

Elmwood Street School  
Signature Page



Please verify that you have read and reviewed the Elmwood Street School Calendar/Handbook with your child(ren). Please sign and return the bottom half of this page to your child's teacher by 9/13/21. Failure to return this signature sheet is an indication that you have received, read, and understand these policies and procedures.

Thank you.

\*\*\*\*\*

\* Student Name\_\_\_\_\_

Teacher\_\_\_\_\_

Grade\_\_\_\_\_

My child and I have read and reviewed the Calendar/Handbook for the 2021-2022 school year.

Parent Signature\_\_\_\_\_Date\_\_\_\_\_

## Welcome to the Millbury Public Schools!

You and your child are a very important part of our community.

### Portuguese

Bem vindos as escolas publicas de Millbury! Voce e seu filho/filha sao uma parte muito importante da nossa comunidade. Estudos de pesquisa indicam que o apoio dos pais e da familia contribuem na ajuda aos estudantes se sucederem na escola. Este manual do estudante descreve os direitos e responsabilidades que o seu filho/ filha tem enquanto frequentam as escolas publicas de Millbury. Para mais informacoes ou para requerer uma copia traduzida deste manual, por favor contactar o directorio de servicos ao aluno, No Tel.(508) 865-5241.

Millbury tambem podera providenciar um tradutor acaso voce necessite de um presente nas reunioes ou anuncios escolares. Por favor notifique a diretoria da escola de seu filho/filha caso voce deseje que os anuncios escolares sejam enviados a sua residencia em outro idioma diferente ao Ingles.

### Arabic

لقد أظهرت أَل بحاث أهمية الدور الذي يلعبه الأهل في مساعدة التلميذ على النجاح في المدرسة.  
هذا الكتاب يشرح الحقوق و المسؤوليات التي يجب على التلميذ معرفتها اثناء التحاقهم بمدرسة ميلبري العمومية.  
للمزيد من المعلومات أو الحصول على نسخة مترجمة من هذا الكتاب، الرجاء أَل اتصال بالمدير المسؤول على الرقم التالي:  
508 865 0875

مدرسة ميلبري يمكنها أن توفر لكم مترجما عند الحاجة.  
الرجاء إعالم المسؤولين إذا أردتم من المكتب أن يرسل لكم نسخة مترجمة لإلعالنات بلغة غير اللغة الإنجليزية.

### Spanish

Bienvenido a las Escuelas Públicas de Millbury!

Este folleto es un guía de conducta estudiántil que describe los derechos y las responsabilidades que tiene su niño cuando asiste a las Escuelas Públicas de Millbury. Si necesita una copia, favor de llamar al Director de Servicios Estudiántiles a (508) 865-5241.

Millbury proporcionará también a un traslador si lo necesita para las reuniones o si necesita traducidos unos avisos escolares.

Permita, por favor, que la oficina de la escuela de su niño sepa si usted requiere que sean traducidos al lengua de otra manera que ingles los avisos escolares enviados a casa.

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

**Gregory Myers, Superintendent of Schools**  
**Millbury Public Schools**

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

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

**MILLBURY SCHOOL COMMITTEE**



**Jennifer Nietupski, Chairperson**  
**Christopher Wilbur, Vice-Chairperson**  
**Julia Lagerholm**  
**Jessica Bristol**  
**Nicholas Lazzaro**

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

In addition to the student handbook, the school committee has established additional policies which apply to all staff and students. An updated and searchable manual of Millbury School Committee policies is available on the Millbury School District's website on the Millbury School Committee page. The manual can also be accessed directly at <http://policy.ctspublish.com/millbury-masc>

## **CENTRAL OFFICE ADMINISTRATION**

**Superintendent of Schools: Mr. Gregory Myers**

**Assistant Superintendent Mr. Rick Bedard**

**Director of Student Services: Mrs. Kate Ryan**

**Director of Curriculum, Assessment and Instruction: Ms. Elizabeth Boutiette**

Superintendent's Office (508) 865-9501

Office of Pupil Services: (508) 865-0875

## **WELCOME**

Elmwood Families,

It is my pleasure to welcome you to the 2021-2022 school year here at Elmwood Street School. To our new families, I welcome you to the Elmwood Community. Please take a moment to review the handbook and to keep it handy as a reference as questions come up during the school year.

As this school year begins, I would like to share with you the following points that truly articulate what we believe as a school community and what I believe makes Elmwood a special place to be.

### **As a School Community, We Believe:**

- Purposeful collaboration between students, parents, faculty, and staff promotes student engagement, wellbeing, success, and achievement;
- Students learn best in a safe, supportive, and equitable learning environment;
- Academics should be authentic, rigorous, and promote self-directed learning and collaboration;
- Our students must think independently, respect individuality, and act with integrity in the global community to become productive citizens;
- We are all learners, we are all educators.

Mr. Andrew E. Hall  
Principal, Elmwood Street School  
40 Elmwood Street  
Millbury, MA 01527  
Phone: 508-865-5241  
[ahall@millburyschools.org](mailto:ahall@millburyschools.org)

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## General Information

### **IMPORTANT NUMBERS**

Elmwood Street School: 508-865-5241

Elmwood Clinic: 508-865-0844

Elmwood Fax: 508-865-3420



### **SCHOOL HOURS**

No child should arrive at school prior to 8:38 a.m., or remain after 3:24 p.m. There will be no supervision provided to children before 8:38 a.m. or after 3:24 p.m. The school system is not responsible for anything which occurs prior to 8:38 a.m. or after 3:24 p.m. In cases of emergency, please call the office.

### **RESIDENCY**

In order to attend the Millbury Public Schools, a student must actually reside in the Town of Millbury. The residence of a minor child is presumed to be the legal, primary residence of the parent(s) or guardian(s) who have physical custody of the child.

In determining residency, Millbury Public Schools reserves the right to request a variety of documentation and to conduct an investigation into where a student actually resides. Those families who cannot provide requested proof of residency will be referred for a residency check by the Millbury Police Department. Because residency can, and does, change for students and their families during the course of an academic year, we may continue to verify residency after the commencement of classes and may act upon suspicions regarding residency status. It is also the responsibility of parent(s)/guardians(s) to notify school personnel immediately if a change in residency occurs.

a. The District reserves the right to confirm student residency by visiting Millbury households at any time. Home visits may be made whenever the District has suspicion regarding student residency for any reason, including but not limited to an address marked by the USPS as “undeliverable” or forwarded back to the schools for any particular reason. A request for residency documentation, which will be mailed to specific households when the District has a concern about residency, must be returned to the school in a timely manner. Failure to return such documents or otherwise provide proof of residency may be grounds for unenrolling a student from the Millbury Public Schools.

b. Families found to be in violation of the residency guidelines will face strict penalties, including but not limited to immediate dismissal from school; per diem fines for the education and related services accessed as a non-resident which are based on the per pupil cost to the district; and possible legal action. M.G.L. Ch.76. Sec 5: Every person shall have a right to attend the public school of the town where she/he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the School Committee. Any person that violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

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

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

### **MORNING CARE**

Elmwood has a **Morning Care Program** for our students who are in PreK (4 year olds only) – 3<sup>rd</sup> grade for a nominal fee. The program begins at 6:30 and runs until 8:38am. The Morning Care program **will** operate on days when there are ½ days.

### **AFTER CARE**

On days when school is in session, the Millbury School Department has an **Aftercare Program** for all students who attend the Elmwood Street School. For a nominal fee, children may attend the program. The program begins at 3:00 and runs until 6:00. For particulars, please contact the school. There is limited aftercare on ½ days of school (you will need to check the schedule)

### **SCHOOL CANCELLATION ANNOUNCEMENTS**

It is critical for parents to have an emergency plan in the case of an unexpected school delay, cancellation, or early dismissal. Please discuss this plan with your children, especially what to do in the event of an early dismissal. The district will make every effort to avoid early dismissals as they understandably can pose the greatest logistical challenge for families. When inclement weather or unanticipated circumstances make a delay, an early-dismissal, or a cancellation necessary, announcements will be made in each of the following ways:

- A Connect Ed call will be sent to the telephone number on file with the school department.
- An announcement will be posted on twitter: @gmyers\_millbury
- The following news stations will be notified: 7 New NBC, WBZ, NECN, FOX 25, and on WSRS 96.1
- An announcement will be posted on the district's webpage at [www.millburyschools.org](http://www.millburyschools.org)

If you would like an immediate text or email notifications of school closings, delays, and early releases in Millbury, please visit [www.fox25boston.com/weather](http://www.fox25boston.com/weather). Click the WEATHER tab and select “Text Alert Sign-up” from the dropdown menu. Follow the simple instructions outlined on the page and be sure to select “Millbury Public” from the list of participating schools and organizations. Signing up is simple and receiving the alert is free. (Note: Your cell phone provider may charge you a fee for receiving text messages. Please check with your carrier).

### **STUDENT ATTENDANCE REGULATIONS**

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

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

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

**M.G.L. Ch.76,S.2:** States, “Every person in control of a child described in the preceding section shall cause him/her to attend school, as therein required, and if he fails to do so for seven day sessions or fourteen half-day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than \$200.00 .”

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

**Residency and Violation of Residency: M.G.L. Ch.76,S.5:** States, “Every person shall have the right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is

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authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools.”

### **TARDINESS**

A child is recorded tardy when he/she is not in the classroom **by 8:58 a.m.** Tardy students must report to the main office.

### **ABSENCES**

If your child is going to be absent, you are requested to notify the school via phone (please don't use Class Dojo, Text or Social Media). Please select Option 1 on the automated phone system. The office will call the home of any children who are absent without notice.

- The following absences are considered EXCUSED: observance of religious holy days, death of a family member, and an illness accompanied with a physician's note. The physician's note only excuses your child for days listed on the note.
- If the school nurse dismisses your child due to illness, it will also be counted as an excused absence.
- All other absences will be considered UNEXCUSED. A student must be present for at least a half day to be marked present for that day. It is important that all children come to school every day on time.

### **EARLY DISMISSALS/PARENT PICK UP**

Children will not be permitted to leave the school during the day **WITHOUT ADVANCED WRITTEN REQUEST FROM THE HOME.** If you wish to pick up your child early or at the end of the school day, a note or fax must be received in the office by 1:00 p.m. For the safety of your child, **NO PHONE CALLS, Messages on Social Media (Class Dojo) or Texts to the Teacher will be accepted.** *If you email a dismissal request during the day, please call the office to ensure receipt by 1:00.* The adult that the child will be released to must be so designated with written permission. Children must report to the office for early dismissal. Parents are not allowed to go to the classroom to get a child. You will be asked to sign your child out by the front entrance.

### **FREQUENT ABSENCES, EXCESSIVE TARDIES AND EARLY DISMISSALS**

Once a child reaches 7 unexcused absences a letter will be sent home. In cases of excessive tardies, the school will mail tardy letters to parents. If attendance/tardies do not improve after receiving the letter, parents may be asked to attend a meeting with school administration to discuss attendance/tardies. • Based on the law, 10 or more unexcused absences and/or excessive tardies could lead to the school staff being obligated to file with the court system. If you have concerns about your child's absences, please contact the principal.

- **Please schedule any family vacations during school vacation time. The school strongly discourages taking vacations during scheduled school time. Vacations during school time will be counted as unexcused absences. Teachers will not provide work in advance for family vacations. Any school work, homework, or tests will need to be made up upon returning to school.**

### **BUS/DISMISSAL ROUTINE**

The school buses may only be used to transport your child to and from your home or childcare provider. The district will allow parents and guardians to establish a consistent schedule where the child is dropped off on the same day each week consistently for the year, similar to the following example: **Monday Tuesday Wednesday Thursday Friday** Child Care Home Child Care Home Child Care Provider Provider Provider

This schedule may actually involve the child riding on two (2) different buses during the week. The district is able to accommodate the same schedule every week, as



long as your child is transported to the same location. We are no longer able to accommodate play dates, dance practice, Boy Scouts/Girls Scouts, etc. In keeping with this change, please remember that After Care can be included as part of your child's consistent schedule; however, day-to-day changes in After Care will not be honored. Approval for emergencies will be made at the discretion of the building principal.

### **VIDEO/PHOTOGRAPHS**

At the beginning of the school year, parents will be asked to sign permission for their child to be videoed or photographed. Any photographs or involvement in videos done by Elmwood Street School staff will be used only for educational purposes. Sometimes school events or students' accomplishments might be published in print or electronic media. Signing the video permission form allows the school to publish photographs. If you have concerns about your child's name or photograph appearing in the media, please contact the principal.

### **SCHOOL CRISIS PROCEDURES:**

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

### **TOBACCO and ALCOHOL**

The use of any tobacco or alcohol product is prohibited within school buildings and school facilities, on school grounds, and on school buses by any individual. A student who violates this provision may be suspended.

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12. For more information, please see policy IHAMB on the District's website at [www.millburyschools.org](http://www.millburyschools.org).

### **FIRE DRILL and EVACUATION DRILL PROCEDURES**

Fire and Evacuation Drills are conducted several times a year in conjunction with the Millbury Fire Department and Millbury Police Department.

Evacuation procedures are posted in each classroom and areas throughout the school. All teachers regularly review the fire drill and evacuation drill procedures with students. Students should be familiar with the fire regulation postings in each room. During fire or evacuation drills, students are expected to walk in a quiet and orderly manner under the teacher's supervision. During fire or evacuation drills, staff will guide all students to exit the building and gather on the middle level of parking or to a designated area. Teachers will have a copy of the attendance and a class list with them along with classroom "Go Bags". Specialists will take their students to the designated area where the classroom teacher will join them to monitor attendance and assist in supervision.

Students who happen to be in the corridors during a fire alarm or evacuation drill are expected to retreat to the nearest classroom and reunite with their class once they exit to the safety area. The staff and students will re-enter the school once it is deemed safe by the Millbury Fire Chief or Millbury Police Department. Evacuation procedures are the same if students are in the cafeteria or common areas in the building.

### **VISITORS**

All visitors, including parents, must report to the school office upon arrival. All visitors must sign in and wear a visitor's badge at all times. Should you wish to speak to a teacher, please email the teacher to arrange a mutually convenient time. Before school is not a good time to speak with teachers, as they are with students and preparing for the day. These guidelines for visitors are for the safety of all students and staff.

### **VOLUNTEERS**

During the school year, parents may wish to volunteer at the school. If you would like to volunteer, please contact the Elmwood Street School office. We welcome volunteers in our classrooms, library, cafeteria and playground. Volunteers will be coordinated with the office and teacher. We do ask that you understand that there are

many parents who wish to volunteer. We might need to rotate volunteers during the year to accommodate everyone. Anyone who volunteers at Elmwood Street School needs to understand the boundaries of confidentiality. Volunteers are expected to conduct themselves in a professional manner. All volunteers, including field trip chaperones and field day helpers, must complete a CORI form and a volunteer form. Volunteers will also be asked to sign a confidentiality agreement. Forms are available in the school office. An official photo identification is required for the CORI. If you think you'd like to volunteer at some point, we ask that you fill out a CORI form in the beginning of the year. The CORI form takes time to be returned. If you wait until right before the event you'd like to volunteer for, you might not leave enough time for the CORI form to be returned and, therefore, not able to volunteer. CORI forms are valid for a period of **three years**.

### **DRESS CODE**

Attire, while it should be comfortable, reflects respect, pride and the standards of the students' home and community. The way we look and dress reflects the image of our school and our community. Children should dress comfortably and appropriately. Any clothing that disrupts the education of other students will not be allowed. Hats and hoods must be removed upon entering the building. Pajamas are not appropriate school dress. Given that bandanas and sweatbands are not allowed at the upper grade levels, we will also ask children to refrain from wearing bandanas and sweatbands at Elmwood. For safety reasons, flip-flops are not recommended.

### **BIRTHDAYS/HOLIDAYS**

In keeping with the Millbury Public Schools' Wellness Policy, birthdays will be celebrated only on the last Friday of the month (unless otherwise stated on the calendar). No snacks will be allowed, and children will eat their regular snacks as per the District Wellness Policy.

Given the requirements of time-on-learning by the Department of Elementary and Secondary Education and Elmwood Street Schools' desire to honor all students/families from various ethnic and religious backgrounds, holiday parties will be kept to a minimum. Teachers may choose to have a small celebration for Halloween, winter time {prior to winter break}, Valentine's Day, and spring time {prior to spring break}. If your child has any specific restrictions regarding celebrations, please notify your child's teacher.

### **LUNCH AND BREAKFAST PROGRAM**

The school menu features three choices daily (a main course, a salad, or a bag lunch), and a choice of vegetable, a choice of fruit, and milk (skim, low fat, or chocolate). The lunch menu is distributed annually and is also available on the cable station and on the website. Breakfast is offered every morning starting at 8:38 a.m. Students eligible for free/reduced lunch will be charged according to their lunch status.

**Breakfast: \$1.50 per day (reduced price \$.30 per day)**

**Lunch: \$3.00 per day (reduced price \$.40 per day)**

**Milk: \$.50 each**

Millbury Public Schools participates in the federally funded free/reduced lunch program. Applications are distributed to all students on or before the first day of school and must be returned to the school for processing before your child is eligible. The Cafeteria Director has ten days to process your application. A free/reduced application can be filled out at any time during the school year if your financial status changes. A letter will be mailed to you regarding your application status. Your child must pay for lunch in full until you receive this letter. In addition, the cafeteria has computer registers that offer a "debit system" payment plan.

Children will have a 30 minute lunch period. Special dietary concerns should be brought to the attention of the school nurse and the classroom teacher.

### **RECESS**

Weather permitting, children go outside for a 30 minute recess. Please make sure your child is dressed for the weather, especially in the winter months. Students will not be allowed to stay in for recess without a doctor's note.

### **SNACKS**

A snack time is provided in all classrooms based on the schedule. Children are encouraged to bring in a healthy snack. Water bottles are permitted in all classrooms. Snacks will not be provided by the office and each family should ensure their child has a healthy snack each day.

### **TELEPHONE**

Children may use the telephone in the Office only in the case of special emergencies.

### **LOST AND FOUND**

There is a lost and found table located by the cafeteria. If you have lost a valuable object, report it immediately to the office. The school suggests that you do not bring valuables or large sums of money to school. The school will do everything possible to safeguard private property but we cannot be responsible for lost items. Periodically, items in lost and found will be donated to charity. We ask families to **please label items with both first and last name.**

<h2><b>Student Records</b></h2>
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### **CONFIDENTIALITY OF INFORMATION**

Student records/information will be kept confidential. Only relevant staff will have access to your child's records/information. Information regarding a child will only be shared with parents/guardians, unless a release of information is signed by parents/guardians. Please note only those people listed on a child's emergency sheet will be able to pick up a child, unless a parent sends in a note stating other adults are able to pick up their child.

### **STUDENT RECORD GENERAL PROVISIONS**

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

Each student and parent/guardian with physical custody has the right to see their own student records. Copies of any information in the records may be obtained upon written request. The student's record is available to school contracted personnel who work directly with the student. This includes administrators, teachers, counselors, administrative office staff, and clerical personnel. They do not need permission to see student records.

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

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

### **TRANSFER OF RECORDS**

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

### **PARENTAL CUSTODIAL ISSUES**

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

### **RIGHTS OF PARENTS WITHOUT PHYSICAL CUSTODY (section taken from DESE webpage)**

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

(a) A non-custodial parent is eligible to obtain access to the student record unless:

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

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal. (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Regulatory Authority:

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

### **AMENDING YOUR CHILD'S RECORDS**

A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the principal with a written request that the information be added to the student record.

A parent has the right to request in writing, deletion or correction of any information contained in the student's record, except for information which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Education Plan (IEP), or if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedures described below:

If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known. • The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

- If the principal's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
- If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR S23.09.

### **PARENTS "NOTICE OF RIGHTS"**

Under Section 504 of the Rehabilitation Act of 1973

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

"Individuals with disability" are defined as individuals who:

- have a physical or mental impairment which substantially limits one or more of such person's major life activities.
- individuals with a record of such impairment, or
- individuals regarded as having such an impairment. A "major life activity" includes education and learning.
- Under the law, an "individual with a disability" has the following rights with respect to education programs receiving federal assistance: • The guarantee of a free and appropriate public education designed to meet the unique needs of the child, in a setting comparable to those provided to students who do not have a disability.
- The right to request an independent educational evaluation for the purpose of determining whether a child is an "individual with a disability" as defined by the law.
- The right to examine all relevant records with respect to the identification, education and educational placement of the child. • The right to have the appropriate school board representative advise persons of their rights under federal and state law in a language which they readily understand, or to arrange for a translator if such is necessary to accomplish an understanding of their rights.
- The right to receive services and be educated in facilities which are comparable to those provided to students who do not have a disability.
- The right to file a grievance for the denial of any rights under the applicable federal laws.
- The right to have appointed a surrogate parent to be responsible for the oversight of all issues relating to the provision of a free and appropriate public education of a parent cannot be identified or found.

The purpose of the law and the rights listed above are to insure the provision of educational benefits to children with a disability and to guarantee a free and appropriate public education designed to meet the unique needs of a child with a disability as defined by the law. Confidentiality of all matters relating to these rights is required by law and assured by the Millbury School Committee.

## Student Services

### **Student Services: Child Find (Chapter 603 CMR 28.00)**

Massachusetts General Law based on the acts of 1972 regarding Special Education services for students. This notice is provided in compliance with State and Federal regulations for conducting Child Find activities in order to identify students who may be in need of an evaluation to determine eligibility for special education services.

Parents/guardians of children ages 3-22, who reside in Millbury and feel their child is in need of an evaluation for the determination of eligibility for special education services, may contact the Office of Pupil Services (508) 865-0875. You may also contact your child's school directly and speak with the special education team chairperson to discuss your concerns.

Information related to the procedure for requesting an evaluation can be obtained by calling the Office of Pupil Services at (508)865-0875.

### **Non-Discrimination (School Committee Policy AC)**

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

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

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity, disability or homelessness. It will be a violation of this policy for any student, district employee or third party based on the student's, employee's or third party's actual or perceived protected class status to:

1. harass a student, district employee or third party through conduct or communication (e.g., physical, verbal, graphic or written); or to
2. inflict, threaten to inflict or attempt to inflict violence; or to
3. Discriminate against a student, District employee or third party.

If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity, disability or homelessness, their complaint should be registered with the following individual(s) or the building principals who will serve as building level coordinators for these categories:

- Title II / Section 504 (disability) Compliance Officer or Alternate: Kate Ryan, Director of Pupil Services

- Title IX (sex) Compliance Officer or Alternate: Kate Ryan, Director of Pupil Services
- Civil Rights Compliance Officer (Kate Ryan, Director of Pupil Services) for all matters pertaining to:
  - Title VI (race, color, national origin)
  - Title VII (employment discrimination based on race, color, religion, sex, national origin),
  - Boy Scouts Equal Access
  - Age Discrimination
- Homelessness Compliance Officer: Kate Ryan, Director of Pupil Services

The complaint will be addressed pursuant to Millbury Public Schools' Non-discrimination/Anti-Harassment Procedures, which the Superintendent will adopt. The District will take appropriate action to respond to these incidents, which may include disciplinary action against any student or District employee who is found to have violated this policy. Appropriate administrative and staff follow-up will be provided for targets and offenders of harassment, violence and discrimination.

If one of the discrimination/harassment officials is the person alleged to be engaged in discrimination/harassment, the complaint shall be filed with one of the alternate officials or any other school employee the student or employee chooses.

#### **Non-Discrimination on the basis of sex (School Committee Policy ACA)**

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

#### **Non-Discrimination on the basis of handicap (School Committee Policy ACE)**

Title II of the Americans With Disabilities Act of 1992 and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of a person's disability. The Millbury Public Schools is committed to maintaining an educational environment and workplace where individuals are not discriminated against on the basis of their disability. The Millbury Public Schools strives to create an environment where all students and staff feel welcome. To meet this end, the Millbury Public Schools will not tolerate the denial of access to activities, programs, or services to individuals with disabilities (as defined in Section 504 of the Rehabilitation Act 29 U.S.C. §705(20)).

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

The Millbury Public Schools is committed to supporting students who qualify under Section 504 of the Rehabilitation Act and to ensuring that such students are not denied admission or access to the activities, programs and services offered by the Millbury Public Schools because of their disability.

As well, the Millbury Public Schools is committed to ensuring that students with disabilities are not treated differently because of their disability. The Superintendent of Schools for the Millbury Public Schools shall take the necessary steps to inform parents/guardians and students of their rights under Section 504 of the Rehabilitation Act, including the right to receive reasonable accommodations if the student is found to be qualified under Section 504 of the Rehabilitation Act. Additionally, the

Superintendent of Schools for the Millbury Public Schools shall take the necessary steps to ensure parents/guardians and students are informed of their procedural rights under Section 504 of the Rehabilitation Act.

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

**Reasonable Accommodations:** The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

A request for an accommodation should be made in writing to the Director of Pupil Services. Alternative means of filing a request will be made available if needed, such as large print or audiotape. Requests should include the name, address and telephone number of the individual request the accommodation, the location where the accommodation is required and why the accommodation is needed. For public meetings and hearings, the Director of Pupil Services should be notified at least seventy two (72) hours in advance. For students, the Director of Pupil Services will respond to such a request in accordance with the Millbury Public Schools' Section 504 Policies and Procedures or Special Education Policies and Procedures. For all other individuals, the Director of Pupil Services will respond within ten (10) school days of receipt of the request.

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

**Auxiliary Aids and Services:** "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

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

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

**Website Accessibility:** The Millbury Public Schools is committed to providing all users of their websites, including users with disabilities, with meaningful accessibility in this online environment. The Millbury Public Schools follow standards that are generally based on the standards used by the federal government for technology



accessibility for individuals with disabilities and web content accessibility guidelines developed by the World Wide Web Consortium (W3C). The Millbury Public Schools' websites are regularly tested and reviewed by users to verify that the websites are compliant with applicable standards.

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If an individual needs assistance in accessing materials, such a request should be made to the Director of Pupil Services.

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

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

### **SPECIAL EDUCATION: 603CMR 28.00**

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

### **SECTION 504**

A section 504 plan is a written agreement between the school and the parent as to modifications that will be made to support and promote learning for a student in the public school that has a major health condition that significantly impacts the student's ability to access instruction. The plan allows the child to receive more individualized assistance without the necessity of utilizing special education services. Rights under Section 504 can be acquired by contacting the school guidance counselor.

### **TITLE I**

Title I is the largest federal aid program for schools. The support is for students who are not performing at their grade level. The services are provided by certified teachers. Participation in the program is by teacher recommendation, student performance, and standardized testing.

If you are concerned that your child may have special education needs, needs covered by a 504 plan, or could qualify for Title 1 support, please contact the Principal or Director of Pupil Services.

### **DEPARTMENT OF EDUCATION – Physical Restraint Regulation**

The DOE regulation 603 CMR 46.00 states "Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or deemed inappropriate, and with extreme caution."

- To administer a physical restraint only when needed to protect a student and/or a member of the school community from imminent, serious, physical harm; and
- To prevent or minimize any harm to the student as a result of the use of physical restraint, only school personnel who have received training shall administer

physical restraint on students. The regulations are on file in the school office.

## Code of Conduct

### **GENERAL SCHOOL EXPECTATIONS**

Elmwood Street School strives to create a school climate that fosters learning and promotes good citizenship. It is important that everyone feel safe at school. As a school community, we share the expectations with our families and believe that the partnership between school and home is essential. Please discuss these daily expectations with your student as we work together to positively support all students. The staff and students of Elmwood Street School follow the D.R.E.A.M. principle.

#### **Demonstrate Citizenship:**

- I will say good morning and good afternoon to adults and peers
- I will lend a helping hand
- I will keep my school clean
- I will be a role model
- I will use expected behaviors

#### **Respect School, Self, and Others:**

- I will treat others the way I want to be treated
- I will take care of my school
- I will be responsible
- I will use my manners
- I will use expected behaviors

#### **Embrace Differences:**

- I will be kind to others
- I will treat my peers with respect
- I will use expected behaviors

#### **Actively Participate in learning:**

- I will use whole body listening
- I will do my homework
- I will try my best
- I will use expected behaviors

#### **Maintain a Safe Environment:**

- I will keep my hands and body to myself
- I will demonstrate expected behaviors in all areas
- I will use expected behaviors

Every month, students, families and staff will gather in the Gym for our DREAM Assembly, to celebrate students who demonstrate the DREAM principles for each month. We believe in highlighting students who demonstrate the expected behaviors throughout the school.

### **DISCIPLINE PLAN**

Unexpected behaviors at Elmwood Elementary School fall into 3 categories or levels of behaviors. Each level is addressed either by the classroom teacher or the school administration.

#### **Examples of Level 1 Behaviors**

- Handled by the teacher

Behaviors			
- Not following directions - Running in the hallways - Excessive talking	- Interrupting - Misuse of Materials - Eye rolling	- Arguing with peers - Inappropriate language - Wandering	- Yelling Out - Tatting - Teasing/putdowns

- Minor disruption	- Name calling	- Mocking	
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### **Examples of Level 2 Behaviors**

- Handled by the teacher with documentation of behavior and action.
- Parent contact by teacher.

Behaviors		
- Back talking/arguing with teacher/adults - Inappropriate gestures/language - Taunting	- Cheating/lying - Throwing objects - Hitting	- Refusing to work - Open defiance - Habitual noncompliance

### **Examples of Level 3 Behaviors**

- Handled by administration. Direct office referral with accompanying referral form.
- Parent contact by administration or teacher.

Behaviors		
- Fighting - Ethnic slurs - Obscene gestures - Inappropriate touching - Damaging property - Major disruption	- Bullying - Threatening - Threatening bodily harm - Stealing - Use of Profanity	- Pulling fire alarm - Harassment, including sexual harassment - Consistent non-compliance for an extended amount of time - Direct and willful disobedience of school rules and policies - Disrespect for authority

## **DISCIPLINE PROCEDURES**

### **Classroom**

#### **Level 1 & 2 behaviors handled by the teacher**

- The teacher will follow individual classroom behavior management plans
- At least 3 interventions or strategies (one being parent contact) must be implemented before an office referral may be made.

### **School Administration**

#### **Level 3 handled by administration**

- Results in direct office referral
- Administrator or teacher will contact student's parents
- Appropriate consequence given by administration

### **Prior to an Office Discipline Referral**

- Parents and students must know teacher expectations and procedures
- Parents and students must know the classroom teacher's discipline plans and procedures,
- Teachers must document consistent, unexpected behaviors and consequences given. Several strategies must be attempted to stop unexpected behavior. Parent contact must be made before an office referral occurs

### **CONSEQUENCES/DISCIPLINE**

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

- Loss of privilege- The student may be denied participation in extra-curricular and school related activities such as: removal from the cafeteria or recess for an extended period of time, denied the opportunity to participate in special events (including assemblies), or denied the use of the school bus. Parents/guardians will be notified of any of these consequences.
- In School Suspension- An in-school suspension is defined as removal of a student from regular classroom activities but not from the school premises, for no more than 10 consecutive school days, or no more than 10 school days cumulatively for multiple infractions during the school year. • Out of School Suspension- The student is removed from school for a period of 1 to 10 days. The parents/guardians will be notified immediately. The principal will determine the length of time for all out of school suspensions.
- Long Term Suspension- The student is removed from school for a period over 10 days up to 90 days. The parents/guardians will be notified immediately. The principal will determine the length of time for all long term suspensions.
- Expulsion- Expulsion is defined as the removal of a student from the school premises, regular classroom activities for more than 90 school days, indefinitely, or permanently as permitted by MA General Laws ch.71 37H or 37H ½
- If your child is to be suspended for more than 10 consecutive days, your child may be eligible to continue to receive educational services under a school-wide education plan, a document developed by the principal, in accordance with MGL ch.76 section 21. The plans are intended to allow eligible students to continue to access academic opportunities while suspended or excluded for any reason.

\*The Elmwood Street School will exercise all disciplinary consequences as stated in the MA General Law Chapter 71, Section 37 and/or 37H ½ as appropriate.

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

### **REFLECTION TIME**

A child may be required to miss a recess for reflection time. Reflection time, while a consequence, is also a time to help the child work through his/her negative behaviors. Reflection time is done in a quiet area that is supervised by staff. Based on the student's grade level, he/she will be asked to do some sort of processing assignment to reflect on the inappropriate behavior and develop some positive alternatives. Parents will be asked to sign off on the reflection time slip.

### **ELECTRONIC EQUIPMENT**

MP3 players, radios, recorders, iPods, electronic games, cell phones, cameras, etc. are prohibited from use in school. If a child brings any of these items to school, they will be confiscated and a parent called to come and reclaim the item. To use a device, parents need to contact the school to obtain permission.

### **BULLYING PREVENTION/PROTECTION**

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

students on preventing bullying; mandates an education plan for employees and parents and establishes consequences for bullying behavior. The Millbury Public Schools will implement a plan that continues to promote tolerance and respect for diversity and one that encourages positive dialogue to manage differences.

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

For a behavior to be considered “bullying”, all of the following must occur:

- Must be a **repeated** action(s) by one or more students and or school staff
- Must be a written, verbal or electronic expression or a physical act or gesture
- Must be directed at a victim, causing one or more of the following:
  1. physical or emotional harm to the victim
  2. damage to the victim’s property
  3. places the victim in reasonable fear of harm to himself or of damage to his/her property
  4. creates a hostile environment at school for the victim
  5. infringes on the rights of the victim at school; OR
  6. materially and substantially disrupts the education process or the orderly operation of the school

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

### **DISCIPLINE PROCEDURES FOR BULLYING**

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

- Teachers/staff will talk with the student about his/her behavior to try to problem solve
- Student will speak with the Guidance Counselor
- Meeting with student and parent with Building Administration
- Loss of some or all of recess time
- Time spent out of the classroom
- Clean up any vandalism that might have been done
- Loss of Privileges- The student may be denied participation in extra-curricular and school related activities: removed from the cafeteria or recess for an extended period of time, denied the opportunity to participate in special events (including assemblies), or be denied the use of the school bus. The parents or guardian will be notified.
- In-School Suspension
- Out-Of School Suspension
- Expulsion

Discipline is typically assigned in progressive order and more than one consequence may be assigned. In a situation of bullying, the Building Administration will always

contact the parents of the perpetrator and schedule a meeting to discuss the behavior with the student. **Copies of the District Anti-Bullying Plan can be found on the district's web site. Hard copies of the plan can also be obtained by contacting the school.**

### **PROCEDURAL DUE PROCESS**

No student will be disciplined without being afforded due process. Prior to a disciplinary action, the student will be informed of the charges against him/her and given an opportunity to present his/her side of the story. In case of danger or substantial disruption that results in suspension, due process may occur immediately after rather than before suspension. Students who habitually fail to respond in a positive manner to the Code of Conduct may require additional action or services, i.e. guidance, behavioral plan, etc.

### **GUIDANCE COUNSELOR**

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

### **STUDENTS WITH IEPs OR 504 PLANS**

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

### **HARASSMENT**

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

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

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

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

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or 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 individuals.
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.

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

**Sexual assault:** the act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger. Such contact is unwanted when it occurs without the consent of one or both individuals, when one of the individuals is incapacitated or incapable of giving consent, or occurs with the use of force.

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

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

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

#### **Complaint Procedure:**

The Superintendent will adopt procedures to respond in a confidential, impartial, and equitable manner to all complaints, whether formal filing or informal identification of harassment /discrimination has occurred, by employees, students, or third parties. The Millbury Public Schools requires that any staff member who receives a complaint, observes or otherwise learns or becomes aware of possible sex-based harassment, report the incident to the principal at the respective school site or the Title IX Coordinator with the assurance that the investigation process will take place promptly and be consistent with the policies and procedures as outlined.

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

**Note:** If at any time during this process a mediator or school official is made aware of behavior that may constitute a criminal offense, they are obliged by law to report such actions to the legal authorities.

#### **Non-discrimination and anti-harassment procedures**

It is the policy of Millbury Public Schools ("District") to maintain a learning environment that is free from harassment or discrimination of any kind, including sex-based harassment. It is a violation of this policy for any member of the school community to harass or discriminate against another individual as outlined in this policy. Any

allegation of harassment or discrimination will be investigated, and, if a violation of this policy is substantiated, disciplinary action will be taken. All reports of harassment or discrimination shall be investigated promptly, impartially and in a manner which will preserve the confidentiality of all concerned to the extent practicable under the circumstances.

Any employee, student or third party who believes that he or she has experienced harassment or discrimination on the basis of his or her actual or perceived race, color, creed, ethnicity, religion, national origin, sex/gender, homelessness, disability, sexual orientation, gender identity or age or who has witnessed or learns about the harassment of or discrimination against, another person in the school environment, should inform the principal of the relevant school site or appropriate discrimination/harassment complaint official immediately or as soon as possible. The District further does not deny equal access to or a fair opportunity to meet, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society

Harassment and discrimination is banned not just at school, during school hours, but also before or after school hours on all school property, including the school bus, school functions, or at school events held at other locations. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the rights of students or employees to be free from a hostile school environment taking into consideration the totality of the circumstances on and off campus.

Problems and complaints regarding discrimination and harassment should be resolved in a prompt and equitable manner. When possible, such problems and complaints should be resolved in an informal manner.

## **I. Reporting Responsibilities**

Everyone in the school community is responsible for immediately reporting incidents of harassment, discrimination and/or retaliation, by anyone, in any form, that are directed at or witnessed by them at school or at a school sponsored event or of which they otherwise learn. Failure to cooperate with an investigation of such an incident will result in disciplinary action. Deceptive reporting may also be subject to a disciplinary response.

An individual may report to either the principal of the relevant school site or appropriate discrimination/harassment complaint official at his or her discretion. Students may additionally report incidents that they believe involve harassment or discrimination to their guidance counselor, any teacher, administrator or any member of the support staff, and the staff member will refer the complaint to the principal or the discrimination/harassment complaint official. If a School Guidance or Adjustment Counselor, School Nurse, or any member of the teaching staff, is contacted concerning a complaint or possible complaint, he/she should refer the matter to the principal immediately. Staff who observe conduct which violates this policy are to report the conduct to the principal immediately.

Employees who need help or wish to talk about harassment should contact the school principal, the appropriate discrimination/harassment complaint official, the perpetrator's immediate supervisor or any other school administrator immediately.

If one of the discrimination/harassment complaint officials is the person alleged to be engaged in discrimination/harassment, the complaint may be filed with one of alternate officials or any other school employee the student or employee chooses.

The discrimination/harassment complaint officials for the District are the following individuals on a district wide level:

- Title II / Section 504 (disability) Compliance Officer or Alternate: Kate Ryan, Director of Pupil Services
- Title IX (sex) Compliance Officer or Alternate: Kate Ryan, Director of Pupil Services
- Civil Rights Compliance Officer (Kate Ryan, Director of Pupil Services) for all matters pertaining to:
  - Title VI (race, color, national origin)



- Title VII (employment discrimination based on race, color, religion, sex, national origin),
- Boy Scouts Equal Access
- Age Discrimination
- Homelessness Compliance Officer: Kate Ryan, Director of Pupil Services

The school principals will serve as the building level coordinators for these categories.

## **II. Procedures for Investigating**

The procedures set forth in this policy may be invoked even if other appeals and adjudication procedures have been provided by state law or federal law. Retaliation in any form for the filing of a complaint or reporting of harassment or discrimination is prohibited and will result in serious disciplinary action.

When a complaint of harassment or discrimination is received by the District, that allegation will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and to the extent consistent with the law and collective bargaining agreements. The District will not issue any gag orders against the alleged victim or alleged aggressor. The grievance officer or discrimination/harassment complaint official will inform witnesses and others involved in the resolution process of the importance of maintaining confidentiality.

The investigation will include a private interview with the person filing the complaint and with witnesses. The investigation will also include an interview with the person alleged to have committed the harassment or discrimination. Each party will have the opportunity to provide evidence and witnesses.

In certain cases, the harassment of a student may constitute child abuse under state law. The District will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

The specific procedures to be followed in conducting the investigations are set forth more fully below.

1. Any staff member who receives a complaint verbally or in writing concerning harassment or discrimination or observes conduct which he/she believes may constitute harassment or discrimination is required to document the complaint and refer it to the school principal or discrimination/harassment complaint official immediately. Although the District encourages a written complaint, use of a formal reporting requirement is not required. Oral reports will be considered complaints as well. The principal or discrimination/harassment complaint official shall ensure that the report is documented in writing within two (2) days of receiving the complaint. The principal must send copies to the relevant discrimination/harassment complaint official within two (2) school days.
2. If the alleged victim or the alleged perpetrator chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, he or she may proceed to the formal procedure. The informal process is completely voluntary and individuals can opt-out at any time.
3. The informal process will be a voluntary conversation between the alleged victim and the alleged perpetrator, which is facilitated by a school employee or by a designated discrimination/harassment complaint official. If the alleged victim or alleged perpetrator is a student under the age of eighteen (18), the facilitator **will** notify the student's parent(s)/guardian(s) if, after initial consultation with the student, it is determined to be in the best interest of the student. If the alleged victim and the alleged perpetrator feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. The voluntary conversation must occur within five (5) workdays after receiving the complaint of discrimination or harassment. The results of an informal resolution shall be maintained by the facilitator, in writing.
4. If the alleged victim does not want to deal directly with the alleged perpetrator, or if the matter is not resolved informally, the complainant should immediately

notify the school principal or the discrimination/harassment complaint official for formal resolution.

5. For a formal complaint, the alleged victim (or complainant, if not the alleged victim) will be asked to complete the incident form which begins the formal investigation process conducted by the school principal or the discrimination/harassment complaint official. If the alleged victim is not able to complete the form, the principal or discrimination/harassment complaint official will complete it and ask the alleged victim to sign it. If requested, a Guidance / Adjustment Counselor, a School Nurse, or a School Psychologist may assist a student in completing the incident form.

6. During the investigation, the school principal or discrimination/harassment complaint official will:

- Keep the investigation group as small as possible to protect the rights of all parties and to prevent the investigation from becoming overly publicized and to protect the alleged victim (in addition to the complainant, if not the alleged victim) from retaliation.
- Complete the investigation as soon as possible from the date that it is reported, but no later than thirty (30) work days from the date of the complaint or report, unless impracticable. The investigation will include interviewing the complainant, the alleged victim (if different than the complainant), the alleged perpetrator and such other person(s) named by the complainant, alleged victim (if different than the complainant), or the alleged perpetrator who may have witnessed or have information pertaining to the incident. An opportunity will be provided for all parties to be heard and present witnesses.
- Throughout the investigation the District will maintain ongoing contact with the alleged victim. In determining whether the alleged conduct constitutes a violation of this policy, the school principal or discrimination/harassment complaint official shall consider the age and level of understanding of the student(s) involved, surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of the District's policy prohibiting discrimination or harassment based on the actual or perceived protected class status of a student, employee or third party, requires a determination based on all of the facts and surrounding circumstances. Given that victims often experience continuing effects of harassment in the educational setting, during the investigative process the District will consider off-campus conduct to determine whether there is a hostile environment on campus.

7. After completing the investigation, the school principal or discrimination/harassment complaint official will conclude whether a violation of the policy has occurred or not; complete the written investigation report form and send copies of the report to the discrimination/harassment complaint official, if the school principal is conducting the investigation, the superintendent, the alleged victim (in addition to the complainant, if not the alleged victim) and the alleged perpetrator. The report shall include:

- a statement of the allegations investigated;
- a summary of the steps taken to investigate the allegations;
- the findings of fact based on a preponderance of the evidence gathered;
- the District's conclusion of whether discrimination or harassment did or did not occur;
- the disposition of the complaint;
- the rationale for the disposition of the complaint; and
- if the District concluded discrimination or harassment occurred, a description of the District's response.

The school principal or the discrimination/harassment complaint official shall determine whether the allegations have been substantiated as factual and whether they appear to be violations of this policy, using a preponderance of the evidence standard. A "preponderance of the evidence" means that it is more likely than not that the alleged conduct occurred.

If the complaint is supported, the report should recommend what action, if any, is required and will identify what steps the District is going to take to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

8. Formal disciplinary actions shall be imposed in the event that the preponderance of the evidence indicates that the alleged conduct occurred. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement. The seriousness of the offense, including the nature and degree of harm caused, shall be considered when deciding the appropriate disciplinary action.

- If the person alleged to have violated this policy is a staff member, possible discipline includes, but is not limited to, letters of reprimand, reassignment, and other disciplinary actions, including suspension or job termination.
- If the person alleged to have violated this policy is a student, possible discipline includes reprimand, classes or instruction on appropriate behavior, counseling, class transfer, detention, suspension or expulsion, consistent with the Student Code of Conduct.
- Any discipline of students will focus on changing behavior and ensuring that students learn about the impact of their behaviors and attitudes. Possible remedial action includes:
  - Interventions for the alleged victim, such as counseling, academic support, health services, assigning an escort to allow the student to move safely between classes, and instruction on how to report other incidents of harassment or discrimination.
  - Training or other interventions for the larger school community to ensure that students, staff and parents understand the types of behavior that constitute harassment or discrimination, and how to report it.
  - Interventions for the individual who engaged in the conduct, such as parent notification, counseling, guidance, education about the impact of the conduct, positive behavior support, referral to a student success team, transfer to alternative programs, denial of participation in extracurricular or co-curricular activities or other privileges, and discipline.
- If it is established that the conduct involves a violation of law, report the matter immediately to the appropriate law enforcement authorities.

## **9. Appeal Procedure**

- The alleged victim (or complainant if different than the alleged victim) or alleged perpetrator has the right to appeal the decision of the Superintendent in writing within two (2) school days after the decision is formally made. The Superintendent of Schools will respond in writing to the alleged victim (or complainant if different than the alleged victim) or alleged perpetrator within ten (10) school days.

## **III. Interim Measures**

The District shall take immediate steps to protect the alleged victim, alleged perpetrator, witnesses, and the larger school community pending the completion of an investigation or the informal process and address any ongoing harassment or discrimination.

Examples of interim measures include, but are not limited to:

- Providing counseling services via the school adjustment counselor and/or school psychologist for both the alleged victim and the alleged perpetrator;
- Providing academic support services;
- Ensuring no contact between the alleged victim and alleged perpetrator in District programs and activities (e.g., through stay away orders); the District will take care to minimize the burden of such steps on the alleged victim;
- Providing an alternate schedule to ensure that the alleged victim and alleged perpetrator do not attend the same classes;
- Informing the alleged victim of how to report any recurring conduct or retaliation;
- Providing the alleged victim with alternative movement between classes and activities; and
- Making community based referral to medical and counseling services.

In the case of alleged sexual assault, the school principal or the discrimination/harassment complaint official will take additional steps as necessary to ensure the alleged victim is safe. This may include, for example, referring the student to a rape crisis center, creating a safety plan and designating an individual at the site level to act as a support person during the investigation. If the circumstances suggest a threat to others, the school principal or the discrimination/harassment complaint official will ensure that the District informs relevant members of the school community. This may include, for example, notifying parents and employees, if a student is sexually assaulted on the way home from school, or notifying employees of areas where harassment or discrimination frequently occurs.

#### **IV. Referral to Law Enforcement and Other Agencies**

Some alleged conduct may constitute both a violation of District policies and criminal activity. The school principal or the discrimination/harassment complaint official will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant of the right to file a criminal complaint.

The school principal or the discrimination/harassment complaint official will follow this procedure regardless of whether the alleged conduct is also being investigated by another agency, unless the fact finding process would impede a law enforcement investigation. In such cases, the school principal or the discrimination/harassment complaint official will determine whether interim measures to protect the well-being of the complainant and the school community and prevent retaliation are needed while the law enforcement agency's fact-gathering is in progress. Once notified that law enforcement has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any charges), the school principal or the discrimination/harassment complaint official will promptly resume and complete the investigation.

Additionally, several behaviors listed as sexual harassment may also constitute physical or sexual abuse. Sexual abuse is defined as any act or acts by any persons involving sexual molestation or exploitation of a child, including, but not limited to incest, prostitution, rape, sodomy, or any lewd or lascivious conduct involving a child. Thus, under certain circumstances, alleged harassment may also constitute physical and/or sexual abuse under Massachusetts law. Such harassment or abuse is subject to the duties of mandatory reporting and must be reported to the Department of Children and Families within twenty-four (24) hours of the time the educator becomes aware of the suspected abuse. All school personnel are identified as being mandatory reporters.

#### **V. Conflict of Interest**

If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a neutral third-party investigator to conduct the investigation, or recusing from the process the person for whom a conflict or potential conflict of interest exists.

## **VI. Retaliation**

Retaliation in any form for the filing of a complaint, the reporting of discrimination, including harassment, or participating in an investigation is prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. If retaliation is established, it can be considered grounds for disciplinary action. Any allegations of reprisal will be subject to the same kind of investigation and disciplinary action as described above. The school principal or the discrimination/harassment complaint official will inform all involved individuals that retaliation is prohibited, and that anyone who feels they have experienced harassment, coercion, intimidation, or discrimination for filing a complaint or participating in the resolution process should inform the school principal or the discrimination/harassment complaint official.

## **VII. Right to Alternative Complaint Procedures**

In addition to the remedies set forth above, if you believe you have been subjected to harassment or discrimination, you may file a formal complaint with the government agency or agencies set forth below. Using the District complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim.

### **A. Students**

If you believe you have been subjected to harassment or discrimination, you may file a formal complaint with:

Massachusetts Department of Elementary and Secondary Education  
Program Quality Assurance Services  
75 Pleasant Street, Malden, MA 02148-4906  
Phone: (781) 338-3700  
FAX: (781) 338-3710  
Email: [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu)

The time period for filing a claim is one year from the action.

United States Department of Education  
Office for Civil Rights("OCR")  
5 Post Office Square  
Boston, MA 02109  
tel. (617) 289-0111

The time period for filing a claim with the United States Department of Education Office for Civil Rights is 180 days.

## **SCHOOL BUS PROCEDURES**

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

### **School Bus Regulations School Department Responsibilities**

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

### **Operations**

1. Bus stops are established at the start of school for all grade levels with the consideration of the age of the child, walking distance and traffic activity. Bus stop locations may be changed or eliminated at the discretion of the School Department as necessary. Except for certain special education students, door to door bus service should not be expected.
2. All children will be assigned a bus at the start of school. If the use of a sitter is necessary, the parent must make the request prior to the start of school in writing to the building principal. Variations in sitter locations will not be allowed. The pick-up and delivery locations for every student should be consistent and reasonable. The stop locations may differ from morning to afternoon but they should be consistent on a weekly basis with a preference to five days per week if possible. Any deviations should be rare and only with the express approval of the building principal.
3. Children are required to ride the bus to which they are regularly assigned. Exceptions to this requirement may be made by the building principal on a case by case basis.
4. Video surveillance cameras will be used on the buses to monitor student behavior. The responsibility of the viewing of any tapes will rest solely with the building principal. It will be at the building principal's discretion whether a parent, student or driver views a tape.

### **Parent and Student Responsibility**

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

1. On roads where there are no sidewalks, walk on side facing traffic to and from your bus stop.
2. Be on time at your bus stop, the bus cannot wait for you. We recommend for you to be at your bus stop five minutes before your regular pick-up time. Buses can run late, please be patient.
3. While waiting for the bus, do not run, push, or play games.
4. In crossing the road after getting off the bus, cross only after the driver signals that it is safe to cross. Pass ten feet in front of the bus and look for the traffic in both directions before crossing the road.
5. Take your seat promptly upon entering the bus and remain in it until you arrive at your destination and the bus has come to a complete stop. There will be no standing or saving of seats on the bus. Please cooperate with the driver and fellow students by allowing everyone to have a seat.
6. Do not use profanity. Refrain from shouting or making other noises that might distract the driver. The lives of all the children are in his/her hands - including your own.
7. The school bus is a classroom on wheels; conduct yourself as you would in school.
8. Do not enter into conversation with the driver while the bus is in motion, but report any emergency to him/her at once!

9. Be respectful to your bus driver. He/she has a very important job and he/she needs your help. His/her eyes and ears need to be focused on the road in order to drive you safely to and from school.
10. All students must get off at their regular bus stop.
11. Keep your lunch boxes, books, musical instruments, and athletic equipment out of the aisles. Keep the bus neat and do not mark, cut, or break any part of the bus.
12. There will be no smoking, eating or drinking on the bus. Students who smoke on the bus will be disciplined consistent with the rules and regulation outlined in the Student Handbook.
13. Parents should understand that except for certain special education students, door to door service is not required nor should it be expected. Parents are responsible for safely getting their child to and from assigned bus stops.
14. Parents are responsible for the child's behavior and safety at the bus stop. If a parent is concerned with the safety of their child, it is their responsibility to monitor the situation.
15. Special stops will not be assigned to accommodate sitters and daycare providers. Parents should ensure that any sitter hired will be able to assume this responsibility and that the regular bus stop meets the needs of the parents, child and sitter. Parents must request a change in transportation location prior to the start of school and only on a consistent and reasonable basis.

**Kindergarten Students:**

Kindergarten students will ride the regular Elmwood St. School bus. All kindergarten students must be attended at the bus stops by a parent, guardian, or older sibling.

No kindergarten or preschool child will be dropped off at a stop unless there is an adult or older sibling present. It is the parent's responsibility to ensure compliance. If there is no adult at the stop, the driver will bring the child back to school and it is the parent's responsibility to pick up the child from school as soon as possible.

At the start of the school year all kindergarten children are given a bus identification tag. The tag should be worn for at least the first two weeks of school. It is the parent's responsibility to assure that the tag is in place and the information provided on the tag is accurate.

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

All students are encouraged to familiarize themselves with their Student Handbooks. The school principal or assistant principal may suspend bus privileges for misconduct as they are described in the Student Handbook

**\*At the Elmwood Street School if the above expectations are not followed, the bus driver will submit a bus misconduct report to the school. Appropriate consequences will be issued and could include assigned seats and suspensions (short and long term) from the bus.**

## Health Services

### **BASIC INFORMATION**

A registered nurse to provide medical care for students and school employees staffs the Health Office. Parents may contact the school nurse at any time. You are encouraged to update the nurse regarding any new medical issues or concerns.

### **When to keep your child at home**

*Sick or injured students are not able to spend the day in the nurse's office. If your child is not able to attend classes or is contagious, please keep him/ her home. Do not send your child to school if he/she:*

- Has a fever over 100 degrees Fahrenheit or higher
- Has a persistent cold or cough
- Has had vomiting or diarrhea within the past 12 hours
- Has an unidentifiable skin rash
- Has “pink eye” with itching and drainage
- Has a contagious illness such as Chicken Pox or Strep Throat
- Has active head or body lice

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

### **Bloodborne Pathogens**

Every individual's body fluids will be treated as if he/she is infected

- Gloves will be worn when cleaning up body fluids
- Gloves will be changed between treating individuals
- Hands will be washed after removing gloves and before treating another individual
- Spills will be cleaned up with appropriate disinfectant or 1:9 bleach solution
- All disposable material used to clean up a spill will be disposed of in a plastic bag
- Mops will be cleaned with a veridical disinfectant or discarded in a plastic bag
- School doorknobs and handrails are disinfected nightly as a preventative measure

### **Emergency Form**

It is extremely important for the school to have correct contact information for your child in case of an emergency. Your child will receive an emergency form at the beginning of each year. It is to be completely filled out, signed and returned with your child the next day.

### **First Aid Emergencies**

The Health Office provides immediate first aid to students. Students are evaluated, treated, and either returned to class, sent home, or sent for further medical evaluation after a parent/guardian or other designated adult has been contacted. Parents must supply phone numbers in case of emergency so a responsible adult may be contacted. It is essential for the nurse to be able to contact a parent/guardian or designated adult who can assume responsibility in your absence.



### **Health Screenings**

The following state mandated screenings should be done annually:

- ❖ Gr 1,4,7,10 height, weight, BMI
- ❖ PreK - Gr 6, Gr. 10 vision
- ❖ PreK - Gr 3, 7, 10 hearing
- ❖ Gr 5-9 scoliosis (spine curvature screening)
- ❖ Pre, K, 4,7,10 physical exam reports must be provided to the school nurse
- ❖ Gr. 7, 8 SBirt

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

### **BMI Notification**

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

MGL c.71 s.57 and MDPH 105 CMR 200.500:

“The Body Mass Index (BMI) and corresponding percentile of each student in grades 1, 4, 7, and 10 (or, in the case of ungraded classrooms, by a student's 7th, 10th, 13th and 16th birthday) is calculated and reported directly to the Massachusetts Department of Health using appropriate reporting tools as per their guidelines.

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

### **Illness/Injury**

#### **LONG TERM ILLNESSES**

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

### **Policy for students with HIV/AIDS**

HIV/ AIDS diagnoses are confidential. You are not required to disclose HIV infection or AIDS diagnosis. You may choose to inform the nurse confidentially of a diagnosis. Specific, informed written consent from the parents/guardian is necessary before further disclosure of his/her HIV/AIDS is allowed.

### **Orthopedic Injuries**

If your child has an orthopedic injury requiring the use of crutches, braces, casts, slings, splints, etc., please have your child return to school with a note from his/her physician that clearly states the nature of the condition. Clearance to return to school, any restrictions and/or need for supportive devices, and clear time frames for any special accommodations must also be clearly stated. Physical education and recess will be restricted until a physician's note stating no restrictions is submitted.

### **Immunization Policy**

All Millbury students, including those transferring in, must meet the state requirements for the necessary immunizations. Written proof from your physician that your child has met the age/grade appropriate requirements must be on file at school on or before the day the child enters. Throughout the year, the nurse will notify the parents of students in need of immunizations. The Massachusetts Department of Public Health requires (105 CMR 220.000) the following immunizations:

- **Grades K-3: 5 DTP, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella;**

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

### **CHANGE OF CLOTHES**

While your child does need to be toilet trained by Kindergarten, there may be medical issues for some children resulting in toileting accidents. If your child has incidents of toileting accidents, please send in a change of clothes daily. The clinic does not have extra clothes for students.

### **MEDICATION ADMINISTRATION**

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

- All medication, prescription and non-prescription (over the counter), requires a physician's written order (excluding OTC cough drops) and must be in the original container.
- All medication requires written consent from the parent/guardian. High School students receive notices on first day of school regarding Tylenol and/or Ibuprofen administration.
- **All medication must be transported to and from the school by a parent or guardian and delivered directly to the school nurse or designee.**

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

### **TRANSPORTATION BY AMBULANCE**

The Millbury School Department will call an ambulance if it is deemed necessary by the nurse. Trained emergency medical technicians and/or paramedics are responsible for all emergency care of the student upon their arrival at the scene and during transportation to the hospital. The school's responsibility ends when emergency care is transferred to the EMT/Paramedics. Millbury Public Schools is not financially responsible for medical treatment outside of school or for providing transportation or ambulance service for a child who is injured or becomes ill at school.

### **LATEX ALLERGIC SCHOOL**

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

### **ALLERGIES**

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

\*Please note the nurse will work with you and your child regarding specific health concerns or medical care plans. Please communicate any medical issues to the nurse.

## Academic Information

### **MARKING PERIODS**

The school year is divided into three marking periods. At the end of each period, report cards are distributed to grades one, two and three students.

Kindergarten children receive two report cards- half-way through the year and again at the end of the year. Parents may keep the report card sheet but are asked to sign the envelope and return it promptly to the teacher. All Preschool students will receive a progress report twice yearly.

### **BACK TO SCHOOL NIGHT**

Back to School Night is held in the Fall. It is an evening to meet the teacher, visit the room and allow your child to show his/her family where they learn at Elmwood. Please understand it is not a night designed for individual parent/teacher conferences. Teachers will conduct a brief presentation regarding expectations for the year.

- Parents will have the opportunity to sign up for parent/teacher conferences at Back to School Night.

### **PARENT CONFERENCES**

There is an evening set aside in December for Parent Conferences. Parents will have the opportunity to schedule a meeting time that is convenient for them to meet with the teacher. During the year, teachers may contact parents to request an additional conference. Parents also may request a conference whenever they feel it is necessary. Throughout the year, teachers encourage parents to contact them when there is a concern or a question. Teachers can be reached by phone or email. Messages will be taken during the instructional day, and teachers will return calls in a timely manner. Unless an appointment has been made, before, during, or after the school day are not good times to try to have a face-to-face meeting with a teacher. Teachers are with students and involved in instruction and preparation. Please schedule an appointment so that the teacher can meet with you and give you their full attention.

### **CLASSROOM ASSIGNMENTS**

Students will be heterogeneously assigned to classrooms. The elementary school principal, working with team leaders, the guidance counselor, and classroom teachers will assume the responsibility for class assignment. Numerous factors are taken into consideration when assigning children to classrooms. Parents are invited to participate in the process by completing a placement input sheet that describes how their child learns best. This process occurs in the spring. Please note, we are not able to honor parental requests for specific teachers.

### **FIELD TRIPS**

Notices will be sent home with the children regarding any educational field trips with all the necessary information. Written permission to participate in the field trip experience will be required. Students will be expected to follow the bus and school rules outlined earlier in this handbook. At least one staff member on the field trip will carry a cell phone in case of emergency. When necessary {based on students' medical issues} a nurse will accompany field trips.

### **SPECIAL AREAS**

**Art:** A 40 minute art class is offered to all students (PK-3<sup>rd</sup> grade) every 6 days. The Art Teacher is also responsible for supporting art activities within the school.

**Music:** A 40 minute music class is offered to all students (PK-3<sup>rd</sup> grade) every 6 days. The Music Teacher also coordinates a concert/play for each grade (PK-3<sup>rd</sup>) that is open to parents and family members. The 3<sup>rd</sup> grade students have the opportunity to participate in chorus. **Physical Education:** A 40 minute physical education class is offered to all students (PK-3<sup>rd</sup> grade) every 6 days. A student may be excused from class for health reasons with a doctor's note. The

note must be submitted to the nurse. Students need to wear sneakers during Physical Education. For safety reasons, only stud earrings should be worn on the day your child has Physical Education. Please do not allow your child to wear hoops, or dangling earrings on P.E. days.

## 30

**Library:** A 40 minute library class is offered to students (PK-3<sup>rd</sup> grade) every 6 days. Students may borrow books at this time and learn about the library. Please note that any lost books will result in a loss of borrowing privileges until the book is returned. If the book cannot be found, parents will be charged a replacement fee. The Library Clerk coordinates a Whole School Reading Challenge.

**STEAM:** A 40 minute STEAM class is offered to all students (PK-3<sup>rd</sup> grade) every 6 days. The STEAM Teacher is also responsible for supporting Science, Technology, Engineering, Arts and Math activities within the school.

### **STEAM**

Science, Technology, Engineering, Art and Math (STEAM) is an instructional approach at Elmwood based on the idea of educating students in the five specific disciplines - in an interdisciplinary and hands on approach. Rather than teach the five disciplines as separate and discrete subjects, STEAM integrates them into a cohesive learning approach based on real-world application for elementary school students.

### **HOMEWORK**

Homework should provide the student with the opportunity to review and reinforce skills and concepts that have been taught. Homework is intended to prepare a student with a better understanding of the concepts being presented in class. The purpose of homework will be constructive in nature rather than disciplinary. Homework assignments should be appropriate for the grade level and reasonable in the amount of time within which the work is due. Homework/projects are to be the work of the student. A reasonable amount of support by adults is acceptable; however, work that is deemed to be that of someone other than the student will not be accepted. Students will be asked to redo the homework assignment or will receive reduced credit for any assignment that is completed by someone other than the student.

Homework for ill students: If a child is confined to his/her home by illness for **THREE OR MORE DAYS**, parents may wish to request school work to be done at home during recovery. Upon request, the classroom teacher will assemble a packet of homework. If a student will be absent for a prolonged period of time, please contact the principal.

Homework/classwork will not be given in advance for students who will be absent due to a family vacation. Instead, homework will be accumulated in the child's absence and can be made up within a reasonable amount of time upon their return.

### **CARE OF BOOKS**

During the first few days of school, your classroom teachers will assign you textbooks. It is your responsibility to keep the books you received in the condition you received them. If you lose or ruin a book it must be replaced. Payments for books will be made by the student if a book is not returned, whether it is lost, stolen, damaged or marked up beyond reuse. Replacement of the books will be based on current cost.

### **COMPUTER EQUIPMENT AND INTERNET USE/SAFETY**

#### **Millbury Public Schools**

Student Expectations for the Responsible Use of Technology

Students and staff use technology to enhance student choice, personalization, and connectivity within and beyond the school day. As such, the Millbury Public Schools sees the use of technology as an important part of education in the 21st century. These procedures were developed to guide the use of technology by students. Students must agree to the following stipulations in order to be allowed to use technology at school (the acknowledgement of this procedure in the student handbook will serve as agreement).

### **Respect for Equipment**

District technology is made possible by the tax dollars of the people of the Town of Millbury. It is expected that students will use this technology for educational purposes and preserve its working condition for others to use. Students should not install software/apps or alter the functioning of any piece of equipment nor cause any damage to it. Any damage to equipment should be reported as soon as possible so that it can be repaired and put back into useful service.

Students understand that any action that damages or impedes the use of the District technology will be dealt with in accordance with the measures described in the student handbook.

### **Bring Your Own Device (BYOD)**

Students are allowed to bring their own technology device if it is to be used for educational use and to enhance their learning experience. Devices should be suitable to the task, appropriate for in-school use, and have sufficient battery life to last, as needed, during the school day.

Students are expected to understand that their device may not be allowed in some classrooms or school settings. The teacher present at the time will have full authority to determine whether students may use their device or not and this decision should be respected.

Students are solely responsible for their own technology device and will not hold the District liable or responsible, under any circumstance, for loss, theft, or damage of that device. The District is not under any obligation to offer technical support or peripheral equipment to students who bring their owned devices.

### **District Disclaimer**

Access to District technology is a privilege, not a right, and may be revoked at any time. The District shall not be held responsible for accuracy or usability of the content of third party resources. Students understand and acknowledge that using any of the District's technology resources (hardware or software) is not considered confidential and may be monitored to ensure appropriate use. If a student violates this policy then the following may apply with administration or teacher discretion:

- 1st offense - disciplinary action
- 2nd offense - parents/guardians notified by administration, loss of privileges (short term)
- 3rd offense - parents/guardians are called in by administration and loss of privileges (long term)

### **Responsible Use Procedures for Grades PK-3**

Millbury Public Schools is committed to the use of technology in the academic program as a tool to enhance the educational development of our students. Millbury provides network access for students, faculty, staff and administration. Our goal is to promote educational excellence by facilitating research, resource sharing, communication and innovation. All network access is expected to support education and research and to be consistent with the educational goals of

The Millbury Public Schools.

The use of the network is a privilege, not a right, and inappropriate use or use in violation of this policy will result in the loss of these privileges or other disciplinary actions determined by a school administrator. The Responsible Use Procedure is designed to give students and their families clear and concise guidelines regarding the appropriate use of the school's technology, including computers, printers, software, and the Internet.

Using the computer correctly and responsibly is very important. Parents of students in grades PK-3 are asked to review these rules with their children. Students are asked to sign and return the form to the school.

I promise to commit to the following:

- I promise to use the computer carefully.
- I promise to only work on the programs or web pages that my teacher tells me to use.
- I promise to ask for help if I don't know what to do.
- I promise to tell my teacher, the technology director, or other adult administrator if I read or see something on the computer that is inappropriate. *Elmwood takes reasonable steps to provide a safe online environment. The school subscribes to a web content filtering service that blocks the majority of inappropriate sites.*
- I promise never to use the computer to be hurtful to others.
- I promise to print only when my teacher tells me to.
- I promise to only use my name and password. I will not use another person's name and password. I promise not to share my password. • I promise never to draw pictures or write words using the computer that I would not want my parents or teacher to see. • I promise not to give out my personal information, such as my full name, address, telephone number, school address, or send a picture of myself without my teacher or parent's approval.
- I promise not to meet or agree to get together with anyone I have communicated with through the Internet without my parent's knowledge and approval.
- I promise if I receive any messages on the computer that are mean or make me feel uncomfortable, I will tell my teacher immediately.

**I understand:**

- that the computers, network, and printers may not work every day.
- that sometimes my computer work may be lost, and I should be careful to back-up important work.
- that some things I read on the Internet may not be true.
- that I may encounter inappropriate material by accident while using the Internet, and I should report it to my teacher or another adult immediately.
- that the computers and network belong to the district and that using them is a privilege, not a right.
- that it is my responsibility to make sure that any devices I use on a school network are approved.
- that the things that I do using a school computer or network are not private and that my teachers and district staff may review my work and activities at any time.

### **PRESCHOOL**

The Elmwood Street School has an integrated preschool program that is designed to meet the needs of children who are developing within normal limits as well as those who have been identified as having special needs. If you would like information regarding the Preschool Program, please contact the school or contact the Early Childhood Coordinator. (508-865-5241). • A separate Preschool Handbook will be sent to families in the fall. Please refer to the Preschool Handbook for additional details regarding our Preschool Program.



# Millbury Public Schools

## School Calendar

### 2021-2022

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July	
4	Independence Day
5	Independence Day Observed

August	
18-19	New Teacher Orientation
23	Professional Development - No School
24	Professional Development - No School
25	First Day for Students Grades 1-12
26	First Day for Kindergarten
30	First Day for Preschool

September	
6	Labor Day - No School

October	
7	Half Day - Professional Development
8	No School - Professional Development
11	Columbus Day - No School

November	
11	Veteran's Day - No School
12	No School - Professional Development
24	Half Day / Early Dismissal
25-26	Thanksgiving Break

December	
3	Half Day - Professional Development
8	Half Day - Elmwood & Shaw Only*
9	Half Day - Elmwood & Shaw Only*
24-31	Winter Break

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January	
1	New Year's Day
17	No School - Martin Luther King, Jr. Day

February	
4	Half Day - Professional Development
21	No School - Presidents' Day
22-25	No School - February Vacation

March	
18	No School - Professional Development

April	
1	Half Day - Professional Development
18	No School - Patriots' Day
19-22	April Vacation

May	
30	Memorial Day - No School

June	
3	Commencement for the Class of 2022
3	Last Day for Kindergarteners
9	Last Day of School (if no cancellations)
16	5 Days Allotted for School Cancellations
20	Juneteenth Observed