

Raymond E. Shaw Elementary School Handbook

2021- 2022



“THE MISSION OF THE MILLBURY PUBLIC SCHOOLS IS TO PROVIDE A SCHOOL CLIMATE THAT ACCEPTS ALL STUDENTS OF VARYING ABILITIES AND INTERESTS AND PROVIDES THEM WITH A WIDE VARIETY OF LEARNING EXPERIENCES SO THAT THEY WILL HAVE THE ESSENTIAL SKILLS AND ABILITIES TO BE LIFELONG LEARNERS AND CONTRIBUTORS TO IMPROVING THE QUALITY OF LIFE FOR THEMSELVES AND FUTURE GENERATIONS.”

Gregory Myers
Superintendent of Schools

Mrs. Jennifer B. Nietupski, Chairperson
Mr. Christopher Wilbur, Vice Chairperson
Mrs. Julia Lagerholm
Mr. Nicholas Lazzaro
Mrs. Jessica Bristol

Regularly scheduled School Committee meetings are the 2nd and 4th Wednesday of each month at 7:00 pm in the High School Media Center. Changes in time and/or location will be posted on the district’s website. Please refer to the district's website for specific information.

The Millbury Public Schools ensures equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, religion, national origin, sex or sexual orientation, gender identity (M.G.L. c. 151B and 151C, Title VI, Title VII and Title IX), or on the basis of disability (Section 504 of the Rehabilitation Act of 1973/ADA) or homelessness. In addition, the Millbury Public Schools does not discriminate against its employees on the basis of age (M.G.L. 151B/ADEA) on the basis of veteran's status, or genetic information.

A student or employee of the Millbury Public Schools who believes that he/she has been discriminated against, denied a benefit, or excluded from participation in any educational program or activity on the basis of age, sex, race, color, religion, national origin, veteran’s status genetic information or sexual orientation, gender identity or homelessness may file a complaint with the Building Principal. If you are unable to reach resolution with the Building Principal, please contact the District’s Grievance Officer. For Title II and IX claims the Grievance Officer is the Superintendent of Schools. For 504 claims the Grievance Officer is the Director of Student Services.

In addition to the student handbook, the School Committee has established policies which apply to all staff and students. If you would like more information regarding School Committee Policies, please contact the Superintendent’s Office. An updated and searchable manual of Millbury School Committee policies is available on the Millbury School District’s website on the Millbury School Committee page. The manual can also be accessed directly at <http://policy.ctspublish.com/millbury-masc>.

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WELCOME TO THE 2021 – 2022 SCHOOL YEAR!



Dear Raymond E. Shaw Elementary Families,

Happy 2021-2022 School Year! We are so excited to have all the students back in the building on our very first day of school this year. Our teachers have been eagerly preparing classrooms and lessons for their new students. Our custodians and maintenance staff have been working non-stop to get our building ready for students to return. Our IT department has been rather busy as well as they have not only completed the routine maintenance of the buildings but they have also prepared our Chromebooks for our students to use in the coming school year. We are excited to share that Shaw will be a one to one school this year, and each student will have their own dedicated Chromebook to use.

If you have driven by Shaw this Summer, you noticed that construction on the new Shaw has really come a long way. The steel for the building has been fully erected and you can see the building coming to life right before your eyes. Currently, we are on schedule to open the new school in the fall of 2022. Please be on the lookout for construction updates throughout the school year.

Please take time to review our student handbook with your child. It is important that parents and children fully understand the information presented. You are requested to sign and return the signature page that has been electronically sent to you within the first week of school as a way to acknowledge receipt of the handbook. Throughout the year this book will serve as a guide for you. Additional resources would be your child's teachers. Please reach out to him/her regarding any questions or concerns you may have about your child's education. We look forward to a great school year!

Sincerely,

Andrew Tuccio

Erin Rosenkranz

CENTRAL OFFICE ADMINISTRATION

12 Martin Street
Millbury, MA 0152

Superintendent of Schools

**Mr. Gregory Myers
Central Office**

Assistant Superintendent for Finance and Operations

**Mr. Richard Bedard, Jr.
Central Office**

Director of Student Services

**Ms. Kate Ryan
Millbury Jr./Sr. High School**

Director of Curriculum

**Mrs. Elizabeth Boutiette
Central Office**

Central Office (508) 865-9501
Office of Student Services (508) 865-0875

District Grievance/Compliance Officers and Alternates

Title IX Grievance Officer

Kate Ryan, Director of Student Services, Millbury Memorial Jr./Sr. High School

Sexual Harassment Grievance Officer and Alternate

Kate Ryan, Director of Student Services (Grievance Officer)

Richard G. Bedard, Jr., Assistant Superintendent for Finance and Operations (Alternate)

Title II Compliance Officer and Alternate

Kate Ryan, Director of Student Services (Compliance Officer)

Elizabeth Boutiette, Director of Curriculum, Instruction, and Assessment (Alternate)

STAFF CONTACT INFORMATION

If you wish to contact your child's teachers to discuss academic progress or to schedule an appointment, you may leave a message on the teacher's voicemail or email him/her. **For all urgent matters please call the main office.**

Name	Position	Ext.	Email
Andrew Tuccio	Leadership Team	4001	atuccio@millburyschools.org
Erin Rosenkranz	Leadership Team	4002	erosenkranz@millburyschools.org
Beth Vigneau	Administrative Assistant	4003	bvigneau@millburyschools.org
Jackie Nelson	Secretary	4004	jnelson@millburyschools.org
Pamela Perkins	Nurse	4006	pperkins@millburyschools.org
Rebecca Cote	Special Education Secretary	4130	rcote@millburyschools.org
Alger, Tonia	Psychologist	4602	talger@millburyschools.org
Almstrom, Nicole	Gr.4 Special Education	4114	nalmstrom@millburyschools.org
Bazinet, Stephanie	Team Chairperson	4230	sbazinet@millburyschools.org
Bengtson, Kim	Gr.6 Math/Science	4102	kbengtson@millburyschools.org
Berthiaume, Janice	Title 1	4704	janberthiaume@millburyschools.org
Bowles, Cheryl	Counselor	4008	cbowles@millburyschools.org
Bush, Kacey	Gr.5 Math/Science	4113	kbush@millburyschools.org
Campbell, Lauren	Gr.4 Special Education	4114	lcampbell@millburyschools.org
Carneiro, Jillian	Gr.4 ELA/Social Studies	4121	icarneiro@millburyschools.org
Chaplis, Corey	Gr.6 Special Education	4107	cchapolis@millburyschools.org
Chaput, Ashley	Guidance	4131	achaput@millburyschools.org
Charron, Michelle	Gr.5 ELA/Social Studies	4111	mcharron@millburyschools.org
Chartier, Jennifer	ESL Teacher	4133	jchartier@millburyschools.org
DesRosiers, Janice	Gr.6 ELA/Social Studies	4106	idesrosiers@millburyschools.org
Driscoll, Beth	Title 1	4135	bdriscoll@millburyschools.org
Ekstrom, Holly	Gr.6 Math/Science	4102	hekstrom@millburyschools.org
Flanagan, Suzanne	Title 1	4702	sflanagan@millburyschools.org
Gervais, Eric	Technology	4124	egervais@millburyschools.org
Hahn, Kara	Gr.5 Math/Science	4109	khahn@millburyschools.org
Herman, Stephanie	Speech Pathologist	4134	sherman@millburyschools.org
Hayes, Julie	Gr.4 Math/Science	4123	jhayes@millburyschools.org
Hopper, Maria	Gr.5 ELA/Social Studies	4115	mhopper@millburyschools.org
Jenkins-Lasri, Tamar	Guidance	4022	tlasri@millburyschools.org
LaChance, March	Physical Education	4205	mlachance@millburyschools.org

Name	Position	Ext.	Email
MacDonald, Stephanie	Gr.5 Special Education	4127	smacdonald@millburyschools.org
Mckeon, Michael	Physical Education	4204	mmckeon@millburyschools.org
Merrill, Kelly	Gr.6 Special Education	4107	kmerrill@millburyschools.org
Mistretta, John	Gr.5 Math/Science	4112	jmistretta@millburyschools.org
Peters, Kaitlin	Gr.4 Math/Science LTS	4118	kpeters@millburyschools.org
Platts, Brenda	Gr.6 ELA/Social Studies	4103	bplatts@millburyschools.org
Pontbriand, Jessica	Gr.4 ELA/Social Studies	4120	jpontbriand@millburyschools.org
Raniolo, Melina	Gr.5 Special Education	4127	mraniolo@millburyschools.org
Reumann, Kimberly	Media Center	4503	kreumann@millburyschools.org
Rodriguez, Juliet	Literacy Coach	4125	jrodriguez@millburyschools.org
Rollins, James	General Music/Band	4109	jrollins@millburyschools.org
Savickas, Mary-Ellen	Gr.5 Special Education	4116	msavickas@millburyschools.org
Schultzberg, Brittany	Gr.5 Math/Science	4110	bschultzberg@millburyschools.org
Shedden, Kelsie	Art	4108	kshedden@millburyschools.org
Sullivan, Amy	Gr.6 Math/Science	4105	asullivan@millburyschools.org
Tappin, Allison (Landry)	Gr.4 Math/Science	4119	alandry@millburyschools.org
Tarka, Michael	Gr.6 Math/Science	4101	mtarka@millburyschools.org
Thompson, Tamisha	STEAM/Math Coach	4225	tthompson@millburyschools.org
Vaillancourt, Anna	Gr.4 ELA/Social Studies	4117	availlancourt@millburyschools.org
Wuerthner, Erica	Gr.6 ELA/Social Studies	4104	ewuerthner@millburyschools.org



GENERAL INFORMATION

Important Numbers - Raymond E. Shaw Elementary School:

Main Office: (508) 865-3541 Fax: (508) 865-3430

School Nurse: (508) 865-0870 – Please call the nurse's line to report your child's absence.

School Hours – 8:10 am – 2:28 pm

- Doors open at 7:57am (Please do not drop off any earlier)
- Pick up no later than 2:35pm
- Special arrangements can be made between parents and teachers.

School Closing Information

It is critical for parents to have an emergency plan in the case of an unexpected school delay, cancellation, or early dismissal. Please discuss this plan with your children, especially what to do in the event of an early dismissal. The district will make every effort to avoid early dismissals as they understandably can pose the greatest logistical challenge for families.

When inclement weather or unanticipated circumstances make a delay, an early dismissal, or a cancellation necessary, announcements will be made in each of the following ways:

- A ConnectEd call will be sent to the telephone number on file with the School Department.
- An announcement will be posted on twitter: @gmyers.millbury
- The following news stations will be notified: 7 New NBC, WBZ, NECN, FOX 25, and on WSRS 96.1.
- An announcement will be posted on the district's website at www.millburyschools.org.

Aftercare Program

- On days when school is in session, the Millbury School Department provides an aftercare program for all students who attend the Raymond E. Shaw Elementary School.
- **\$48.00 per week**
- Runs from 2:30 pm until 6:00 pm.
- To obtain the aftercare paperwork you are welcome to stop in the office to pick it up or visit the website at shaw.millburyschools.org/after-school-activities-aftercare.

FOOD SERVICE PROGRAM

Millbury Food Service Department Information

BREAKFAST PROGRAM

Breakfast is offered daily at each school before the start of the school day. All meals meet USDA nutritional guidelines for balanced meals. The cost of breakfast is \$1.50. Reduced breakfast is \$.30.

For the 2021-2022 School year, breakfast is FREE for all students.

LUNCH PROGRAM

Millbury Food Service department participates in the National School Lunch Program (NSLP) and offers a lunch program daily at all schools. Students are offered a variety of entrees, fruits, vegetables and milk each day. Students must choose 3 out of 5 components (one must be a fruit or vegetable) to create a reimbursable meal. Additional options may be available. All meals meet USDA nutritional guidelines. The cost of lunch is \$3.00 for Grades K-6 and \$3.25 for Grades 7-12. Reduced lunch is \$.40. ***For the 2021-2022 School year, lunch is FREE for all students.***

MEAL PAYMENTS

Online Payments

Millbury Food Service highly encourages the use of our online payment system, MySchoolBucks. This system allows parents to make payments (credit/debit or electronic check) into their child's account for meal or a-la-carte purchases. This system also allows parents to view purchases, check balances and set low-balance notifications. It provides 24/7 availability via the web or through a mobile app. There is a transaction fee of \$2.75. Visit www.myschoolbucks.com to register for your free account.

Check and Cash Payments

Check payments are accepted and should be made out to Millbury Food Service. Please include student name in the memo section. Checks (or cash) may be given to the cashier at the student's school, or placed in a baggie with their name on it and given to their teacher. If cash is used, the total amount will be put towards the students account and change will not be given.

CHARGING OF MEALS, A LA CARTE ITEMS

Students will not be denied a reimbursable meal and while meals are FREE this year, we encourage students to participate in our lunch program. Only one free meal is allowed per student.

If a student would like to purchase additional items or a la carte items such as an additional meal, entrée item, water etc. they must have a positive balance in their account or pay with cash. If the student does not have money in their account or a negative balance, charging will not be allowed.

FREE AND REDUCED MEAL APPLICATIONS

Free and Reduced meal applications are available at the beginning of each school year. Application packets are given to students at the beginning of the school year and are also available at each school's main office, on the Food Service's website or by calling the Food Service Department at 508-865-2929. Only one application is required per family and are accepted all year long. After processing the application, notification will be sent to families indicating their approved status. A new application must be filled out each school year.

If a family has received a Letter of Direct Certification at the beginning of the year from the Food Service Office, an application does not need to be filled out.

For the 2021-2022 school year, though all meals are free, applications will be used to determine if families are eligible for additional P-EBT benefits.

MENUS

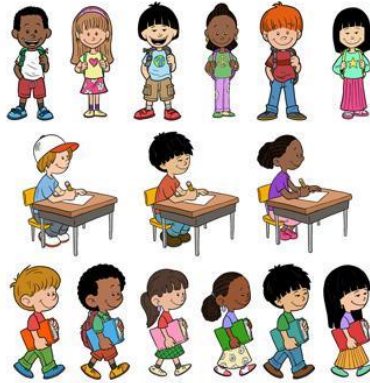
Menus are available at each school's main office, by visiting the School Lunch/Food Services tab on your student's school website and by visiting the Food Service website at <https://sites.google.com/a/millburyschools.org/cafeteria/>.

ALLERGIES

Please reach out to the Food Service Director or the Cafeteria Manager at your child's school with questions and concerns about allergens.

CONTACT INFORMATION

Stephanie Barstow
Director of Food Services
Elmwood Street School
40 Elmwood Street
Millbury, MA 01527
508-865-2929
sbarstow@millburyschools.org



STUDENT ATTENDANCE REGULATIONS

Regular and punctual daily attendance is essential for students to be successful in school and has a direct correlation to higher graduation rates. It is the responsibility of parents and guardians, as well as students themselves, to ensure school attendance is timely and regular. The intent of the following attendance policy is to encourage better attendance in order to improve student educational outcomes and teach them the importance of punctuality and commitment for future success.

Massachusetts Attendance Laws

M.G.L. Ch.76,S.1: States that all children between the ages of six and sixteen must attend school. Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. If a child fails to attend school for seven (7) day sessions or fourteen (14) half-day sessions within any six (6) month period, the school district may address the situation.

If a child reaches seven (7) excused absences or fourteen (14) excused half day absences (as allowed by law) or 5 unexcused absences in a six-month period, the school will notify the parent/guardian of the student's attendance record. Upon additional absences, the school may require a parent conference to discuss and/or investigate the issue. Further action may be taken and may include but is not limited to, a request of medical or additional documentation, retention, loss of credit, or filing with the Juvenile Court in Worcester.

M.G.L. Ch.76,S.2: States, "Every person in control of a child described in the preceding section shall cause him/her to attend school, as therein required, and if he fails to do so for seven day sessions or fourteen half-day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than \$20.00 ."

M.G.L. Ch.76,S.4: States, "Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully there from, shall be punished by a fine of not more than \$200.00."

Residency

In order to attend the Millbury Public Schools, a student must actually reside in the Town of Millbury. The residence of a minor child is presumed to be the legal, primary residence of the parent(s) or guardian(s) who have physical custody of the child. In determining residency, Millbury Public Schools reserves the right to request a variety of documentation and to conduct an investigation into where a student actually resides. Those families who cannot provide requested proof of residency will be referred for a residency check by the Millbury Police Department. Because residency can, and does, change for students and their families during the course of an academic year, we may continue to verify residency after the commencement of classes and may

act upon suspicions regarding residency status. It is also the responsibility of parent(s)/guardians(s) to notify school personnel immediately if a change in residency occurs. Families found to be in violation of the residency guidelines will face strict penalties, including but not limited to immediate dismissal from school; per diem fines for the education and related services accessed as a non-resident which are based on the per pupil cost to the district; and possible legal action.

M.G.L. Ch.76. Sec 5: Every person shall have a right to attend the public school of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the School Committee. **Any person that violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools.** No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

Penalties: C.76 § 5 states that “Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public school”.

An individual who owns property in the Town of Millbury, but does not reside in the district, is not considered a resident.

Absences

If, for any reason, your child is going to be absent, you are requested to notify the school nurse or the office. You may call the school during the day at 508-865-3541 or leave a message on the answering machine at the same number before or after school hours. If a phone call is not made, the parent will receive a phone call from a school staff member.

Students whose parents/guardians do not contact the school on the day(s) of the absence, or are not personally contacted by the school, will be required to bring in a note from a parent/guardian that verifies their absence.

Tardiness

When a student arrives tardy to school, he/she will not have adequate time to get organized and prepared for the day. This causes a disruption to the learning environment for the student and his/her classmates. Please make every effort to have your child arrive at school on time.

A student is considered tardy, if he/she is not in the building by 8:10 am. If a student is tardy he/she must report to the front office to receive a tardy pass. No child will be admitted into the classroom unless he/she first reports to the office and signs in. Whenever possible, a note should explain the reason for such tardiness.

Students who are habitually tardy will be subject to a discipline report which may include, but not limited to, a meeting with parents, loss of recess, or filing with the Juvenile Court in Worcester.

Truancy

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school. An unauthorized absence for a day is considered truancy. Truancy from school will be handled on an individual basis.

An attendance officer is required to investigate all cases brought to his/her attention when a student fails to attend school regularly or is habitually tardy. It is a crime for a parent or guardian to cause a child to not attend school. Additionally, a "CRA" (Child Requiring Assistance) petition may be filed in court if a child between the ages of six (6) and eighteen (18) persistently and willfully fails to attend school for eight days (8) in a quarter or persistently violates lawful and reasonable regulations of his/her school. The Court's authority pursuant to a CRA petition includes the power to place the child in custody of the Department of Child and Family Services (DCF).

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Child and Family Services (DCF). Under Massachusetts General Laws chapter 119, section 51A, a report can be filed on behalf of a child under the age of eighteen (18) for educational neglect if a child is not attending school on a regular basis.

Dismissal/Parent Pick up

Parent Pick-Up Placards will be used for dismissal again this year. Parents/guardians are to stay in their cars at dismissal and students will be called from their classrooms once their ride has been identified. During parent pick up time please make sure to clearly display the Parent Pick-Up Placard in the front window of their vehicle. Two placards will be sent home to you on the first day of school. If you need additional or replacement placards please contact the main office.

Students will not be permitted to leave school during the school day without a parent/guardian/designated guardian coming into the school to sign him/her out. Students who are dismissed early must be accompanied by a parent/guardian or a person designated by the parent/guardian with proper I.D. All early dismissals will be from the school office.

If you wish to pick up your child at the end of the school day or designate someone else to do so, please send a note to school that morning or fax a note to us **by 1:00 pm**. The school fax number is 508-865-3430. Dismissal is at 2:28pm. If someone is designated to pick up your student during normal parent pick up time please make sure to clearly display the Parent Pick-Up Placard in the front window of their vehicle.

For the safety of your child **NO PHONE CALLS FOR A CHANGE OF DISMISSAL WILL BE ACCEPTED. In case of emergency situation please call the school and ask to speak to the principal or assistant principal.**

A change of dismissal note should include the date, student's name, the dismissal change and a parent or guardian's signature. Students who will be picked up from school on a regular basis must fill out a Transportation Form indicating the changes. Parents may send a note requesting a new Transportation Form or can access it from the Shaw website, when a new long term change is being made to a student's routine. Students will not be dismissed to anyone whose name is not on the dismissal list.

Notes From Home

Notes are required when a student:

- Will be absent or on vacation.
- Will be dismissed before the end of school day.
- Will be picked up with another student.
- Will be picked up instead of taking the bus.
- Will be picked up by someone who is not on his/her pick-up list.

Vacations

School vacations are scheduled to allow students to avail themselves of recreational and educational opportunities. Each day of an alternate vacation will count toward the maximum absence limit. Families are strongly discouraged from planning vacation time during times that are not designated as school vacations. Students will have the opportunity to make-up all assignments within a reasonable amount of time. Administrative exemptions may be requested when exceptional circumstances exist. ***The school encourages parents to plan vacations 5 days after the tentative last day of school. This will allow for the built in 5 days for potential snow.***

Homework For Ill Students

If a child is confined to his/her home by illness for **THREE (3) or MORE DAYS**, parents may wish to request schoolwork to be done at home during recovery. Upon request, the classroom teacher will assemble a packet of homework. If a student will be absent for a prolonged period of time, please contact the principal. Unless special arrangements with teachers or the principal are made, the number of days given to make up their work will be equal to the number of days they were absent.

Student Services

Guidance

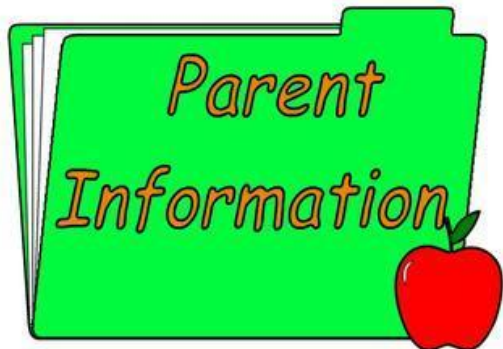
A guidance counselor is available to work with children both individually and in small group settings. The counselor serves as a support to children, teachers and parents. The counselor may help children with such issues as improving social skills, dealing with anger or frustration, and supporting the overall positive educational experience. The counselor is also available to help facilitate referrals to outside counselors and/or to provide parents with a variety of resources. Parents are encouraged to contact the counselor whenever there is need.

Student Resource Officer (SRO)

The School Resource Officer will serve as a first responder in school emergencies, a safety expert to offer support and guidance, a liaison to the MPD and other community resources, and educator for students and adults alike.

The SRO will be stationed primarily at the Jr/Sr. High School, but will serve each of the schools in the Millbury Public School District full-time when school is in session.

HELPFUL INFORMATION



Video/Photographs

At the beginning of the school year, parents will be asked to sign permission for their child to be videoed or photographed. Sometimes school events or students' accomplishments might be published in print or electronic media. Signing the video permission form allows the school to publish photographs. If you have concerns about your child's name or photograph appearing in the media, please contact the principal.

Snacks

A snack time is provided in all classrooms based on the schedule. Children are encouraged to bring in a healthy snack. Water bottles are permitted in all classrooms. Water is the only beverage allowed in classrooms.

Field Trips

Notices will be sent home with your child regarding any educational field trips with all necessary information. Written permission to participate in the field trip experience **WILL BE REQUIRED.** Students will be expected to follow the bus and school rules outlined in this handbook. At least one staff member on the field trip will carry a cell phone in case of emergency. We will make every attempt to send a nurse on field trips.

Volunteers

During the school year parents may wish to volunteer at the school. If you would like to volunteer, please contact the Raymond E. Shaw Elementary School office. We welcome volunteers in our classrooms, library, cafeteria, playground, and the offices. Volunteers will be coordinated with the office staff and teacher. We do ask that you understand that there are many parents who wish to volunteer. We might need to rotate volunteers during the year to accommodate everyone. Anyone who volunteers at the Raymond E. Shaw Elementary School needs to understand the boundaries of confidentiality. Volunteers are expected to conduct themselves in a professional manner. **All volunteers, including field trip chaperones, must complete a CORI form and sign a confidentiality agreement.** Forms are available in the school office. Official photo identification is required to be presented in person for the CORI. If you think you would like to volunteer at some point, we ask that you fill out a CORI form in the beginning of the year. The CORI form takes time to be returned. If you wait until right before the event you would like to volunteer for, you might not leave enough time for the CORI form to be returned and therefore, not be able to volunteer.

Visitors

All visitors, including parents, must report to the school front office upon arrival. All visitors must sign in and wear a visitor's badge at all times. Should you wish to speak to a teacher, please call the teacher to arrange a mutually convenient time. Before school is typically a busy time and may not be the best time to speak with teachers as they are with students and preparing for the day, unless an appointment has previously been scheduled. These guidelines for visitors are for the safety of all students and staff.

CODE OF CONDUCT

Raymond E. Shaw Elementary School strives to create a school climate that fosters learning and promotes good citizenship. Any activity which inhibits this process is considered inappropriate. Students have the right to be free of distraction, fear, and discomfort, so that learning can take place. Every member of the school community has the right to work in a pleasant, safe and orderly environment, free from insulting or abusive treatment from others.

To ensure that teaching and learning are able to take place students and parents must realize that rules and consequences for inappropriate behavior will be necessary. Students are expected to maintain positive behaviors not only for their own benefit, but for the benefit of others as well. In a positive environment, discipline means having rules with logical consequences. Students are expected to learn from their mistakes by reflecting on the infraction and by learning to understand how their actions affect others.

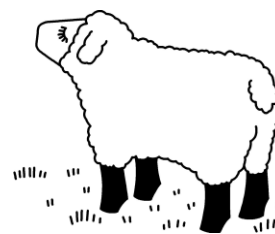
Teachers will take steps to modify behaviors and solve problems before administrative and/or guidance involvement. Parents will be notified when inappropriate behavior is serious or continual.

PBIS

The Positive Behavior Intervention and Support (PBIS) Team is committed to improving the social, emotional, and academic environment at the Raymond E. Shaw Elementary School.

While implementing this program, teachers and staff will impart, model, discuss and practice appropriate school behavior. Students will be rewarded by faculty when they are “caught” demonstrating D.R.E.A.M.

behavior, with a Woolie card. When a student receives a Woolie card they are entered in a weekly drawing. Each week, students will be randomly selected from a homeroom pool to choose a prize as a reward for their positive behavior.





GENERAL SCHOOL RULES

Students are expected to follow school rules at all times and in all areas of the school including: classrooms, hallways, bathrooms, playground, and cafeteria, during assemblies and on buses. Rules are put into place to help ensure the safety of everyone and to create an environment conducive to learning. The following is a list of general school rules. Teachers may create specific rules for their classrooms.

- Follow directions of all staff.
- Practice good manners, walk at all times, and speak in a quiet, respectful, indoor voice.
- Adhere to the dress code.
- Maintain a hands-off policy at all times.
- Conduct oneself in a quiet, courteous manner during an assembly or program. The only appropriate method of showing appreciation is applause.
- Put forth your best effort at all times (academically/behaviorally).
- Respect all staff, all students, school property, and the property of others.

Expectations for Students

The lockers are the property of the Millbury Public Schools and as school property, they are subject to periodic inspection by the administration and teachers.

At the Lockers:

- Visit lockers quickly and quietly, get required materials and enter your class without delay.
- Be respectful of the school environment (close locker doors quietly and gently, use a quiet voice, pick up trash and make room for neighbors).

In the Cafeteria:

- Enter the cafeteria through the appropriate doors and walk to the line.
- Wait patiently in the lunch line.
- Be courteous and respectful at all times to those who work in the kitchen, the custodian, and the staff on duty.
- Use appropriate table manners (use utensils and napkins, don't play with food, sit straight with feet on the floor, appropriate voice volume and behavior, and stay at your own table).
- Keep your own area clean - the floor, table and benches should remain clean of food, papers, and trash.
- Dispose of your tray, trash, and leftovers in the proper receptacles and return to your seat promptly.
- Ask permission to leave the cafeteria from the staff member on duty.
- Upon universal quiet signal, quiet down immediately and pay attention to announcements.

Recess

Recess is an opportunity for students to be active, socialize, and have fun. **Recess participation is a privilege that can be lost if safety and behavior expectations are not met.**

Outdoor Recess:

- Play in a safe, kind and thoughtful way.
- Be courteous and respectful at all times to the staff on duty.
- Follow safety expectations (keep hands to yourself - flips or back handsprings, picking up other students, tackling, martial arts, etc. are not appropriate).

- Stay out of the woods.
- Place litter in trash barrels.
- Running or tag games are not allowed when recess is restricted to the black top.
- Ball use is permitted only on the grass (except basketball).
- Only school provided equipment is to be used.

Indoor Recess:

- Be courteous and respectful at all times to the staff on duty.
- Ask permission to leave the classroom from the staff member on duty. Bathroom visits are not allowed during indoor recess unless it is an emergency.
- For safety reasons, do not engage in outdoor activities such as cheering, gymnastics, throwing balls, etc.
- Three minutes before the end of recess, put away all games and materials neatly, and sit quietly until dismissed by a staff member.

Disciplinary Infractions

Offense	Description
Bullying or Harassment	Please see Bullying Prevention Protection and Harassment
Dangerous Behavior	Engaging in behavior that could cause physical harm; running, throwing articles, shoving and roughhousing.
Dangerous, Threatening and/or intimidating Behavior	Any behavior deemed dangerous or harassing by the school administration, such as threatening notes or statements, or intimidating words or gestures toward any member of the Raymond E. Shaw Elementary School community.
Defiance of Authority	Rude and disrespectful behavior toward any staff member.
Destruction/Defacement/Stealing of Property	Destroying, defacing (graffiti, etc.), damaging or taking school or personal property.
Disruptive Behavior	Behavior that disrupts any part of the school day or an after school activity.
Fighting	Fighting between two or more individuals in which the purpose is to harm or injure the other.
Forgery	Writing or using the signature or initials of another.
Inappropriate Dress	See section titled Dress Code.
Inappropriate Language	Using inappropriate language; swearing, unkind words and put-downs or using inappropriate gestures.
Laser Pointers	Small handheld device with a laser beam, or anything similar to a laser beam
Non-Compliance	Refusing to follow reasonable requests by staff.

Overdue Obligations	Late class work, homework, library books, and parental communications.
Over the Counter Medication	Distribution and/or selling of any over the counter medication on any school property.
Possession of Weapons/Controlled Substances	Any item considered and/or used as a weapon, illegal drugs and alcohol.
Prescription Medication	Distribution and/or selling of any prescription medication on any school property.
Tardiness	Arriving late to class.
Unauthorized Absence from Class During School Day	Any absence from class that has not been excused by a staff member.

Procedural Due Process

No student will be disciplined without being afforded due process. However, administration reserves the right to waive progressive discipline. Prior to a disciplinary action, the student will be informed of the charges against him/her and be given an opportunity to present his or her side of the story. In case of danger or substantial disruption that results in suspension, due process may occur immediately after rather than before suspension. Students who habitually fail to respond in a positive manner to Raymond E. Shaw Elementary School's Code of Conduct may require additional action or services, i.e. guidance, behavior contract, legal, etc.

Consequences/Discipline

The Raymond E. Shaw Elementary School has programs and interventions in place to help students reflect on, learn about and improve their personal behavior. However, there will be consequences for students with inappropriate behavior. Consequences may include:

- Teachers and staff will talk with students about the behavior concern to try to problem solve.
- Loss of some, or, all of recess time.
- Time spent out of the classroom.
- Clean up any mess/vandalism that student might have done.
- Teachers will contact parents/guardians via phone or note when behavior is serious or continual.
- Guidance staff or administration will speak to the student and/or parent or guardian.
- Parents/guardians and school personnel will meet to discuss the behaviors.
- Loss of privilege - The student may be denied participation in extra-curricular and school related activities: removed from the cafeteria or recess for an extended period of time, denied the opportunity to participate in special events (including assemblies), or be denied the use of the school bus. The parent or guardian will be notified.
- Detention is the supervised retention of a student outside of the regularly scheduled school day resulting from a need for improved student behavior or a violation of school rules.
- There is **no appeal** beyond the Building Principal for in-house or short term suspensions.

- In School Suspension - The student is excluded from one or more classes, but remains at school and is expected to complete the day's assignments. The parent or guardian will be notified. Building Administration will determine the length for all in school suspensions.
- Out of School Suspension - Removal from school for 1-10 days. The parent is notified immediately. The Building Administration will determine the length of time for all out of school suspensions.
- Long Term Suspension – Removal from school for a period over 10 days up to and including a school year. The parent is notified immediately. The Building Administration will determine the length of time for all out of school suspensions. Long term suspensions may be appealed to the Superintendent.

The Raymond E. Shaw Elementary School will exercise all disciplinary consequences as stated in MGL Chapter 71, Section 37H and/or 37H1/2, and/or 37H3/4 as appropriate.

Detention Information

A detention can only be assigned by the principal or the assistant principal and will take place outside the regularly scheduled school day. Therefore, parents/guardians will be notified twenty-four hours prior to a student serving a detention. (Transportation is the responsibility of the parents/guardians.) Students are expected to arrive at detention with academic work or a book to read, idle time is not permitted. Any type of disruptive behavior, as determined by the detention proctor, will result in that day's detention NOT being counted as fulfillment of the detention assignment.

Prescription and Over the Counter Medication

Distribution and/or selling of any prescription medication on any school property will result in an out of school suspension and a possible expulsion.

Distribution and/or selling of any over the counter medication on any school property will result in an out of school suspension and possibly a long term suspension.

Electronic Equipment Procedure

The use of CD players, MP3 players, radios, recording devices, Ipods, electronic games, cell phones, cameras, smart watches, etc., use is prohibited in school. (See below for consequences.) In order to use an e-book reader such as a Kindle or nook, the permission form must be completed. Students may obtain this from his/her teacher or the office.

Consequences:

1st offense

- Item will be confiscated and given to an administrator.
- Parents/Guardians will be notified of action and may be required to retrieve the confiscated item.
- Student may have a consequence deemed appropriate by administration.

2nd offense

- Item will be confiscated and given to an administrator.
- Parents/Guardians will be notified that the next infraction may result in an in school suspension.

- A parent/guardian must retrieve the confiscated item.
- Student will have a consequence deemed appropriate by administration.

3rd offense

- Item confiscated will be given to an administrator.
- Parents/Guardians will be notified.
- Student will have a consequence deemed appropriate by administration.
- Parent/Guardian must retrieve the confiscated item on the last day of school.

Any student who fails to turn over an item to the requesting staff member will be subject to an automatic in-school suspension. Parents/Guardians will be notified.

Cheating and Plagiarism

The Raymond E. Shaw Elementary School students are expected to abide by, and take pride, in the principles of honesty and integrity with respect to all academic work. They are expected to do their best in all endeavors including homework, quizzes, tests, essays, research projects and papers. Cheating and plagiarism compromise the educational environment and undermine the atmosphere of honor and fairness which builds student academic growth and maturity and undermines the trust between teacher and student.

Cheating is defined as follows:

- Copying the homework, classwork, quiz, test, essay, research paper and project or report of another person.
- Providing a copy of one's homework, essay, research paper or report to another person without the authorization of the teacher.
- Allowing another person to copy from a quiz, test or exam.
 1. OR: The willful giving or receiving of unauthorized, dishonest, or unscrupulous advantage in academic work.
 2. The above may be accomplished by any means including but not limited to, the following: fraud, duress, theft, talking, signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, electronic programs, data, or other information.

Plagiarism (intellectual theft) is defined as the intentional or unintentional use of the words, ideas, or works of another as one's own without giving acknowledgement to its creator.

Plagiarism is considered a serious offense in the academic world and in institutions of higher learning. The consequences are often expulsion and/or academic failure in the area of the offense. In preparation for the Millbury Jr./Sr. High and the professional world, Raymond E. Shaw Elementary School offers the following guidelines for addressing student violation of academic integrity.

Plagiarism may take the following forms:

- Copying word for word from any source including the use of a few words and phrases.
- Submitting in whole or part of a paper or an assignment written by another person.
- Submitting other's data, online translations, music or computer programs as one's own.
- Allowing one's essay, assignments, or test answers to be copied by another person.

Consequences:**1st Offense:**

- Student may receive a zero on the assignment.
- Student's parent/guardian will be notified.
- A discipline report will be filed with administration.
- Student will have a consequence deemed appropriate by administration.

2nd and Subsequent Offense:

- Student will receive a zero on the assignment.
- The student's parent/guardian will be notified.
- A discipline report will be filed with administration.
- Student will be assigned an inside suspension of up to three days.

Harassment

Raymond E. Shaw Elementary School is committed to maintaining a school environment free of any harassment based on, but not limited to age, color, disability, gender, national origin, race, religion, genetic information, sexual orientation, gender identity, or homelessness. Harassment in the workplace or school environment is unlawful and is prohibited. M.G.L. Chapter 76, Section 5 states that "No person shall be excluded from or discriminated against in the admission to a public school or in obtaining the advantages, privileges, and course of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation."

Harassment is defined as any communication or conduct that is sufficiently serious to limit or deny the ability of a student to participate in or benefit from the educational program. It refers to behavior which is not welcomed by the student. It includes, but is not limited to, verbal abuse of a sexual nature, use of sexually degrading words or jokes, or language of a sexual nature; physical contact including patting, pinching, or repeated brushing against; assaults; or posting or distributing suggestive materials. Harassment can also take the form of bullying which is defined as threatening or intimidating behavior towards someone else. Discrimination, sexual and bias motivated harassment, and violations of civil rights will not be tolerated.

The Raymond E. Shaw Elementary School urges all individuals in the school to bring complaints of harassment to the attention of school administration who will notify the grievance officer so that the complaint can be promptly investigated according to all relevant state and federal laws, regulations and school district policies. A student who believes he/she has been the victim of harassment should report the matter to a teacher, counselor or administrator. If it is determined that harassment has occurred, appropriate actions will be taken to resolve the issue. Individuals who engage in harassment will be subject to discipline including suspension, expulsion or termination in the case of an employee.

Any retaliation against an individual who has complained about harassment or against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

If you feel you or a student has been discriminated against in any way, please contact the Building Principal. If you are unable to reach resolution with the Building Principal, please contact the

District's Grievance office. For Title II and IX claims, the Grievance Officer is the Superintendent of Schools. For 504 claims, the Grievance Officer is the Director of Student Services.

SEXUAL HARASSMENT

All persons associated with the Millbury Public Schools including, but not necessarily limited to, the Committee, the administration, staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual and gender-based harassment. Any person who engages in sexual and gender-based harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual and gender-based harassment or retaliation against individuals for cooperating in an investigation of a sexual and gender-based harassment complaint is similarly unlawful and will not be tolerated.

Because the Millbury School Committee takes allegations of sexual and gender-based harassment seriously, we will respond promptly to complaints of sexual and gender-based harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

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

Definitions

Sex-based harassment includes both sexual harassment and gender-based harassment.

Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or education environment.

Gender-based harassment: Includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, although they are not necessarily sexual in nature, including harassment based on gender identity and expression. Gender-based harassment includes, but is not limited to, harassment based on the person's nonconformity with gender stereotypes, regardless of the actual or perceived sex, gender identity, or sexual orientation of the harasser or target of the harassment.

Sexual assault: the act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger. Such contact is unwanted when it occurs without the consent of one

or both individuals, when one of the individuals is incapacitated or incapable of giving consent, or occurs with the use of force.

Hostile environment: unwelcome conduct that is sufficiently severe, persistent, or pervasive to interfere with or limit one or more student's abilities to participate in or benefit from the education program or creates a threatening, intimidating or abusive environment or sufficiently severe or pervasive so as to alter the conditions of the victim's employment and create an abuse working environment.

Retaliation: any form of intimidation, threatening, coercion or discrimination, directed against a student/staff/third party who reports a sex-based harassment, provides information during, assists in or participates in an investigation of sex-based harassment, or witnesses or has reliable information about sex-based harassment.

The Grievance Officer: The Committee will annually appoint a Title IX officer who will be vested with the authority and responsibility of processing all sexual and gender-based harassment complaints in accordance with procedures that the Superintendent adopts.

Complaint Procedure: The Superintendent will adopt procedures to respond in a confidential, impartial, and equitable manner to all complaints, whether formal filing or informal identification of harassment/discrimination has occurred, by employees, students, or third parties.

The Millbury Public Schools requires that any staff member who receives a complaint, observes or otherwise learns or becomes aware of possible sex-based harassment report the incident to the principal at the respective school site or the Title IX Coordinator with the assurance that the investigation process will take place promptly and be consistent with the policies and procedures as outlined.

Because the Millbury Public Schools takes allegations of sex-based harassment seriously, it will respond promptly to complaints of sex-based harassment and where it is determined that such inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including, disciplinary action, where appropriate, as outlined in the Millbury Public Schools' Non-Discrimination and Anti-Harassment Procedures, which the Superintendent will adopt.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Federal Regulation 74676 issued by EEO Commission

Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR 26:00

Bullying Prevention /Protection

An act Relative to Bullying in Schools, SB 2404, was signed into law in Massachusetts by the Governor on May 3, 2010. The law became effective immediately and requires that all school districts develop a written, comprehensive plan by December 31, 2010, that defines bullying, including cyber-bullying; prohibits bullying; provides instruction to students on preventing bullying;

mandates an education plan for employees and parents, and establishes consequences for bullying behavior.

The Millbury Public Schools will implement a plan that continues to promote tolerance and respect for diversity and one that encourages positive dialogue to manage differences.

It is the priority of the Millbury Public Schools to provide a safe, secure environment in which all students are taught well and therefore, learn the behavioral and academic expectations of their grade level. It has been and will continue to be the past practice of the school system to implement "No Tolerance" procedures, which means that an appropriate consequence will always be given to any student who perpetrates bullying incidents. Bullying may include, but is not limited to, teasing, taunting, threatening, hazing, hitting, intentional exclusion or cyber bullying.

For a behavior to be considered "bullying" all of the following must occur:

- Must be **repeated** action by one or more students.
- Must be written, verbal or electronic expression or a physical act or gesture.
- Must be directed at a victim, causing one or more of the following:
 - Physical or emotional harm to the victim.
 - Damage to the victim's property.
 - Places the victim in reasonable fear of harm to himself or of damage to his/her property.
 - Creates a hostile environment at school for the victim.
 - Infringes on the rights of the victim at school; OR
 - Materially and substantially disrupts the education process or the orderly operation of the school.

Although students may be disciplined for one-time incidents that are mean or cruel, a one-time incident is not considered bullying, according to the law.

Discipline Procedures for Bullying

Discipline procedures may include, but are not limited to the following:

- Teachers/staff will talk with the student about his/her behavior to try to problem solve.
- Student will speak with the Guidance Counselor.
- Meeting with student and parent with building administration.
- Loss of some or all of recess time.
- Time spent out of the classroom.
- Cleaning of graffiti that might have been done.
- Loss of Privileges - The student may be denied participation in extra-curricular and school related activities: removed from the cafeteria or recess for an extended period of time, denied the opportunity to participate in special events (including assemblies), or be denied the use of the school bus. A parent or guardian will be notified.
- Detention
- In-School Suspension
- Out-of School Suspension (1 – 10 days)
- Long Term Suspension (10 plus days – school year)
- Expulsion

Discipline is typically assigned in progressive order and more than one consequence may be assigned.

In a situation of bullying, the Building Administration will always contact the parents of the perpetrator and schedule a meeting to discuss the behavior with the student.

The full bullying plan can be found on the district school websites. Hard copies of the plan can also be obtained by contacting the school.

Students with an IEP or 504 Accommodation Plan

All students are expected to meet requirements for behavior as set forth in this handbook. MGL Chapter 71B 603 CMR 28.00, IDEA 2004 and Section 504 of the Rehabilitation Act of 1972 all address this issue. Students with either an IEP or a 504 Plan have modifications or accommodations designed for them and the following safeguards must be followed including whether the student can be expected to meet the regular discipline code. The building administrator will notify the Director of Student Services of a suspendable offense for a child with an IEP or 504 Plan. Students with disabilities who are suspended for more than ten days are entitled to continued provisions of the services contained in their IEP or 504 Plan. The IEP or 504 Team must determine if the behavior resulting in the discipline is a manifestation of the child's disability. If the child is not suspended; the Team must address the appropriateness of the IEP or 504 Plan, Behavior Intervention Plan and placement. If the behavior is deemed not to be a manifestation of the disability, the suspension may continue, but the services will be provided during the suspension period to enable the student to progress in the general curriculum and toward achieving the goals in the IEP or 504 Plan. The parents may appeal such a determination. Students with a disability may be removed to an alternative educational setting for up to 45 days for serious safety issues of drugs, weapons, or serious bodily injury.

PROCEDURES



Dress Code

The Dress Code encourages students to take pride in their appearance and to choose clothing that reflects academic purpose. The dress code is intended to promote a positive school image and to reduce distractions that interfere with learning.

We recognize that the dress code expectations may not match the current fashions enjoyed by adolescents. We also understand that this can lead to tension between what students want to wear and what we expect them to wear to school. We ask students to consider attending school as their job, and the clothes they choose to wear should reflect a professional and scholarly disposition.

The school administration will determine what constitutes inappropriate attire based upon the dress code guidelines. Students arriving to school in inappropriate attire will be sent to the office and given two options:

- Call their parents/guardians and change into their own, more appropriate clothing; or
- Borrow clothing from the school's supplies. These items should be washed and returned as soon as possible.

Dress Code Guidelines

- Hats, hoods, bandanas, sweatbands, and/or sunglasses may be worn to school and on the bus, but must be removed prior to students entering the building. No spandex shorts or cut-offs will be permitted.
- Sleeveless shirts are allowed, however, tank top straps must be at least two student fingers wide. All undergarments must be covered. Any shirts deemed undershirts i.e. muscle shirts, will not be permitted.
- Tube tops, strapless tops, half-shirts, halter tops, and pajamas/loungewear should not be worn to school.
- Leggings and yoga pants may be worn with a shirt/sweater that falls at a minimum of 4 inches below the student's hip.
- Students may wear skirts/shorts that adhere to a fingertip test, whereby when asked the student will put both hands to their side, and the skirt/shorts must be longer than the student's fingertips.
- Appropriate footwear is to be worn at all times. Sneakers are required for participation in physical education classes. Students may not "ride" sneakers that have wheels. For safety reasons, flip-flops and slides are strongly discouraged.
- Items that promote or endorse the use of profanity, alcohol, tobacco, illegal or prescription drugs or have unsuitable messages are not appropriate for school, and will not be allowed in the building.

Telephone

Students will be allowed to use the telephone in the office only for special emergencies. **Students WILL NOT be able to use the telephone for forgotten homework, textbooks, instruments, lunches, bus notes, or permission to change after school plans.** Students are **NOT** allowed to use a cell phone during school hours, or during school sponsored events. Cell phones are to be turned off and kept in lockers during school hours. (See Electronic Equipment Procedure for consequences.)

Lockers

A locker will be assigned to each student entering the school. No locks are to be used on the lockers. Outerwear, backpacks and book bags should be left in lockers during the school day unless there are circumstances that require otherwise and it has been approved by a teacher/administrator.

Care of Books

Teachers will assign students textbooks, record their numbers and condition, and require them to be covered at all times. It is the students' responsibility to keep the books he/she received in the condition in which it was received. Stretch covers are not permitted. If you lose or ruin a book it must be replaced. Replacement of a book will be based on current cost. This procedure also applies to items borrowed from the library.

Bicycles

A permission slip must be signed by the parent or guardian giving their child permission to ride a bicycle to and from school. A student may obtain a permission slip from the office or the Shaw

website. Bicycle racks are provided outside of the school. Bicycles are to be left in the racks throughout the entire day. It is the responsibility of the student to see that his/her bicycle is locked at all times. No riding in the parking lot is permitted. For safety reasons, students using bicycles will be dismissed after all buses have departed. All bicycle riders must follow the helmet laws. If a student is not following the laws, he/she will lose the privilege of riding to school.

Parents/Guardians will be notified to come and pick their student up from school. The school is not responsible for damage/theft of a student's bicycle.

Lost and Found

There is a section in the cafeteria dedicated to lost and found items. If students have lost a valuable object, report it immediately to the office. The school suggests that you do not bring valuables or large sums of money to school. The school will do everything possible to safeguard private property but cannot be responsible for lost items. Periodically, items in lost and found will be donated to charity.

Birthdays/Holidays

In keeping with the Millbury Public Schools' Wellness Policy, please do not send in snacks for students' birthdays. The office will not accept deliveries of flowers or balloons for students. Given the requirements of time-on-learning by the Department of Elementary and Secondary Education and Raymond E. Shaw Elementary School's desire to honor all students/families from various ethnic and religious backgrounds, holiday parties will be kept to a minimum.

Teachers may choose to have a small celebration for holidays or prior to winter, spring or summer breaks. Should this happen, healthy prepackaged snacks with ingredients clearly labeled are the only items that should be sent in to school. If your child has any specific restrictions regarding celebrations please notify your child's teacher.

Fire Drill Procedures

Fire drills are conducted several times a year in conjunction with the Millbury Fire Department. Evacuation procedures are posted in each classroom and in various areas throughout the school. All teachers regularly review the fire drill procedures with students. Students should be familiar with the fire regulation postings in each room. During fire drills, students are expected to walk in a quiet and orderly manner under the teacher's supervision. During fire drills and fire alarms, staff will guide all students to exit the building. Teachers will have a copy of the class list with them. Students who happen to be in the hallways/bathrooms during a fire alarm are expected to go to the nearest classroom. The staff and students will re-enter the school once it is deemed safe by a proper official. Evacuation procedures are the same if students are in the cafeteria or common areas in the building.

School Crisis Procedures

Procedures have been established for the Millbury Public Schools for emergencies such as natural disasters, bomb threats, intruders in the building, etc. Faculty are trained yearly to understand the protocol involved. The procedures are also practiced with students in a calm manner on a routine basis.

ACADEMIC INFORMATION



Academic Expectations

The Millbury School Committee recognizes the importance of communicating classroom expectations to students and parents/guardians. Knowledge of classroom procedures concerning course/class requirements, grading and standards for written work assist the student by providing clear guidelines. Written communication to parents/guardians about classroom expectations provides an important link between the classroom teacher and the home. In grades 4, 5 and 6 teachers will issue

course expectation sheets to all students and parents/guardians during the first week in September. The expectation sheets will include a course description, information about testing, homework, standards of work and grading. These sheets will be reviewed and signed by the student and parents/guardians.

Classroom Assignments

The principal, working with team leaders, the guidance counselor and classroom teachers will assume the responsibility for assigning students to a homeroom. Numerous factors are taken into consideration when assigning children to classrooms. Parents/Guardians are invited to participate in the process by completing a placement input sheet that describes how their child learns best. This process occurs during the 3rd trimester. Please note we are not able to honor parent requests for specific teachers.

Marking System

The school year is divided into four marking periods. At the end of each period, report cards are distributed. Parents/Guardians may keep the report card sheet but are asked to sign the envelope and return it promptly to the child's teacher for terms 1-2.

Back to School Night

Back to School Night is held in September. It is an evening to learn about the Raymond E. Shaw Elementary School, meet the teachers, visit the rooms and allow the student to show his/her family where he/she learns at school. During this time the teacher will provide a short presentation about class expectations and the curriculum. **Please understand it is not a night designed for individual parent/teacher conferences.**

Parent Conferences

Parent Conferences take place in December. Please see the calendar on the back inside cover of this handbook. Parents/Guardians will have the opportunity to schedule a meeting time that is convenient for them to meet with the teachers of their child(ren). During the year, teachers may contact parents/guardians to request an additional conference. Parents/Guardians also may request a conference whenever they feel it is necessary. Throughout the year, teachers encourage parents/guardians to contact them when there is a concern or question. Teachers can be reached by phone or email. Messages will be taken during the instructional day, and teachers will return calls within 24-48 hours upon receipt. Please schedule an appointment to have a face to face meeting with the teacher. Teachers are with students and involved in instruction and preparation.

Please schedule an appointment so that the teacher can meet with you and give you their full attention.



RELATED ARTS

Art

All students participate in a weekly art class. Many of the art projects integrate with academic topics taught in the regular classrooms. These units may include Art and Math, Art and Science, or Art and English Language Arts, however, the most focus is on Art and Social Studies, wherein students learn about

geographic locations as well as the historical culture of a particular region. Grade 4 units include Colonial America, Washington D.C., China, Mexico, and a unit on measurement. Grade 5 units include the Native Americans, the Aztecs, and John James Audubon. Grade 6 units include the Ancient Egyptians and Greek Culture.

Band

Band is open to all students in grades 5 and 6. Instrument lessons are scheduled one period a week. Instruments available to study include flute, clarinet, saxophone, trumpet, trombone, euphonium, and percussion. Band rehearsals are also scheduled prior to the annual Spring Band Concert in May or June.

The elementary wind ensemble is available as an accelerated learning experience for grade 5 & 6 band students. The wind ensemble rehearses twice a week before school and performs for the school and Millbury community.

Library/Media

All students participate in a weekly media/library class. During this time, they will be able to check out books and work on long term projects. Please note that any lost books will result in a loss of borrowing privileges until the book is returned. If the book cannot be found, parents/guardians will be charged a replacement fee.

Music

All students participate in general music class, one period a week. General music classes focus on students creating, performing, and responding to music. Basic music skills such as developing a sense of beat, rhythm and pitch will be emphasized in addition to music literacy. Music activities include creative movement, singing, playing instruments, composing, and improvising.

Physical Education & Wellness

All students participate in physical education twice a week. A student may be excused from class for health reasons with a doctor's note. Notes from parents or guardians shall be honored for one class only. Students are expected to wear sneakers and pants/shorts for safety reasons and for freedom of movement. Only stud earrings should be worn on gym days. Please do not allow your child to wear hoops or dangling earrings on p.e. days.

Technology

All students participate in technology class one period a week. Students learn about the Microsoft programs. The technology teacher will collaborate with teachers when requested and work with students on projects.

PROCEDURES AND REGULATIONS

Homework

Homework



Homework has been recognized by professional educators and researchers as a necessity for improving student performance in all areas of academic study. It is an integral part of the learning process and is essential in developing student mastery of basic skills as well as higher level skills associated with understanding concepts, transferring knowledge, solving problems, evaluating information, drawing inferences and conclusions and being a creative thinker.

Homework needs to be well planned, relevant and closely linked to classroom instruction. Homework is to be assigned on a regular basis. In order for students to have a clear understanding of their progress, homework will be reviewed, and evaluated, by teachers and students within a reasonable time period. The value of homework is underscored by the teacher's responses to it. Teacher comments and individualized feedback to students contribute to the development of good study skills, self-discipline and gives students the responsibility for expanding and enriching their learning experiences. Homework also provides teachers with the flexibility to work with students on an individual basis and assist them in the mastery of the content taught in classes. We encourage parents to be aware of our Homework Expectations and to be supportive and encouraging so that their children will complete homework assignments and pass them in on time. Homework should provide both teacher and student with the opportunity to review and reinforce skills and concepts covered in class. It should extend on generalized concepts which are familiar to the student and prepare them to better understand the content being presented in class. The purpose of assigning homework should be constructive in nature rather than disciplinary. Team Leaders will work with the teachers to assure that an inordinate or insufficient amount of homework is not assigned.

Alcohol/Tobacco/Drugs

The use of any tobacco product is strictly prohibited on all school property, including school buses, at all times. If students are found in possession of alcohol/tobacco/drugs products or alcohol/tobacco/drugs-related paraphernalia, including pipes, lighters, papers, and cigarette holders on school property, the faculty and/or administration shall confiscate the alcohol/tobacco/drugs-related items and return such items only to the parent/guardian of the student. The student will receive disciplinary action such as, but not limited to, in or out of school suspension. This also applies to any, and all, e-cigarettes.

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education

programs in grades K-12. For more information, please see policy IHAMB on the District's website at www.millburyschools.org.

Student Records - General Provisions



The student record contains all information concerning a student that is kept by the school.

Each student and parent/guardian with physical custody has the right to see his/her own student records. Copies of any information in the records may be obtained upon written request.

The student's record is available to school contracted personnel who work directly with the student. This includes administrators, teachers, counselors, administrative office staff and clerical personnel. They do not need permission to see student records.

No information in the student's record is available to anyone outside the school system without written permission from the parent/guardian. Exceptions to this would be a probation officer, court order, or upon transfer to another school district. However, students and parents will be notified before these records are released. A written transcript release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers, technical schools, colleges, and military services.

The student and parent/guardian have the right to request to add relevant information to the student's record, as well as, the right to request removal of information believed untrue or incorrect.

Amending Your Child's Record

1. A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the principal with a written request that the information be added to the student record.
2. A parent has the right to request in writing the deletion or correction of any information contained in the student's record, except for information which was inserted into that record by the Team. Such information inserted by the Team shall not be subject to such a request until after the acceptance of the Individual Education Plan (IEP), or if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedures described below:
 - a. If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.
 - b. The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in

- favor of the parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.
- c. If the principal's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
 - d. If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR S23.09 (4).

Notice of Transfer of Records to Other Schools

Compliance 603 CMR 23.07(4)(g) consent is not required to forward a transferring student's record to a new school. Millbury will release the entire record of a transferring student to a new student without prior consent.

Promotion Procedure

Students in grades 4, 5 and 6 must successfully pass a minimum of 4 out of 5 major subjects; however they **must** pass Reading and Mathematics to be promoted to the next grade.

Major subjects: Mathematics, Reading, Writing, Science and Social Studies

In all situations, parents will be notified of potential failures as soon as possible and all avenues of remediation will be followed before a final decision on retention is made.

Parental Custodial Issues

It is very important to inform the administration of any custodial issues involving your child. Copies of any court orders will be requested in order to ensure the safety of students and compliance with the court order. Raymond E. Shaw Elementary School follows the law regarding the rights of custodial and non-custodial parents.

Rights of Parents with No Physical Custody

As required by M.G.L.c.71 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- 1.) A non-custodial parent is eligible to obtain access to the student record unless:
 - a. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - b. the parent has been denied visitation, or
 - c. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specially allows access to the information contained in the student record, or
 - d. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

- 2.) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted to 603 CMR 23.07(5)(a).
- 3.) In order to obtain access, the non-custodial parent must submit a written request for the student record to the principal.
- 4.) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CRM 23.07 (5)(a).
- 5.) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- 6.) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L.C.71 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Regulatory Authority:

603 CMR 23.00: M.G.L.c.71, 34D, 34E

Last Updated: September 18, 2006

Title 1

Title I is the largest federal aid program for schools. At the Raymond E. Shaw Elementary School this support is for students in grades 4, 5, and 6 who are not performing at their grade level. The services are provided by certified teachers. Participation in the program is determined by teacher recommendation, student performance and standardized testing results.

Section 504

A section 504 Accommodation Plan is a written agreement between the school and the parent regarding accommodations that will be made to support and promote learning for a student in the public school. The plan allows the child to receive more individualized assistance without the necessity of utilizing special education services. Rights under Section 504 can be acquired by contacting the Office of Student Services at 508-865-0875.

AC-Nondiscrimination

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent students from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.

2. Encourage positive experiences in human values for students, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; 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, sexual orientation, gender identity, disability or homelessness.

It will be a violation of this policy for any student, district employee or third party based on a student's, employee's or third party's actual or perceived protected class status to: (1) harass a student, district employee or third party through conduct or communication (e.g., physical, verbal, graphic or written) or to (2) inflict, threaten to inflict or attempt to inflict violence; or to (3) discriminate against a student, District employee or third party. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity, disability or homelessness, their complaint should be registered with the following individuals or the building principals who will serve as building level coordinators for these categories:

Title II/ Section 504 (disability)/Title IX (sex)

Title VI (race, color, national origin) and Title VII (employment discrimination based on race, color, religion, sex, national origin)

Age Discrimination/Boy Scouts
Homelessness

The complaint will be addressed pursuant to Millbury Public Schools' Nondiscrimination/Anti-Harassment Procedures, which the Superintendent will adopt. The District will take appropriate action to respond to these incidents, which may include disciplinary action against any student or District employee who is found to have violated this policy. Appropriate administrative and staff follow-up will be provided for targets and offenders of harassment, violence and discrimination. If one of the discrimination/harassment officials is the person alleged to be engaged in discrimination/harassment, the complaint shall be filed with one of alternate officials or any other school employee the student or employee chooses.

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
M.G.L. 76:5; Amended 1993
M.G.L.76:16 (Chapter 622 of the Acts of 1971)
BESE regulations 603CMR 26.00 Amended 2012

BESE regulations 603CMR 28.00

CROSS REFS.: ACA- ACE, Subcategories for Nondiscrimination

GBA, Equal Employment Opportunity
JB, Equal Educational Opportunities

ACA-Nondiscrimination on the Basis of Sex

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities. The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees. The Committee will designate an individual to act as the school system's Title IX compliance officer which is the Director of Student Services, whose office is located at Millbury Memorial Junior/Senior High School, 12 Martin Street; 508-865-0875. All students and employees will be notified of the title and office address and telephone number of the compliance officer. At each school building, the principal will serve as the building Title IX Coordinator.

LEGAL REFS.: Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
BESE 603 CMR 26:00
CROSS REF.: AC, Nondiscrimination

ACE-Nondiscrimination on the Basis of Handicap

Title II of the Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of a person's disability. The Millbury Public Schools is committed to maintaining an educational environment and workplace where individuals are not discriminated against on the basis of their disability. The Millbury Public Schools strives to create an

environment where all students and staff feel welcome. To meet this end, the Millbury Public Schools will not tolerate the denial of access to activities, programs, or services to individuals with disabilities (as defined in Section 504 of the Rehabilitation Act 29 U.S.C. §705(20)).

The Millbury Public Schools does not discriminate against an individual with a disability with regards to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, or other conditions of employment.

The Millbury Public Schools is committed to supporting students who qualify under Section 504 of the Rehabilitation Act and to ensuring that such students are not denied admission or access to the activities, programs and services offered by the Millbury Public Schools because of their disability. As well, the Millbury Public Schools is committed to ensuring that students with disabilities are not treated differently because of their disability. The Superintendent of Schools for the Millbury Public Schools shall take the necessary steps to inform parents/guardians and students of their rights under Section 504 of the Rehabilitation Act, including the right to receive reasonable accommodations if the student is found to be qualified under Section 504 of the Rehabilitation Act. Additionally, the Superintendent of Schools for the Millbury Public Schools shall take the necessary steps to ensure parents/guardians and students are informed of their procedural rights under Section 504 of the Rehabilitation Act.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Accommodations: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. A request for an accommodation should be made in writing to the Director of Student Services. Alternative means of filing a request will be made available if needed, such as large print or audiotape. Requests should include the name, address and telephone number of the individual request the accommodation, the location where the accommodation is required and why the accommodation is needed. For public meetings and hearings, the Director of Student Services should be notified at least seventy-two (72) hours in advance. For students, the Director of Student Services will respond to such a request in accordance with the Millbury Public Schools' Section 504 Policies and Procedures or Special Education Policies and Procedures. For all other individuals, the Director of Student Services will respond within ten (10) school days of receipt of the request.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments;

(2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Accommodations: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the Superintendent after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Website Accessibility: The Millbury Public Schools is committed to providing all users of their websites, including users with disabilities, with meaningful accessibility in this online environment. The Millbury Public Schools follow standards that are generally based on the standards used by the federal government for technology accessibility for individuals with disabilities and web content accessibility guidelines developed by the World Wide Web Consortium (W3C). The Millbury Public Schools' websites are regularly tested and reviewed by users to verify that the websites are compliant with applicable standards. If an individual needs assistance in accessing materials, such a request should be made to the Director of Student Services.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA and Section 504, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA or Section 504. That individual for the Millbury Public Schools is the Director of Student Services, whose office is located at Millbury Memorial Junior/Senior High School, 12 Martin Street; 508-865-0875. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA or Section 504. The school system receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair; and
2. To the extent possible, qualified handicapped persons should be in the mainstream of life in the school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of handicap.

LEGAL REFS.: Rehabilitation Act of 1973, Section 504

Education for All Handicapped Children Act of 1975 M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972) Title II, Americans with Disabilities Act of 1992
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

CROSS REFS.: IGB, Support Services Programs

Special Education: 603 CMR 28.00

Any child in need of special education between the ages of three through twenty-one (to the day of the 22nd birthday) is eligible for special services. Local public school districts are required to find and evaluate children with special learning needs and problems. Parents, teachers or other support personnel may request an evaluation. Once a need is identified, an Individual Education Program is mutually agreed upon and provisions are made whenever possible within the local school system.

Parents/Guardians "Notice of Rights"

Under Section 504 of the Rehabilitation Act of 1973 - In addition to rights existing under the applicable laws, Section 504, Rehabilitation Act of 1973, provides that no individual with a disability shall solely by reason of his or her disability, be excluded from participation in or be denied the benefits of or be discriminated against under any program or activity receiving federal financial assistance.

"Individuals with disability" are defined as individuals who:

1. Have a physical or mental impairment which substantially limits one or more of such person's major life activities.
2. are individuals with a record of such impairment, or
3. Individuals regarded as having such an impairment. A "major life activity" included education and learning.

Under the law, an "individual with a disability" has the following rights with respect to education programs receiving federal assistance:

- The guarantee of a free and appropriate public education designed to meet the unique needs of the child, in a setting comparable to those provided to students who do not have a disability.
- The right to request an independent educational evaluation for the purpose of determining whether a child is an "individual with a disability" as defined by the law.
- The right to examine all relevant records with respect to the identification, education and educational placement of the child.
- The right to have the appropriate school board representative advise persons of their rights under federal and state law in a language which they readily understand, or to arrange for a translator if such is necessary to accomplish an understanding of their rights.
- The right to receive services and be educated in facilities which are comparable to those provided to students who do not have a disability.
- The right to file a grievance for the denial of any rights under the applicable federal laws.

- The right to have an appointed surrogate parent to be responsible for the oversight of all issues relating to the provision of a free and appropriate public education of a parent cannot be identified or found.

The purpose of the law and the rights listed above are to insure the provision of educational benefits to children with a disability and to guarantee a free and appropriate public education designed to meet the unique needs of a child with a disability as defined by the law.

Confidentiality of all matters relating to these rights is required by law and assured by the Millbury School Committee.

If you are concerned that your child may have special education needs, needs covered by a 504 plan, or could qualify for Title I support, please contact the Building Principal.

Family Education and Privacy Rights

Public Law 90-247, Title IV as amended 20 U.S. Code 1232g. The regulations are in Vol. 45 Code of Federal Regulations, Part 99, Privacy Rights of Parents and Students.



SCHOOL HEALTH REGULATIONS

Health Services

The Health Office is staffed by a registered nurse to provide medical care and first aid for students and staff. Parents or guardians may contact the school nurse at any time. The Millbury Public Schools encourages collaboration between parents or guardians and the school. In the event that your child has a special medical concern if there is a change in a medical condition, or they are going to be absent, please call the Health Office to share the updated information.

Emergency Form

It is extremely important for the school to have correct contact information for your child in case of an emergency. An emergency form is included in the summer mailing packet. It is to be completely filled out, signed and returned with your child the next day.

Parents or Guardians must supply phone numbers in case of emergency so a responsible adult may be contacted. It is essential for the nurse to be able to contact a parent/guardian or designated adult who can assume responsibility. Please be prepared to show identification when picking a student up from school.

Immunization Policy

All Millbury students, including those transferring in, must meet the state requirements for the necessary immunizations. Written proof from your physician that your child has met the age/grade appropriate requirements must be on file at school on or before the day the child enters.

Throughout the year, the nurse will notify the parents or guardians of students in need of immunizations. The Massachusetts Department of Public Health requires (105 CMR 220.000) the following immunizations:

- Grade K-6: 5 DTP, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella
- Grade 7-12: 5 DTP, 4 Polio, 2 MMR, 3 Hepatitis B, 1 TDAP within the last 5 years, 2 Varicella

Failure to comply with this request will result in exclusion from school until all immunizations are documented, in accordance with state regulations. Reminders are sent out regularly from the nurse when a student needs updated immunizations.

Medical Absences from School

Sick or injured students are not able to spend the day in the nurse's office. If your child is not able to attend classes or is contagious, please keep him/her home.

Do not send your child to school if he/she:

- Has a fever over 100 degrees Fahrenheit or higher. Must be fever free for 10 hours without medication such as Ibuprofen or acetaminophen.
- Has a persistent cold or cough.
- Has had vomiting or diarrhea within the past 10 hours.
- Has an unidentifiable skin rash.
- Has "pink eye" with itching and drainage.
- Has a contagious illness such as Chicken Pox or Strep Throat.
- Has active head or body lice.

Students who have been prescribed an antibiotic may return to school after 24 hours on the antibiotic if there is no fever, and if he/she feels well enough to return.

Long Term Illness

Contact the principal regarding home instruction if your child is expected to be absent for longer than 14 consecutive school days or due to a chronic health condition.

Orthopedic Injuries

If your child has an orthopedic injury, a note from his/her physician which clearly states the nature of the condition, clearance to return to school, any restrictions and/or need for supportive devices and clear time frames for any special accommodations must be clearly stated. Physical Education and recess will be restricted until a physician's note stating no restrictions is submitted.

Students with HIV/AIDS

HIV/ AIDS diagnosis are confidential. You are not required to disclose HIV infection or AIDS diagnosis. You may choose to inform the nurse confidentially of a diagnosis. Specific, informed written consent from the parents/guardian is necessary before further disclosure of his/her HIV/AIDS is allowed. Universal precautions are taken by all staff for all incidents involving bodily fluids.

Medication Administration

All public school systems in the Commonwealth are required to comply with regulations 105 CMR 210.000: The Administration of Prescription Medications in Public and Private Schools.

- All medication, prescription and non-prescription (over the counter), requires a physician's written order (excluding OTC cough drops) and must be in the original container.
- All medication requires written consent from the parent/guardian. Students attending Raymond E. Shaw Elementary may utilize standing orders for acetaminophen, ibuprofen, tums and diphenhydramine with annual parental consent. The medical/emergency forms that are sent home annually will contain a check off for consent.
- All medication must be transported to and from the school by a parent or guardian and delivered directly to the school nurse or designee.

Medications are kept in a locked cabinet in the nurse's office and are only dispensed by the nurse. Any medications not claimed by the parents by the last day of school will be discarded. The school recognizes that self-carrying and self-administration of medication is required by some students. The school nurse must receive written physician/NP and written parent approval prior to allowing self-medication or self-carrying. The school nurse will determine if this is safe and appropriate to allow.

Health Screenings

The following state mandated screenings are done annually:

Gr. 1, 4, 7, 10	height, weight, BMI (body mass index)
PreK - Gr. 6, Gr. 10	vision**
PreK – Gr. 3, 7, 10	hearing**
Gr. 5-9	scoliosis (spine curvature screening)**
Gr. Pre, K, 4, 7, 10	physical exam reports must be provided to the School Nurse

****NOTE: Only those *who do not pass a screening* will receive written notification.**

BMI Notification

Upon written request of the parent/guardian, their child's Body Mass Index (BMI) and screening results will be mailed to them. By submitting a written request by September 15th of each school year, parents and guardians may request that their child's measurements not be taken.

MGL c.71 s.57 and MDPH 105 CMR 200.500: "...the Body Mass Index (BMI) and corresponding percentile of each student in grades 1, 4, 7, and 10 (or, in the case of ungraded classrooms, by a student's 7th, 10th, 13th and 16th birthday) is calculated and reported directly to the Department of Public Health using appropriate reporting tools as per their guidelines."

The Millbury Public schools encourage collaboration between parents or guardians and the school in this effort. In the event your child has a special medical concern, please contact the Health Office to share this information.

Transportation by Ambulance

The Millbury School Department will call an ambulance if it is deemed necessary by the nurse. Trained emergency medical technicians and/or paramedics are responsible for all emergency care of

the student upon their arrival at the scene and during transportation to the hospital. The school's responsibility ends when emergency care is transferred to the EMT's/Paramedics. Millbury Public Schools is not financially responsible for medical treatment outside of school or for providing transportation or ambulance service for a child who is injured or becomes ill at school.

Latex Allergic School

We are a latex allergic school. No balloons or other items containing latex should be brought to school.

Allergies

Due to students having life threatening allergies to peanuts/tree nuts, some classrooms will be designated "nut free". If your child is placed in a nut free class, a notice will be sent home by the principal outlining the precautions for that room. Tables in the cafeteria will be designated nut free. Specific cleaning procedures will occur for these tables. If you have a child with a nut allergy but do not want them in a nut free classroom or to sit at the nut free table, please send a written note to the school nurse and/or principal stating your desire.

***PLEASE NOTE:** The nurse will work with you and your child(ren) regarding specific health concerns or medical care plans. Please communicate any medical issues to the nurse.

Computer Equipment and Internet Acceptable Use Policy

The Millbury School Committee supports the responsible use of computer equipment and Internet as a valuable instructional resource. The Millbury Public School District is committed to offering its students and staff members the highest level of computing technology possible for use as an educational tool within its buildings and classrooms. With this technology advantage comes responsibility on both the part of the District and its users. Therefore, the District is requiring that all users of its technology be informed of the District's policies toward the use of these educational assets and that students sign a contract in which they agree to abide by these rules. The Millbury Public School system reserves the right to examine all data stored on the District's network to make sure that all users are in compliance with this policy. In order to use Millbury Public Schools computer equipment and Internet connection on school premises, students must read the Acceptable Use Policy and sign the contract. A parent or guardian must also sign the contract. Students will receive the Acceptable Use Policy the first day of school, and it should be returned immediately. **Students will not be allowed computer access until the appropriate section on the signature request form has been returned to school.**

The Millbury Public Schools Transportation Regulations



In July 1996, the Millbury School Department approved the following revisions to the Transportation Policy. The information below is provided to inform families of the relative issues that may affect their child's transportation to and from school. If you have questions, please feel free to contact the Business Office (508) 865-9501.

Change of Bus/Dismissal Routine

The school buses may only be used to transport your child to and from your home or childcare provider.

The district will allow parents and guardians to establish a consistent schedule where the child is dropped off on the same day each week consistently for the year, similar to the following example:

Monday	Tuesday	Wednesday	Thursday	Friday
Childcare Provider	Home	Childcare Provider	Home	Childcare Provider

This schedule may actually involve the child riding on two (2) different buses during the week. The district is able to accommodate the same schedule every week, as long as your child is transported to the same location. **We are no longer able to accommodate play dates, dance practice, Boy Scouts/Girl Scouts etc.** In keeping with this change, please remember that Aftercare can be included as part of your child's consistent schedule, however, day-to-day changes in Aftercare will not be honored. Approval for emergencies will be made at the discretion of the building principal.

School Bus Regulations School Department Responsibilities

1. The building principal/assistant principal, working with the bus contractor and drivers, will maintain discipline on the buses at all times. All discipline problems with students must be reported by the driver to the school building principal/assistant principal in writing. Action taken by the building principal/assistant principal will then be consistent with the rules as outlined in the student handbook.
2. It shall be the responsibility of the building principal or his/her designee to assure that each student is instructed in safe school bus riding practices at least three times each school year. The first time shall be the first week of school, the second time being before December 31st, and the third time being before the end of the school year. The principal or his/her designee working with the safety officer shall conduct school bus evacuation drills at least twice each year.
3. The principal/assistant principal should also work very closely with parents to solve any of their concerns relating to discipline. In the event they cannot reach an agreement, the parent/guardian should contact the business office and then the superintendent's office and the School Committee as outlined above.

Operations

1. Bus stops are established at the start of school for all grade levels with the consideration of the age of the child, walking distance and traffic activity. Bus stop locations may be changed or eliminated at the discretion of the School Department as necessary. Except for certain special education students, door to door bus service should not be expected.
2. All children will be assigned a bus at the start of school. If the use of a sitter is necessary, the parent/guardian must make the request prior to the start of school in writing to the building principal. Variations in sitter locations will not be allowed. The pickup and delivery locations for every student should be consistent and reasonable. The stop locations may differ from morning to afternoon but they should be consistent on a weekly basis with a preference to five days per week if possible. Any deviations should be rare and only with the express approval of the building principal.

3. Children are required to ride the bus to which they are regularly assigned. Exceptions to this requirement may be made by the building principal on a case by case basis.
4. Video surveillance cameras will be used on the buses to monitor student behavior. The responsibility of the viewing of any tapes will rest solely with the building principal. It will be at the building principal's discretion whether a parent, student or driver views a tape.

Parent/Guardian and Student Responsibility

Transportation by school bus to and from school is a privilege, not a right, for all students. The school bus is an extension of the school itself and rules regarding behavior are the same as in school. It should be understood that student transportation to and from school is a privilege consistent with appropriate and safe behavior. Appropriate and safe behavior is required at all school bus stops. In accordance with the new safety and security procedures, no short term bus changes will be allowed.

1. On roads where there are no sidewalks, walk on side facing traffic to and from your bus stop.
2. Be on time at your bus stop, the bus cannot wait for you. We recommend for you be at your bus stop five minutes before your regular pick-up time. Buses can run late, please be patient while waiting for the bus, do not run, push, or play games.
3. In crossing the road after alighting from the bus, cross only after the driver signals that it is safe to cross. Pass ten feet in front of the bus and look for the traffic in both directions before crossing the road.
4. Take your seat promptly upon entering the bus and remain in it until you arrive at your destination and the bus has come to a complete stop. There will be no standing or saving of seats on the bus. Please cooperate with the driver and fellow students by allowing everyone to have a seat.
5. Do not use profanity. Refrain from shouting or making other noises that might distract the driver. The lives of all the children are in his/her hands - including your own.
6. The school bus is a classroom on wheels; conduct yourself as you would in school.
7. Do not enter into conversation with the driver while the bus is in motion, but report any emergency to him/her at once.
8. Be respectful to your bus driver. He/she has a very important job and he/she needs your help. His/her eyes and ears need to be focused on the road in order to drive you safely to and from school.
9. All students must get off at their regular bus stop.
10. Keep your lunch boxes, books, musical instruments, and athletic equipment out of the aisles. Keep the bus neat and do not mark, cut, or break any part of the bus.
11. There will be no smoking, eating or drinking on the bus. Students who smoke on the bus will be disciplined consistent with the rules and regulations outlined in the Student Handbook.
12. Parents/Guardians should understand that except for certain special education students, door to door service is not required nor should it be expected. Parents are responsible for safely getting their child to and from assigned bus stops.
13. Parents/Guardians are responsible for the child's behavior and safety at the bus stop. If a parent is concerned with the safety of their child, it is their responsibility to monitor the situation.
14. Special stops will not be assigned to accommodate sitters and daycare providers. Parents/Guardians should ensure that any sitter hired will be able to assume this

responsibility and that the regular bus stop meets the needs of the parents, child and sitter. Parents must request a change in transportation location prior to the start of school and only on a consistent and reasonable basis.

All students are expected to familiarize themselves with the bus rules and subsequent disciplinary procedures as they are outlined in their student handbooks. Students are not allowed to use any electronic devices, including cell phone, on the bus. The school principal or assistant principal may suspend bus privileges for misconduct as they are described in the Student Handbook.

Should misconduct occur, the bus driver will submit a bus conduct report to the principal or assistant principal, if the above expectations are not followed. Appropriate consequences will be issued such as; assigned seats and up to and including short and long term suspension from the bus.

NO SUSPENSION TAKES PLACE UNTIL A LETTER IS SENT HOME AND/OR A PARENT/GUARDIAN CONFERENCE IS HELD.