

Norfolk Public Schools



Family Handbook

2021-2022

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SCHOOL ADMINISTRATION

2021-2022

Superintendent of Schools Dr. Ingrid Allardi, Superintendent Mrs. Adrienne Smith, Executive Assistant	528-1225
Freeman-Kennedy School Mrs. Lisa Altham-Hickey, Principal Mr. Adam Tarczuk, Assistant Principal Mrs. Janet Curran, Executive Secretary to the Principal Mrs. Lois Eppihimer, Secretary Mrs. Barbara DiGiacomo, School Nurse	528-1266
H. Olive Day School Mrs. Linda A. Balfour, Principal Mrs. Kristen Giffune, Assistant Principal Mrs. Susan Key, Executive Secretary to the Principal Mrs. Paula Burns, Secretary Mrs. Ann Hurley, School Nurse	541-5475
Food Services Director Shelly Bernardini	528-1266
Assistant Food Services Director Lisa Luce	528-1266
Director of Facilities Mr. Matthew Haffner	528-1266
Business Office Ms. Barbara Boone, Assistant to the Business Manager	528-1266
Director of Human Resources/Payroll Mrs. Roxanne Verdeaux	528-1266
Director of Curriculum, Instruction and Assessment Ms. Victoria Saldana	528-1225
Office of Student Support Services (SPED) Dr. Anna Tupper, Director Mrs. Kathleen Haley, Executive Secretary to the Director Mrs. Shannon Brady, Special Education Secretary	541-5478
School Age Child Care (SACC) Mrs. Toni Davis, Director	528-2545
Office of Technology Mrs. Patricia Kelley, Director of Technology/Data Specialist Mr. Rafael Sardi Mr. Mark Pizzi	528-1225

**2021-2022
School Committee Membership List**

Chairperson

Thomas Doyle
7 Chicatabut Avenue
doyle@norfolk.k12.ma.us

Vice Chair

Medora Champagne
2 Seneca Street
mchampagne@norfolk.k12.ma.us

**Secretary and
King Philip Representative/Legislative Liaison**

Sarah Ward
37 Union Street
sward@norfolk.k12.ma.us

Jennifer Wynn
3 Hemlock Lane
jewynn@norfolk.k12.ma.us

Shannon Meneses
13 Briarwood Road
smeneses@norfolk.k12.ma.us

The School Committee Meetings are held on the second Tuesday of each month in the Freeman-Kennedy School Media Center, unless otherwise posted. The Norfolk School Committee invites the attendance and participation of the public at all meetings.

PARENT/TEACHER ORGANIZATION (PTO)

The Norfolk Parent Teacher Organization (PTO) serves as the fundraising branch of the Norfolk Public Schools. Our major purpose is to raise money to bring curriculum enhancement programs to both the H. Olive Day and the Freeman-Kennedy School and to provide funding for any "non-budgeted" items that are requested by the teachers, the specialists, and staff to help strengthen their teaching syllabus. A complete list of PTO funded programs and events may be found on this website. All funds raised by the PTO through our Membership Drive and our Fundraising activities come directly from the school community. We would like to extend our many thanks for your continued support!

In addition to fundraising, the PTO also coordinates all the parent volunteers who help in the libraries, classrooms, cafeterias, and playgrounds. These programs could not run as smoothly as they do without the invaluable help of our extensive parent volunteer network. Parents in Norfolk volunteer an average of 500 hours per month - a great display of the community's commitment to the schools.

PTO Executive Board is composed of over 30 parents who have volunteered their time to accomplish the goals outlined above. Linda Balfour and Lisa Altham-Hickey, the principals of the H. Olive Day and the Freeman-Kennedy schools, serve as active members of the Board. In addition, the teacher advisors to the PTO are TBA for Freeman-Kennedy and TBA for H. Olive Day. We appreciate both the support and the feedback we receive from them all. A complete list of Board Members may be found on this website, using the links located to the left.

We are continuing our tiered Membership program this year, allowing for a wider variety of Membership Levels from which families can choose. Each Membership Level has unique and valuable benefits - choose the level that is best for you! Membership forms can be found in the front office of each school as well as on this web site, under PTO Documents.

PTO Board meetings are held once a month and are open to the public. All meetings will be held in the Library at the Freeman-Kennedy School and will begin at 7:30 PM. Most meetings fall on the 2nd Tuesday of the month. Please check the PTO Meeting Schedule for upcoming dates.

We are looking forward to another successful and fun-filled school year!

PTO BOARD MEMBERS

Co-Chair – Stephanie Donovan

Co-Chair – *Open Position*

Treasurer – Karen Courtney

Secretary – Jen Wolff

Marketing Chair – Samantha Conley

SPECIAL EDUCATION PARENT ADVISORY COUNCIL

SEPAC

The Norfolk SEPAC consists of parents and school staff working together to provide support to the schools and families within the town. The SEPAC sponsors family events, instructional sports, and monthly informational meetings/speakers; allows opportunities to share experiences, network, outside resources and support to one another; maintains reference materials and informational binders.

Mission Statement

The Norfolk Special Education Parent Advisory Council (SEPAC) strives to collaborate with and advise the school committee and administration to continually improve the education opportunities for all children in and outside of our school district. We promote improved education and success for students with disabilities, ensuring they receive equal access to education opportunities within our school and community. The Norfolk SEPAC provides a network for parents of children with disabilities to access resources, gain support and share ideas. SEPAC encourages families to be involved in all district policy discussions.

SEPAC BOARD MEMBERS

Co-Chair - Jo-Anne Gilbody

Co-Chair – Karen Murphy

Chair of Technology – Taiese Hickman

Chair of Operations – Mike McCarthy

Chair of Finance – Karen Mazzola

Chair of Marketing – Melissa Cyr

Secretary – Kayla Costa

Fundraising Coordinator – Sarah Logie

Board Members: Stefanie Duniok and Jianmei Bai

NORFOLK SCHOOL DEPARTMENT

VISION STATEMENT

Teach. Inspire. Empower. Succeed.

MISSION STATEMENT

The mission of the Norfolk Public Schools is to provide a safe, joyful, and challenging learning environment that meets the needs of our diverse students. Through school, family, and community partnerships, we provide an education that inspires life-long learners and cultivates caring and productive citizens of our ever-changing world.

DO YOU HAVE A QUESTION, CONCERN OR PROBLEM?

Please initiate a discussion at the appropriate level

Related to:

Your child's

- Progress
- Assignments
- Classwork
- Social Issues
- Behavior
- Test Results
- Teacher Instructional Assistant

Start with:

Teacher

H. Olive Day – (508) 541-5475
Freeman-Kennedy – (508) 528-1266

If unresolved contact:

Principals

Mrs. Linda Balfour, HOD
Mrs. Lisa Altham-Hickey, FK

Director of Student Support Svs.

Dr. Anna Tupper
(508) 541-5478

- Discipline

Teacher

Assistant Principals

Kristen Giffune, HOD
Adam Tarczuk, FK

- Bus Issues
- Bus Behavior
- Bus Transportation
- Substitute Teachers

Assistant Principals

Principals

- School Facility

Principals

Superintendent

- Food Service

Director of Food Services

Principals

- Curriculum
- Local/State Testing Programs

Principals

Director of Curriculum

Victoria M. Saldana

- District Administration
- Policy
- The Strategic Plan
- Warrant Articles
- Budget

Superintendent of Schools

School Committee

Mr. Thomas Doyle
(617) 256-0787
Ms. Medora Champagne
(617) 447-9215
Ms. Sarah Ward
(508) 450-9407
Ms. Jennifer Wynn
(508) 530-3093
Ms. Shannon Meneses
(857)212-6634

FREEMAN-KENNEDY SCHOOL 2021-2022

SUPERINTENDENT

Dr. Ingrid Allardi

PRINCIPAL

Mrs. Lisa Altham-Hickey

DIRECTOR OF CURRICULUM

Ms. Victoria Saldana

SECRETARY

"Mrs. Janet Curran, Mrs. Lois Eppihimer"

NURSE

Mrs. Barbara DiGiacomo

PSYCHOLOGIST

Mrs. Jaclyn Munio

Mrs. Meredith Owens

RESOURCE TEACHERS

Mrs. Julia Fredette

Mr. Jason Connelly

GLOBAL DEVEL. PROGRAM

Ms. Shannon Cole

Mrs. Jenna Wilson

ADJUSTMENT COUNSELOR

Ms. Liz Longley

RESOURCE TEACHERS

Ms. Mika Coburn-Gr. 3

Mrs. Carol Ann Neider-Gr. 4

Mrs. Amy Comeau Gr. 5

Mrs. Bonnie Enriquez-Gr. 6

Mrs. Colleen Brightman-Mrs. Brenda Ossinger

SPEECH

Ms. Kate Mullaney, Ms. Lauren Messina

RESOURCE TEACHING ASSISTANTS

Mrs. Emily Bimbashi, Mrs. Lorna Carter

Ms. Amber Copparini, Ms. Jasmine Fouracre,

Mrs. Maura LaPlante,

Mrs. Lisa McManus, Mrs. Julie McNamara,

Mrs. Helen Rice, Mrs. Patti Sheridan,

Mrs. Adrienne Smith, Mrs. Vicky Tibbetts

ART

Mrs. Laura Mellick

INSTRUMENTAL

Mr. John Fouracre

MUSIC

Mrs. Christine Musial

HEALTH-PHYSICAL EDUCATION

Mrs. Kelly Pereira - Mr. Kevin Thomas

OCCUPATIONAL THERAPY

Mrs. Mariellen Nathman (T, W, TH)

TECHNOLOGY INTEGRATION

Mr. Rafael Sardi

SACC

Mrs. Toni Davis

OFFICER PLYMPTON

SUPERVISOR OF BUILDINGS

Mr. Matthew Haffner

Mr. Matthew Malneritch

Mr. Lucas Frazier

Mr. Nick Frazier

Mr. Brian Hagen

Mr. Ryan Rackauskas

HUMAN RESOURCE

Mrs. Roxanne Verdeaux

Mrs. Barbara Boone

Mrs. Trish Kelley

LIBRARIAN

Mrs. Michelle Johnston

GRADE THREE

Ms. Rosemarie Jones

Mrs. Lori Leidner

Mrs. Robin McFadden

Mrs. Amanda Moore

Mrs. Fran Pericles

Mrs. Tracey Trombert

GRADE FOUR

Mr. Patrick Brogan

Mrs. Allison Cloutier

Mrs. Sue McDermott

Mr. Eric Murray

Mrs. Jennifer Raider

Mrs. Joni Zollo

GRADE FIVE

Miss Amy Binette

Mr. Tom Cavanaugh

Mrs. Lori Cochrane

Mrs. Risa Michenzie

Ms. Samantha Moore

Mrs. Katherine Tully

Mrs. Mary Williamson

GRADE SIX

Ms. Robin Bannon

Mrs. Laurie Bosh

Mrs. Kaylin Dunn

Mrs. Sarah Logan

Ms. Marissa Mansen

Mrs. Cheryl McNeillie

Mrs. Heather Terry

MATH SPECIALISTS

Mrs. Mary O'Riordan

LITERACY SPECIALISTS

Mrs. Messia Fontes-GR. 3 & 5

Mrs. Rebecca Cedrone-GR. 4 & 6

LANGUAGE BASED CLASS

Mrs. Carrie McSweeney-Gr. 3-4

Mrs. Elizabeth Orlando-Gr. 5-6

UPSTAIRS CONFERENCE RM.

PRINCIPAL CONFERENCE RM.

TEACHER LUNCHROOM

CAFÉ

Mrs. Brenda Dones

Mrs. Joan McIntyre

Mrs. Marian Harrington

Mrs. Selvi Raviganesh

Mrs. Jean Cataldo

Miss Joy Newman

Freeman-Kennedy School Morning Drop Off Procedures Afternoon Pick-Up Dismissal Procedures

If your child walks to school or you transport your child to school in the morning, please note that he/she **should arrive no earlier than 8:45 a.m. at Freeman-Kennedy School**. Although there are many staff members present at the school before this time, their supervisory duties do not begin until the stated time. If there is an emergency situation that arises, and you cannot make other arrangements for your child before the regular arrival time, please contact our Before & After School Program (SACC) 1-508-528-1266 ex. 1716 or the school's main office.

MORNING DROP-OFF PROCEDURES FOR PARENTS/STUDENTS

1. All vehicles will enter the access driveway from Rockwood Road and remain on the right-hand side of the driveway. This is a two-way road.

2. All vehicles will proceed straight down the access driveway and go around the drop-off/pick up loop. Take a left into the loop and proceed to the end. (Please refer to the map below. The car route is highlighted in **BLUE**).

3. **Parents will wait in their cars at all times.** In the morning when students are being dropped-off, a staff member will signal that it is safe to permit the child(ren) to disembark from the automobile. All children will exit on the passenger side door and proceed on the sidewalk. Children will enter the school by way of **door #1 (grades 3 and 4)** and **door #2 (grades 5 and 6)** and proceed to their respective classrooms.

4. After the child(ren) has exited the car safely, the driver will take a right and proceed to drive on the right-hand side of the access driveway. Automobiles will exit onto Rockwood Road by exiting to the right or left using their directional signal.

AFTERNOON PICK-UP PROCEDURES FOR PARENTS/STUDENTS Afternoon dismissal begins at 2:50 p.m.

1. Prior to arrival each day, please create and post in the passenger side window a **TYPED or Neatly Printed Family Sign** (8 ½ X 11, landscaped) with all family members' names and any friends' names that you are carpooling with this year. **PLEASE USE EXTREMELY LARGE LETTERING FOR STAFF TO SEE FROM A DISTANCE.** Thank you very much!! See example below.

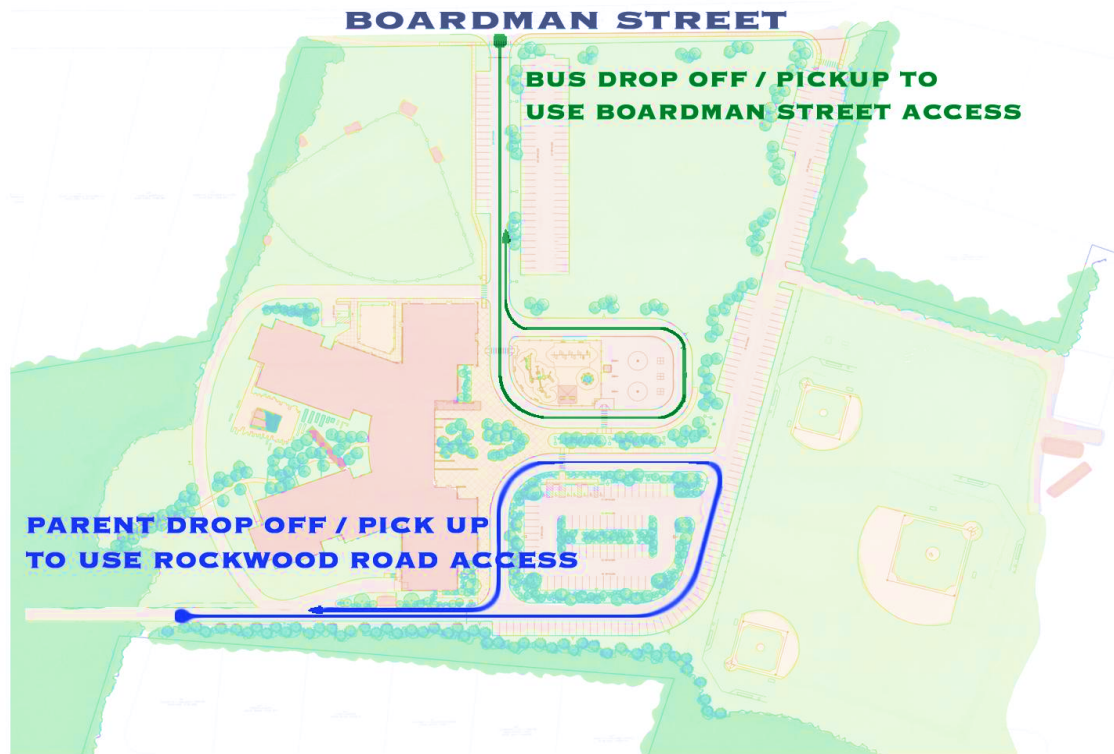
FAMILY CAR PICK UP SIGN - PLEASE CREATE AT HOME!

Hickey, Sean - Mrs. Moore, gr. 3
Hickey, Thomas - Ms. Dunn, gr. 6
Altham, Lisa - Binette, gr. 4

1. All vehicles will enter the access driveway from Rockwood Road and remain on the right-hand side of the driveway. This is a two-way road.
2. All vehicles will proceed straight down the access driveway and go around the drop-off/pick up loop. Take a left into the loop and proceed to the end. (Please refer to the map below. The car route is highlighted in **BLUE**). Please drive through the pick up line and stop at the final point. This will allow many vehicles to cue up in the space we have provided.
3. During afternoon dismissal, students being picked up will proceed out door # 2 from their classrooms. Homeroom teachers will be alerted through technology when your car pulls up into the cue. Upon arrival outside, students will be directed by staff members to proceed to their waiting vehicles.
4. Parents/Guardians **MAY NOT** exit their vehicle at any time.
5. Please refrain from passing a waiting vehicle at any time.
6. Parents/Guardians **MUST** refrain from talking on cell phones during drop off and pick up. The safety of students and staff is our number one priority during this time.
7. If a student needs to be dismissed early, please email Lois Eppihimer at leppihimer@norfolk.k12.ma.us and Cc your child's homeroom teacher. Each student will be dismissed to the main office on an individual basis.
8. If you are carpooling with another family this year, please email a note to Lois Eppihimer at leppihimer@norfolk.k12.ma.us and Cc your child's homeroom teacher. In the typed note, please include permission for your child to be picked up by a particular individual and the exact days this will take place. Please title your email to read Carpool Note.
9. There will be NO random pick up in the gymnasium this year due to adhering to all the safety guidelines we are implementing to ensure the safety of students and staff.
10. All families are highly encouraged to have students ride the bus or get picked up in the car pick up line each day.

PLEASE REFRAIN FROM TALKING ON YOUR CELL PHONES DURING DROP-OFF AND PICK-UP. THE SAFETY OF STAFF AND STUDENTS DURING DROP-OFF AND PICK-UP IS OUR NUMBER ONE PRIORITY.

FREEMAN-KENNEDY TRAFFIC FLOW



Principal

Mrs. Linda Balfour 2204

Director of Student Support Services

Dr. Anna Eberwein-Tupper 2247

Administrative Assistants

Mrs. Paula Burns 2202

Mrs. Susan Key 2201

Mrs. Shannon Brady (Sped) 2449

Mrs. Kathleen Haley (Sped) 2248

Nurse

Mrs. Ann Hurley 2203

Pre-K

Ms. Julie Gallagher 2101

Mrs. Maura Gilleran 2043

Mrs. Ellen Versprille 2045

Mrs. Alicia Whitehead 2107

Kindergarten

Mrs. Sonja Cataldo 2033

Ms. Kylee Day 2041

Mrs. Sharon Griffin 2042

Mrs. Kelly Krauss 2044

Mrs. Ashley Leger 2040

Mrs. Kathleen O'Shea 2046

Mrs. Jennifer Pfeiffer 2038

Mrs. Samantha McCracken 2029

Grade 1

Ms. Raven Farrell 2016

Mrs. Deidre Ferrara 2011

Mrs. Jennifer Flood 2008

Mrs. Ginny Foster 2006

Mrs. Maryanne Hart 2009

Mrs. Tracey Henney 2016

Mrs. Joan Marsden 2018

Mrs. Kathleen Murphy-White 2014

Grade 2

Mrs. Melissa Antonellis 2144

Mrs. Kate Aucella 2029

Mrs. Tanya Deguire 2109

Mrs. Betsey Hazel 2027

Mrs. Lynn Kealty 2020

Mrs. Judith Niedzwecki 2031

Mrs. Aimee Pfeiffer 2138

Psychologist

Mrs. Stephanie Patrick 2229

Adjustment Counselor

Mrs. Carolyn Kelley 2022

Resource

Mrs. Holli Merritt 2019

Ms. Liz Moscardello 2012

Mrs. Melissa Wig 2010

Special Education

Mrs. Tara Oliveto (Chair) 2246

Ms. Lauren Messina (S&L) 2230

Mrs. Kirsten Baima (PT) 2132

Mrs. Kate MacLeay (S&L) 2145

Ms. Kara Muirhead 2107

Ms. Andrea Stafford (S&L) 2116

Mrs. Colleen Whiting (OT) 2032

Specialized Instructional Classrooms

Mrs. Kelly Dyson 2115

Ms. Carly Siebert 2120

Mrs. Jill Levy 2007

Developmental Reading

Ms. Beth O'Connor 2023

Mrs. Libby Longley 2023

Developmental Math

Mrs. Eileen Cloutier 2225

ESL

Colleen Brightman 2131

Art

Mr. William Reilly 2119

Library

Mrs. Sharon Lavalley 2012

Music

2036

Physical Education/health

Mr. Bruce Goodwin 2130

Mr. Kevin Thomas 2030

Technology

Mr. Mark Pizzi 2136

Cafeteria

Mrs. Linda King 2226

Custodians

Mr. Steve Gleason 2024

Mr. Mike McDonald 2024

Mr. Andrew Varey 2024

H. Olive Day School: Guidelines for Students Being Driven to School

If you walk or transport your child to school in the morning, please note that he/she should arrive no earlier than 8:45 a.m. at the H. Olive Day School. Although there are many staff members present at the schools before 8:45, their supervisory duties do not begin until the stated time. If there is an emergency that arises, and you cannot make other arrangements for your child before the regular arrival times, please contact the relevant school office.

Procedure for Automobile Drop Off of Students

1. Cars will line up single file at the flagpole circle.
2. Parents remain in their cars at all times. HOD staff members will begin assisting students from the cars at 8:45 a.m.
3. Students may only exit the car on the curbside.
4. Children must be ready to exit the car promptly. They should have jackets and shoes on and have their backpacks and other items such as lunch bags readily accessible.
5. If your child needs your assistance or is carrying an item that requires adult assistance into the building, the parent should park the car in the parking lot and walk the child into the building.
6. Once your child exits the car and the car door is closed, please drive away in order to maintain an even flow of traffic. There are many staff members on duty to make sure that your child safely enters the building.
7. Do not pass cars in the circle unless you are instructed to do so by school staff on duty.
8. Your child must arrive at school by 8:55 a.m., the official start of the school day. After 8:55, students will be marked tardy and must check in at the office. Staff members will be on duty from 8:45 – 8:55 a.m. After that, they have teaching or supervisory duties and must be at their assigned place in the school building.

Dismissal Procedure

1. If your child will be picked up at the regular dismissal time, 3:00 PM, you must send a note to school in the morning. The note must specify who will pick up the child. If an emergency arises during the day and you must pick up your child unexpectedly, you should call the office to inform us of this fact. This must be followed up with a note that you bring to school or fax.
2. All children will be dismissed from the library. Please enter through Door #4 to the right of the library. The adult specified as the person picking up the child must come into the library to meet the child.
3. Please park your car in a parking space in the parking lot in front or back of the school. Please note that Handicapped Parking is ONLY for cars transporting students who meet the criteria for a handicapped license plate or placard. The placard must be clearly visible in the front windshield of the car. Parking is never allowed in the designated fire lanes. This will be enforced.
4. Once you meet your child in the library, please “check out” with the teacher on duty at the door before you exit the building.

(If your child will be participating in an afterschool program at 3:15 with the Recreation Department, a note must be sent indicating the dates of the current session. (Classroom teachers are not aware of which children will be participating in afterschool activities.)

ATTENDANCE REGULATIONS

SCHOOL HOURS

FREEMAN-KENNEDY and H. OLIVE DAY

8:55 A.M - 3:00 P.M

EARLY RELEASE DAYS

FREEMAN-KENNEDY and H. OLIVE DAY

DISMISSAL - 12:00 NOON

NO AFTERNOON KINDERGARTEN

NO SCHOOL DAYS

Professional Development – September 30

No School – September 3

Labor Day – September 6

Columbus Day – October 11

Professional Development – October 12

Veterans Day – November 11

Thanksgiving Break – November 25 & 26

Winter Break – December 24 thru 31

Martin Luther King Day - January 17

Professional Development – January 18

Mid-Winter Break - February 21 – 25

No School - April 15

Spring Break – April 18-22

Memorial Day – May 30

TEACHERS' PROFESSIONAL DAYS

On two days during the school year, students will not attend school to allow the faculty time to participate in professional development activities. On these days, teachers will interact with colleagues for the purpose of increasing their repertoire of teaching strategies and developing and aligning curriculum.

EARLY DISMISSAL DAYS (12:00 NOON DISMISSAL)

During the 2021-2022 school year, students will be dismissed from school at noontime a total of 10 days. They will be dismissed early on 4 parent/teacher conference days, 4 professional development days, the day before Thanksgiving and the last day of school.

EARLY RELEASE DAYS SCHEDULE

November 24, 2021 Thanksgiving Break

December 7, 2021 Parent/Teacher Conferences

December 9, 2021 Parent/Teacher Conferences

March 2, 2022 Teacher Professional Development

March 22, 2022 Parent/Teacher Conference Day

March 24, 2022 Parent/Teacher Conference Day

May 4, 2022 Teacher Professional Development

May 27, 2022 Teacher Professional Development

***June 15, 2022 Tentative Last Day of School – Kindergarten**

*If school is cancelled due to snow or emergency reasons, the last scheduled day of school will be modified to reflect the number of days school was cancelled (snow days: June 16, 17, 21, 22 and 23). No school June 20th – Juneteenth.

PARENT/TEACHER CONFERENCE DAYS

Students are released early on four days during the school year to allow adequate time for scheduled parent/teacher conferences. There are two conference days in the fall and two days in the spring. For the 2019-2020 school year the conference days are as follows:

December 7, 2021 Parent/Teacher Conferences March 22, 2022 Parent/Teacher Conference Day
December 9, 2021 Parent/Teacher Conferences March 24, 2022 Parent/Teacher Conference Day

SCHOOL CANCELLATIONS

School in Norfolk may be cancelled due to severe weather conditions or other emergencies. In the event that school is cancelled, the public will be notified in the following manner:

School cancellations will be emailed/telephoned via ConnectEd.

Announcement on Radio and Television Stations

Announcements will be made between 6:30 a.m. and 8:00 a.m. on the radio and television stations listed below when school has been canceled.

WBZ 1030 A.M.	WRKO 680 A.M.	WBUR 90.9 F.M	Bostonchannel.com RI Broadcasters.com	
WBZ Channel 4	WCVB Channel 5	WHDH Channel 7	WFXT Fox 25	WPRI (RI) Channel 12

Posting on School Website:

School cancellation and delayed openings will also be posted on the district website:

<http://www.norfolk.k12.ma.us>

Delayed Opening of School

There are times when weather conditions are such that delaying the opening of school will result in more favorable traveling conditions for our students. At these times, an hour or more may delay the opening of school. When this occurs, announcement of a delayed opening will be made over the radio and television stations listed above between 6:00 a.m. and 8:00 a.m. and via ConnectEd. Fire whistles will not be used to signal a delay in school opening.

Unscheduled Early Dismissal from School

In very unusual circumstances such as sudden, severe weather conditions or other emergency situations, it may be necessary to dismiss students from school before the usual dismissal time. In the event that such an early dismissal is necessary, an announcement will be made over the radio and television stations listed, as well as via the Norfolk Schools website and telephone calls and emails via ConnectEd. **Please review with your child what she/he should do in the event that there is an early dismissal, and no one is home when he/she arrives there.** In the event of sudden severe weather or rapidly deteriorating weather conditions, please monitor the radio, television stations or Norfolk Schools website for announcements of early dismissal. Please note that an unexpected early dismissal has been used very rarely in Norfolk. We do want to inform you, however, that it is a possibility so that you may prepare your child for such an event.

PLEASE DO NOT CALL THE FOLLOWING DEPARTMENTS IN REGARD TO THE ABOVE:

POLICE DEPARTMENT
FIRE DEPARTMENT
HIGHWAY DEPARTMENT

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in the family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school unnecessarily.

The Committee considers the success of the education provided under its jurisdiction to be based in part upon the continuing participation of all students. Therefore, family trips or vacations taken during normal school times are not considered excused absences regardless of their educational value. The Committee directs the Superintendent to develop rules regarding makeup of schoolwork and tests for students, faculty, and staff consistent with the previous statement.

Parents/guardians will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying the justification for such absences.

Student Absence Notification Program

In the event that a parent/guardian has not informed the school of a student's absence, the principal or designee will contact the student's parent/guardian within 3 days to notify them of the absence.

Each principal or designee shall meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing and non-profit agencies.

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20
School Committee Adopted: April 14, 2015

EARLY DISMISSAL

Pupils will not be dismissed into the custody of a person unknown to school personnel without a note. If a note is not received from the parent, the person picking up the child must obtain approval from the principal. Students will not be permitted to wait for parents or others outside the school buildings at any time.

ENTRANCE AGE

The Norfolk School Committee hereby establishes age requirements for admission of students consistent with applicable Massachusetts General Laws and sound educational practice and which insure the equitable treatment of all eligible children.

a. Kindergarten

Students shall be five years of age on or before August 31 of the same year to be eligible to enter kindergarten.

b. First Grade

Students shall be six years of age on or before August 31 of the same year to be eligible to enter first grade.

c. Exceptions

Students who first establish residence in the Town of Norfolk after the first day of school in Norfolk, and who had been placed in either kindergarten or first grade in the school system of their prior residence, shall be placed at the same grade level regardless of age.

Students who have completed kindergarten in another public-school system prior to their first establishing residence in Norfolk will be placed in first grade.

d. Special Education

This policy shall be subordinated to any statutes of the Commonwealth of Massachusetts or regulations of the Massachusetts Department of Education regarding eligibility for special education programs provided by the Town of Norfolk.

If for some reason you do not want this sequence followed, please let the office know in writing.

e. Implementation

The Superintendent shall require that each student who registers for entrance to school present his/her birth certificate or similar documentation as proof of age and birth date, proof of residence within the Town of Norfolk, as well as a current health record.

NORFOLK SCHOOL COMMITTEE POLICY FILE: JEB

SOURCE: Norfolk

“CALL BACK” PROGRAM

The Call Back system was instituted as a safety feature for our children. Parents/Guardians are required to call the school early in the morning to report a child's absence from school. It is most helpful if this call is received by 9:00 AM at the latest. The following procedure should be followed:

1. If your child is going to be absent, please call the school office before 9:00 AM. Let us know your child's name, grade, and teacher. Even if you leave a message on the teacher's voicemail, you must also leave a message on the voicemail of the Main Office of the school.

Call any time before 9:00 AM

H. OLIVE DAY SCHOOL

508-541-5475, Ext. 2210

(Leave message on voicemail)

FREEMAN-KENNEDY SCHOOL

508-528-1266, Ext. 2511

(Leave message on voicemail)

2. If we do not receive a call and your child is on the list of absentees, someone will call you at home to verify your child's absence. If there is no answer, a message will be left asking you to call the school back as soon as possible.
3. If there is no answer at your home a parent will be called at the preferred work number that is listed on the emergency form. If there is no answer, a message will be left there as well asking you to call the school back as soon as possible.

File: JIC

STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication and made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

Suspension

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Students may be suspended for actions including but not limited to:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his/her own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

Notice of Suspension

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing,

and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – Not More Than 10 Days Consecutively or Cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. In school suspension is defined as removing a student for a period of time from the regular education setting for disciplinary purposes and providing them with an alternate educational setting within the school where they are allowed to continue and complete work under the supervision of school staff.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing – Short Term Suspension of up to 10 Days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other schoolwork as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain

the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal

with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal at his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing, which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district regarding the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long-term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other schoolwork as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents

of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track, and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); 71:37H3/4; 76:17; 603 CMR 53.00

School Committee Adopted: January 13, 2015

Disciplinary Due Process

Students have the right to due process of law consistent with M.G.L. Chapter 71, Section 37H with respect to suspension, expulsion.

DISCIPLINE RULES AND PROCEDURES

The Norfolk Public Schools Code of Conduct was written in accordance with the policies of the Norfolk Public Schools, Massachusetts state laws and regulations and Massachusetts Department of Elementary and Secondary Education guidelines.

The Code of Conduct includes the rights and responsibilities of the school community, a range of disciplinary responses and district policies and procedures. The purpose of the Code of Conduct is to articulate how all members of the school community contribute to the creation and maintenance of a positive, safe and caring school climate. Disciplinary responses focus on building students' skills, promoting positive relationships and fostering civic responsibility. Suspension is used as a disciplinary measure only as a last resort or when behavior causes a threat to student or staff safety.

For detailed information about the rights and responsibilities of members of the school community, or for information about specific behavioral expectations, violations, and responses, see the Norfolk Public Schools Code of Conduct.

File: JKAA

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Norfolk Public Schools. Further, students in the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

The use of mechanical restraint, medication restraint, and seclusion is prohibited. The use of prone restraint except as permitted under 603 CMR 46.03, or of any physical restraint in a manner inconsistent with the regulations at 603 CMR 46.00, is also prohibited.

Physical restraint shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training requirements, follow-up procedures, and procedures to comply with reporting requirements including, but not limited to, making reasonable efforts to orally notify a parent of the use of restraint on a student within 24 hours of its imposition and sending written notice to the parent within three school working days.
- Procedures for receiving and investigating complaints regarding restraint practices;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- Procedures for conducting periodic review of data and documentation on the use of restraint as required by the regulations; and

- The use of time-out as a behavioral support strategy, including A process for obtaining approval from the Principal or his/her designee for a time-out exceeding 30 minutes.

Each Building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated, as previously documented by a licensed physician.

The use of time-out procedures during which staff continuously observe and remain immediately available to the student shall not be considered seclusion restraint.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

Definitions

1. Mechanical Restraint: The use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel or utilized by a student that have been prescribed by an appropriate medical or related service professional and are used for the specific and approved positioning or protective purposes for which such devices were designed.
2. Medication Restraint: The administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.
3. Physical Escort: A temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.
4. Physical Restraint: Direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include brief physical

contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

5. Prone Restraint: A physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.
6. Seclusion: Involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined below.
7. Time-Out: A behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed, as determined by staff in consultation with the student.

SOURCE:	MASC Bi-County Collaborative Employee and Student Health Manual
LEGAL REF.:	M.G.L. 71:37G; 603 CMR 46.00
First Reading:	January 12, 2016
Second Reading:	August 23, 2016
Third Reading:	Waived by School Committee Vote, August 23, 2016
SC APPROVED:	August 23, 2016

DISCIPLINARY ACTION FOR STUDENTS INVOLVED IN VIOLATION:

*First offense - parent is notified and immediate one day of in-school suspension is given.
Second offense - parent is notified and three days of in-school suspension is assigned. Third offense - parent is notified and five days of in-school suspension is assigned. Counseling **will be required** for students involved in violation of this school rule for second and subsequent offenses.*

HEARING OFFICER FOR DISCRIMINATION INQUIRIES:

The Norfolk Public Schools does not discriminate on the basis of race, color, national origin, age, sex, sexual orientation or handicap in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Ingrid Allardi, Superintendent of Schools
70 Boardman Street, Norfolk, MA 02056
(508-528-1225)

Inquiries concerning the application of non-discrimination policies may also be referred to:

**Office for Civil Rights, Boston
U.S. Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150**

Policy, Guidelines and Procedures

We hope the following information will be helpful so that you may better understand our school health policies, guidelines, and procedures.

1. According to state health regulations, the vision and hearing of each child in public schools must be tested annually. The Mass Dept. of Public Health, working in partnership with expert representatives from the ophthalmology and optometry professions, has established the standardized vision screening protocols to update the current screening practice. They are intended to facilitate the identification of children with common vision problems as early as possible, when treatment is most effective, thus supporting educational achievement.

The purpose of Massachusetts's hearing screening program is to identify children with an educationally significant hearing impairment who would otherwise not have been identified. Identification aims to ensure timely remediation or treatment in order to eliminate or lessen the negative effects of an undetected hearing problem.

Postural screening is done in the fifth and sixth grade. The School Nurse will be sending a notice home sometime in March regarding this screening.

2. From time to time there has been a problem with pediculosis (head lice). It is impossible to check every child's hair weekly, or even monthly; therefore, we ask for cooperation. Please check your child frequently, and if pediculosis exists treat the condition immediately. Please call if you find pediculosis, so that we may examine the other children in the classroom.

3. No unimmunized student shall be admitted to, or be allowed to remain in school unless they can satisfy these requirements:

- a. a medical exemption is allowed if a health care provider submits documentation to school that an immunization is medically contraindicated; or
- b. a religious exemption is allowed if a parent submits a signed statement to school stating that immunizations are contrary to their sincere religious beliefs.

This statement only needs to be submitted once.

A state law requires that every child entering kindergarten must present evidence of being screened for lead poisoning (between the ages of nine months and five years) prior to his/her

entrance to school. If you have any questions regarding the above, please contact the school nurse at 528-1247 for the Freeman/Kennedy School and 541-5477 at the H. Olive Day School.

4. Physical examinations are required for children entering kindergarten and pupils of grade four. Physical exams should be done by your family physician that has a more comprehensive knowledge of your child's medical history. Please submit verification within a reasonable amount of time

5. **When it is necessary for a child to take medication at school, an adult must bring the medication to school. No medication should be brought to school by the student.** Please contact the school nurse if you require special arrangements. All new prescription medication must be accompanied by an initial administration plan. This may be the instruction on the pharmacy-labeled medication bottle for those medications requiring administration for ten days or fewer if the nurse has no questions. For those prescription medications requiring administration for longer than ten days, a written licensed prescriber's order will be required. In any event, there shall be a new order for all medications at the beginning of each academic year. All parents are asked to include a note with the initial quantity of medicine, amount to be given, time(s) for administration, any known allergies, or side effects, plans for administration during field trips (if applicable), and the reason for medication.

In addition, **State Law (105CMR210.005)**, requires written authorization by the parent or guardian, which contains approval to have the school nurse administer the prescription medication. This authorization should include the parent or guardian's printed name and signature and a home and emergency phone number, as well as a list of persons to be notified in case of an emergency. Also, to be included is a list of all medications the student is currently receiving, (if not in violation of confidentiality or otherwise requested by the parent) and approval to have the school nurse or her designee administer the medication. **Send the medication in the original prescription bottle.**

6. We urge each child to maintain a good attendance record, but if you are in doubt about illness, keep the child at home. Fever free without medication for 24 hours.

7. We require that each family fill out an emergency form indicating relatives or friends that we might contact in the event of an illness or injury when someone cannot be reached at home.

It is important that you inform us of any changes in telephone numbers so that when your child is ill, arrangements can be made promptly for her/him. The welfare of your child is of utmost importance to us.

STUDENT HEALTH SERVICES AND REQUIREMENTS MANAGING STUDENT LIFE THREATENING ALLERGIES AND OTHER MEDICAL CONDITIONS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents/guardians have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medial and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents/guardians shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain an Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services (EMS) agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;

Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents/guardians. Requests made by parent/guardians for such administration of medication shall be reviewed and approved by the Principal or designee;

Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;

Prompt reporting by teachers to the Principal or designee of any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent/guardian cannot provide transportation and the student is ill or injured, an ambulance may be called.

Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

Managing Life-Threatening Medical Conditions

Allergies and other potentially life-threatening medical concerns can most often be managed when within normal limits. However, such conditions may become severe and occasionally life threatening. Norfolk Public Schools will establish and maintain a Medical Action Plan (MAP) (i.e., Allergy Action Plan or 504 Plan) to assist students and staff who self-identify and request assistance with managing a potentially life-threatening medical condition.

The objective of each individual MAP will be to identify the person at risk; identify the medical condition(s), minimize exposures; educate students, staff and parents; and to be prepared to respond to emergencies. The MAP shall consider both the medical and emotional needs of the individual. The MAP shall address needs both within the school building and during field trips.

The Norfolk Public Schools will track all incidents for the purpose of assessing the effectiveness of this policy.

REFERENCES:

LEGAL REFERENCES:

MGL Chapter 71, Section 508

Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191

M.G.L. 71:53; 54; 54A; 54B; 55; 55A; 55B; 56; 57

Dept. of Public Health Regulations: 105 CMR 210.00

CROSS REFERENCES:

EBB FIRST AID

EBS EMERGENCY PLANS

JLC STUDENT HEALTH SERVICES AND REQUIREMENTS

JLCC MANAGING COMMUNICABLE DISEASES

JLCD ADMINISTERING MEDICINE TO STUDENTS

SOURCE: Norfolk

ADOPTED: 8/21/12

REVISIONS: Rev. 1: April 10, 2012

WELLNESS

The Norfolk Public Schools are committed to creating a healthy and safe school environment that enhances the learning and development of lifelong wellness practices to promote healthy eating, physical activity, and a green environment.

We recognize wellness as a critical component of a student's academic performance. Academic performance and quality of life are affected by healthy nutritional and physical activity choices and environmentally sound habits.

The Superintendent shall establish a Wellness Committee composed of parents, teachers, a dietitian, school nurse, food service staff and administrators to assist with implementing, monitoring, and reviewing this policy.

WELLNESS POLICY GUIDELINES:

I. Nutrition Operations Guidelines

1. The district will employ a food service director, who is properly qualified, certified and/or credentialed according to current professional standards, to administer the school food service program and satisfy reporting requirements.
2. The child nutrition program will ensure that all students have affordable access in school to the varied and nutritious foods they need to stay healthy and learn well.
3. The school will strive to increase participation in the available federal child nutrition programs (e.g., school lunch, school breakfast, after school snack and food service programs).
4. The Norfolk School District will ensure that reimbursable school meals meet the program requirements and nutrition standards set forth under the 7 Code of Federal Regulations (C.F.R.) Part 210 and Part 220 and will support parents' efforts to provide a healthy diet and daily physical activity for their children.
5. Food Service policies and guidelines for reimbursable meals shall not be more restrictive than the federal and state regulations require.
6. Budget neutrality or profit generation will not take precedence over the nutritional needs of the students.
7. Food and beverage marketing will be limited to the promotion of foods and beverages that meet the nutrition standards.
8. Food promoted will include fruits, vegetables, whole grain products, low-fat and fat-free dairy products, and healthy protein sources.
9. Healthy food preparation methods will be promoted. The use of a fryolator is prohibited and the district shall abide by the Massachusetts School Nutrition Standards for the amount of fat allowed in foods.
10. Nutritional guidelines are followed in appropriate portion size and are consistent with the USDA standards in the Norfolk Public School foodservice program.
11. Food providers will take every measure to ensure that foods and beverages available to students meet federal, state, and local laws and guidelines.
12. All foods made available will comply with the current USDA Dietary Guidelines for Americans.
13. Food providers will offer a wide variety of age-appropriate healthy food and beverage selections for the elementary schools.

14. Food providers will take advantage of a "farm to school" nutrition program and incorporate foods from our school garden and local farms.
15. Healthy A La Carte items are offered but are limited on a daily basis.
16. Vending machines are not available to students in the Norfolk School District.
17. Parents will be encouraged to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. This will be done through the school newsletter, e-mail system and/or fliers.
18. A list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards will be provided to parents and ideas for fundraising activities will be provided to School Partners.
19. Candy and sweets will not be used as a reward system in the classroom, except in special circumstances approved by the principal (e.g., as part of an individual development plan).
20. Schools will provide nutrition education.
21. Child nutrition programs are accessible to all children.

II. Eating Environment Guidelines

1. The National Association of State Boards of Education recommends that students should be provided adequate time to eat, i.e., 25 minutes for lunch.
2. Cafeterias will provide enough serving areas, so that students do not have to spend too much time waiting in line.
3. Dining areas are attractive and have enough space for seating all students.
4. Drinking water is available for students at meals.
5. Environmentally safe hand sanitizer will be available to all students in the cafeteria.
6. Students with allergies will be accommodated as needed, e.g., students with a peanut allergy will be provided a peanut-free table at lunch and, if needed, a peanut free classroom.

III. Physical Activity Guidelines

1. Every student will be provided opportunities to develop the knowledge and skills for specific physical activities, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle.
2. Physical activity and other school-based activities are designed to promote student

wellness and comply with federal and state guidelines.

3. Children should have several opportunities for physical activity throughout the day.
4. A daily recess period will be provided in grades K-6. When possible, consideration will be given to planning recess before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste.
5. The school will provide a physical and social environment that encourages safe and enjoyable activity for all students, not limited by athletic ability.
6. Taking away recess as a form of punishment will be discouraged.
7. The Norfolk Schools will help families incorporate physical activity into their children's lives, e.g., information about physical education and other school-based physical activity opportunities before, during, and after the school day.

IV. Nutrition and Physical Education Guidelines

1. Nutrition and physical education will aim to teach, encourage, and support healthy eating and physical activities by students.
2. Schools will engage in nutrition and physical activity promotions that are designed to provide students with the knowledge and skills necessary to promote and protect their health.
3. Nutrition and physical education will be part of classroom instruction in subjects such as math, science, language arts, social sciences, and physical activity classes.
4. Nutrition and physical education will be enjoyable, developmentally appropriate, culturally relevant & participatory activities, e.g., cultural celebrations, taste testing, farm visits, and school gardens.
5. After-school programs will encourage physical activity and provide healthy snacks.

V. Green Environment Guidelines

1. The Norfolk Schools will educate children on being environmentally aware.
2. Recycling programs will be incorporated in the classrooms and cafeteria.
3. The importance of reusing, reducing, and recycling will be taught and modeled in the classroom.

VI. Wellness Policy Guidelines

1. Wellness Policy Guidelines are considered in planning all school-based activities (such as school events, parties, field trips, assemblies, and fundraisers (both internal and school partners)).

2. Support for the health of all students is demonstrated by hosting health screenings and helping to enroll eligible children in Medicaid and other state children's health insurance programs.

VII. Monitoring and Review

Monitoring

1. The Superintendent shall establish a Wellness Committee composed of parents, teachers, a dietitian, school nurse, food service staff and administrators to assist with implementing, monitoring, reviewing, and proposing revisions to this policy.
2. The superintendent shall ensure compliance with the Norfolk Public Schools' Wellness Policy.
3. In each school, the principal shall ensure compliance with the Norfolk Wellness Policy and will report on the school's compliance to the school district superintendent or designee.
4. School food service staff, at the school or district level, shall ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent, designee, or school principal. In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes.
5. Every school's annual School Improvement Plan shall consider this Wellness policy when establishing annual and long-range goals. The annual School Improvement Plan report shall include a Wellness section.

Policy Review

Every three years, at a minimum, each school in the district will conduct an assessment of the implementation of the standards in the Norfolk Wellness Policy. The Wellness Committee will, as necessary, review and propose to the School Committee revisions to the Wellness Policy and develop work plans to facilitate their implementation.

REFERENCES:

Healthy Students, Healthy Schools: Guidance for Implementing the Massachusetts Schools Food and Beverages Standards for Competitive Foods and Beverages, MA Dept. of Public Health, October 2011

<http://www.schoolnutrition.info/pdfs/school-nut-guide-interactive.pdf>

[John C. Walker Institute of Food and Nutrition's A-List for Approved Foods](#), [PDF](#) based upon the [Massachusetts A La Carte Food & Beverage Standards to Promote a Healthier School Environment](#). Last updated August 2011.

<http://www.johnstalkerinstitute.org/alist/alist.pdf>

The A-List is currently under revision and will reflect the newly mandated [Massachusetts Nutrition Standards for Competitive Foods and Beverages in Public Schools](#), which become effective August 1, 2012.

The completely revised A- List is expected to be published in February 2012.

[Norfolk Public Schools Snack Guidelines](#) (summarizing / simplifying the above standards for parents and teachers).

LEGAL REFERENCES:

[105 CMR 225](#)

7 Code of Federal Regulations (C.F.R.) Part 210 and Part 220

The Child Nutrition and WIC Reauthorization Act of 2004, Section 204, P.L. 108-265

The Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751 - 1769h

The Child Nutrition Act of 1966, 42 U.S.C. §§ 1771 – 1789

CROSS REFERENCES:

POLICY BDFAA – SCHOOL IMPROVEMENT PLANS

POLICY BDFAB – SUBMISSION AND APPROVAL OF SCHOOL IMPROVEMENT PLANS

POLICY KBE/KJ – RELATIONS WITH COMMUNITY ORGANIZATIONS AND INDIVIDUALS

POLICY EFC – FREE AND REDUCED-COST FOOD SERVICES

POLICY IHAMB – TEACHING ABOUT ALCOHOL, TOBACCO, and DRUG

POLICY KHA – PUBLIC SOLICITATION IN THE SCHOOLS (COMMERCIAL, FUNDRAISING, and CHARITABLE ACTIVITIES)

POLICY KHB – ADVERTISING IN THE SCHOOLS

SOURCE: Norfolk

ADOPTED: 11/14/06

REVISIONS: Rev. 1: 1/10/12, 1.1: 3/28/12

DRUG FREE WORKPLACE

The Norfolk Public School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded through federal funds be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment, the employee will abide by the terms of the statement and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the Department of Education and/or any other relevant Federal Agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up

to and including termination; or require such employee to participate satisfactorily in a drug abuse

assistance or rehabilitation program approved for such purposes by a federal, state, or local health law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

SOURCE: MASC March 2016

LEGAL REFS.: The Drug-Free Workplace Act of 1988

CROSS REFS.: IHAMB, Teaching about Alcohol, Tobacco and Drugs

IICH, Drug and Alcohol Use by Students

SCHOOL COMMITTEE APPROVED: November 15, 2016

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy, or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; synthetic marijuana; steroids; or any controlled substance. In addition, students shall not inappropriately use products that could produce effects similar to the use of alcohol or drugs (i.e., sniffing or huffing household products). The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

This policy shall be posted on the Norfolk Public School's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS: M.G.L.71: 2A; 71:96; 272:40A

CROSS REFS: IHAMB, Teaching About Alcohol, Tobacco and Drugs

GBEC, Drug Free Workplace Policy

TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

Use of any tobacco products, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes, or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

SOURCE: MASC July 2016

LEGAL REF: M.G.L. [71:37H](#); [270:6](#)

CROSS REFS.: [GBED](#), Tobacco use on School Property by Staff Members Prohibited
[JICH](#), Alcohol, Tobacco and Drug Use by Students Prohibited

Reviewed: May 21, 2019

School Committee Approved: May 21, 2019

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

In accordance with state and federal law, the Norfolk Public Schools shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the following:

Abstaining from, delaying, and/or reducing alcohol, tobacco, and drug use among children and youth.
Increasing students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.

Teaching student's self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use and resist peer pressure.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

The policy, and any standards and rules enforcing the policy, shall be prescribed by the school committee in conjunction with the superintendent.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.: M.G.L. [71:1](#); [71:96](#)

ATTENDANCE POLICY FOR STUDENTS WITH AIDS/HIV INFECTION

Epidemiological studies show that AIDS is transmitted via sexual contact or blood-to-blood contact. To date, there is no recorded transmission of AIDS to family members who are non-sexual contacts. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines were recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth. The Norfolk School Committee adopted these in 1985.

1. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III) and receiving medical attention are able to attend regular classes.

a. If a child has cutaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.

b. If the child exhibits inappropriate behavior, which increases the likelihood of transmission (i.e., biting, or frequent incontinence), he/she should not be in school.

c. Children diagnosed with AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III) who are too ill to attend school, should have an appropriate alternative education plan.

d. Siblings of children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III) are able to attend school without any further restrictions.

2. The child's personal physician is the primary manager of the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III). Management includes acting as the "gatekeeper" for the child's attendance at school in accordance with the policy outlined above.

a. The child's personal physician, after consultation with the family, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health's Division of Communicable Disease. The school Superintendent will be notified and will provide assistance in identifying those educational or health care agents with an absolute need to know.

b. Only persons with an absolute need to know should have medical knowledge of a particular student. In individual situations, the Superintendent might notify one or more of the following: Principal, school nurse, and teacher.

c. Notification should be by a process that would maximally assist patient confidentiality. Ideally, this process should be direct person-to-person contact.

d. If school authorities believe that a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy.

e. If the school authorities and the child's personal physician are in conflict, then the case should be referred to the Department of Public Health for review by an appointed physician, who would determine the permissibility of attendance.

3. Since the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an outbreak of a threatening communicable disease such as chickenpox or measles until he/she is properly treated (possibly with hyper immune gamma globulin) and/or the outbreak has no longer become a threat to the child.

4. HTLV III screening is a blood test for detecting the presence of antibody to the HTLV III virus. Antibodies are substances produced by white blood cells that help fight infection caused by viruses or bacteria. Testing for HTLV III antibody is not recommended for any purposes other than to assist the child's personal physicians in a highly selected set of clinical decisions. Results of HTLV III antibody tests are confidential and should not be reported to schools.

5. Blood or any other body fluids including vomitus and fecal or urinary incontinence in any child should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.

a. These spills should be disinfected with a fresh solution of bleach (one-part bleach to ten parts water), or another disinfectant, by pouring the solution around the perimeter of the spill.

b. All disposable materials, including gloves, should be discarded into a plastic bag. The mop should also be disinfected with the bleach solution described in 5a.

c. Persons involved in the cleanup should wash their hands afterward.

NORFOLK SCHOOL COMMITTEE POLICY FILE: JLCCA-E

SPECIAL EDUCATION

LEGISLATIVE MANDATES

Chapter 766 & IDEA 97 (revised 2004)

Chapter 766, the Massachusetts Special Education Law, went into effect in 1974. The purpose of the law is to ensure that children with special educational needs are identified, evaluated and provided with an appropriate program so that they benefit maximally from their years in school. The provisions of Chapter 766 cover children between the ages of three (3) and twenty-one (21), who have not obtained a high school diploma or its equivalent. IDEA (Individuals with Disabilities Education Act) is the Federal law for special education and many of the protections of special education come from this law, which is longer and more detailed than the Massachusetts special education law. Information on both

laws can be found on the www.doe.mass.edu website. Every year the SEPAC (Special Education Parent Advisory Council) holds a parents' night early in the school year that reviews the special education regulations and parent rights. All are welcome to come to this evening of information sharing.

In our schools, a group of educational professionals who are members of the **Evaluation Team** conduct the assessments of students who have been referred to them for the evaluation of possible special educational needs. A child may be referred for an evaluation by a school official, a parent, or certain other people responsible for the welfare of the child. The Team consists of the Director of Student Support Services or team chairperson, school psychologist, school classroom teachers, special education staff, school administrator and parent(s). Any or all of these members participate in the evaluation process.

After an evaluation has been completed, the Team meets to discuss their findings and to determine whether or not there is a need for special education services. If it is found that a child is in need of special education, an individual educational plan (**IEP**) is developed by the members of the Team.

If you have a child between the ages of three (3) and twenty-one (21) whom you feel may be in need of special education services, or you would like to know more about the special education services provided for students in the Norfolk Public Schools, please call the Director of Student Support Services, Dr. Anna Tupper at 541-5478, ext. 2248.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law that prohibits discrimination against people with disabilities in places that receive federal funds, which includes all public schools. It ensures that all children have equal access to curriculum and school programs. Under section 504 a person is disabled if "she or he has had (or is perceived to have) a mental or physical impairment, which **substantially** limits one or more of a person's major life activities. This includes caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working."

In order for the Norfolk Public Schools to fulfill its obligation under Section 504, we recognize a responsibility to avoid discrimination in our policies and practices regarding our students. No discrimination of any person with a handicap will knowingly be permitted. Norfolk Public Schools has specific responsibilities under Section 504 that included identifying and evaluating students. If a child is determined to be eligible under Section 504, Norfolk Public Schools must afford access to appropriate educational services. For information in regard to the referral/evaluation/placement process for students suspected of being disabled under Section 504, please contact the Section 504 Coordinator, at the H. Olive Day or at the Freeman-Kennedy.

CHAPTER 622/TITLE IX (AN ACT TO PROHIBIT DISCRIMINATION IN THE PUBLIC SCHOOLS/CHAPTER 622/TITLE IX).

An important piece of legislation affecting the public schools was passed in August of 1971. This law, Chapter 622 of the General Laws, Acts of 1971, is referred to as "An Act to Prohibit Discrimination in the Public Schools". The law reads as follows:

“NO PERSON SHALL BE EXCUSED FROM OR DISCRIMINATED AGAINST IN ADMISSION TO A PUBLIC SCHOOL IN ANY TOWN, OR IN

OBTAINING THE ADVANTAGES, PRIVILEGES AND COURSES OF STUDY OF SUCH PUBLIC SCHOOL ON ACCOUNT OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR SEXUAL ORIENTATION.”

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

On June 24, 1975, the State Board of Education approved regulations for Chapter 622. These regulations address five (5) areas of school policy, school admissions, admission to courses of study, guidance, course content, and extra-curricular and athletic activities.

Title IX specifically states:

“NO PERSON IN THE UNITED STATES SHALL, ON THE BASIS OF SEX, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER AN EDUCATION PROGRAM OR ACTIVITY RECEIVING FEDERAL ASSISTANCE.”

The Norfolk Public School’s administration supports this law.

SEXUAL HARASSMENT

All persons associated with the Norfolk 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 harassment. Any person who engages in sexual 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 harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Norfolk School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual 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 harassment.

Definition of 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 educational 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 educational environment.

The Grievance Officer:

The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Complaint Procedure:

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts and may interview any witnesses.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
 - d. On the basis of the grievance officer's perception of the situation he/she may:
 - Attempt to resolve the matter informally through reconciliation.
 - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.
5. If the alleged sexual harassment constitutes sexual abuse of a child (defined as anyone under the age of 18) by a caretaker, the abuse must be reported to the Department of Children and Family Services. Please see the District's Mandated Reporter Policy for more information.

Charges of sexual harassment can be filed with:

Mass. Commission Against Discrimination

One Ashburton Place
Boston, MA 02108 617-727-3990

US Equal Employment Opportunity Commission
One Congress Street
Suite 1001
Boston, MA 02114
617-565-3200

*Please note these organizations have a 300-day limitation on filing a claim.

SOURCE: MASC

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](#)

TRANSPORTATION OF STUDENTS

The state requires school districts to provide transportation to and from school for students in grades K-6, who live more than 2.0 miles from school. All elementary school students in the Norfolk Public Schools are entitled to transportation privileges.

STUDENT TRANSPORTATION PROGRAM

GENERAL

It is the intent of the School Committee to comply with the letter and spirit of the laws of the Commonwealth of Massachusetts and regulations of the Registry of Motor Vehicles and the Department of Education pertinent to transportation of pupils and those that govern any areas not covered by specific declaration of policy.

ELIGIBILITY

All elementary school students are entitled to transportation privileges. Exceptions to this policy may be made when conditions do not provide for the physical safety of the children and when the health of pupils makes the service essential.

Bus transportation is a privilege and may be denied to a student whose misconduct endangers the health, safety, or welfare of other riders. Transportation privileges will not be lost without due process. It is the responsibility of parents/guardians to ensure that their child understands the rules in the Student Handbook.

RIDING LIMITS, ROUTES AND BUS STOPS

Bus routes are established under the direction of the Superintendent, in cooperation with bus contractors, so that an authorized bus stop is available within a reasonable walking distance of the home of every resident pupil entitled to transportation, and that distance does not exceed one mile.

Bus routes are structured so the total time a student spends on the bus in a given day is minimal, with a limit not greater than 45 minutes during normal driving conditions. Authorized bus stops are located at convenient intervals in places where pupils may be loaded and unloaded, cross highways and await arrival of buses with the utmost safety allowed by road conditions.

The Norfolk Public Schools will provide school bus transportation on a space-available basis to students who go to the same day care provider on a weekly schedule. Adults conducting after-school meetings may apply to the school for permission to have students ride an alternate bus on scheduled meeting days. If the meeting place or day care provider resides, or is located, within the boundaries served by the school, written permission for alternate bus arrangements may be granted by the Principal on a space- available basis. Otherwise, students are not allowed to ride any bus other than their assigned bus, except in the case of emergencies.

ADMINISTRATION OF THE PROGRAM

The Superintendent of Schools is responsible for the execution of the transportation policy and regulations adopted to implement the policy.

Transportation contractors must submit a list of bus drivers and substitute drivers to the Superintendent of Schools.

Bus contractors are subject to all statutes of Massachusetts's governing buses, drivers, inspections, and licensing.

SUPERVISION OF RIDERS

Bus drivers are responsible for the safety of children riding to and from the school. Bus drivers have full authority over the bus and its passengers in route to and from school and during loading and unloading. Although discipline on buses is a driver responsibility, the main job is to drive the bus safely and in accordance with rules and regulations.

NORFOLK SCHOOL COMMITTEE POLICY FILE: EEAA

SCHOOL BUS RULES AND PROCEDURES FOR STUDENTS

GOING TO THE BUS STOP

- Schedule walking time to the bus stop so that you're not at the bus stop more than 5 minutes ahead of the usual bus arrival time.
- Walking to the stop:
 - a. Walk on the sidewalk.
 - b. If no sidewalk is available, walk on the shoulder of the road facing traffic.
 - c. If no sidewalk is available and there are several children walking together, they should walk single file.
 - d. Do not play in the street.
 - e. Do not trespass or "cut through" someone's yard.
 - f. If you must cross the road, make sure that you look both ways. If possible, make sure

no vehicles are approaching from either direction.

WAITING FOR THE BUS

- Do not allow younger children who are not attending school to accompany you to the bus stop.
- Observe all safety precautions while waiting for the bus.
 - a. Bus stops are not play areas. Do not play in the road.
 - b. If possible, avoid crossing streets.
 - c. Do not push, pull, or chase other pupils.
 - d. Avoid trespassing, littering and excessive noise on private property.
- As your bus approaches, lineup at least six feet off the road and do not approach the bus until it has stopped, and the driver has signaled you to board the bus.

LOADING THE BUS

- Get on the bus quickly and be seated at once.
- Listen carefully and obey any directions issued by the driver.

RIDING THE BUS

- Do not eat or drink on the bus.
- Do not throw anything while riding the bus.
- Do not extend your arms or any other part of your body out of the windows.
- Do not change seats.
- Avoid shouting and other excessive noises that may distract the driver and lead to a serious accident.
- Help keep the bus clean and sanitary.
- Keep personal belongings out of the aisle.
- Be courteous to other students.
- Listen carefully and obey any directions issued by the driver.
- Upon boarding the bus in the morning, remain on the bus until arrival at school.
- The driver has the right to assign seats to any student.
- If you misbehave repeatedly, the driver has been told to report you to the Principal or Assistant Principal.
- In extreme situations involving serious discipline, health or safety problems, the student may be taken to the police station where parents will be notified.
- A student who is involved in fighting on the bus will be denied the privilege of riding the bus.
- Smoking on the bus is prohibited.
- No alcoholic beverages may be transported at any time on the school bus.
- No animals may be transported on a school bus.
- Carry-on bags (book bags, etc.) are acceptable, but are not to be placed in the passageway.
- No GLASS containers are to be brought to school on the bus.
- No cell phones, iPods (or similar devices) or video games are to be brought to school.

UNLOADING THE BUS

- Do not leave your seat until the bus has come to a complete stop and the driver has opened the door.
- Obey any directions given by the driver.
- Leave the bus quickly but in a courteous manner, without pushing other students.
- If you must cross a street, be sure to walk in front of the bus after the bus driver signals.
- Do not walk along the side of the bus or behind the bus.

- Look both ways even though it is the law that drivers must stop when they see the flashing lights. Some people do not stop, so be extra cautious.
- Be sure to observe all safety precautions as you travel from your bus stop to your home.
- Violation of any of the aforementioned bus rules may result in loss of bus privileges.
- All students must behave appropriately as passengers of a school bus. Clearly understood and well-enforced rules are necessary for the successful management of students who ride school buses.

ADDITIONAL IMPORTANT INFORMATION

Students transported in a school bus are under the authority of and directly responsible to the driver.

Continued disorderly conduct or persistent refusal to submit to the authority of the driver is sufficient reason for a student to be denied transportation on a school bus.

No bus driver can require any student to leave the bus before such student has reached his/her destination. The exceptions would be for extreme disciplinary reasons, road conditions or other emergencies.

A school bus cannot stop to load or discharge students except at stops regularly designated by the School Committee.

No student can engage in unnecessary conversation with the driver while the bus is in motion.

No loaded weapons of any sort, except side arms carried by authorized police officers, can be transported on a school bus.

No person should be allowed to occupy a position on a bus that interferes with the operation of the bus or the vision of the driver to the front, to either side of him/her, or through the mirror to the rear.

Nothing may be thrown within the bus or out the windows.

Students are also discouraged from bringing bulky items on the bus. The exception to this would be book bags and musical instruments.

GENERAL BUS DISCIPLINE PROCEDURES

- Infrequent or minor infractions of the rules and regulations shall be handled by the bus driver.
- Continuous minor infractions shall be handled by the Principal or Assistant Principal.

***See the Norfolk Public Schools Code of Conduct for additional information.**

COMMONLY ASKED QUESTIONS AND ANSWERS

Where may a bus stop be located?

In accordance with C71, S68 the nearest bus stop may not be more than one mile from the child's residence.

The specific location of the bus stop is the responsibility of the local school district.

Who determines a hazardous condition?

The local school district working with the local police department and/or safety officer has the responsibility to determine hazardous conditions.

Will a local school district be reimbursed for providing transportation to and from school to pupils who reside less than two miles from the school of attendance?

In accordance with C71, S7A, MGL, no transportation reimbursement shall be made on account of any pupil who resides less than one and one-half miles from the school, which he/she attends, measured by a commonly traveled route.

What is considered a commonly traveled route?

The Department of Education has interpreted a commonly traveled route to refer to deeded public ways, publicly maintained roads open to the public twenty-four hours a day, on a twelve-month basis, which are utilized by ordinary citizens generally and not just by public school students.

Is a School Committee required to provide transportation to private school pupils beyond the boundaries of the school district?

The obligation of a School Committee to provide transportation to students attending private schools outside of the school district is governed by the decision of Massachusetts Supreme Judicial Court in *Murphy V. School Committee of Brimfield*. Pursuant to MURPHY, a School Committee that does not transport any public school pupils to regular day programs outside the school district is not required to transport private school pupils to regular day programs outside the district regardless of the distance between a pupils' home and the out-of-district private school as well, without limitation: the School Committee is not required to transport the private school pupil further than the distance from the pupils residence to the public school he/she is entitled to attend.

BICYCLES

The Norfolk School Committee will permit students in grades three through six only to ride their bicycles to and from school upon the conditions listed below:

1. No student shall be permitted to ride his/her bicycle to school unless written permission of a parent/guardian is on file with the school office.
2. The School Committee assumes no responsibility for damaged or lost bicycles while on school property.
3. The building Principal shall be responsible for establishing rules for bicycle use, and the written form to be submitted, subject to the review of the Superintendent of Schools.

*Please note that each child who rides his/her bicycle to school and is (12) twelve years of age and under, is required to wear a bicycle safety helmet in compliance with the Massachusetts Bicycle Safety Regulations and the Norfolk Police Department bicycle safety practices.

TESTING/ASSESSMENT PROGRAM

The Norfolk Public Schools administer various benchmarks, assessments, and screeners throughout the school year. The data is gathered, analyzed, and used to:

- Evaluate whether the educational goals and standards of the lessons are being met
- Inform planning and differentiation of instruction
- Assess student's progress towards mastery of skills
- Plan intervention and extend learning
- Inform standard based report cards

Teachers administer both summative assessments (to measure a student's mastery of skills at the end of a unit or year) and formative assessments (to evaluate student's progress during a lesson or unit). This balanced approach ensures that the learning needs of every student are addressed.

The following is a list of district assessments that are administered to every student district wide:

- **Benchmark Assessment System (BAS)** - administered in the fall and spring to determine a student's instructional and independent reading level
- **On Demand Writing Prompt** - administered in the fall and the spring to measure a student's writing skills
- **Universal Math Screener for Number Sense** - administered in the fall to determine a student's number sense and critical thinking skills
- **Math Benchmarks** - administered in the winter and spring to determine a student's understanding of skills taught
- **MCAS** - administered in the spring in grades 3-6

*Mastery of Social Studies and Science skills are assessed through unit assessments and assigned projects

Kindergarten Screening is scheduled for the last week of school. This schedule will change if there are snow days.

Chapter 766, The Massachusetts Special Education Regulation, mandates that each town shall provide a screening for all children who will enter kindergarten. The purpose of this screening is "to provide a non-intensive scan of the children being screened in order to identify those children who should be referred for evaluation". The Norfolk Public Schools conducts kindergarten screening in June of each year. If you have any questions, contact the Director of Student Support Services, Dr. Anna Tupper at 508-541-5478 x1490.

BUILDING SECURITY AND YOUR CHILD'S SAFETY

The safety of all children is of the utmost importance to all staff of the Norfolk Public Schools. To help ensure the safety of all children it is required that ALL VISITORS (INCLUDING PARENTS) TO OUR SCHOOLS REPORT TO THE OFFICE OF THE SCHOOL BEING VISITED BEFORE PROCEEDING TO ANY OTHER SECTION OF THE BUILDING. This pertains to each and every visitor even if the visitor is a person such as a volunteer who visits the school on a regular basis. (Please note that visitors will not be allowed to go to a classroom unless arrangements have been made with the teacher ahead of time as this practice disrupts the classroom routine.)

If a parent would like to have a child dismissed from school early, the request should be put in writing and sent to the classroom teacher. If a parent needs to have a child dismissed from school unexpectedly, he/she should call the office as soon as possible. The parent must then sign the Dismissal Log at the school office.

Please note that all doors are locked during school hours. The only door at each school that provides access for visitors and volunteers during the school day is the exterior door closest to the main office. A doorbell will alert our office staff to your entrance needs.

BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security means not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular operating hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Visitors and parent/community volunteers in our schools enhance the learning process, however, they also increase the number of people who enter the school buildings. In order to provide for the safety of students and staff, this policy is to be followed by all visitors to the schools, including parents, guardians, designated caregivers, volunteers and any other visitor to the schools.

A. During regular school hours and extended hours as designated by the Principal:

1. Visitors entering a school at regular, designated times to provide transportation for a student who is not taking school transportation shall enter and exit only by the designated door without signing in. Visitors with additional business at the school must exit through that door and re-enter through the front entrance, following regular security policy as below.

2. All entry doors are to be secured during the school day. Visitors must enter through the main entrance of each of the buildings. Each visitor must sign in at the school's main office and wear a visitor's badge. Any visitor without a visitor's badge or who has not signed in is subject to challenge and will be required to return to the main office. Visitors must sign out before they leave.
3. Parents and guardians requesting release of a student from school must sign the dismissal log in the school Principal's office. No oral request to dismiss a student will be acknowledged. Pupils will not be dismissed during the school day without the authority of a signed note (or FAX) from the parent or legal guardian. Pupils will not be dismissed into the custody of a person

unknown to school personnel without a note from the parent or guardian. Students will not be permitted to wait for parents/guardians or others outside the school buildings at any time.

4. Parent/guardians and guests attending performances need not sign in but are to go directly to the site where the performance is scheduled. In some instances, a sign-in table could be set up in the lobby with name badges.

B. Outside of the regular school day a school building may be opened to accommodate the use of school facilities for previously approved school sponsored or community sponsored events (see Policy KF, Use of Facilities). At those times only those people participating in the approved programs may enter the building. Participants may use only the approved area, the direct route to that area, and the nearest restrooms. Adult supervisors of activities are responsible for maintaining proper procedures for the safety and security of participants and for the proper use of school facilities.

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

NORFOLK SCHOOL COMMITTEE POLICY FILE: ECA

CONFIDENTIALITY

All employees and volunteers shall be expected to keep confidential all personally identifiable student information, whether written, oral, or electronic, and including things that the employee/volunteer has observed. Such student information shall be disclosed only to individuals within the school department who have a legitimate need to learn or access the information. Such information shall not otherwise be disclosed either within or outside of the school. If an employee/volunteer learns of something that raises a concern about health, welfare or safety of a student, such concern must be reported immediately to the employee's/volunteer's supervisor or to the building principal. For purposes of these requirements, volunteers shall be held to the same standards as employees.

Please note: the Norfolk Public Schools follows the Massachusetts Department of Education Laws and Regulations re: student procedures. For more information, please read the following two pages.

NORFOLK SCHOOL COMMITTEE POLICY FILE: JRA

Summary of Regulations Pertaining to Student Records

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have

state approval to provide publicly funded special education services.) The regulations are designed to ensure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within five years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents may:

Inspection of Record

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay.

The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials.

The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school or may invite anyone else of their choice to inspect or interpret the record with them.

Confidentiality of Record

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

Amendment of Record

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Destruction of Records

The regulations require school authorities to destroy a student's temporary records within five years after the student transfers, graduates or withdraws from the school system. School authorities are also

allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers guide published by the Massachusetts Department of Education in 1995.

Other Laws Relevant to Student Records

State Statutes

Four sections of the Massachusetts General Laws deal specifically with public school student records. They read as follows:

M.G.L. Chapter 71, Section 34D.

The Board of Education shall adopt regulations relative to the maintenance, retention, duplication, storage, and periodic destruction of student records by the public elementary and secondary schools of the Commonwealth. Such rules and regulations shall provide that a parent or guardian of any pupil shall be allowed to inspect academic, scholastic, or any other records concerning such pupil, which are kept or are required to be kept.

M.G.L. Chapter 71, Section 34E.

Each school committee shall, at the request of a parent or guardian of a student, allow such parent or guardian to inspect academic, scholastic, or any other records concerning such student that are kept or are required to be kept, regardless of the age of such student. Each School Committee shall, at the request of a student eighteen years of age or older, allow such student complete access to all school records relative to him or her.

M.G.L. Chapter 71, Section 37L.

... A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

M.G.L. Chapter 71, Section 87.

The score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.

In accordance with applicable Massachusetts and federal student records laws, the Norfolk Public Schools provides King Philip Regional High School (King Philip) with all student records of students who intend to matriculate into King Philip following the completion of their education in the Norfolk Public Schools. See 603 CMR 23.07(4)(g).

Note: Several other sections of the General Laws also mention student records. For example, G.L. c. 22A, s. 9 requires schools to "flag" the student records of a child who has been reported as missing. These other statutes are not reproduced here but are referenced in the Student Record Regulations.

Federal Statute and Regulations

The federal Family Educational Rights and Privacy Act (FERPA, sometimes called the "Buckley Amendment") applies to schools that receive federal education funds. FERPA requires schools to protect the privacy of student records and gives parents and students rights including inspection and review of student records. The FERPA statute is found at 20 U.S.C. sec. 1232g. The FERPA regulations are found at 34 CFR Part 99. The Massachusetts Student Record Regulations are consistent with the FERPA statute and regulations.

CORI REQUIREMENTS AND PROCEDURES

It shall be the policy of the district to obtain all available Criminal Offender Record Information (CORI) from the department of criminal justice information services of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the department of criminal justice information services on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal, or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education regulation, "Direct and unmonitored contact with children" means contact with students when no other employee, for whom the employer has made a suitability determination of the school or district, is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds." Any visitor, volunteer, subcontractor, or laborer who has not submitted a CORI and received a suitability determination from the Norfolk Public Schools must be escorted by a CORI certified employee while on school grounds.

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign an acknowledgement form authorizing receipt by the district of all available CORI data from the department of criminal justice information services. In the event that a current employee has a question concerning the signing of the acknowledgement form, he/she may meet with the Principal or Superintendent; however, failure to sign the CORI acknowledgement form may result in a referral to local counsel for appropriate action. Completed acknowledgement forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under the policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files, and may be retained for not more than three years. CORI shall be shared with the individual to whom it pertains, pursuant to law, regulation, and the following model policy, and in the event of an inaccurate report the individual should contact the department of criminal justice information services.

Special needs Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law and the model policy, reserves the exclusive right concerning any employment decision.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of the employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information shall also inform volunteers in writing.

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment, or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

LEGAL REFS.: M.G.L.6:167-178; 15D:7-8; 71:38R, 151B, 276:100A P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b) 42 U.S.C. § 16962 603 CMR 51.00 803 CMR 2.00 803 CMR 3.05 (Chapter 149 of the Acts of 2004) FBI Criminal Justice Information Services Security Policy Procedure for correcting a criminal record FAQ – Background Checks.

DCJIS MODEL CORI POLICY

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, and professional licensing applicants.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work, licensing purposes, the following practices and procedures will be followed.

CONDUCTING CORI SCREENING

CORI checks will only be conducted as authorized by the DCJIS, state law, and regulation, and only after a CORI Acknowledgement Form has been completed.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy-two (72) hours' notice that a new CORI check will be conducted.

ACCESS TO CORI

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The district must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

CORI TRAINING

An informed review of a criminal record requires training. Accordingly, All district personnel authorized to review, or access CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

VERIFYING A SUBJECT'S IDENTITY

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

INQUIRING ABOUT CRIMINAL HISTORY

In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

DETERMINING SUITABILITY

If a determination is made, based on the verification of identity information as provided in this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

ADVERSE DECISIONS BASED ON CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

SECONDARY DISSEMINATION LOGS

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record *any* dissemination of Cori outside this organization, including dissemination at the request of the subject.

EMPOWERED DIGITAL USE POLICY

Purpose

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

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology, including social media.
- Users shall give acknowledgement to others for their ideas and work.
- Users shall report inappropriate use of technology immediately.

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

SOURCE: MASC

First Reading: August 22, 2017

Second Reading: September 12, 2017

Third Reading: October 10, 2017

Approved: October 10, 2017

Norfolk Public Schools
Student Technology Acceptable Use Agreement
Electronic Devices

- I will take good care of my assigned electronic devices.
- I will never leave my electronic devices unattended.
- I will keep food and beverages away from my electronic devices.
- I will protect my electronic devices using the cases provided when they are not in use and when travelling to and from school.
- I will use my electronic devices in ways that are appropriate, meet Norfolk Public Schools' expectations and are educational.
- I will use only the software (i.e., computer programs, websites, and apps) directed by the teacher which are part of a lesson.
- I will not download software or apps on my electronic devices unless directed to do so by the teacher or school staff.
- I will not select software updates. This will be done by the teacher in cooperation with the technology team.
- I will not change settings on the electronic devices, including the screensaver and background.
- I will not use Social Media sites such as Facebook, Twitter, Pinterest, YouTube, etc. in school unless it is part of a lesson.
- I understand that all electronic devices are the property of the Norfolk Public Schools and are subject to inspection at any time without notice.
- I will only use my school assigned username and password and will logout once I have finished.
- I will have my device in a location free from distractions
- I will join the meeting 2-5 minutes before it starts to ensure everything (microphone and speaker) is working.
- I will not video or audio record any lessons, class meetings or remote learning activities at any time
- I understand and agree to follow the Norfolk Public Schools Acceptable Use Policy. I may lose my privileges to use the Internet, and the electronic devices themselves, if I am responsible for any intentional damage to the electronic devices, how they are set up, or files that belong to others.

Student Signature: _____

Student Name: _____ Grade: _____

Parent/Guardian Signature: _____

Date: _____

Teacher: _____

GENERAL INFORMATION

ACTIVITIES

No late bus is available for the elementary grade students for transportation home following school activities. Parents and teachers must make arrangements for transportation prior to the child remaining after school. A note is required before a student is allowed to remain after school.

ANTI-DISCRIMINATION LAW (See Legislative Mandates P. 5)

ASSIGNMENT OF STUDENTS TO CLASSES

A. Process:

The process of assignment to classes is the responsibility of the school Principal who will strive to:

- a. maintain a balance of boys and girls
- b. include all special needs students
- c. maintain heterogeneous groups
- d. maintain flexibility for grouping in reading and mathematics.

If, however, the annual school budget deliberations are not completed by the end of May, class assignments will not be available until a final operating budget is adopted and funded.

Kindergarten students will be assigned to classes during the month of August.

NORFOLK SCHOOL COMMITTEE POLICY FILE: JG

BULLYING PREVENTION

The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyberbullying. Norfolk Public Schools is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of bullying. This plan was developed by Norfolk's Bullying Prevention Committee to clearly define the manner in which the Norfolk Public School System will develop and implement Bullying Prevention and Intervention Plans ("the Plan") to insure the emotional and physical safety of our students. This plan is modeled after the Massachusetts Department of Elementary and Secondary Education Model Bullying Prevention and Intervention Plan. It is designed to satisfy the requirements of by M.G.L. c. 71, § 37O, added to chapter 92 of the Acts of 2010, entitled An Act Relative to Bullying in Schools as signed by the Governor in May 2010.

The Bullying Prevention policy as well as all forms used for reporting and responding to bullying behaviors are available to view on the Norfolk Public Schools website as well as in the Appendix of this handbook.

Definition of Bullying

Bullying is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expressing, or a physical act or gesture, or any combination thereof. This act causes physical or

emotional harm to the victim or damages the victim's property. It places the victim in reasonable fear of harm to himself or damage to his property and creates a hostile environment at school, which disrupts the education process.

Bullying Prevention Curriculum -Both schools deliver Open Circle, a social emotional learning curriculum as well as the MARC (Massachusetts Aggression Reduction Center) bully prevention program to all students in grades K-6.

If you have an incident to report, please contact:

H. Olive Day School –

Carolyn Kelley, School Adjustment Counselor, ckelley@norfolk.k12.ma.us

Freeman-Kennedy School

Liz Longley, School Adjustment Counselor, lizlongley@norfolk.k12.ma.us

(Please refer to Appendix A for accepted policy)

***See the Norfolk Public Schools Code of Conduct for additional information.**

CLOTHING

It is very helpful to your child, the teacher and you if each article of outside clothing, particularly mittens, gloves, and hats, is labeled with your child's name. All clothes should be comfortable and easily managed by your child.

DRESS CODE

Members of the school community should dress appropriately for school adding to a positive, productive school environment. Dress is unacceptable if it is a distraction to the learning process, is considered to be offensive, or if it affects the health, rights, and/or safety of the person or other members of the learning community. Clothing, jewelry, or related apparel that refer to alcohol, drugs, tobacco, profanity, sexual connotations, or suggestive double meanings will not be permitted.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that a student will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as his/her dress and appearance meet the requirements set forth above.

The final decision regarding appropriate dress shall rest with the school administration. Students who do not adhere to the dress code will be dealt with through the disciplinary process.

LEGAL REF.: MGL 71:83

Freeman-Kennedy School **Dress Code - Grades 3-6**

In an effort to create and maintain an appropriate school atmosphere of safety and respect at Freeman-Kennedy School, students are expected to dress in a way that shows respect for themselves and others. The dress code guidelines are not all-inclusive, and teachers and administrators reserve the right to make decisions about attire that is deemed detrimental to a positive school climate and atmosphere. Students need to wear clothes and shoes that are safe and appropriate for their age and

weather conditions. Although diversity is respected, students may not wear articles of clothing that could be considered offensive, disrespectful, discriminatory, unsafe, or in any way is disruptive to the school learning environment. Head coverings for religious reasons are permissible. During warmer weather, shorts and t-shirts are acceptable, however midriffs and undergarments must be covered at all times. For student safety, all footwear should cover the entire foot. Clogs and sandals must have a strap around the ankle. The following footwear is unsafe for students to wear to school; slippers, flip-flops, athletic slides, and shoes with a heel higher than one inch. Students are required to have a pair of sneakers on the days they have Physical Education.

Daily outside recess is an important part of our school program. Please be sure that your child brings appropriate outerwear for the weather conditions. In the winter, this means a warm coat, boots, mittens or gloves, and a hat. Snow pants for snowy weather are recommended for all grades. On school spirit days and special classroom occasions, students are excused from following the dress code guidelines.

DEVELOPMENTAL MATH AND READING

K-6 Developmental Math Service Overview:

The Math Specialists at the **H. Olive Day School** and the **Freeman-Kennedy School** have a variety of responsibilities. One of their jobs is to work with classroom teachers in co-planning and co-teaching. This includes modeling research-based instructional approaches. They also work with the other Math Specialists in the District as well as the Director of Curriculum, Instruction and Assessment in planning the content and pacing of the curriculum for the district.

Developmental Math services is a regular education support service staffed by a Massachusetts Licensed Elementary Mathematics Teacher. The program provides support for students in Grades K-6. The goal of this service is to lift the mathematical achievement of students who are not reaching grade level expectations. Every student's progress is closely monitored to ensure proper math services are provided throughout the school year.

H. Olive Day School math service model (K-2):

At the beginning of the school year, students needing extra support in math are identified by the Universal Number Sense Screener, End of Year Benchmark scores if applicable and recommendations from teachers. The screeners are administered individually to each student to determine qualification. During the school year, additional data points are used to determine qualifications such as unit assessments and district developed benchmark assessments.

Once a student is identified, they are placed in a small group according to their specific needs. The current model being used for grades one and two is push-in and pull-out service delivery. Every grade 1 and 2 class has math push-in at least once a week and depending on the needs of the students, students receive small group services twice a week. The goal of the program is to increase students' number sense, fact fluency, and prerequisite math skills and concepts.

Freeman-Kennedy School math service model (3-6):

At the beginning of the school year, students needing extra support in math are identified by the Universal Number Sense Screener, MCAS scores if applicable and recommendations from teachers. The screeners are administered individually to each student to determine qualification. During the school year, additional data points are used to determine qualifications such as unit assessments and district developed benchmark assessments.

Once a student is identified, they are placed in a small group according to their specific needs. Small group instruction is usually 1-2 times per week for 30 minutes. The intensive small group instruction general runs for a period of 6-8 weeks. The goal of the program is to increase students' number sense, fact fluency, and prerequisite math skills and concepts. Every student's progress is closely monitored to ensure proper math services are provided throughout the school year.

K-6 Developmental Reading Services Overview:

Literacy specialists at the **H. Olive Day School** and the **Freeman-Kennedy School** have several responsibilities. They work with classroom teachers co-planning and co-teaching. They organize literacy resources and work with the other literacy specialists and the Director of Curriculum, Instruction and Assessment, to plan for and meet the literacy needs of the district. A major responsibility is to provide developmental reading instruction for students who are struggling in reading.

Developmental Reading services are a regular education support available for struggling readers in grades K- 6. The program is staffed by Massachusetts Licensed Literacy Specialists whose goal is to lift the literacy achievement of students who are not reaching grade level expectations. Every student's progress is closely monitored to ensure proper reading services are provided throughout the school year.

H. Olive Day School reading service model (K-2):

At the beginning of the school year, students needing extra support in kindergarten are identified through a letter and sound assessments, kindergarten screener and teacher recommendations. Kindergarten students are placed in small groups and receive push in or pull-out services three times a week, for 15 minutes. The focus of the services is on phonemic awareness, letter identification, phonological awareness, and eventually decoding and sight word reading.

Students needing extra support in First and Second grade are identified by the BAS scores, Foundation's assessments, and teacher recommendations. Most instruction for first and second graders takes place in the Reading Center 4-5 times a week for 30-minute sessions. Using the Guided Reading model and a variety of resources, including Fountas and Pinnell's Leveled Literacy Intervention System, we focus on decoding strategies, comprehension strategies, fluency, vocabulary, sight word reading, and writing in response to reading.

Freeman-Kennedy School reading service model (3-6):

Students needing extra help for reading are identified by the Fountas and Pinnell Benchmark Assessment (BAS) as well as teacher recommendation. Individual diagnostic tests are administered to determine qualification. If students score below grade level benchmarks on the BAS, they are eligible to receive developmental reading support.

Once students are identified, they are placed in small groups according to their specific needs. Small-group instruction is usually 4-5 times per week for 30 minutes. The Fountas and Pinnell Leveled Literacy Intervention System is utilized to provide small group instruction. This is an intensive, small group, supplementary literacy intervention for students who have difficulties with reading and/or comprehension. The goals of this program are to advance the literacy learning of those students not meeting benchmarks by focusing on deepening their comprehension and may also address weaknesses in decoding, reading fluency and vocabulary development.

EARLY CHILDHOOD SCREENING

The Norfolk Public Schools provide a screening program for three and four-year-old children. Referrals for screening may be made by parents, guardians, physicians, preschool teachers, or certain other individuals. Such referrals are made when it is felt that the child may have. If you wish to refer a child for an evaluation, or you would like more information concerning this screening program, please call the Director of Student Support Services, Dr. Anna Tupper at 541-5478 x2248.

FEDERAL FAMILY EDUCATION AND PRIVACY ACT OF 1977

The Federal Family Education and Privacy Act approved in 1977 protects parents from having other parents contact them directly without their prior approval. We wish to respect your rights to this privacy, and therefore send to you in a separate letter a request to allow parents to contact you about non-educational matters. Please complete this form and return it to school as soon as possible.

GIFTS/SOLICITATIONS

Direct gifts of more than nominal value or solicitation of students and parents for funds for such gifts is to be discouraged.

The acceptance of personal gifts by school personnel from school suppliers, from parents/guardians and/or students can be subject to misinterpretation and a source of embarrassment to the school system and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts.

In keeping with this policy, no employee of the School Committee will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment, or services to the school system. This restriction does not relate to the acceptance of gifts for the school system, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

Norfolk School Committee Policy File: GBEBC

SOLICITATIONS

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members except with specific School Committee approval. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the drive is one that the School Committee has specifically approved.

The solicitation of funds for the United Fund will be permitted on an annual basis.

CROSS REFS.: KHA, Public Solicitations in the Schools JP, Student Donations and Gifts

GUM CHEWING

Gum chewing is not permitted in the school building or on school grounds because it creates a maintenance problem and possible health issue.

HOMEWORK GUIDELINES

Homework is assigned in varying degrees in grades 1-6 as outlined in the following paragraphs.

Definition of Homework

Homework is defined as work assigned to be done at home that is intended to provide practice or reinforcement of skills and concepts presented in class. It is also designed to extend skills already presented to an individual or group of children. Homework is not a means of introducing new material. Homework assignments will be made to an individual or to a group for a specific purpose.

Purpose(s) of Homework

- *to complete work not finished in school.*
- *to reinforce (drill) facts, concepts, and skills presented in the classroom*
- *to provide extra work to an individual who needs it.*
- *to develop self-reliance and initiative.*
- *to develop independent study habits and skills.*
- *to condition children to the homework standards that are required at the secondary level.*
- *to provide parents an opportunity to work with their children on matters close to them.*

Time Allocation for Homework

Homework assignments as defined above will be programmed as follows:

Kindergarten	not assigned
Grades 1 and 2	at the teacher's discretion - not to exceed 20 minutes
<u>Minimum time:</u>	
Grade 3	30-60 minutes per day
Grade 4	40-70 minutes per day
Grade 5	50-80 minutes per day
Grade 6	60-90 minutes per day

Individual--Teachers will make adjustments to meet the students' needs as indicated on the individual educational plan.

IMMUNIZATION

Massachusetts State Law requires DPT, polio series, measles, rubella (German measles) and mumps immunization. Dates are required, including both month and year of the immunizations, plus the physician's signature. A state law also requires that every child entering kindergarten must present evidence of being screened for lead poisoning. No child may be admitted to public schools in Massachusetts unless all immunization records are up to date. (Exception: See #3 under Health Services *PAGE 32*)

KINDERGARTEN REGISTRATION

Registration for all children planning to attend kindergarten in September is conducted in the winter of the previous school year. Birth certificates, immunization records and other pertinent information should be brought to school at registration time. A physical examination is required for all children attending kindergarten. This examination may be completed by your family physician. Each child who is registered for kindergarten is given an appointment for kindergarten screening which is held in June. A Kindergarten Orientation program is held in late March for the parents of children entering kindergarten in September. For further information contact the principal, Mrs. Linda Balfour, at 541-5475.

LIBRARY

The library will be open during school hours. The library/media centers of the Norfolk Public Schools assist the learning process with materials, instruction, and supportive programs. In the centers and in activities in the classroom, our goal is to provide services that directly compliment teaching, stimulate and intrigue students and encourage students, staff, and parents to explore the many resources available.

ACCESS TO MATERIALS AT THE NORFOLK PUBLIC SCHOOL LIBRARY

In accordance with the Mission Statement, Philosophy and Goals of the Norfolk Public Schools, it is recognized that students need access to a wide variety of library materials in order to acquire basic knowledge, develop critical thinking, cultivate their natural sense of wonder and acquire a commitment to learning. Further, it is acknowledged that it is parents--and only parents--who may restrict their children from access to library materials and services.

The libraries of the Norfolk Public Schools will strive to maintain, in both permanent and temporary collections, materials appropriate to the learning needs of all students, at all levels of ability and development.

Students are free to select materials for use in the library or school to check out for home use.

Where the library staff believes that a student has selected material(s) inappropriate to his or her age, skill or developmental level, the staff will try to guide the student to select more appropriate materials. However, students who, after such guidance, continue to express a desire to use certain materials will be allowed to do so. In the cases where students repeatedly select materials, which the staff believes are inappropriate, the student's parents or guardians will be contacted to ascertain if further guidance by the staff is desired.

NORFOLK SCHOOL COMMITTEE POLICY FILE: LJNC

LOST AND FOUND

Parents are urged to contact or visit the school to check on articles of clothing, glasses, watches, etc. that may have been lost at school. We also urge parents to mark hats, mittens, gloves, sweaters and jackets, to facilitate the return of these items to the proper owner.

MEDICINE

When it is necessary for a child to receive medicine at school, an adult must bring this medication to the school in its original prescription container with clearly labeled dosages, as well as provide written permission for the nurse to administer the same. **NO MEDICATION SHOULD BE BROUGHT INTO SCHOOL BY THE STUDENT.** This rule is to protect all the children from accidental use of medication. Please see #5 under Health Services.

NON-CUSTODIAL PARENTS RIGHTS

(General Laws Chapter 71, Section 34H)

As required by G.L. Ch. 71, Sec. 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the attachments recommended by the Massachusetts Department of Education to standardize the process by which the Norfolk Public Schools provide student records to parents who do not have physical custody of their children ("non-custodial parents"). The implementation of this policy will

hopefully encourage parents to be involved and informed about the education of their children, while protecting the rights and safety of all parties.

Revised & Adopted January 25, 2007.

OUTDOOR EDUCATION PROGRAM

All grade six students will have an opportunity to participate in the Camp Bournedale Outdoor Education Program located in Plymouth, MA (date to be determined). This activity provides direct experiences in science, social studies, group living and in other disciplines, particularly language arts.

PLAYGROUND SUPERVISION

To ensure a positive atmosphere and safety, at least two adults for every 100 students will be on duty during recess/playground periods. Through the T.P.A. volunteer program, parent volunteers are also present at most times.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag will be conducted in every classroom each day.

PUBLIC'S RIGHT TO KNOW

The School Committee is a public servant, and its meetings and records will be a matter of public records except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely, and expeditiously.

The official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent/guardian). Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

LEGAL REFS.: M.G.L. 4:7; 66:10; 39:23B

CROSS REFS.: BEDG, Minutes

GBJ, Personnel Records

JRA, Student Records

Norfolk School Committee Policy File: KDB

RECESS

Recess provides the students with an opportunity to socialize, exercise and play with other classmates. It also serves as a way to release "stored energy". There are times when parents submit letters requesting that their children be excused from outdoor recess. It is generally felt that if a child is well

enough to be in school, he/she is well enough to enjoy outdoor recess. Exceptions to this policy are made upon receipt of a note from a physician or from a parent stating specific medical reasons.

S.A.C.C. - SCHOOL AGE CHILD CARE

Childcare is available before and after regular school hours through the Norfolk School Age Child Care Program (S.A.C.C.). There is a fee for these services. For additional information, contact the director, Ms. Toni Davis at 508-528-2545.

SCHEDULING FAMILY VACATIONS OTHER THAN DURING THE SCHEDULED SCHOOL VACATIONS

Parents are encouraged to take their family vacations at the time that school vacations are scheduled. The School Department is very concerned that the practice of taking vacations during school time is a message to the student that school is not important. No school assignments and/or school materials will be given to the students to take on vacation. Students are expected to make-up their schoolwork when they return from vacation.

SCHOOL INSURANCE

School accident insurance is available for a nominal fee. Forms can be found on the school website (www.norfolk.k12.ma.us) or the main office.

SCHOOL LUNCH PROGRAM

The Norfolk Public Schools lunch program is in operation every full school day. For the 2021-2022 school year lunch is free including milk for all students. The price of a carton of milk alone is \$.65. There is an additional charge for ice cream and snacks. Students who forget or lose their money for snacks or milk may charge them provided the privilege is not abused. Charges must be paid the following school day.

SCHOOL PICTURES

Individual school pictures are taken in the fall and spring of the school year. Notices will be sent in advance of the actual picture taking date.

SECONDARY SCHOOLS (GRADES 7 - 12)

Secondary school students attend the King Philip Regional Schools. The King Philip Middle School is located at 18 King Street in Norfolk. The King Philip High School is located at 201 Franklin Street in Wrentham.

SPECIAL SUBJECT AREAS

Art, music, physical education, and library instruction are scheduled on a regular basis for each class. Students also receive instruction from a technology integration specialist periodically throughout the year to enhance learning in the content areas.

STAFF ETHICS/CONFLICT OF INTEREST

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents/guardians, coworkers, and officials of the school system.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly. Any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school district. Nor will any employee engage in any type of private business during school time.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the hiring, supervision, and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

LEGAL REFS.: M.G.L. 71 :67; 268A:1 et seq.
Norfolk School Committee Policy File: GBEA

STUDENT FIELD TRIPS

The School Committee recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as part of and directly related to the total school program and curriculum.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. Said guidelines and procedures should be developed by the administration and reviewed and approved by the School Committee.

These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Principal and that all overnight trips have the prior approval of appropriate administrative level.

Practice:

Student trips must be approved by the principal. All arrangements for transportation, informing parents and other major considerations must be made with the full knowledge of the principal.

Student trips may be held during school time or outside of the regularly scheduled school day.

Costs for the trip will be paid by the student and/or may be supplemented by money in the student activity fund.

Students will not bring money on field trips for the purpose of going to gift shops.

Student trips are an optional activity. If a student should not participate in the field trip, alternative-learning activities will be provided in school for that child.

Each child will have written permission from his/her parent(s)/guardian.

Adoption: 12/11/97

Revised: 12/13/2011

Norfolk School Committee Policy File: IJOA

STUDENT RECORDS

As of 1998 Massachusetts law (General Laws Chapter 71, Section 34 H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the school principal.

Norfolk School Committee Policy File: JRA

It is necessary for the Norfolk Public Schools to maintain extensive academic, attendance, health and sometimes-personal information about students and their families. This information shall be limited to that which is relevant to the educational needs of the student. Information in these records must be available to appropriate school personnel; shall be available to the student's parents and legal guardian in accordance with law yet be guarded as confidential information. The Committee wishes to make clear that all individual student records of the school district are confidential. This extends to giving out individual addresses and telephone numbers.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements.

In accordance with applicable Massachusetts and federal student records laws, the Norfolk Public Schools provides King Philip Regional High School (King Philip) with all student records of students who intend to matriculate into King Philip following the completion of their education in the Norfolk Public Schools. See 603 CMR 23.07(4)(g).

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974, P.L. 93-380,
Amended P.L. 103-382, 1994 M.G.L. 66:10 71:34A, B, D, E

Board of Education Student Record Regulations adopted 2/1077 and June 1995 603 CMR: Dept. Of Education 23:00 through 23:12 also

Mass. Dept. Of Education publication Student Records: Questions, Answers and Guidelines, Sept. 1995

CROSS REF.: KDB, Public's Right to Know File: KDB

TELEPHONE CALLS BY STUDENTS TO THEIR HOMES

Please encourage your children to organize their school materials, homework, and their activity schedules so that only emergency calls are made home during the school day. It is important for the students to learn these skills. **ONLY EMERGENCY CALLS WILL BE PERMITTED.** The classroom teacher will issue permission for students to use the telephone.

TRADING

The trading or selling of personal belongings by students is not allowed on school property or on school buses.

USE OF FACILITIES

The Norfolk school buildings are available for community use. Guidelines and costs for utilizing the auditorium, gymnasium, cafeteria, classrooms, or school library may be obtained through the individual school offices or the Park and Recreation Department.

VISITORS TO SCHOOL

The School Committee welcomes the active interest of parents and citizens in their public schools and invites the community to visit. However, since schools are a place of work and learning, certain limits must be set to visits.

The principal has authority over all persons in the building and on the grounds. Requests for classroom visitations will be welcomed as long as such requests are not excessive, and the educational process is not disrupted. **To this end such requests shall be made in advance.** The principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members to give adequate notice to the staff members of the impending visits.

Visitors and teachers should not take class time to discuss individual matters. Appointments to meet must be scheduled in advance.

Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 48 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office.

Norfolk School Committee Policy File: KI

VOICE MAIL SYSTEM

The Norfolk Public Schools has a voice mail system to make it more convenient for parents to leave your child's teacher(s) a message.

You can access the voicemail system through the school secretary or the teacher's extension number. Teachers will generally check their voicemail at the end of the day to retrieve their messages and return phone calls.

SCHOOL VOLUNTEERS

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators.

All school volunteers are subject to all the restrictions and policies of the School Committee appropriate to regular school employees. This includes the confidentiality of all student and staff information, safety, and general welfare of students.

Norfolk School Committee Policy: IJOC

APPENDIX A

File: JICFB

BULLYING PREVENTION

The Norfolk Public Schools is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying.

“Bullying” is the repeated use of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photoelectric or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyberbullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;

- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased, or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Norfolk Public Schools;

Bullying and cyberbullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Norfolk school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Records of bullying incidents shall be kept by the principal in each building and reported quarterly to the Office of the Superintendent.

The Superintendent shall report quarterly to the School Committee the following: 1) the number of Reportable Incidents, 2) the effectiveness of the Bullying Prevention and Intervention Plan, and 3) any proposed improvements to the plan, if any.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation: Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

Target Assistance

The Norfolk Public Schools shall provide counselling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Norfolk Public Schools website.

Policy Review

The School Committee shall review this policy annually.

REFERENCES:

Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFERENCES:

Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR 49.00

MGL 71:37O

MGL 265:43, 43A

MGL 268:13B

MGL 269:14A

CROSS REFERENCES:

Policy AC: NONDISCRIMINATION

Policy ACAB: SEXUAL HARASSMENT

Policy IJNDD: FACEBOOK AND SOCIAL NETWORKING WEBSITES

Policy JBA: STUDENT TO STUDENT HARASSMENT

Policy JICFA: PROHIBITION OF HAZING

Policy JK: STUDENT DISCIPLINE REGULATIONS

ADOPTED: December 7, 2010

REVISIONS: Rev. 1 December 13, 2011; Rev. 2 January 14, 2014, Rev. 3 August 23, 2016

SC APPROVED: August 28, 2019

APPENDIX B

Policy IJNDD

POLICY ON FACEBOOK AND SOCIAL NETWORKING WEBSITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting, or telephone.
 - a. Teachers may not list current students as “friends” on networking sites
 - b. All e-contacts with students should be through the district’s computer and telephone system, except in emergency situations.
 - c. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
 - e. Inappropriate contact via email or phone is prohibited.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct Internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination. The School Committee will review this policy on an annual basis in June.

ADOPTED: December 7, 2010

APPENDIX C

SECURITY CAMERAS IN SCHOOLS

The Norfolk School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system with the approval of the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC

First Reading: November 10, 2015
Second Reading: December 8, 2015
Third Reading: January 12, 2015
SC Approved: January 12, 2015

CROSS REFERENCES: IJNDB- Technology Acceptable Use Policy and Agreement