student safety, all students will be required to wear a helmet at all times if they are riding a bicycle on school property.

Chapter 622 and Title IX

The Ralph D. Butler Elementary School, in compliance with Chapter 622 Title IX and the Federal and State laws dealing with discrimination wishes to make the following announcement:

Chapter 622 specifically states:

“No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, or disability.”

Title IX:

The law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and of minority groups. No school may exclude a child from any course, activity, service, facility, or resource available in that public school on account of race, color, sex, religion, or national origin of such child.

ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY AND GRIEVANCE PROCEDURE

The Avon School District is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to the District. Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, gender identity, age, pregnancy, pregnancy related condition, or disability (hereinafter “membership in a protected class”) will not be tolerated. Retaliation against any student or other individual who has complained of discrimination, including harassment, or individuals who have cooperated with an investigation of such a complaint, is also unlawful and

will not be tolerated. The District will promptly investigate, remedy any harm, seek to prevent recurrence of such conduct, and will also develop procedures to accomplish this end. This policy applies to conduct directed toward persons associated with the educational community by all other persons associated with the educational community including, but not limited to, students, District employees, the School Committee, school volunteers, and independent contractors.

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of discrimination, including harassment.

A person who believes that he or she had been discriminated against, including being harassed may, to the extent that they feel comfortable, immediately:

1. confront the harasser(s) or person believed to be discriminating against him/her;
2. state the conduct that he/she objects to;
3. indicate that he/she finds such conduct offensive, intimidating and/or embarrassing;
4. insist that the person(s) engaging in the conduct stop the conduct immediately; and/or
5. report the conduct immediately to the Civil Rights Coordinator(s);

If the individual with the concern is not comfortable with such a confrontation, or feels that such a confrontation is unsafe and/or otherwise inappropriate, he/she should instead report the situation to the Civil Rights Coordinator(s). Reports/complaints are to be filed within ninety (90) days after the conduct complained of occurred or within the time the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) Reports/complaints filed after ninety (90) days will still be accepted, however, it is important to know that the investigation may be impeded due to the passage of time after the conduct or occurrence. The report can be written or oral and should consist of the following:

1. the specific conduct objected to,
2. the date(s) and time(s) such conduct took place,
3. the name(s) of the alleged harasser(s) or person believed to be discriminating against them,
4. the location(s) where the conduct occurred,
5. the name(s) of any witness(es),
6. action sought to remedy the situation, and
7. any other details or information requested by the designated official.

The individual can contact the Civil Rights Coordinator(s) to file a report/complaint as well as to seek assistance in the filing of a report/complaint. If a report/complaint is filed, the person should provide the Civil Rights Coordinator(s) with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination, including harassment.

Civil Rights Coordinators:

Jennifer Meek, Director of Pupil Services,

jmeek@avon.k12.ma.us

508-588-0230

Kathleen McDonald, Coordinator of School Business

kmcdonald@avon.k12.ma.us

508-588-0230

Change of Address/Telephone Number, Transferring Students

Parents are expected to notify the school office immediately whenever a change of address or telephone number occurs.

If you are moving outside of Avon, please contact the school office as soon as you are aware of your moving date. You will be given a Records Release Form to complete allowing us to forward your child's school records to the new school. On the last day of attendance your child will be given the documents necessary to enroll at their new school. All remaining documents will be forwarded upon your child's enrollment in their new school.

Anti-Bullying

Working together is emphasized as a positive means for learning within the school community. By working in groups, through cooperative and collaborative endeavors, children develop social and organizational skills. Based on the belief that children can develop the ability to identify and solve social problems through communication, different formats are used to help children in resolving their conflicts and disagreements.

Ralph D. Butler Elementary School takes a serious stand against bullying of any kind, verbal, physical, written, and cyber bullying. The Avon District Bullying Prevention and Intervention Plan in accordance with Anti-Bullying Law H4571/S2323, addresses bullying, cyber bullying and retaliation and is available on the District's webpage. In summary

- All staff will be educated regarding what constitutes bullying and how to recognize it in any form.
- All staff will be expected to report suspected bullying to administration.
- All students will be educated about bullying and will be encouraged to report when they observe bullying or when they feel they have been a victim of bullying.
- The school will investigate and document all reports of bullying and reports of retaliation resulting from bullying and notify the parents of any student involved in the investigation.
- If an investigation results in a determination of bullying, appropriate school discipline will be applied up to and including 10 day out-of-school suspension or possible expulsion.
- The school will notify Avon Police if the administration suspects any criminal aspect to the bullying i.e. physical assault, civil rights violation.
- Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be

made anonymously. The school or district will make a variety of reporting resources available to the school community may include, but not limited to, an Incident Reporting Form¹ and Bullying Report.

Cell Phones and Personal Electronic Devices

Students are not allowed to use phones and personal electronic devices during school unless directed to do so by the teacher as part of instruction, or during approved unstructured times (dismissal, etc.). All cell phones and electronic devices are to be powered off and out of sight during class time. Cell phones or electronic devices out during non-approved times will be confiscated. Any confiscated device will be returned to the student or the student's parents either at the end of the day when confiscated or at the school's convenience.

We ask parents not to call or text students during classes, as this is very distracting to the student and to the class. In the case of an emergency while a student is in class, please call the main office.

Although the school responds quickly and with serious discipline in cases of theft, including reports made to the police when deemed necessary, the school is not responsible for replacing lost, stolen, or damaged cell phones or music devices whether confiscated or not. In addition, the school discourages students from bringing electronic game devices to school.

Drug and Alcohol Use by Students

The use of illegal substances and alcohol can endanger the health and safety of the user. The use of illegal substances and/or alcoholic beverages can have a harmful effect on the maintenance of general order and discipline within a school system. The School Committee prohibits the use of, serving of, or consumption of any alcoholic beverage and the use of, possession of, or distributing of illegal substances on school property or at any school function, regardless of the physical location of the function facility.

Any student, regardless of age, who has been drinking alcoholic beverages or found to have been using illegal substances prior to attendance at, or participation in, a school sponsored activity, will be barred from that activity and subject to disciplinary action as defined in the student handbook and state law.

"Illegal substance" shall be construed in accordance with the Massachusetts state law. The term "intoxicating substance" shall be construed to include any material whose absorption into the tissues of the body noticeably affects the normal functioning of the nervous or muscular systems.

LEGAL REF: M.G.L. 272:40A

Emergency information form

This form is distributed to every student on the first day of school. This information is essential should your child need to be dismissed from school. The student will only be dismissed to people you list on the form. Please try to identify people who will be available to pick up your

¹ See Appendix A for Incident Reporting Form.

child if the need arises. Please alert these individuals that you have listed them on the form. Remember to notify the school of any changes.

Field Trips

All students in Kindergarten through Grade 6 have been able to enjoy the educational experience of a field trip during each of the past few years through funds raised by the ASA. Applications for funding are also forwarded to the Avon Cultural Council. If funds are not available, money will be requested from the students' families to cover the costs of field trip entrance fees and/or transportation.

Field trips are considered an educational experience and a privilege. If a pupil has engaged in repeated or continuous misbehavior, he or she may not be permitted to attend the field trip with the class. This is to ensure the safety of all pupils and to provide a worthwhile learning experience. With the exception of an emergency situation, parents will be notified in advance.

Any parent/guardian that wishes to chaperone a field trip must have an approved CORI on file. Permission slips must be received if a child is to go on a trip.

Fees, Fines, and Charges

Permissible penalties include the denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

Hazing

Massachusetts General Law, Chapter 269, Sections 17-19 strictly prohibits any type of hazing or initiation into any student organization, which will endanger, either physical or mental, a student's person. The law specifically states:

Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term hazing as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section.

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Items from home (toys, electronics, etc.)

Since the primary purpose of the school is to provide the best education possible to our students; toys, trading cards, dolls, video games, sports equipment, or other articles that are unrelated to the educational process are **not to be brought to school** unless the item is necessary for a **specific** instructional purpose.

In addition to being potentially disruptive or disturbing to other students, many of these items are breakable and are expensive. The school will not accept the responsibility for the damage, loss, or theft of any of these items or any other items of personal property.

Parents will be requested to pick up any unauthorized items confiscated during school hours.

The school will provide playground balls and other sports equipment for use during outdoor recess and indoor activities for recess on days with inclement weather.

Parents' Night/Open House

Parents and guardians will have the opportunity to visit the Ralph D. Butler Elementary School early in the school year, during the evening, to meet teachers and see the classrooms. They will also be introduced to the curriculum and the school's programs, as well as, receive information regarding the teachers' expectations for their child. A letter will be sent home prior to the Open House with detailed information.

Party Invitations

If you are planning a party for your child, please do not send invitations to be distributed in school. We understand that you must limit the number of children in your home, however, the children who do not receive an invitation feel left out. This also includes if the intention is to invite all of the students in the class.

In order to help parents facilitate party invitations as well as play dates, etc., each teacher will provide parents the opportunity to "opt in" to a classroom contact list. This list will provide parents with the names, addresses, and emails of the students in their child's classroom.

Payments for Lost/Destroyed Books and Property

Students are expected to take good care of the textbooks, library books, and other student property they use. If books or property are lost, damaged or destroyed, the students and their parents/guardians will be held fiscally responsible for replacing the items in question.

Possible Publication of Student Information

Under Department of Education regulations, the school may release for publication certain information concerning your child from time to time without first obtaining your consent, unless you indicate that we should not do so. The information, which may be released for publication, includes the student's name, class, participation in officially recognized activities and sports, honors and awards. If you do not wish this information concerning your child to be released for publication without your consent during the school year, please notify the school office in writing.

Resolution of Problems or Concerns - Chain of Command

From time to time a parent or legal guardian may perceive that a school related problem exists relative to their child. In case of a problem or concern, the parent or guardian is to consult first with the classroom teacher or special subject teacher who is directly involved with the situation and an attempt should be made to resolve the problem at that level.

If the problem or concern is not resolved to the parent or guardian's satisfaction after meeting with the classroom teacher or specialist, the Principal, Superintendent, and School Committee should be approached in that order until the problem or concern is resolved. This should not be interpreted to mean that a parent cannot contact the Principal directly with concerns.

Restraint of Students

The Avon Public Schools complies with the provisions of 603 CMR section 46.00 dealing with restraint of students in the Avon Public Schools. To that end, the policy developed pursuant to those regulations is available upon request from the Principal, the Director of Special Education and Pupil Personnel Services and the Superintendent's office.

School Insurance

At the beginning of each school year an optional group accident insurance plan is made available for pupils through a private insurance company at a nominal cost to parents or guardians. If you purchase the school insurance plan and your child suffers an accidental injury that is covered by school insurance, claim forms may be obtained from the school office.

Safety

Parents are reminded to drive SLOWLY at all times on school property, observe "do not enter" signs, and to be cautious around other drivers and children. Please do not pass cars in front of you during drop off or pick up. Children are expected to follow safe procedures at bus stops, on buses, and in all school areas. Please review with your child rules of safety on a regular basis.

Security Cameras

Security cameras are utilized throughout the school buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor

unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall also be granted access to video recordings or the security system.

Sexual Harassment

The Avon Public Schools are committed to safeguarding the rights of all persons associated with the Avon School System to work and learn in an environment that is free of sexual harassment. This includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Students found guilty of sexual harassment may be subject to a minimum of two (2) days internal suspension or other consequence up to and including the initiation of exclusion proceedings following a finding that the policy has been violated. Parents or students may receive the complete text of the Avon Public Schools Policy on Sexual Harassment upon request.

Smoking

In accordance with the Education Reform Act of 1993, the Avon School Committee has adopted a policy to "prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel."

Student Dress Code/Proper Attire

The Avon School Committee has adopted a Student Dress Code, which states, "Student attire and grooming shall be at all times neat, clean, appropriate for school and within the bounds of good taste. The principal of each school shall exercise the authority to make judgments and take corrective action when, in his judgment, this policy has been violated."

Children should be dressed appropriately for the weather. In winter weather, outdoor recess is held if possible, and children should be dressed for the cold weather with appropriate winter coats, hats, gloves or mittens, and footwear.

Children should wear clothes that they can easily put on and take off by themselves. Please LABEL any items of clothing that are removable.

Sneakers and comfortable clothing should be worn on Physical Education days.

Students at the Ralph D. Butler Elementary School are expected to exercise good taste in dress and their personal grooming habits. Parents/guardians are expected to monitor the attire of their children.

If a student is wearing an item of clothing that is not permitted by handbook guidelines, parents/guardians will be contacted to bring a change of clothing for the student or the school will provide clothing if needed.

Specific Dress Code Regulations

- No hats or headgear are allowed in the classrooms or corridors unless necessary for health or religious reasons.
- Bare midriffs, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending. Shoulder straps of permitted garments should be a minimum of the width of two fingers of the person wearing the garment.
- Undergarments shall not be visible. Undergarments and/ or pajamas may not be worn as outer clothing in school unless it is as part of a "spirit day".
- Items of clothing or jewelry that display a message or illustration of a profane nature, sexual connotations, violent advertising or suggestive statements related to drugs, alcohol, tobacco or any illegal substance are unacceptable and may not be worn at school.
- Any item of clothing or jewelry that creates interference with the students work or is a classroom disruption is prohibited.
- Skirts, skorts and shorts should be of a modest length as determined by the principal based on the level of distraction to the learning environment. Typically, when one is standing up straight with hands at your sides, the shorts or skirt/dress should be below the fingertips.

Student Records Regulations

The confidentiality of the pupil's permanent record, as required by the State Statute (Chapter 71, 34E) is respected.

A parent, legal guardian, 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.

Student-to-Student Harassment

Harassment of students and bullying of any type by other students will not be tolerated in the Avon Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, sexual identity, religion, marital status, disability, or homeless status. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

LEGAL REF: M.G.L. 151B:3A
Title VII, Section 703, Civil Rights Act of 1964 as amended
Board of Education 603 CMR 26:00

Transfer of student records to other school systems

The Butler Elementary School will forward all student records directly to a public school to which a student is transferring.

Unauthorized/Inappropriate Articles

Unauthorized articles (including but not limited to weapons - whether real or toy, offensive literature or printed material, skateboards, etc.) of a disruptive or harmful nature will be confiscated and may be claimed only by the child's parent or guardian with the child subject to possible appropriate disciplinary consequences up to and including expulsion.

NO CHILD LEFT BEHIND – TEACHER QUALIFICATIONS – PARENTAL RIGHTS

The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, the Avon Public Schools will provide you with this information in a timely manner if you so request. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

The Avon Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the

classroom. If you would like to receive any of the information listed above for your child's teacher, please contact Sarah Shaw, Principal, at 508-587-7009.

The Avon Public Schools offers Internet access for student use. This document contains the Acceptable Use Policy for your use of Avon's NT network.

INTERNET ACCEPTABLE USE POLICY

Educational Purpose

1. Avon's NT network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. Avon's NT network has not been established as a public access service or a public forum. The Avon Public Schools has the right to place reasonable restrictions on material you access or post through the system. You are also expected to follow the rules set forth in The Avon Public School's student disciplinary code and the law in your use of Avon's NT network.
3. You may not use Avon's NT network for commercial purposes. This means you may not offer, provide, or purchase products or services through Avon NT network.
4. You may not use Avon's NT network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

Student Internet Access

1. All Students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Elementary students will have email access using an individual district-level account (@apps.avon.k12.ma.us). This individual email account is to be used for internal purposes only. Parents must give permission for this email account via the "Technology Use Agreement" form.
3. Secondary students may obtain an individual email account with the approval of their parent.
4. You and your parent must sign a Technology Use Agreement to be granted an individual email account on Avon's NT network. This Agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time.
5. If approved by your building principal, you may create a personal Web page on Avon's NT network. All material placed on your Web page must be pre-approved in a manner specified by the school. Material places on your Web page must relate to your school and career preparation activities.

Unacceptable Uses

The following uses of Avon's NT network are considered unacceptable:

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online without your parent's approval.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to Avon's NT network or to any other computer system through Avon's NT network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use Avon's NT network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits

- a. You will use the system only for educational and career development activities and limited, high- quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is to be determined.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will check your email frequently, delete unwanted messages promptly, and stay within your email quota.

- e. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

- a. You will not use Avon's NT network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). [A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent approve.]
- b. [If you mistakenly access inappropriate information, you should immediately tell your teacher or another adult (or disclose this access in the manner specified by your school). This will protect you against a claim that you have intentionally violated this Policy.]
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

Your Rights

1. Free Speech

Your right to free speech, as set forth in the Avon Public School's student disciplinary code, applies to your communication on the Internet. The Avon's NT network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech because of a disagreement with the opinions you are expressing.

2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of Avon's NT network may lead to discovery that you have violated this Policy, the Avon Public School's student disciplinary code, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Avon Public School's student disciplinary code, or law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Avon's NT network.
- b. In the event there is a claim that you have violated this Policy or Avon Public School's student disciplinary code in your use of the Avon's NT network, you will be provided with

written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator [or – will be provided with notice and opportunity to be heard in the manner set forth in the Avon Public School’s student disciplinary code].

- c. If the violation also involves a violation of other provisions of the Avon Public School’s student disciplinary code, it will be handled in a manner described in the Avon Public School’s student disciplinary code. Additional restrictions may be place on your use of your Internet account.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Personal Responsibility

When you are using the Avon’s NT network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little “electronic footprints,” so the odds of getting caught are really about the same as they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don’t get caught, there is always one person who will know whether you have done wrong—and that person is you. Your use of the Internet can be a mirror that will show what kind of person you are.

Distribution/Posting of Information

Students, staff, parents or community members are prohibited from distributing in the building at any time or posting to the school’s website any letters, flyers, agendas, or advertisements without prior approval of the principal. This excludes information distributed by the teachers or staff relative to union/employment activities or issues. Students who violate may be subject to school discipline.

BUTLER ELEMENTARY SCHOOL

TO: All Parents/Guardians
FROM: Sarah Shaw, Principal

Please Sign and Return the following acknowledgement.
A separate form must be received for each child.

Please check one:

_____ I **DO** give permission for my child to be photographed or video-taped at a school endorsed activity and to be included on the school or district website, internal YouTube channel (recorded concerts and events), media publications, Class Dojo, etc.

_____ I give permission for my child to be photographed or video-taped for ClassDojo **ONLY**.

_____ I **DO NOT** give permission for my child to be photographed or video-taped at a school endorsed activity for **ANY** purpose. I understand this means my child will not be included in any ClassDojo posts.

I have read and reviewed the Butler Elementary School Parent/Student Handbook (avon.k12.ma.us/butler) and I am familiar with the contents.

Child's Name: _____

Parent/Guardian Signature: _____

Room: _____

Date: _____

Technology Use Agreement

1. Students who choose to bring their own technology devices to school are responsible for keeping their devices in their possession or properly securing them at all times. District personnel are not responsible for the security or condition of students' personal devices.
2. Students are responsible for the loss, theft or damage that may occur on school property and are responsible for proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
3. The District reserves the right to confiscate and/or inspect personal technology devices if there is reason to believe that they were used to violate district policies, administrative procedures, school rules, or for general misconduct.
4. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.
5. Students must comply with teachers' requests to refrain from using a device, verify/display the authentication login screen, or to power down (turn off) the device.
6. Students may not use any devices (personal or school owned) to record, transmit or post photos or videos of a person at any time. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of an administrator or faculty member.
7. Students should only use personal technology devices with consent and under the direct supervision of an administrator or faculty member.
8. All users are required to utilize the District's secured wireless network to access the Internet. Students are expected to access the internet responsibly on school-appropriate websites. Students who do not access the internet appropriately will lose technology privileges.
9. Students must abide by all policies listed in the Internet Acceptable Use Policy (see p. 38-40 in Student Handbook)
10. All students are issued a Google Apps email account (@app.avon.k12.ma.us). This email account is to be used for educational purposes only. Parents who do not want an email account issued to their child must contact the school directly.

I understand and agree to abide by the Technology Use Agreement and applicable policy and guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.

Student's Signature: _____ Date: _____

Print Student's Name: _____ Grade: _____

As a parent, I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this with my child and he/she understands the responsibility associated with using technology devices in school or on school grounds. In the event that he/she violates this agreement, the district may confiscate and inspect the device, and appropriately discipline my child.

Parent's Signature

Date

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