

Harwich Elementary School Handbook 2024-2025

263 South Street, Harwich, MA 02645

Principal: Christie Cutone, Ed.D.

Assistant Principal: Allyson Joy

phone: (508) 430-7216 • fax: (508) 430-7232

District website: www.monomoy.edu

School website: <https://hes.monomoy.edu/>



MONOMOY
REGIONAL SCHOOL DISTRICT



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Monomoy Regional School District

Mission

Monomoy Regional School District places students at the center of an educational partnership with caregivers and the community to create a welcoming and innovative learning environment that builds relationships, encourages curiosity, and elevates all students to achieve their full potential.

Vision

Monomoy is committed to being an exemplary school district, where all of our students become creative and critical thinkers, communicators and leaders, independent and confident learners, and engaged citizens.

Core Values

Knowledge: We value curiosity and continuous growth

Dignity: We value every individual and their voice

Caring: We value kindness and compassion

Stewardship: We value responsibility as citizens in our community and in our world

Courage: We value integrity, character, and the willingness to take risks

Strategic Plan Overview (2024-2028)

1. Portrait of a Graduate Implementation

Develop and implement a comprehensive plan to ensure that every graduate possesses the skills, attributes, and characteristics necessary for success in college, career, and life

2. Learning and Academics

Foster a rigorous, equitable, and inclusive academic environment that nurtures the competencies of the Portrait of a Graduate to prepare students for college, career, and life

3. Being and Wellness

Cultivate a safe, inclusive, and supportive environment that promotes the mental, emotional, and physical well-being of students and staff

Portrait of a Graduate

Monomoy's Portrait of a Graduate is a collection of skills, attributes, and characteristics that we are committed to developing in each of our students from preschool through to graduation.



CREATIVE & CRITICAL THINKER

- Critical thinker and problem solver
- Creative, curious, and innovative
- Adaptable and flexible
- Prepared for college, career, and life



COMMUNICATOR & LEADER

- Effective communicator
- Work within and lead a team
- Consider other perspectives
- Collaborate, compromise, and negotiate



ENGAGED CITIZEN

- Act with integrity
- Treat others with empathy
- Recognize and respect diversity
- Engage civically, environmentally, and globally



INDEPENDENT & CONFIDENT LEARNER

- Self-motivated and independent
- Advocate for themselves
- Embrace challenges
- Resilient

HES School Council Vision Statement

In partnership with caregivers and our diverse community, Harwich Elementary School is committed to fostering the growth of the whole child in a positive, safe, and equitable environment. Our learner-centered curriculum supports and challenges each student as they grow to their fullest academic potential, based upon an integrated social-emotional foundation that develops kind, connected and engaged children.

- Adopted January 24, 2021

If you need a printed copy of this handbook, please contact the school's front office to make arrangements to obtain one.

Information At A Glance

Location/Contact Information

Harwich Elementary School
263 South Street
Harwich, MA 02645
Principal: Christie Cutone
phone: (508) 430-7216
fax: (508) 430-7232

[Harwich Elementary School homepage](#)

Leadership

Principal: Christie Cutone, Ed.D. • ccutone@monomoy.edu • (508) 430-7216
Assistant Principal: Allyson Joy • ajoy@monomoy.edu • (508) 430-7216

Letter from the Principals

Dear Harwich Elementary School Friends and Families,

Welcome to Harwich Elementary School (HES) and a brand new school year! We are delighted to join this amazing community and to serve as your Principal and Assistant Principal.

At HES, we strive every day to be “FIN”tastic – Respectful, Responsible, Safe, and Ready to Learn. It is our goal to ensure a fun, safe, academically rigorous, and warmly supportive learning environment in which each of our Sharks will thrive. We celebrate our successes, and we learn from our mistakes. Within this handbook, you will find lots of information about school expectations and School Committee policies. As you review, please reach out to the main office or contact us directly with any questions.

On behalf of the entire HES staff, we look forward to embarking upon this wonderful educational journey with you and your families. We encourage you to be involved with your PTO, to volunteer in your school, and to communicate openly with us. You are an important part of your child’s education, and we value your partnership.

Here’s to a “FIN”tastic school year!

Warm regards,

Christie Cutone, Ed.D., Principal
Allyson Joy, Assistant Principal

Start and Dismissal times

Start time: 7:45 a.m.

Dismissal begins: 2:05 p.m.

Early Release Wednesday every other week at 1:20 pm (buses will arrive approximately 40 minutes earlier than normal)

Half-day dismissal time: 11:00 a.m.

School Calendar

[For the MRSD calendar for the 2023-2024 school year, click here](#)

Staff

All Monomoy employees may be contacted regarding school business via email. Every employee has an email address consisting of their first initial and last name @monomoy.edu (with a few exceptions). [An online staff directory can be found here, searchable by name, title, and/or location.](#)

For the HES Staff List, click here: [HES 2024-2025 Staff List](#)

District Administration & Staff

Monomoy Regional School District Administration Offices

Office of the Superintendent

425 Crowell Road, 2nd Floor, Chatham, MA 02633

phone: (508) 945-5130 fax: (508) 945-5133

Transportation Line: (508) 945-5123

District Administration/Central Office

Dr. Scott Carpenter - Superintendent of Schools

Dr. Robin Millen - Director of Curriculum, Instruction & Assessment

Lindsey Parker – 5-12 ELA/Humanities Curriculum Director

Kristen Callahan – 5-12 STEM Curriculum Director

Melissa Maguire – Director of Student Services

Mackenzie Yarletts – Director of Technology

Michael MacMillan – Business Manager

Rick Travers – Facilities Director

Michael (Mac) Noks – Director of Food Services

Holly Thyng – Data, Compliance, and Assessment Specialist

Ellen Bearse – Human Resources Coordinator

Joy Jordan – Community Engagement Coordinator/Web Manager

Leah Tambolleo – Assistant to the Superintendent

Faith Rushnak – Transportation Coordinator/Administrative Assistant

Grace Brown – Administrative Assistant, Student Services

District School Committee – 2024-2025

Betty Gray, Chair

Tina Games, Vice Chair

Ryan Clarke

Meredith Henderson

Jessica Rogers

Bre Rose

Brad Schiff

Jackie Zibrat-Long

Arrival and Dismissal Procedures

Arrivals: Buses are unloaded at 7:35 a.m. when the bell rings and proper supervision is available. Early morning drop-off is from 7:15 to 7:30 a.m. at Door 17, where students enter the building and are supervised in the cafeteria. Caregiver dropoff will be from 7:35 to 7:45 a.m at Door 15 ONLY this year (K, Grade 1, Grade 2, Grade 3 and Grade 4). After 7:45 a.m., students must be brought to the Main Office Door 1 by an adult and checked in to school with the front office staff. Students entering the building after 7:45 a.m. are tardy.

Dismissal: Beginning at 2:05 p.m., students are dismissed to the caregiver pickup doors as their car arrives or called to their buses from their classrooms. Walkers report to the Office and then are dismissed through Door 1. Students who are attending after-school programs will be dismissed to these locations or picked up at their classroom by program staff.

Caregiver Pick-Up and Drop-Off Placards: Each family receives a dashboard placard for Door 15. Placards must be used to make this process most efficient. Please place the placard on your passenger side dashboard for a smooth transition pick-up.

HES Student Drop Off and Pick Up Procedure

- Student and staff safety is our first priority. Please be patient and respectful at all times with other drivers, staff and students.
- Placards issued by the school must be displayed on the vehicle dashboard when dropping off or picking up students.
- Drivers stay in vehicles at all times.
- Staff on duty will supervise the students' entrance into the school and dismissal to vehicles.



PickUp Patrol

Please enter all dismissal/transportation changes (either one-time or recurring) into [PickUp Patrol](#). PickUp Patrol is our online system for parents to communicate dismissal plan changes to the school. Parents with an existing account will be able to continue to make changes as they have in the past. Parents of kindergarteners and new students will receive an email at the beginning of the school year with PickUp Patrol login instructions. Dismissal changes can be entered from a computer or smart phone at any time until 12:45 p.m. on the day of the changes (12 p.m. on Early Release Wednesdays). Changes can be made days, weeks, or even months in advance. However, please note that if you enter a change and the dismissal plans are canceled, you must remember to delete the change from PickUp Patrol or your student will be given the PickUp Patrol dismissal directions. After 12:45 p.m. (12 p.m. on Early Release Wednesdays), changes will not be accepted except in the case of an unexpected emergency. Such changes can be made via phone directly to the Main Office. As the end of the school day is a busy time, please plan accordingly and limit these exceptions to emergencies only to ensure the safety of all students.

Academics

Curriculum

[Grade-level curriculum overviews can be found here.](#)

Schedule

K-4 School Day Arrival and Dismissal Times:

7:15 Early Drop Off - Cafeteria

7:35 am: Students may enter the building

7:45 am: Late Bell/School day begins and students report to class

2:05 pm: School day concludes

*Early Release Wednesday every other week at 1:20 pm (buses will arrive approximately 40 minutes earlier than normal)

All students have Math, Science, Social Studies and ELA daily as well as at least one unified arts class each day. Unified arts classes include Music, Art, PE, Library, Science and Technology

Preschool Arrival and Dismissal Times:

7:50 a.m. - 10:20 a.m. Morning Session

11:35 a.m. - 2:05 p.m. Afternoon Session

Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (“Regulations”) together provide parents and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Records Regulations by contacting the Principal.

Definitions

The student record shall consist of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/ her birth date; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

The right to access a student's education records. Parents or eligible students should submit their request for access to the Principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 34H") provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the Principal.

The right to request amendment of the student record. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

The right to consent to disclosures of personally identifiable information contained in the student record, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Monomoy Regional School District and who need access to a record in order to fulfill their duties. The Monomoy Regional School District also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.

In addition, the Monomoy Regional School District has a practice of releasing directory information without consent, including to military recruiters in accordance with the mandates of the No Child Left Behind Act of 2001. Directory information consists of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the Principal. Absent receipt of a written objection by October 1, 2018, the directory information will be released without further notice or consent.

The right to file a complaint concerning alleged failures by the District to comply with the regulations and laws governing student records: Complaints may be filed at the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.

Non-custodial Parent Access to Student Records

The Student Record Regulations concerning access to records by non-custodial parents (a parent who does not have physical custody of a student) can be found at 603 CMR 23.07(5). A non-custodial parent may have access to the student record unless the school has been given documentation that:

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. A time period of 21 days may be implemented before records are released.

Maintenance and Destruction of School Records

The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system. The student's temporary record shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. If a parent wishes to collect the temporary record or any part thereof, he/she must do so within the timeframe.

Homework

The 2021 MRSD Homework Task Force carefully considered family and staff input, research and the requirements of our reading curriculum. The homework expectation for kindergarten through Grade 4 has been revised to reflect the task force recommendations as follows:

- Kindergarten: 30 minutes reading encouraged; complete reading log and return to school
- Grades 1-4; 30 minutes reading; complete reading log and return to school
- Daily math facts practice and long term projects will be supported in school.

Parent Involvement with Homework

The 30 minute at-home reading expectation may need the support of family members to read aloud stories to younger students, help with book selection, and to discuss story elements. This should be an enjoyable time for your family. Establishing a daily homework routine for reading helps develop good study habits. Completing and returning the required reading log develops organization and responsibility in our students. If homework becomes a stressful experience and disrupts family life, the parent should inform the child's teacher immediately.

Grading

There are three grading terms in the elementary school year with report cards distributed in December, March and June. Families can access student grades on Aspen which is the district's online grading system. The elementary report card is standards based and grades reflect the student's progress towards mastery.

Modified Grading Procedures

Modified grades are available for all students across the district that may have special circumstances that require their grades to be modified. Modified grades are offered based on the unique needs of the student and will be signified on the report card with an asterisk.

Sex Education

Chapter 71, Section 32A. Parents/guardians may exempt their children from any portion of a course curriculum dealing with human sexual education or issues by written notification to the Principal. Parents/guardians have a right to inspect and review program instruction materials.

Testing

MAP

The Measures of Academic Progress (MAP) is a computerized testing system offered at Harwich Elementary School. The tests will be offered in Mathematics and Reading. Students will be assessed at the beginning of the school year, in January, and at the end of the school year. The tests are web-based and computer-adaptive, which tailors the assessment for each student. The results offer insight into specific areas of strength and areas in need of improvement for each child. The testing, which measures student growth in Reading and Mathematics, will be used by teachers to help guide instruction throughout the year. More information is available at nwea.org

MCAS

A good testing system is tied directly to good teaching and learning. In Massachusetts, we set high learning standards that describe what a student should know and be able to do at each grade level and in each subject. To find out how well students understand what is being taught, educators give students both local and state tests. Using these test results, school districts and

teachers can identify areas where students need more help, refine lesson plans, and even select different curriculum resources to help students reach high expectations. The MCAS tests, used in concert with ambitious learning standards, have played an important role in the achievement gains of the past 20 years. Our K-12 public school students lead the nation in academic achievement and are competitive internationally. That success would not have been possible without a high-quality testing system that provides feedback on student, school, district, and state achievement and progress. At Harwich Elementary School we see the benefit of our students participating in MCAS. For individual students: we gain insight into each child's strengths and celebrate those strengths; we identify the supports we need to provide so each child acquires the essential knowledge, skills, and understandings needed for college/career readiness; and we create and/or identify opportunities for assistance or advancement outside of school. For the school: we assess the relative strengths/alignment of our curriculum; we use data to inform master schedules/assign students to enrichment and/or remediation; and we identify strengths and opportunities for improvement in teacher performance.

Tutoring

Pursuant to 603 CMR 28.03(3)(c): "Upon receipt of a physician's written order verifying that [a student] must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital." In those circumstances, please contact the Office of the Director of Pupil Personnel Services to coordinate tutoring. If a student is absent for fewer than 14 school days or otherwise does not qualify for tutoring under 603 CMR 28.03(3)(c), the student/parent can email individual teachers and/or check the teachers' websites in order to find out about assignments/work missed and/or due.

A student may be eligible for home/hospital tutoring upon receiving written order verifying that said student has had a cumulative 14-day or more absence due to a related medical condition; and a team has determined the absence has had a substantial impact on said student's learning.

In order for tutoring to commence:

1. A Physician's Affirmation of Need for Temporary Home or Hospital Education for Medically Necessary Reasons-must be fully completed on behalf of the student by his/her caregiver (form available on the Monomoy Regional School District's website under Student Services/Special Education).
2. At a minimum, the physician's signed notice must include information regarding:
 - a. the date the student was admitted to a hospital or was confined to home;
 - b. the medical reason(s) for the confinement;
 - c. the expected duration of the confinement; and
 - d. what medical needs of the student should be considered in planning the home or hospital education services.

3. If the student has an IEP and is likely to remain at home or in the hospital for a period of 60 days, the Team will reconvene within 10 days once notified that the student will most likely remain at home/hospital for more than 60 school days. An updated Physician's Statement will be required for continued tutoring.
4. Parents must verify a phone number where the tutor may make contact with the student to arrange a mutual meeting time and place, preferably at a public venue-not in the student's house. (Library, Community Center). If instruction is to take place in the home, a mutually convenient time will be scheduled where an adult will be present in the home.
5. Any parent or student concerns should be communicated immediately to the Principal, such as work not being provided/ picked up or done correctly. This will avoid issues related to report cards and progress reports.
6. If the student has had 2 no-shows or last minute cancels or is not doing the assigned work, a warning letter will be sent out from the Special Education Office, followed by a meeting with parent/guardian to discuss further actions.

Retention

When staff recommends that a student repeat a school year, the parent/guardian will be notified no later than the end of the second term. Factors such as number of years retained, chronological age, scholastic achievement, cognitive ability, and developmental and social maturity will be considered in collaboration with the family. Retention Rating Scales will be used in addition to the factors mentioned above in making the retention determination. Retention must be agreed upon by both the parent and the district. If one party disagrees, the student must move to the next grade.

English Language Learners

The English Language Learners program is designed to create an educational experience where students are taught strategies to help master English as quickly as possible, provide experiences where they can learn to develop appropriate academic and social skills, and progress in content areas with achievement that is not impacted due to English proficiency. Our program integrates skills and concepts of the Monomoy curriculum in a way that fosters language learning that is meaningful and useful to students. The program responds to a variety of learning styles and incorporates cultural backgrounds and considerations of language levels.

Attendance

Attendance Policies

Monomoy Regional School District recognizes the importance of attendance for the successful academic development of its students. Research shows that children who attend school regularly perform better academically, socially, and behaviorally. Students who are chronically absent are more likely to drop out before graduating than those who attend school regularly. Arriving on time to school – and remaining in school for the entire school day – is equally important. Every child’s success depends on a solid educational foundation, and our school can’t build that foundation if a student is regularly absent, tardy, or dismissed.

Daily attendance is part of our school’s overall accountability measures, based on requirements from the Massachusetts Department of Elementary and Secondary Education. **Massachusetts defines Chronically Absent as missing at least 10% of days enrolled (e.g., 18 days absent if enrolled for 180) regardless of whether the absences are considered excused, unexcused and/or for disciplinary reasons.** Under these accountability measures, our school is responsible for reducing the number of students who are chronically absent – those who miss eighteen (18) or more days in a year **for any reason**. While a limited number of absences due to illness, injury, legal or medical situation, or urgent family matter is natural in any school year, absences for family vacations, missing the school bus, or other non-urgent reasons are not appropriate.

To limit the number of chronically absent students, our school will take the following steps:

1. When a student reaches six percent (6%) of school session days absent, regardless of reason, a school administrator or their designee will reach out to reaffirm the importance of daily attendance and to offer support and assistance.
2. When a student reaches eight percent (8%) of school session days absent, regardless of reason, a school administrator or their designee will reach out to discuss and document the concerns and to offer support and assistance.
3. When a student reaches ten percent (10%) of school session days absent, regardless of reason, the school will reach out to arrange a meeting between the household and school officials to explain potential legal consequences for continued absences and to offer intervention services.

Monomoy Regional School District has adopted a program to improve school attendance through the [“Keep Them Coming”](#) initiative, in which the school collaborates with parents/caregivers, the District Attorney’s Office, and other community entities to develop methods for improving student attendance. If the family is not responsive to the attendance outreach from the school, Keep Them Coming will be used.

Please help improve students’ overall attendance by:

- Scheduling appointments to take place before or after school hours, or during school vacations;
- Taking family vacations only during weeks of school vacations;
- Knowing the start and end times for the school day and respecting the hours in between for learning; and
- Regularly checking Aspen's Family Portal to view and monitor the student's attendance record/pattern.

A student arriving at school after, or dismissing before 11:20 a.m. will not receive overall attendance credit for the day. A student who is absent will not be permitted to participate in any school-sponsored events (clubs, social, athletic, the arts, or extracurricular activities) during the period of such absence, unless it is approved by appropriate school personnel.

Reporting an Absence

The most efficient and effective way to report a student absence is via PickUp Patrol at this link: <https://app.pickuppatrol.net/parents>. If necessary, you can also call the school at 617-848-0115. When a student is absent and no absence has been reported to the school, an automated phone call will be placed to the student's primary contact phone number by 8:45 am. If a return phone call is not received before 9:30 am, the Main Office will call the primary contact to confirm the student's absence.

All non-attendance at school is considered an absence. MRSD understands that some absences are unavoidable. Please advise the school if:

- There is a death in the family or religious observance.
- The student is ill or has a professional appointment. Professionals mainly include doctors, medical facilities, legal, dentists, psychotherapists, chiropractors, orthodontists, etc.
- The absence is school-sponsored (field trips, college visits, etc.).

PickUp Patrol

Please enter all dismissal/transportation changes (either one-time or recurring), as well as attendance notifications into [PickUp Patrol](#). PickUp Patrol is our online system for parents to communicate dismissal plan changes to the school. Parents with an existing account will be able to continue to make changes as they have in the past. Parents of kindergarteners and new students will receive an email at the beginning of the school year with PickUp Patrol login instructions. Dismissal changes can be entered from a computer or smart phone at any time until 12:45 p.m. on the day of the changes (12 p.m. on Early Release Wednesdays). Changes can be made days, weeks, or even months in advance. However, please note that if you enter a change and the dismissal plans are canceled, you must remember to delete the change from PickUp Patrol or your student will be given the PickUp Patrol dismissal directions. After 12:45 p.m. (12 p.m. on Early Release Wednesdays), changes will not be accepted except in the case of an unexpected emergency. Such changes can be made via phone directly to the Main Office.

As the end of the school day is a busy time, please plan accordingly and limit these exceptions to emergencies only to ensure the safety of all students.

Early Dismissal

If you need to have your child dismissed before the regular dismissal time, you must enter it into [PickUp Patrol](#) specifying the date and time of departure. Your child will be called to the Main Office when you arrive, and you will be required to enter the dismissal in the Sign Out log. Children will not be dismissed to the custody of anyone other than the parent/guardian unless prior arrangements have been made and verified.

Special Note: Please do not attempt to take your child from the classroom, bus line, or field trip without first telling the teacher, and/or alerting the Main Office. This compromises our established procedures and the children's safety.

Tardy Procedures

Students are expected to be on time for school and classes. Students who are tardy to school must report to the Main Office to sign in on the tardy sheet, and receive a pass to class. Families are responsible for communicating their student's tardy to the school.

If a parent or guardian notifies the school that the tardy is due to one of the following reasons: legal, doctor's or dentist's appointment, illness, this will be noted in the student's attendance record. If such tardies become excessive, "professional" notes will be required. Unacceptable tardies include: oversleeping, missing the bus, arriving late by means of one's own transportation (not the school bus). **Parents/caregivers are notified of excessive tardies and similar procedures will be implemented as noted above for absences.** Students riding the bus are never marked tardy.

Multiple Days Of Absence Known In Advance

The student must present a note or email from a parent/caregiver to an administrator or their designee indicating the dates and reason for the projected absence. Family vacations during school days are strongly discouraged. **Teachers are not required to provide work in advance of absences due to family vacations.**

Flagrant Absenteeism

In flagrant absentee cases involving students under age sixteen, the school may file a [CRA petition](#) with the court or initiate [51A \(abuse, neglect\) proceedings](#). The intervention process may be waived in cases of obvious extended illness or other verifiable hardship.

Withdrawal/Moves

In the event that you move during the school year, all withdrawals are processed through the school's Main Office. You must complete a transfer form and sign a release of records, which will allow the forwarding of cumulative records to the receiving school. We will mail the documents through the mail and request sufficient notice to ensure a smooth transition for your child.

Massachusetts General Laws on Attendance

School Attendance

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

Notification and Contact Information

Chapter 76, section 1A of the Massachusetts General Laws states that parents/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, parents/guardians must provide the school with a home, work or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

Who is a Supervisor of Attendance?

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

What is a CRA?

A "CRA" (child requiring assistance) is a petition may be filed in court by a supervisor of attendance if the child is habitually absent and doesn't attend school for more than 8 days in a quarter without a proper excuse or a habitual school offender who doesn't obey the lawful and reasonable commands of the school.

What is a 51A?

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

Parental Responsibility

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

Inducing Absences

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

Communication

Blackboard Mass Notifications

The school district uses an automated communication system called Blackboard Mass Notifications to contact and inform caregivers and staff about important school and district events and announcements. Messages may be sent via phone, email, text/SMS, Facebook, Twitter, and the Monomoy app, depending on the specific circumstances. The free Monomoy mobile app can be downloaded from the Apple Store or Google Play. Automated phone calls will be reserved for the most urgent, time-sensitive messages; most messages and updates will be sent via email, text, and the Monomoy app. Please make sure that the school has your current and correct phone and email contact information on file. In case of urgent communication related to school closings, delays, or other emergencies, this system allows immediate contact. All messages sent via Blackboard Mass Notifications will be automatically translated into the recipient's preferred language, as noted in Aspen.

Emergency Delays/School Closing

In the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel, the superintendent may delay the start of school, dismiss school early, or close school. Students, caregivers, and staff will be informed via our Blackboard Mass Notifications system, with delay or closing messages sent via phone, email, text, and Monomoy app. The information will also be posted on the Monomoy website and shared with local news media. When schools are closed, all other school-related activities will be canceled, including athletic events.

Home-to-School and School-to-Home Communication

The foundation of a strong family and school partnership is regular, open communication. You should feel comfortable contacting us when questions or concerns arise. We ask that you follow a logical chain of communication by contacting the classroom teacher as an initial step in most situations. You should also feel free to contact counselors, specialists, and administrators as the need arises. We will make every effort to keep you informed of important events at school. Classroom or school newsletters, school committee meetings (broadcast on Channel 22 and YouTube), curriculum nights, the Monomoy website, and other special events are some of the ways that we aim to foster home and school partnership and communication. Please be sure to ask your children if they have any newsletters or notices from their teachers. It is also helpful to check book bags or backpacks on a regular basis. Many teachers use some form of a communications folder for home and school communication with electronic communication being the preferred method for families. You should look for this folder on a regular basis since important communications will be sent home in this folder.

Communication with Students/Staff During School Hours

Please do your best to communicate after school plans to your children before they leave for school, and take advantage of the online [PickUp Patrol](#) program. We understand that emergencies arise, and will be happy to convey messages to your children in these instances.

If you wish to speak to your child's teacher, please email them to discuss or to schedule an appointment to talk. We will not interrupt classroom teaching unless there is an emergency that needs immediate attention. Generally, teachers will respond to you on the same day that they are contacted.

Students are not allowed to have cell phones at school. We will allow students to use the office telephone to call you if they have forgotten their lunch, instrument, or some other needed items. Please bring any forgotten items to the Main Office and we will deliver the item to your child.

When Families Have a Concern

We welcome the opportunity to assist you and your child if there is a problem at school. Contacting the right person and discussing your concerns generally leads to a quick solution. In most instances, the best person to speak to first is your child's classroom teacher. Teachers are not able to engage in "drop in" conferences at the beginning of the school day as the students are in the classroom and need their full attention. If you are unable to resolve the issue after speaking with the teacher, you may contact the principal or assistant principal. In the rare event that your problem is not addressed sufficiently by the school administration, you may contact the superintendent.

If your child has been sent to the principal's office to discuss a discipline issue, parents will be notified by an administrator on that day, or in some instances, the following day. Please call the Main Office if you have any questions. Occasionally, students come to speak with the principal in order to resolve a minor issue to provide information about an incident they may have witnessed. In these cases, it is unlikely that you will receive a call from the teacher or the principal.

Notice of Translation Opportunity

For the purposes of this section, unless otherwise specified, all notices shall be written in plain language in English and when requested/necessary, the primary language spoken at home, if different than English. All written notices shall be delivered by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

Photo and Media Opt-Out Process

Monomoy Regional School District uses photos and/or videos of students and student work to showcase educational activities and programs in our schools and share the Monomoy experience with families and the community.

- Student photographs and/or videos may be used on the district website and/or social media.
- Student photos and videos are generally used without student names, unless a specific award, honor, or achievement by the student is being highlighted.
- Student names are released without photos for Honor Rolls.
- Names of MRHS graduates are shared each year.
- Occasionally, student photos and/or news may be shared with local media outlets.

If you DO NOT give Monomoy Regional School District permission to include your student's image or name in any way, please send a letter to your school principal explicitly stating your wish to opt out. This letter must be received by October 1 (or 30 days after registration for students entering mid-year).

Please note that MRSD does not control the disclosure or use of photographs or video taken by participants at events that are open to parents, community members, and/or the news media. Additionally, this form does not apply to students participating in public events, such as performances, academic competitions, and athletic events. Student photos and names from these events may be published by the news media.

Upon receipt of an opt-out letter, school staff will document your student's status in the Aspen Student Information System for the current school year.

Code of Conduct

Expectations For Behavior and Academics

A core value of our school community is the creation and maintenance of a peaceful and respectful learning environment. We believe that all children and adults have the right to learn in an atmosphere that is free from distraction, fear or discomfort. Furthermore, we know that for maximum learning, students and staff must know that school is a safe and orderly place. School Norms have been developed to protect these rights. Please take the time to review our Expectations for Student Behavior and Academics with your child. An effective way is to read the rules together and discuss why each one is necessary.

Honor Code

Students will subscribe to the following honor code:

“I understand that academic honesty is absolutely necessary for my teachers to be able to evaluate my learning and help me learn better. I pledge that all of the work I hand in will be my own, completed without unauthorized help, except in the case of group projects or assignments on which my teacher allows collaboration. When using other people’s words or ideas in my papers, I will give credit to the source by citing the author. I also pledge not to assist others in violating this honor code, and to do all I can to promote and uphold academic honesty at Harwich Elementary School.”

Examples of cheating are (list is not all inclusive):

- a. Looking at another student’s work during a test.
- b. Copying answers (or assignments) from another student or a teacher.
- c. Possessing cheating sheets with answers on them.
- d. Talking during an assessment.
- e. Removing or obtaining an test from a classroom without the teacher’s permission.
- f. Using your phone (inside or outside of the classroom), or other technology, or social media, during an assessment of any type.
- g. Plagiarism is a serious error for a writer to make; all students should be aware of the consequences. Any paper that contains even a small portion that has been plagiarized will be a violation of the honor code.

h. Misuse of Artificial Intelligence

Students must follow these guidelines for acceptable use of AI:

- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- When using AI tools on assignments, add an appendix showing (a) the entire exchange, highlighting the most relevant sections; (b) a description of precisely which AI tools were used (e.g. ChatGPT private subscription version or DALL-E free version), (c) an explanation of how the AI tools were used (e.g. to generate ideas, turns of phrase, elements of text, long stretches of text, lines of argument, pieces of evidence, maps of conceptual territory, illustrations of key concepts, etc.); (d) an account of why AI tools were used (e.g. to save time, to surmount writer's block, to stimulate thinking, to handle mounting stress, to clarify prose, to translate text, to experiment for fun, etc.).
- Not use AI tools during in-class examinations, or assignments, unless explicitly permitted and instructed.
- Employ AI detection tools and originality checks prior to submission, ensuring that their submitted work is not mistakenly flagged.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning.

Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a proactive, system-wide approach to creating and sustaining culturally acceptable behavioral expectations needed within the school. Our "Fin"tastic principles of being Respectful, Responsible, Safe and Ready to Learn are modeled and practiced daily. In regulating student behavior, school personnel will be fair, consistent, and judicious in the administration of the disciplinary consequences. PBIS supports are provided for students to help them achieve socially, emotionally, physically, and academically within this framework using the 'whole child' approach.

When students are disciplined, consequences are administered on an individual basis. Each incident is reviewed with regard to frequency and severity if a student's behavior is disruptive, disrespectful and detrimental to the learning process or if the conduct could cause injury to self, others and property. Mitigating circumstances will also be considered. We therefore expect students to be polite and respectful at all times. Any behavior, such as pushing, fighting or throwing of objects, shows a lack of concern for the rights and safety of others, in person or online, is not acceptable. All students are entitled, absolutely, to the safety of their person and property at Harwich Elementary School.

Please take the time to review our Expectations for Student Behavior and Academics with your child. An effective way is to read the rules together and discuss why each one is necessary.

Students at Harwich Elementary School are expected to abide by the following Norms:

"FIN" tastic Students Are Respectful, Responsible, Safe and Ready to Learn !

HES School-Wide Behavior Expectations Matrix

School-wide Rules/Expectations	Settings/ Contexts			
	Classroom	Cafeteria	Hallway	Bathroom
Respectful	<ul style="list-style-type: none"> Listening App Voice level for activity Using appropriate language 	<ul style="list-style-type: none"> Use kind words and manners Appreciate cafeteria staff 	<ul style="list-style-type: none"> Stay in your own space Voice Level: 0: traveling with class 1: walking with a friend 	<ul style="list-style-type: none"> Stay in own space Quiet, inside voice (Level 2)
Responsible	<ul style="list-style-type: none"> Staying on task Completing assignments 	<ul style="list-style-type: none"> Keep track of your belongings Choose healthy foods Clean up after yourself Follow bathroom expectations 	<ul style="list-style-type: none"> Hands, feet and objects to self 	<ul style="list-style-type: none"> Leave the room clean and ready for others
Safe	<ul style="list-style-type: none"> Walking Keeping hands to self Using materials appropriately 	<ul style="list-style-type: none"> Walking feet Keep hands, feet and belongings to yourself Eat your own food 	<ul style="list-style-type: none"> Feet are walking Stay to the right in the hallway /stairways Face Forward One step at a time on stairs 	<ul style="list-style-type: none"> Body to self Feet on the floor
Ready to Learn	<ul style="list-style-type: none"> Listening Looking at the teacher Materials are organized 	<ul style="list-style-type: none"> Follow adult directions Stay in own seat while eating 	<ul style="list-style-type: none"> Quiet or Silent Be alert and focused 	<ul style="list-style-type: none"> Wash hands Enter and exit quickly
Voice Level	<ul style="list-style-type: none"> Level 0-3 depending on teacher activity 	<ul style="list-style-type: none"> Level 0-2 	<ul style="list-style-type: none"> Level 0: traveling with class Level 1: walking with a friend 	<ul style="list-style-type: none"> Level 0-2

School-wide Rules/ Expectations	Settings/ Contexts			
	Bus	Arrival	Dismissal	Playground
Respectful	<ul style="list-style-type: none"> Listen and follow bus driver directions 	<ul style="list-style-type: none"> Pass the door to anyone behind you 	<ul style="list-style-type: none"> Be a buddy to younger students 	<ul style="list-style-type: none"> Stay in your own space Do not interrupt others free time to play
Responsible	<ul style="list-style-type: none"> Knowing your bus number Keeping your belongings in your own space Looking for your bus stop 	<ul style="list-style-type: none"> Check your bus seat for belongings Take shortest route to classroom If going to breakfast, check in with your teacher first. 	<ul style="list-style-type: none"> Listen carefully Stay in line and face forward, Follow teacher directions 	<ul style="list-style-type: none"> Make sure you are following the rules and procedures
Safe	<ul style="list-style-type: none"> Sitting on the seat facing forward with feet on the floor Keeping hands, feet and body in your own space 	<ul style="list-style-type: none"> Walking feet Carry backpack and belongings close to your body Follow hallway expectations 	<ul style="list-style-type: none"> Walking feet Carry your backpack and belongings next to your body Keep control of your body in line 	<ul style="list-style-type: none"> Run in designated areas Stay within the boundaries
Ready to Learn	<ul style="list-style-type: none"> Sitting Listening for directions from the bus driver 	<ul style="list-style-type: none"> Listen carefully to bus driver and staff, Have any needed items from home with you to begin the school day 	<ul style="list-style-type: none"> Be packed up and ready for dismissal Listen carefully to announcements 	<ul style="list-style-type: none"> Quiet or Silent Be alert and focused Follow all given procedures
Voice Level	<ul style="list-style-type: none"> Level 0, 1 or 2 Level 0 if driver is speaking 	<ul style="list-style-type: none"> Level 0, 1 or 2 Level 0 when driver is speaking 	<ul style="list-style-type: none"> Level 0 or 1 Level 0 during dismissal announcements 	<ul style="list-style-type: none"> Level 0, 1, 2 or 3 Level 0 when lining up

Students Who Engage In Inappropriate Behavior

There will be consequences for students who engage in inappropriate behavior including bullying, harassment, or discrimination. Consequences may range from warnings, loss of certain school privileges or possibly suspension. The caregiver/guardian will be notified of significant inappropriate behavior.

If inappropriate behavior including, bullying, harassment, or discrimination disrupts the learning of other children, the child may be temporarily separated from the classroom and placed in a designated area in the school. The child will be supervised for the duration of the separation. If a child's actions pose a physical danger to the staff or students, the child may be suspended from the school.

Fighting/Assault

All parties involved in the incident will be dealt with according to the circumstances involved. Suspension of one, both, or all parties involved may be necessary for up to ten (10) days. Caregivers will be contacted in all cases. The police will be notified and criminal charges may result.

School Bus Conduct

The Cape Cod Collaborative provides transportation to and from school for students residing in Harwich. Questions and/or changes to bus routes may be made by contacting MRSD Transportation Coordinator, Faith Rushnak at 508-945-5130. School Choice students must be transported to and from school by caregivers. Most buses do not have seatbelts, thus it is imperative that students follow the bus rules to ensure their safety.

H.E.S. is "Fin"tastic!

On the BUS we are...

- **Respectful** Level 0, 1, or 2 Voice, Listen and follow driver's directions
- **Responsible** Being on the correct bus, Keeping belongings in own space, Being ready to get off at your bus stop
- **Safe** Sitting, Feet down, Hands and feet to self, Facing forward, Keep your body in your own space on the seat
- **Ready to Learn** Quiet, Listening, Sitting



The primary responsibility of the bus drivers is to transport students safely. Students must cooperate by behaving responsibly and courteously. If a student fails to observe bus rules,

his/her actions will be reported to the principal or assistant principal (school administrators). The following action will be taken:

1. The bus driver and/or administrator will fill out and submit a School Bus Incident Report with the school office and the bus coordinator.
2. The school administrator(s) will discuss the incident with the student(s), bystanders who witnessed the incident, the classroom teacher, the bus driver(s) and the student's families.
3. The school administrator(s) will determine the appropriate action to be taken. Generally, the first report will result in a warning. Subsequent reports will result in the loss of bus privileges from a few days to a week or more, depending on the severity of the infraction and any mitigating circumstances. Any student who receives more than three reports or whose behavior interferes with the safety of other children will be in jeopardy of losing bus privileges for the remainder of the school year.
4. The school administrator will typically call home or if the parent is unavailable, we will leave a voicemail or send an email. A copy of any bus reports and/or any accompanying office discipline referrals is sent home. Please sign the report and referrals and return the form(s) to school the next day.

All kindergarten students sit in the front seats of the bus, even if older siblings ride the same bus. The bus driver will not leave a kindergartner at the stop if an adult is not present. When possible, kindergartners will be picked up at their home.

Students may not ride on buses other than their assigned bus.

If you have any questions about buses or bus routes, you may contact MRSD Transportation Coordinator Faith Rushnak at 508-945-5130. The school principals are also a resource for caregivers and students regarding bus concerns.

Cafeteria Procedures And Norms

All students are able to receive breakfast and lunch each day free of charge through June 2023. Students in grades K-4 will eat with their grade level peers while being supervised by cafeteria monitors in the cafeteria.

H.E.S. is "Fin"tastic!

In the CAFETERIA we are...

- **Respectful** Level 2 Voice, Use kind words and manners, Appreciate staff
- **Responsible** Keep track of your belongings and get what you need before sitting down, Choose healthy foods, Clean up after yourself, Use bathroom appropriately
- **Safe** Walking feet, Keep hands, feet and belongings to yourself, Eat your own food
- **Ready to Learn** Follow adult directions, Stay in own seat while eating



Recess

Students will play together as a grade level at recess under the supervision of school staff. All students are expected to participate in outdoor recess unless a physical condition warrants otherwise. Students play outside (weather permitting) for at least 25 minutes each day.

H.E.S. is "Fin"tastic!

On the PLAYGROUND we are...

- **Respectful** Level 0-3 Voice, Include others in play, Be kind, Accept others' athletic abilities, Play as a team
- **Responsible** Line up quickly and quietly, Return equipment to designated areas, share with friends, Collect all your belongings
- **Safe** Keep hands and feet to self, Stay within boundaries, Dress appropriately, Be aware on the castle and wood chips, Use equipment appropriately
- **Ready to Learn** Listen to adults



Dress Code

The guidelines for dress for students are based on safety and respect. Children need to wear clothes and shoes that are safe and appropriate for their age and for weather conditions. Any clothing that depicts violence, alcohol, or profane language is not appropriate for school. Clogs, flip-flops and shoes with a heel higher than one inch are not safe footwear for elementary-aged

students. Students are required to have a pair of sneakers on the days that they have Physical Education class and shoes that are appropriate for play at recess time. Also, please do not allow your child to bring or wear roller blades or sneakers with “wheelies” embedded in the soles to school.

Hats may not be worn inside the school building. Head coverings for religious reasons are permissible.

Daily outdoor recess is an important part of the school program. Please be sure that your child brings appropriate outerwear for weather conditions. In winter, this means a warm coat, boots, mittens or gloves, and a hat. Snow pants for snowy weather are recommended for all grades.

Toys/Toy Weapons

Toys are not allowed at school unless specifically requested by the teacher. Toys that resemble weapons or any object that could frighten or inflict harm to anyone are forbidden on school premises. Toys that resemble weapons will be taken from the student and the principal will notify the caregiver immediately.

Electronic Devices

Students may not bring electronic devices that connect to WiFi or to personal data networks to school without specific prior approval by the principal. Staff cannot monitor the appropriateness of what students are viewing and listening to on these devices, thus they are more suitable for home use.

Trading

Trading of any kind including food items, toys, and clothing is strongly discouraged. Students found participating in trading activity may face disciplinary action. As innocent as trading may seem, some food and clothing items may contain allergens that could cause harmful reactions, and toys of great value are often traded for toys of lesser value, without caregiver consent.

Drugs/Alcohol/Smoking/Smokeless Tobacco

The use of alcohol, tobacco and/ or nicotine, marijuana, and any use of controlled substances without a valid medical prescription is prohibited during all curricular, extracurricular, school-sponsored, or school-related activity (both on and off campus), including sporting events and school provided transportation.

Students Who Engage In Challenging Behavior

There will be consequences for students who engage in challenging behavior including bullying, harassment, or discrimination. Consequences may range from warnings, to loss of certain

school privileges, to suspension. Parents/guardians will be notified of significant challenging behavior.

If challenging behavior including, bullying, harassment, or discrimination disrupts the learning of other children, the child may be temporarily separated from the classroom and placed in a designated area in the school. The child will be supervised for the duration of the separation. If a child’s actions pose a physical danger to self, staff, or others, Strategies of Limiting Violent Episodes (SOLVE) trained team members or local authorities, may be called to help de-escalate and control the situation to ensure the safety of all. Additionally, the child may be removed or suspended from the school.

Minor Violations Teacher Handled (Non-referred, Non-Recorded)	Major Violations Office Referral for Administrative Action (Referred and Recorded)
<ul style="list-style-type: none"> ● Student engages in brief failure to follow directions or comply with behavioral expectations. ● Student delivers socially rude or dismissive messages. ● Student engages in inappropriate, annoying, distracting or interruptive behaviors which disrupt the learning environment. ● Student engages in inappropriate language/ immature language (i.e., talks back, potty talk, silly, mocking). ● Student engages in non-injurious, but inappropriate physical contact. ● Student engages in misuse and/or mishandling of property (i.e., ripping materials, throwing pencils). 	<ul style="list-style-type: none"> ● Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. ● Student engages in continued refusal to follow directions. ● Student says “shut up”, name calls, screams, mocks and/or swears at staff. Swearing and / or vulgar gestures towards student or staff. ● Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person’s name without that person’s permission, or claims someone else’s work as their own. ● Student delivers disrespectful messages to any person in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. ● Student has left a school location without adult permission. ● Student delivers message that is untrue and/or deliberately violates rules ● Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). ● Student participates in an activity that results in destruction or disfigurement of school property. ● Student is in possession of knives, guns (real or look alike), or other objects readily capable of causing bodily harm.
<p>Addressing the Behavior The teacher or staff addresses the behavior using classroom management strategies, addresses the behavior using logical consequences such as apology of action, buddy room, Think Tank, Think Sheet or loss of privilege.</p>	<p>Addressing the Behavior Student is sent to the Office where the principal(s) will address the behavior.</p>
<p>Forms Think Sheet</p>	<p>Forms HES Office Discipline Referral Form Think Sheet</p>

In regulating student behavior, school personnel will be fair, consistent, and judicious in the administration of the disciplinary consequences. When students are disciplined, consequences

are administered on an individual basis. Each incident is reviewed with regard to frequency and severity if a student's behavior is disruptive, disrespectful and detrimental to the learning process or if the conduct could cause injury to self, others and property. Mitigating circumstances will also be considered.

Consequences Or Disciplinary Actions

Consequences or disciplinary actions will generally be taken from these forms:

- Student may be temporarily separated from a group when his/her behavior interferes with the orderly process of teaching, learning, or assembly.
- Student may be assigned to office lunch or an alternative recess time.
- Student may be required to complete a "Think Sheet" form or written reflection.
- Student may be detained after school provided prior notification has been given to the child's parents.
- Student may be suspended or expelled from school in accordance with the Suspension and Expulsion Policy.

Procedures And Discipline For Allegations Of Discrimination

A student has the right to an explanation of any alleged behavior, indiscretions involving discrimination and an opportunity to present his/her side of the story before discipline is imposed. See policy section for the process of filing a discrimination complaint. Where an allegation of discrimination has been substantiated, the Monomoy Regional School District shall act promptly to address the matter and with the intent to prevent any future occurrence. Any employee, student, or other individual in the school community found to have engaged in discrimination may be subject to discipline, including but not limited to verbal warning, written warning, reprimand, suspension, or termination (employees) subject to applicable procedural requirements. The severity of the disciplinary action shall be based upon the circumstances (including mitigating circumstances), nature of the infraction, prior discipline, or any other factors deemed relevant by the administration.

Policy On Disciplining Students With Special Needs

Federal and state special education laws govern the disciplining of students with disabilities eligible for special education and the regulations promulgated there under. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq., and Section 504, its implementing regulations 34 C.F.R. 300 et seq.; and Massachusetts General Laws, Chapter 71B and its implementing regulations, 603 C.M.R. 28.00. Students with disabilities who violate school rules are subject to removal from their current educational placement for up to ten (10) school days per year, to the extent that such a removal would be applied to students without disabilities, without prior determination as to whether the misconduct is related to the student's disability. School personnel may order a change in educational placement of a child with a disability to an appropriate Interim Alternative Education Setting (IAES) that provides the student with a free appropriate public education for the same amount of time that a child without a disability would be subject to discipline, but for not more than forty-five (45) calendar days if the student:

- Carries or possesses a weapon to or at school, on school premises, or to or at a school function;
- Knowingly possesses or uses illegal drugs at school, a school function, or school sponsored event; or
- Sells or solicits the sale of a controlled substance while at school, a school function, or school sponsored event.

Any time school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a “change of placement.” A change of placement invokes certain procedural protections under IDEA, the federal special education law and Section 504. These include, but are not limited to:

- If the school did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such student before the behavior that resulted in the discipline, the school shall convene an IEP meeting to develop an assessment plan to address the behavior; or if the child already has a behavioral intervention plan, the IEP Team shall review the plan and modify it, as necessary, to address the behavior.
- A review by the IEP Team of the relationship between the child’s disability and the behavior subject to the disciplinary action, which is often referred to as the Manifestation Determination.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) calendar days. Parent/guardians and/or students, where appropriate, may request a hearing at the Bureau of Special Education Appeals regarding a disciplinary action described above to challenge the interim alternative educational setting or the manifestation determination. For a copy of the Massachusetts Department of Education brochure on Special Education Parent’s Rights, available in many languages, visit www.doe.mass.edu/sped/parents or contact the Director of Student Services, at (508) 945-5223.

Physical Restraint Overview

In order to insure that Monomoy Regional School District provides a safe environment for both students and staff, it is obligated to notify all parents and legal guardians that it is in compliance of 603 CMR 46.00 on Physical Restraint which has been in effect since April 2, 2001, in this notification. In order to protect student(s) or school personnel from imminent, serious, physical harm school personnel may have to physically restrain a child. Physical restraint would not be used as a method to punish students or as a response to property destruction, disruption of school order or verbal threats. Please be aware that physical restraint is a method of last resort. Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Monomoy Regional School District. Further, students of the District are protected by law from the unreasonable use of physical restraint. The district has a school committee policy which complies with state law and regulations. Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been

deemed inappropriate, and with extreme caution. A person performing physical restraint shall discontinue such restraint as soon as reasonably possible. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46.02:

Extended restraint: A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written documentation as described in 603 CMR 46.06.

Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.

Physical restraint: The use of bodily force to limit a student's freedom of movement.

Restraint - Other: Limiting the physical freedom of an individual student by mechanical means or seclusion in a limited space or location, or temporarily controlling the behavior of a student by chemical means. The use of chemical or mechanical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent or guardian. The use of seclusion restraint is prohibited in public education programs.

(a) Mechanical Restraint: The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered mechanical restraint.

(b) Seclusion Restraint: Physically confining a student alone in a room or limited space without access to school staff. The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

(c) Chemical restraint: The administration of medication for the purpose of restraint.

The use of mechanical, seclusion or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs. Each building Principal has identified staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members have participated in an in-depth training program in the use of physical restraint.

Only school personnel who have received training pursuant to 603CMR 46.00 may administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student or others from injury or harm.

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

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

A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint. Reporting of incidences shall meet with local policy and Department of Elementary and Secondary Education laws and regulations. In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

Suspension/Expulsion Policy

It is the policy of the Monomoy Regional School District to follow all applicable laws concerning discipline and to provide students facing discipline with their rights to due process pursuant to all applicable laws and regulations, including but not limited to Mass. General Laws, chapter 71, §§ 37H, 37H¹/₂, and 37H³/₄ and 603 CMR 53.00.

The School District does not have any so-called "zero tolerance" disciplinary policies or any required or automatic discipline for any specific conduct. Any discipline imposed will be at the discretion of the administrator responsible for making the decision, typically the principal or his/her designee. That decision-maker will consider all relevant facts, including but not limited to previous related offenses and mitigating circumstances, and these disciplinary rules will be applied equitably.

As set forth in Mass. General Laws, chapter 71, §§ 37H, 37H¹/₂, and 37H³/₄, students who are suspended or expelled from school shall have the right to continue to earn credits, as applicable, and make up assignments, tests, papers, and other school work as needed to make academic progress during their removal from school. Any students suspended or expelled for more than 10 days shall have an opportunity to receive educational services and make academic progress toward meeting state and local requirements through a school-wide education service plan. A copy of that plan is available in the Main Office.

A student who is suspended or expelled shall not trespass on school property during the time of his/her removal. The student must follow the admittance process as outlined in the letter of

suspension. School property involves the school buildings and any area of the school grounds. A student on suspension is also excluded from participating in or attending any school-related or school-sponsored functions, activities or events, including athletics.

Suspensions and expulsions of students and the attendant due process rights are governed by G.L. c. 71, §§ 37H, 37H½, and 37H¾ and 603 CMR 53. Pursuant to Chapter 222 of the Acts of 2012 and 603 CMR 53, expulsion is available as a disciplinary measure ONLY as permitted under G.L. c. 71, §§ 37H and 37H½. All suspension and expulsion decisions will be made at the discretion of the principal or his/her designee.

Notices Of Suspension/Expulsion

For the purposes of this section, unless otherwise specified, all notices shall be written in plain language in English and the primary language spoken at home, if different than English. All written notices shall be delivered by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

Prior to suspending a student who is in pre-school or in grades K through 3, the principal sends a written determination to the superintendent, explaining reasons for an out-of-school suspension, before the suspension takes effect.

In-school Suspension Pursuant To G.L. C. 71, § 37h ¾

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 ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. In-school suspension for ten (10) school days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.02. If a student is placed in in-school suspension for more than ten (10) school days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

The following due process will be provided for full days of in-school suspensions of ten (10) or fewer school days, consecutively or cumulatively during a school year (see 603 CMR 53.10):

1. The principal or his/her designee shall inform the student of the disciplinary offense charged and the basis for the charge and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident.
2. If the principal or his/her designee determines that the student committed the disciplinary offense, the principal or designee shall inform the student of the length of the in-school suspension (not to exceed ten (10) school days consecutively or cumulatively in one school year).
3. On the same day as the in-school suspension decision, the principal or designee shall make reasonable efforts to notify the parent/guardian orally of the offense, the reasons for his/her conclusion, and the length of the in school suspension. The principal or

his/her designee shall also invite the parent/guardian to a meeting on the day of the suspension, if possible, or as soon as possible thereafter to discuss the incident, the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior.

4. The principal or his/her designee shall send written notice of the in-school suspension to the student and parent/guardian on the day of the suspension. The notice shall include the reason and length of the suspension and invite the parent/guardian to a meeting with the principal (described in paragraph 3, above), if such meeting did not already occur.

Students must follow the established procedures when placed into in-school suspension: For in-school suspensions of more than ten (10) days, please see the section discussing long-term suspensions, below.

Out-of-school Suspension Pursuant To G.L. C. 71, § 37h³/₄

Unless otherwise specified, "suspension" for the purposes of this section means short-term suspension and long-term suspension. Removal solely from participation in extracurricular activities or school-sponsored events, or both, does not constitute a suspension.

A student must be picked-up by a parent/guardian immediately once a suspension is imposed. Any exception to this policy will be made at the discretion of the principal or his/her designee.

Short-term Suspension

A short-term suspension is defined as the removal of a student from the school premises and regular classroom activities for ten (10) consecutive days or less. When a student is disciplined with a short-term suspension, the student may not attend school and is not allowed on the school property for the duration of the suspension. A short term suspension may be served in school, in which case, the in-school suspension policies (above) apply.

A student who receives a short-term suspension for a disciplinary offense is entitled to the following due process procedures:

1. The principal or his/her designee shall provide oral and written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, prior to the suspension taking place. The notice shall set forth the following:
 - a. the disciplinary offense;
 - b. the basis for the charge;
 - c. the potential consequences, including the potential length of the student's suspension;
 - d. the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - e. the date, time, and location of the hearing; and
 - f. the right of the student and the student's parent to interpreter services at the hearing if needed to participate. The principal or his/her designee shall make

reasonable efforts to orally notify the parent/guardian of the opportunity to attend the meeting. A hearing may be held without the parent/guardian once the principal or his/her designee meets his/her obligation to provide reasonable notice.

2. The student shall meet with the principal regarding the alleged offense. The purpose of the meeting is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and parent/guardian, if present, also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate. 603 CMR 53 does not confer the right to counsel or the right cross-examine witnesses.
3. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
4. The principal shall provide written notice to the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. Under normal circumstances, students will be expected to make up work within an agreed upon time frame.

Long-term Suspension

A long-term suspension is defined as the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The student may not attend school and is not allowed on the school property for the duration of the suspension.

Except for students who are charged with offenses under G.L. c. 71, §§ 37H or 37H $\frac{1}{2}$ (discussed more below) no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day the student is removed from school. Suspensions under G.L. c. 71, § 37H $\frac{3}{4}$ may not extend beyond the school year in which the suspension is imposed.

A student who receives a long-term suspension for a disciplinary offense is entitled to the following due process procedures:

1. The principal or his/her designee shall provide oral and written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, prior to the suspension taking place. The notice shall set forth the same information as

provided in the short-term suspension notice (described above), plus the following information:

- a. the rights afforded to the student during the long-term suspension hearing, as provided in 603 CMR 53.08(3)(b) and described below; and
 - b. the right to appeal the principal's decision to the superintendent. The principal or his/her designee shall make reasonable efforts to orally notify the parent/guardian of the opportunity to attend the meeting. A hearing may be held without the parent/guardian once the principal or his/her designee meets his/her obligation to provide reasonable notice.
2. The student shall meet with the principal regarding the alleged offense. The purpose of the meeting shall be the same as for a short-term suspension and, in addition to all the rights afforded students in a short-term suspension meeting, students shall have the following rights in a long-term suspension hearing:
- a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
 - b. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
 - c. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
 - d. the right to cross-examine witnesses presented by the school district; and
 - e. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.
3. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
4. The principal shall provide written notice to the student and parent/guardian of the determination and the reasons for it. If the principal decides to suspend the student, the written determination shall:
- a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
 - b. Set out the key facts and conclusions reached by the principal;
 - c. Identify the length and effective date of the suspension, as well as a date of return to school;
 - d. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a);
 - e. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary

language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:

- i. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - ii. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
5. Under normal circumstances, students will be expected to make up work within an agreed upon time frame upon their return from a long-term suspension.

Appeal Of Long-term Suspension

A student placed on long-term suspension following a principal's hearing has the right to appeal the suspension to the superintendent. The long-term suspension will remain in effect unless and until the superintendent reverses the principal's decision on appeal. The superintendent may uphold the principal's decision or impose a lesser penalty but may not impose a suspension greater than that imposed by the principal.

The appeal of long-term suspension must be in writing, within five (5) calendar days of the effective date of the long-term suspension. The student or parent/guardian may request an extension of up to seven (7) calendar days to submit this request for an appeal.

The superintendent or his/her designee shall hold an appeal hearing within three (3) school days of receiving the student's request for an appeal. The student or parent/guardian may request an extension of up to seven (7) calendar days for this appeal hearing to be held. The superintendent or his/her designee shall make a good faith effort to include the parent/guardian in the meeting but may proceed without the parent if the superintendent or his/her designee made efforts to find a day and time for the hearing that would allow the parent and the superintendent/designee to attend.

The superintendent or his/her designee shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. At the hearing, the student has the same rights afforded him/her at the principal's hearing for long-term suspensions. The superintendent's meeting will be audio recorded and the student/parent may receive a copy of the recording upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

The superintendent will issue a written decision within five (5) calendar days of the hearing, either upholding or lessening the suspension. The notice will contain the same information as a long-term suspension notice, except for information on the right to appeal.

The superintendent's decision will be the final decision of the school district.

School Offenses Which May Result In Suspension

The following offenses may result in an in-school, long-term, or short-term suspension. The length of the suspension and whether it will be served in-school or out-of-school will be determined by the principal in his/her discretion.

Some of the offenses listed below may also subject a student to expulsion pursuant to G.L. c. 71, §§ 37H and 37H½:

1. A threat or verbal abuse toward a staff member or other school employee will not be permitted. This rule is not limited to school property or school hours. Threats toward the school (electronic or otherwise) will result in suspension.
2. Extortion.
3. Setting a fire.
4. Turning a false alarm.
5. Involvement in the theft, willful destruction of, or vandalism of school employee's property, or student and/or school property. In addition, the offender(s) may be billed for the cost of repairing or replacing the property and police will be involved.
6. Possession or use of dangerous material(s) or items or use of firecrackers; smoke or stink bombs or similar disruptive items.
7. Driving on school grounds after being told not to (e.g. as a result of reckless or dangerous driving, or causing chronic tardiness situations, etc.).
8. Behavior which is a danger to any person(s) including the person(s) involved.
9. Serious disruption of a classroom, lunch room, assembly, or other school activity.
10. Harassment or intimidation of a staff member or fellow student.
11. Refusal to follow the directions of an administrator.
12. Refusal to provide (correct) name to inquiring faculty/staff member or substitute teacher.
13. Any violation of national, state, or local laws on school grounds or involving the school or school personnel will make the student liable for suspension. The Police will be notified when the law has been broken.
14. Repeated Honor Code violations.

Extracurricular Activities And Athletics During Suspension/Expulsion

Students may not participate in any extra-curricular activities or school-sponsored events during the period of their suspension (whether in-school or out-of-school) or expulsion.

Expulsion Pursuant To G. L. C. 71, §§ 37h & 37h½

Expulsion is defined as the removal of a student from the school premises, regular classroom activities and school activities for more than ninety (90) school days, indefinitely, or permanently as permitted under G.L. c. 71, §§ 37H or 37H½ for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction or adjudication or admission of guilt

with respect to such felony, if the principal determined that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§ 37H and 37H½.

Expulsion is not available for other offenses pursuant to G.L. c. 71, § 37H¾.

Offenses under G.L. c. 71, §§ 37H and 37H½, are not subject to the limitations of 37H¾ concerning the duration of a student's removal from school, and may result in an expulsion or suspension longer than 90 days or that extends beyond the school year.

Expulsion Under G.L. c. 71, § 37H

Massachusetts General Laws, Chapter 71, Section 37H, provides as follows:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, an Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Expulsion Under G.L. c. 71, § 37H½

Massachusetts General Laws, Chapter 71, Section 37H ½, provides as follows:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster

determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect.

The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

Emergency Removal Pursuant To G.L. c. 71, § 37H³/₄

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

The student may not be removed until adequate provisions have been made for the student's safety and transportation.

During the emergency removal, the principal or his/her designee shall:

1. Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal and other information required for short- or long-term suspensions, as applicable;
2. Provide written notice to the student and parent that complies with the requirement for written notices for short- and long-term suspensions;
3. Provide the student an opportunity for a hearing with the principal that complies with the requirements for a short- or long-term suspension hearing, as applicable, and provides the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notices for short- or long-term suspensions, as applicable.

Academic Progress During Suspension Or Expulsion

Any student who is serving an in-school suspension, short-term suspension, long-term suspension or expulsion under G.L. c. 71, §§ 37H, 37H¹/₂, and 37H³/₄ shall have the opportunity

to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his/her removal. The principal shall inform the student and his/her parent/guardian of this opportunity in writing when the suspension or expulsion is imposed.

Students who are expelled or suspended for more than 10 consecutive days will have an opportunity to receive education services and make academic progress toward meeting state and local requirements during their removal from school pursuant to the school-wide education service plan. The plan is available at the Main Office.

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

With the following items, the first occasion will result in a consequence designed to fit the offense

This may include detention, Saturday School, in-school suspension, out-of-school suspension with appropriate assignments, written or school-related tasks (e.g. helping a custodian pick up papers on school grounds).

1. Verbal abuse of a fellow student. This includes, but is not limited to racial, ethnic, or sexist remarks;
2. Gambling (dice, cards, betting);
3. Using a fire extinguisher without just cause;
4. Distribution or display of obscene materials;
5. Wearing clothing displaying foul or obscene language, pictures or clothing advertising illegal substances. Personal appearance, dress and grooming must not disrupt the education process or threaten the health or safety of any individual, as determined by the administration.
6. Calling school and impersonating a parent or guardian to give an absence excuse or cause another student's dismissal;
7. Excessive tardiness to school (excused or unexcused);
8. Forging an absent, tardy, or dismissal note or forging a pass;
9. Throwing snowballs or other objects which can endanger others;
10. Refusal to follow a teacher's directions (insubordination);
11. Using vulgar or profane language;
12. Lying.
13. An offense which does not exactly fit the above guidelines, but for which the student has been warned on a previous occasion that if he/she repeats the offense, he/she will be issued Saturday School or suspended (e.g. if a student causes a disturbance to classes in an area of the school and is told not to return to that area without permission).

Harassment Policy

Monomoy Regional School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, housing status, genetic information, or traits historically associated with race, including, but not limited to, hair texture, hair type, hair length, and protective hairstyles (protective hairstyles includes but is not limited to braids, locks, twists, bantu knots, hair coverings, and other formations), in any of the district's activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, families, community members, volunteers, subcontractors, and vendors.

The Monomoy Regional School District expects all members of the school community, including but not limited to, administrators, teachers, staff members, students and vendors, to conduct themselves in an appropriate and professional manner and with concern for fellow members of the school community.

Paramount is the maintenance of a safe and civil environment in which adults can work and students can learn and achieve high core academic standards. All persons are to be treated with dignity and respect.

Harassment in any form will not be tolerated. Harassment is any behavior which has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or behavior that creates a hostile work or educational environment. It may be verbal, non-verbal, written, physical or psychological in nature. Such behaviors may include, but are not limited to:

1. Unsolicited remarks, including threats, intimidation, rumors and name-calling
2. Unwelcome or intimidating gestures
3. Display or circulation of written materials or pictures of a derogatory nature
4. Unwelcome touching, cornering or other physical contact
5. Deliberate social exclusion
6. Cyber bullying, the use of electronic information and communication technologies to threaten, harass or intimidate a person or group of persons (including, but not limited to, e-mail messages, instant messaging, text messaging, cell phone communication, internet blogs, internet chat rooms, social networking websites).

Harassment may take place on school grounds, at school-sponsored activities, at an official school bus stop, or on school-provided transportation. Harassment may be overt or subtle, but regardless of what form it may take, i.e. verbal, non-verbal or physical, harassment can be insulting and demeaning to the recipient and will not be tolerated in the Monomoy Regional School District. Determinations about whether or not behavior is considered harassment will be viewed from the perspective of a reasonable person. As such, what one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore,

individuals should consider how their words and actions might reasonably be viewed by other individuals.

In addition, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions;
- Such conduct interferes with an individual's job duties, education or participation in extracurricular activities; or
- The conduct creates an intimidating, hostile or offensive work or school environment.

Under certain circumstances, harassment (particularly sexual harassment) may constitute child abuse under Massachusetts General Law 1. Chapter 119, Section 51A. The District shall comply with state law in reporting suspected cases of child abuse.

The Superintendent of Schools shall appoint a district Title IX/Section 504 of the Rehabilitation Act, Chapter 622 Coordinator to communicate the requirements of the law relative to harassment and the contents of this policy. The Superintendent or his/her designee shall establish a district grievance procedure for reporting and investigating allegations of harassment.

Individuals who believe that they have been subjected to harassment or discrimination may file their complaint with the Coordinator, Building Principal or Superintendent. Any teacher who receives a complaint from a student or parent is expected to immediately refer the complaint to the Coordinator, Building Principal or Superintendent. This will allow the school department to quickly investigate and resolve complaints. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of harassment and to take corrective action with allegations that have been substantiated. The results of the investigation shall be made known to the complainant and the alleged harasser as soon as possible.

An individual who believes that they have been subjected to harassment or discrimination of any type may also choose to contact and/or file a formal complaint with the appropriate state and/or federal governmental agencies responsible for enforcing the laws prohibiting harassment:

Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000

Massachusetts Commission Against Discrimination

(MCAD)
The John McCormack Building
One Ashburton Place
Room 601
Boston, MA 02108
(617) 994-6000

U.S. Dept. of Education, Office of Civil Rights (OCR)
33 Arch Street, Suite 900
Boston, MA 02110-1491
617-289-0111

Each Administrator, in conjunction with the Coordinator, shall be responsible for enforcing this policy to assure compliance with Federal and State laws and district policy governing harassment within their respective schools or areas of responsibility.

Adult members of the school community shall lead by example and enforce this policy among the student population.

Student to student harassment will not be tolerated.

Where an allegation of discrimination or harassment has been substantiated, the Monomoy Regional School District shall act promptly to address the matter and with the intent to prevent any future occurrence. Any employee, student or other individual in the school community found to have engaged in harassment may be subject to discipline, including but not limited to verbal warning, written warning, reprimand, suspension, expulsion (students) or termination (employees) subject to applicable procedural requirements. The severity of the disciplinary action shall be based upon the circumstances, nature of the infraction, prior discipline, or any other factors deemed relevant by the administration.

Individuals who engage in harassing behavior should also be aware that their conduct may subject them to private legal action under state or federal law by the individual complainant.

Monomoy Regional School District also prohibits any retaliation against those who make a complaint of harassment. Any individual who retaliates against a complainant, or any person who testifies, assists or participates in the investigation, proceeding or hearing will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Any individual who deliberately files an untrue complaint or knowingly provides false information in the context of an investigation, hearing or other proceeding will also be subject to disciplinary action by the school district.

Persons who have been subject to harassment will be provided with support and assistance as appropriate in meeting their needs within the school environment, and will be aided in seeking further assistance if they so desire through referral to appropriate sources.

Notice of this Policy shall be circulated to all the schools in the district and incorporated annually in staff and student handbooks. It shall be posted in the main office of each school and in all faculty lounges. Training sessions on this policy and prevention of harassment shall be held annually for all staff members and students in an age appropriate format.

Legal References: Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendment of 1972
Section 504 of the Rehabilitation Act; Title II of the ADA
M.G.L. c. 151B and c. 151C
M.G.L. c. 76, section 5
M.G.L. c. 119, section 51A
M.G.L. c. 71B, section 1 Revised: 101712009

Harassment/Discrimination Grievance Procedure For Students

When The Offender Is An Adult

If you believe that you or someone you know has been the victim of harassment or discrimination by an adult or if you have questions or concerns about this issue, seek the help of another adult who you trust, such as a teacher, counselor, your parent or guardian, or an Assistant Principal. With the help of a trusted adult or friend you should bring the complaint to the attention of the Principal. As soon as the Principal is advised of your concern, an investigation will be conducted.

If it is determined that an adult has harassed or discriminated against a student, disciplinary action will occur from verbal warning to dismissal depending upon the circumstances and nature of the incident.

When The Offender Is A Student

If you believe you or someone you know has been the victim of harassment or discrimination by another student or if you have questions about this issue, seek the help of an adult who you trust such as a teacher, counselor, your parent or guardian. With the help of a trusted adult or friend you should bring the complaint to the attention of an Assistant Principal. The Assistant Principal will conduct an investigation and submit a written record of the investigation to the Principal.

If it is determined that a student has harassed or discriminated against another student, the offending student will be subject to discipline, up to and including extended exclusion from school.

Retaliation

Any individual who retaliates against any person who reports alleged harassment or discrimination, or anyone who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Intimidation, Harassment and Bullying During Sports Activities

It is our intent that the leadership values learned through the competitive and extracurricular experience will help students become more productive members of our community. It is expected that team members and members of extracurricular groups will not use their position to intimidate, harass or bully others. The consequence for such behavior will be permanent removal for the rest of the calendar year from the team or activities by the coach, athletic director, advisor and/or administration. The school's harassment policy also applies.

Victim Assistance

Persons who have been subject to harassment or discrimination will be provided with support and assistance in meeting their needs to the extent possible within the school environment and will be aided in seeking further assistance if they so desire through referral to appropriate sources.

Complaints alleging discrimination shall be made to the appropriate compliance coordinator, or shall be referred to the coordinator if received by other persons within the institution.

Civil Rights and Equal Educational Opportunities
Director of Student Services, Melissa Maguire
Monomoy Regional School District
425 Crowell Road, Chatham, MA 02633
508-945-5130

Monomoy Regional School District / Civil Rights Coordinator

Coordinator: Melissa Maguire, Director of Student Services, (508) 945-5130
Address: 425 Crowell Road, Chatham, MA 02633

Title VI Of The Civil Rights Act Of 1964

Statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statute has been

interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

Title IX Of The Education Amendments Of 1972

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal assistance. Title IX requires that schools adopt and publish a policy against sex discrimination, including sexual harassment. State law requires Massachusetts' employers to have a policy against sexual harassment. (M.G.L. Ch. 151B,53A)

Section 504 Of The Rehabilitation Act Of 1973

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap.

(34 CF 104.33)

Americans With Disabilities Act Of 1990

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging non-compliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph. (34CFR 35.107(a)

Equal Education Opportunities Act Of 1974

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC S1203(f)

Massachusetts General Laws Ch 76,S5 (Also Known As Chapter 622)

This state law provides that “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, disability, gender identity, national origin, housing status or sexual orientation.

Mckinney-Vento Homeless Assistance Act

School districts must ensure that homeless children and youth are identified and have full and equal access in academic, non-academic and extracurricular school offerings. Homeless students have the right to continue their education in the school of origin when they became homeless and have rights to transportation services.

Coordinator: Mr. Marc Smith, Director of Curriculum, Instruction and Assessment, (508) 945-5130

Address: 425 Crowell Road, Chatham, MA 02633

Title I Of The Elementary And Secondary Education Act Of 1965

Title I is designated to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they receive special education services. Also school districts must ensure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student’s language needs.

ELE - English Learner Education

School districts have an obligation to identify, evaluate, and provide services to students with limited English.

Parents must be given every opportunity to participate in school activities and translated documents must be made available. Home Language Surveys are requested of all new students.

Bullying

Bullying is a serious infraction, which will not be tolerated by the Monomoy Regional Public Schools. Bullying is defined as the repeated use by one or more students or by a member of school staff including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to extracurricular or paraprofessional of a written or electronic expression or a physical or emotional harm to the victim that

1. causes emotional or physical harm to the victim or victim’s property

2. places the victim in reasonable fear of harm to himself or damage to his property
3. creates a hostile environment at school for the victim
4. infringes on the rights of the victim at school
5. materially or substantially disrupts the education process or the orderly operation of a school.

For the purposes of this section, bullying shall include cyberbullying.

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee or to the superintendent or designee when the principal or an Assistant Principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation may be subject to disciplinary action. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

An overview of the various resources available to address bullying is available in the Guidance Office and may also be found in the [District's Bullying Prevention and Intervention Plan](#), which can be viewed on each school building's administrative landing page.

Hazing

The Monomoy Regional School Committee recognizes the right of all students to participate through competition or open admission to all clubs, activities and sport programs and, therefore, prohibits the practice of "hazing."

The Commonwealth of Massachusetts: An Act Prohibiting the Practice of Hazing Chapter 269 of the General Laws includes:

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

Section 18 – Whoever knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.

Section 19 – Each secondary school and each public and private school or college shall issue to every group or organization a copy of this Act. Each group or organization shall distribute a copy of Sections 17 and 18 to each of its members annually. An officer of each such group or organization, and each individual receiving a copy of Sections 17 and 18 shall sign an acknowledgment stating that such group, organization, or individual has received a copy of these sections.

Any student who is found to be in violation of the hazing law (Mass. General Laws, Chapter 269, Sections 17, 18 and 19) or found harassing another student by abusive and humiliating language or action may be subject to discipline in accordance with applicable laws.

Health and Safety

Health

School Insurance

School insurance forms are available in the fall. Both school time coverage and full time coverage policies are available.

Student Health Services

Monomoy Regional School District has a full time school nurse on staff at each school. The school nurse strengthens and facilitates the educational process by improving and protecting the health status of children. A major focus of school nursing services is the prevention of illness and injury, and the early detection of health problems. Please help the school nurse care for your child by:

- Updating the school nurse if there are any changes in your child's health status throughout the school year
- Notifying the school nurse if your child has any chronic or acute illness/injury/hospitalization
- Communicating with the nurse directly if there are changes in medication, health needs, or exposure to communicable disease
- Informing the school nurse if there is an event at home or in the family that may impact your child at school (serious illness or death in the family)
- Keeping your child home from school if he/she has a temperature 100.4 F or above, has diarrhea, a strep infection, ringworm, or impetigo. Contagious infections must be treated with medication for at least 24 hours before returning to school. Students need to be fever free for 24 hours without fever reducing medication prior to returning to school
- Keeping your child home if your child vomits within 24 hours prior to the start of the school day. If they are sent home from school because they have vomited, they must not be in school the next day - 24 hours must pass free of vomiting and without medication, before returning to school
- Contacting your child's healthcare provider for a rash of unknown origin

Illness and First Aid

Assessment of student illness or injury occurring during school hours is a significant part of school health care services. Care is provided as needed in the health office of each school building. If a student becomes ill or injured during the school day, he or she should report to the nurse for assessment. Students should not be dismissed due to illness/injury without being

assessed by the school nurse. If the nurse is not in the Health office, students should report to the main office.

The school will make every effort to reach the parent/guardian or emergency contact person listed in Aspen to notify them of any significant injuries or signs of illness that may require further intervention or follow-up with the student's health care provider. In the event of a medical emergency, local Emergency Medical Services (EMS/911) may be activated. If a student is taken to the hospital, a school employee will stay with the student until the parent/guardian arrives.

Automated External Defibrillators (AEDs) are available in public areas of every school building and are accessible to the general public in the event of a cardiac emergency in the building when school is not in session. Please look for them when you visit your child's school (they are located in the front lobby and gymnasium lobby). You may help save a life!

Health Screenings

Screenings are conducted by health services staff according to the Massachusetts Department of Public Health regulations. If screening results indicate the need for follow-up, the parent/guardian will be notified. Parents may choose to opt their child out of a specific screening by sending a letter in writing to their child's school nurse.

Vision and Hearing Screenings - Screenings are performed annually in accordance with Commonwealth of Massachusetts regulations. Students may be screened at any time during the school year or upon request.

Growth Screening - Height and weight are measured in accordance with the Commonwealth of Massachusetts regulations and are recorded in the students' medical record.

Physical Exams

We have a consulting physician for the Monomoy Regional School District. A physical exam is required upon entry for all students one year prior to school entrance or within 30 days after school entry. An updated physical exam is required again in grades 4, 7 and 10.

A current annual sports physical is required for participation in all school sponsored athletic activities.

The Role of the School Nurse

The role of the professional school nurse is to facilitate health and wellness so each student has the opportunity for academic success. Responsibilities in this setting include the following:

Development of an Individualized Health Care Plan (IHCP)

Please talk with the school nurse if your student has a specialized medical need or diagnosis, which must be assessed, managed and monitored during school hours, such as asthma, a life threatening allergy, diabetes, or seizure disorder. The nurse will meet with the parent/guardian to review medical information, health care provider's orders, and current evidence based practice. The IHCP is then reviewed and signed by the parent and physician (if necessary) and shared with appropriate school staff to ensure optimal integration of your child's health needs into the school setting.

Medication Administration

The school nurse will work with you and your child to ensure medications prescribed for administration during school hours are taken as directed. All prescription and over the counter medications (e.g. Tylenol, Advil, eye drops) are administered during school hours only by the registered nurse and when a current physician order and the parent/guardian consents are on file in the nurse's office. Medications are dispensed from the nurse's office only. There are, however, special situations defined by state law when a student may carry and administer his/her own medication (self-administration) due to a specific medical need such as asthma, diabetes, cystic fibrosis, and life-threatening allergy. Self-administration may also be determined by the school nurse and parent for other medications in accordance with the district's medication policy.

It is necessary for parents/guardians to bring all medications (no more than a 30-day supply) into the health office to discuss medication administration specifics and complete consent forms. Once the consents have been completed, replacement medication may be delivered by the parent/guardian or other responsible adult. Do not send medications into school with your child. Medications must be in the original labeled pharmacy container, not a plastic bag. Always let the school nurse know if the doctor has added or changed a medication or the amount of medication the child is taking. All medication changes during the school day require a new order from the prescribing physician as well as parental consent.

Please ask your school nurse about medication administration and our policies; for more details, visit: [Medication Forms](#).

Products Used in the Health Office

During the school day many students may require the use of common products to treat minor conditions such as dry/chapped skin, minor rash or irritation, itchy insect bites and sunburn. The products used in the School Health Office include: moisturizing lotion for dry skin, Caladryl for itchy rashes and bug bites, vaseline for chapped lips, and Bactine for cleaning minor cuts and scrapes. The school physician has reviewed the use of each of these products for the above conditions and has approved their use in the Health Office as safe and effective. If you have any questions or concerns about these products, or if your child is sensitive to anything on the list, please call the Health Office.

Immunizations and Communicable Disease Control

According to Massachusetts state law, students must be properly immunized before they enter school. Monomoy Regional School District requires that immunizations are up to date for entry into school and up to date as per Massachusetts Department of Public Health immunization standards. Parents/guardians are responsible for keeping immunizations current and informing the school nurse when their child has received additional immunizations. For a complete listing of immunization requirements for each grade, please ask your school nurse or visit: DPH Immunization Guidelines

Monitoring of infections and other diseases are important functions of the school nurse. The school nurse works with parents, administrators, school staff, and health care providers, local and regional Boards of Health, and other professionals to maintain a healthy environment. Upon recommendation by the school nurse to the building principal, students may be excluded from school if immunizations are not up to date or if a student has a communicable disease to prevent transmission of the disease in the school.

For example, if there is a chickenpox outbreak at school and your child does not have documentation of having had either chickenpox or the chickenpox vaccine, your child will not be allowed to go to school for a length of time specified by the MA Department of Public Health.

Although we encourage every child to have a health care provider, immunizations are offered by appointment at the following:

- Barnstable County Department of Health - 3195 Main Street/Old Jail Building, Barnstable, MA. Please call 508-375-6617 for more information and hours.
- VNA of Cape Cod Public Health & Wellness Department - Cranberry Plaza, 434 Route 134, South Dennis, MA. Please call 508-957-7423 for more information and hours.

Concussions/Head Injuries

A concussion is a type of brain injury that can change the way the brain normally works. Children and adolescents are at great risk for concussions. The potential for a concussion is high during activities where collisions can occur, such as during physical education class, playground time, or sports activities. Proper recognition and response to a concussion can help prevent further injury and promote recovery. Supporting a student who is returning to school after a concussion requires a collaborative approach among school and health care professionals, the student, and the family. Please notify the school nurse if your child has sustained any type of head injury.

Medical Excusal from Physical Education

All students well enough to attend school are expected to participate in physical education. Students unable to participate in physical education will need a medical excuse from a licensed

medical provider. Documentation should include a date the student will return to the physical education class and what activities the student may participate in.

Health Records

An individual health record (paper and computerized) is maintained for each student throughout his/her school career. The record contains medical information submitted to the nurse, such as physical exams, immunization records, and health history completed by the parent/guardian when the student entered the school system. Screening and visits to the health office during school hours are recorded. Parents/guardians are asked to communicate student health concerns and medical reports to the school nurse. Access to this record is restricted to school health office staff and other school staff on a need-to know basis only, as determined by the school nurse. Parents/guardians may have access to the health record upon request. The health record is transferred with the academic record when the student moves to another school or district. Graduating seniors are given their health record at the time of graduation, or the record may be picked up by the parent/guardian. Unclaimed health records are maintained at the school for a maximum of seven years after the student leaves the system.

Health Insurance

The Commonwealth of Massachusetts now requires all residents to have health insurance. If your child is without health insurance, Massachusetts has several plans that will provide uninsured children and families with affordable health care (restrictions may apply). If your child is without a healthcare provider, the school nurse can assist you. Please see your school nurse for more details.

Food Allergy Information

Food allergies are on the rise among children in America. A significant number of students in our school have life threatening food allergies. In some instances the smallest trace of the allergen - even if not ingested - could cause a severe allergic reaction (anaphylaxis). Anaphylaxis is a sudden, severe reaction that is potentially fatal. There are eight foods that are responsible for 90% of food allergies: peanuts, tree nuts, milk, eggs, fish, shellfish, soy and wheat. Other common allergens are insect stings, medications, and latex.

In order to create a safe school environment for all students, Monomoy school buildings and classrooms are designated as "Allergy Aware." Allergy Aware indicates an effort on the part of the school to make the community (students, staff, families, etc) aware that there are students with food allergies in the classroom or building. We ask that they be respectful of those around them who might have allergies by refraining from bringing foods that contain allergens into school as much as possible. Food sharing of any kind while at school or on the bus is not permitted. Families of students with food allergies are asked to partner with our schools by teaching their child about their specific allergen(s), what foods should be avoided, how to read food labels, how to recognize symptoms of a reaction, how to self advocate in regards to their allergy, and what to do if a reaction occurs. Students should be reminded that food of any kind

should not be shared at school or on the bus. Parents/guardians should inform the school nurse of any known allergies and provide a doctor's order, allergy management plan, and any required medications to the nurse at the beginning of each school year.

If a student with food allergies chooses to buy food at school, parents/guardians should review menu choices at home and help to decide what is safe for their individual child. [School menus can be found here](#). Allergy Aware tables will be available in the cafeteria (in Elementary and Middle Schools). Students with allergies can choose to sit at these tables along with non-allergic students whose lunch does not include allergens. Again, sharing/trading of food is not permitted.

Emergency Forms

Emergency forms are sent home every fall to update important information concerning each child.

All parents are asked to update the emergency forms fully and accurately, and return promptly to the child's teacher.

Day Care provisions must be in place by parents in the event that an emergency requires us to dismiss children prior to the end of the day.

Parents are asked to contact the Office with any changes that occur in telephone numbers (home or work), residential address, or person(s) to be contacted in the case of emergency. It is imperative that the school be able to reach a parent or guardian in case of an emergency.

Safety

Safety/Fire Drill Regulations

Under the direction of their teacher, students are to leave the building as quickly as possible following the exit plan posted in each room. Unless otherwise instructed, students are to stay with their teacher/class at all times throughout fire/emergency drills and situations. Fire drills occur four times a year or more upon the discretion of the fire department/administration.

Memorandum of Understanding Between MRSD and the Harwich Police Department and Chatham Police Department

The purpose of this MOU is to develop a strong and consistent policy to continue the partnership that has been formulated between the Chatham and Harwich Police Departments and the Monomoy Regional School District. The goal of this partnership is the preservation of safety, order, and discipline within the schools. This policy must be one that can be constantly reviewed and modified as the needs of the Police Departments and District change, and can be viewed online.

The fact that this MOU exists among the above agencies shall be clearly stated in the Student Handbook for each school so that there will be no misunderstanding within the Monomoy School Community as to the cooperative atmosphere that exists between all involved Parties.

Security Camera Procedures

The Monomoy Regional School District is committed to ensuring a safe and secure learning environment for both students and staff. To assist in fulfilling this part of our mission, the school district has installed a digital video surveillance system which deploys a series of video cameras both inside and outside of our schools. In general, cameras are focused on the main entrances to our schools, parking lots, and in strategic areas within the schools.

The following procedural rules are in effect for the use of this video security system:

- All persons entering the premises will be informed of the presence of the cameras.
- The cameras provide a live image and record images which will be stored digitally for thirty days.
- The live feed from the cameras will not be monitored on a full-time basis.
- Each school office will have a video monitor which will display the front entrance and will be monitored as needed by office staff.
- Video and still images can be retrieved and may be used by school administrators or the police department to aide in any investigation of a school related incident.
- Video and still images may be used as evidence for purposes of discipline.
- In the case of violation of law, upon their request, the video evidence will be provided to the police department for possible prosecution.
- Under no circumstances will the video surveillance system be used to focus on the activities or behavior of any individual student or specific group of students.
- Access to the school's surveillance system will be limited to the schools' administrators, and the Harwich Police Department, unless otherwise required by Court order.

School Activities

Food Services at Harwich Elementary

MRSD serves breakfast and lunch each school day. The state of Massachusetts has permanently funded free school meals for all public school students! Every child who wants or needs a school breakfast or lunch will be able to receive those meals at no cost to their family. Students may also bring a lunch and drink from home, if desired.

[To find school meal menus, along with nutritional data and other information, click here.](#)

It is still important for families to complete the Free and Reduced Meal application if applicable, as free and reduced benefits can offer additional support to families and can also include certain other fees being waived or reduced. The data also impacts overall school and district funding, in some cases.

[Click here for the Free and Reduced Meals guidelines, information, and applications.](#)

If students wish to have more than one meal, or wish to buy additional a la carte items above the free meal offered, they may do so. Monomoy Regional School District utilizes a computerized Point of Sale payment system in all of the district's cafeterias called Nutrikids. Every student has their own personal meal account based on their own PIN. Students can access their accounts on the PIN pads located at every register. This PIN will be the same PIN as the students' progress through the school district and will be the same year after year.

We encourage families to deposit money into the student's [MySchoolBucks](#) account, although they may still pay cash. Monies paid into a student account can be used for the purchase of additional meals and a la carte items. This system allows students to charge only if there is money in their account – we won't allow any negative balances to occur.

[MySchoolBucks](#) provides a quick and easy way to add money to your school meal account using a credit/debit card or electronic check.

1. Go to www.MySchoolBucks.com and register for a free account.
2. You will receive a confirmation email with a link to activate your account.
3. Add yourself and your students using the school name and student/staff ID.
4. Make a payment to your account with your credit/debit card or electronic check.

A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged. If your student has qualified for [free or reduced price lunches or breakfasts](#), this information is securely contained within the system and the meal will be processed just as it is for all other students. There is no need to be concerned about a potentially uncomfortable situation for the student.

If you are concerned about a food allergy that your student has please notify the cafeteria and the school nurse with this information. A warning will appear on the cashier's screen allowing for a review of the items on the student's meal tray.

If you have any questions, contact Michael (Mac) Noks, Food Services Director, at 508-430-7200 or mnoks@monomoy.edu.

Food Allergies

Harwich Elementary School is an “allergy aware” school and is not “nut-free.” However, we make specific accommodations to protect students with life-threatening food allergies including the designation of “nut-free” individual classrooms, as well as a section in the cafeteria. Field trips are “nut-free”. Caregivers are notified in advance if their child is in one of these designated situations. We appreciate your cooperation in creating a healthy and safe learning environment for all children.

We recommend that students with life-threatening allergies have an “Allergy Action Plan” formulated in consultation with their MD, the School Nurse and caregiver(s). Allergic students are to keep a dose of their prescribed epi-pen at school and are allowed to carry their own epi-pens with proper documentation and medical orders. A table is designated in the cafeteria for students in need of a nut-free eating area. Proper hand washing is essential to health and good hygiene.

Field Trip Procedures

Field trips are an extension of the elementary school’s Standards Based Curriculum. Field trips are considered regular school activities. They are related to curriculum objectives and will have the approval of the principal. When students are on a Field Trip, school rules and policies will be observed, particularly as they relate to expectations for student behavior.

Local field trips may be adequately supervised by staff and may not require caregiver chaperones. caregiver chaperones will be recruited to ensure safety for trips that require a small student to adult ratio. All chaperones must have a current, approved CORI on file at the Superintendent’s office.

The primary role of the caregiver chaperone is to ensure the safety of students assigned to them. For this reason, younger siblings and/or other children may not accompany the chaperone on the trip. In addition, chaperones are expected to adhere to the policies established for field trips and to report any concerns or infractions of the policy to the teacher(s) on the trip at the time of the incident.

Before the Trip

1. The teachers, in consultation with the principal, will determine the number of chaperones required for each field trip. Site requirements regarding adult to child ratio, the distance of the trip, and safety issues will be considered when determining the number of CORI approved chaperones needed for each trip. Chaperones, in some cases, may need to be fingerprinted.

2. If more caregivers wish to chaperone than are needed, a lottery will be held. Caregivers not selected for the trip will be notified, as will those who have been selected.
3. All chaperones will be provided with an agenda, the names of students in their assigned groups, and a copy of the field trip policy.
4. Chaperones must arrive on time so the trip may commence on schedule.
5. Caregivers unable to chaperone due to illness or last minute emergency should contact the teacher as soon as possible so a replacement can be found.

During the Trip

1. Chaperones and all students must ride on the bus.
2. Chaperones must stay with their assigned student group at all times throughout the trip (lunch, bathroom visits). Students must also stay with the assigned chaperone, unless a change is made by the teacher(s).
3. Caregivers not selected in the lottery are discouraged from driving on their own to the site to meet their child at the site, as this disrupts the supervision plans that have been established.
4. Chaperones may not bring anything from home (toys, candy, snacks) for students, nor buy any treats (candy, ice cream) for students at the site.
5. There will be no visits to the gift shop, unless this is included in the agenda by the teacher. Chaperones should not take students to the gift shop on their own, if it is not on the agenda.
6. Chaperones and students will wear name tags with school identification.
7. During a Field Trip, a Chaperone will not at any time possess or use illegal drugs or controlled substances including but not limited to; tobacco and all alcoholic beverages.

After the Trip

Caregivers of students unable to attend prepaid field trips due to illness or family emergency are responsible for requesting reimbursement from the field trip site. Note: There is no guarantee that the organization will give the refund.

Notes:

1. The principal will make a decision regarding the status of the trip should there be an elevated national security threat or weather conditions that compromise safe travel.
2. Children who come to school, but do not attend the field trip (by caregiver choice) will be placed in a classroom and will be supervised at school for the extent of the trip.

Lockers/Cubbies

Students are responsible for the contents of their lockers (cubbies). Lockers are provided by and owned by the school. Cubbies are not locked so there should be no expectation of privacy or security in the use of cubbies.

Lost And Found

Lost and Found items will be displayed/hung on the table and racks in the Activity Room. Please help us to return items to their owners by labeling everything. Please check for lost items as soon as you know something is missing. Unclaimed clothing will be donated to an appropriate charity at the end of each school year.

Birthdays And Other Celebrations

We realize that your child's birthday is a very special day and birthdays will be recognized in classrooms. Staff and children's birthdays are also announced on Morning Announcements each day. Do not send in food of any kind to celebrate your child's birthday. Birthday invitations may not be distributed in school unless everyone in the class is being invited.

All classroom events will be organized by the homeroom or other teacher. Caregiver volunteers may be asked to support. All events must adhere to the [MRSD Wellness Policy](#) (File ADF): Only staff members will plan and organize celebrations. The staff member responsible for the event must notify administration for approval and notify parents. School celebrations such as holidays and birthdays will emphasize physical activities, academic achievements or positive youth development. Examples include the writing of poems for Valentine's Day, telling scary stories for Halloween, etc. Schools should encourage celebrations that include nutritious foods or non-food items and will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Each celebration should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually.

After School Programs

School based after school programs such as Chorus and clubs may be offered throughout the school year.

[For links to after school child care programs, click here.](#)

Student Support Services

Reading and Math Intervention

Regular education assessment data and teacher referral is used to determine which students would benefit most from reading and math intervention. Intervention programs are research-based and are part of Harwich Elementary School's commitment to best teaching practices and as such are considered part of the regular education curriculum. Caregivers will receive communication that this intervention is occurring. Student progress is monitored through the Student Support Team (SST) on a regular basis.

Guidance/Counseling

The Guidance Staff provides support for students with social, behavioral and emotional needs that adversely impact their educational experience at school. HES guidance staff works with teachers, caregivers and students to teach respect, responsibility, compassion, integrity, and conflict resolution. The counselor also works with individual or small groups of children to facilitate friendships and to assist with school adjustment issues. At various times throughout the year, students may meet with guidance staff to discuss school-related issues. Caregiver notification is not required for these occasions as this support service is one aspect of the regular education program.

Students may also receive interventions from the guidance staff on a regular basis. These services are available to an individual or groups of students for social skills education and/or school adjustment issues and are a part of the Student Support Team. Caregivers will be notified but permission is not required. The guidance staff may serve as a liaison to agencies outside the school and can provide a list of resources to facilitate caregiver's access to child and family welfare services.

The Principal and Assistant Principal serve as the school's disciplinarians as needed and collaborate regularly with the school counselors and psychologists. Students may be referred to Guidance by the Principal/Assistant Principal or staff to resolve behavioral and socialization problems. Additionally, school counselors and psychologists are a resource to classroom teachers to help with the implementation of strategies to support students' whose behavior or social difficulties are adversely affecting the classroom, recess/playground, cafeteria and/or the school as a whole.

Crisis Prevention/Intervention

The Monomoy Regional School District recognizes that from time to time circumstances may occur within the school community which constitute a crisis and require prompt and immediate action. A crisis is defined as a tragedy, disaster, or a dangerous situation occurring during or after school hours, which could profoundly impact students, staff and/or parents/ guardians. We

have trained personnel available to attempt to prevent a crisis or to intervene when a crisis occurs. Support services are available from Guidance Counselors, School Psychologists, the School Nurse, and other trained faculty for dealing with any situation that could profoundly impact students, staff, and parents/ guardians. Anyone may make a referral through the Guidance Office. In order to assist school staff in identifying and helping students who may be in crisis, all students are encouraged to report to a teacher, school nurse, guidance counselors, or the Principal/Assistant Principals any student behavior which may be troubling such as talk of depression, suicide, or any other strange behavior. All student reports will be held in strict confidence.

Abuse/Neglect Policy

The faculty and staff of the Monomoy Regional School District are mandated by law to promptly report any suspected case of child abuse or neglect. Under Massachusetts General Laws Chapter 119, Section 51A, a mandated reporter who has reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse including sexual abuse, or from neglect, shall immediately report such condition to the Department of Children and Families (DCF). Mandated school reporters include teachers, educational administrators, psychologists, attendance officers, social workers, day care providers and healthcare professionals. Parents/ guardians or other individuals may also report suspected abuse/neglect to the DCF through the At-Risk Hotline: 800-792-5200.

Special Education Services

Special education, under federal and state mandates, provides services to children from the ages of 3 to 22 who have been diagnosed with certain disabilities that impact their learning. Monomoy Regional School District strives to provide high quality programs to meet the unique learning needs of all students. Special Education staff, along with highly trained teaching assistants, provide services primarily in the classroom setting. Some services are provided to students in a specialist's classroom (speech and language room, the occupational therapy room, the special needs teacher's classroom) if the Team deems it more conducive to meeting the student's needs. Our primarily inclusive program is designed to allow special needs students to maximize their academic potential by providing access to the general education curriculum as mandated by the State Frameworks. Individual modifications, accommodations and specialized instruction within the classroom afford children with special learning needs the opportunity to demonstrate success and understanding of the general curriculum in the least restrictive environment. A coordinated team approach is carefully designed to deliver this service model in a manner that promotes self-esteem and peer acceptance of diverse learning styles. A team approach is used to coordinate services for students with individualized education plans. Consultations with the guidance counselor, physical therapist, occupational therapist, special education teacher, principal, classroom teacher and caregivers occur on a regular basis to develop and modify the program that best meets the needs of each student.

Caregivers, teachers or other concerned parties may make a referral for a special education evaluation if they suspect the child has a disability that impacts learning. A comprehensive evaluation will be conducted to determine if the student meets the eligibility criteria. Eligible students must have a diagnosed disability, and they must be failing to make effective progress in the classroom setting as a result of the disability and require specially designed instruction or special education. If you have concerns about your child's development or believe that your child may be entitled to special education services, please contact your child's teacher.

Student Support Team and Response to Intervention

The Student Support Team (SST) brings together the classroom teacher, Principal/Assistant Principal and school specialists to review student progress on an individual basis. Our SST Team meets regularly at the recommendation of teaching staff to plan, implement and monitor interventions to support student academic and social emotional needs. Student progress is monitored closely and updated plans are developed and monitored as needed.

Response to Intervention Team

Response to Intervention Team (RTI) is a general education resource that provides an immediate response to a classroom teacher's concerns about a student. When a teacher observes that a child is experiencing academic or social difficulties, the team convenes to provide suggestions and an objective perspective on methods and approaches to assist and support the child. The team may consist of the principal, classroom teachers, the guidance counselor and often the reading specialist or special educators. RTI is an internal process that does not generate reports to caregivers, although your child's teacher may tell you that s/he is seeking assistance from the RTI teams. Meeting notes are recorded, but are not entered into a child's record.

504 Accommodation Plans

Section 504 is a federal statute that prohibits discrimination based upon a disability, among other provisions. A student may be considered disabled if s/he has a diagnosed emotional or physical impairment that substantially limits one or more of his or her major life activities. An Accommodation Plan may be designed for students who meet the criteria of a disabling impairment under section 504. The Coordination Officer for 504 Accommodation Plans at Harwich Elementary School is the principal or designee. The District-wide Section 504 Coordinator is the Director of Student Services.

School/Parent Compact: Title I Schoolwide Program

Title I Intervention

The Monomoy Elementary Schools and the families of all students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership that will help children achieve the State's high standards. In the Monomoy Elementary Schools, Title I partially funds academic intervention services for qualifying students and teacher professional development.

School Responsibilities

Harwich Elementary School will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.

1. Hold parent/guardian-teacher conferences in the fall and as requested by families during which this compact will be discussed as it relates to the individual child's achievement.
2. Provide families with frequent reports on their children's progress. Specifically, the school will provide report cards for each of the three grading term each school year.
3. Provide families reasonable access to staff. If you have any questions regarding your child's progress, please contact your child's teacher.
4. Provide families opportunities to volunteer and participate in their child's school experience such as the Parent Teacher Organizations (PTOs), School Councils, Task Forces, classroom volunteering, and special school events.

Family Responsibilities

We, as families, will support our children's learning in the following ways:

- Ensuring consistent school attendance.
- Providing a positive environment at home to support school and learning.
- Monitoring that homework is completed to the best of the child's ability.
- Reading at home at least 30 minutes each day.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school.

Parents are an important part of the Title I program and are urged to participate in informational programs, parent workshops, and parent/teacher conferences.

Volunteers/Visitors

Volunteer/Visitor Guidelines

Visitors and volunteers related to the school curricular activities must be pre-approved to enter the school. All visitors are required to sign in at the main office and wear a visitor badge while they are in the school. Visitors wishing to observe or volunteer in a classroom must make arrangements with the classroom teacher and/or principal prior to the visit. [All volunteers must have an up-to-date CORI check](#). Depending on circumstance, mentors/chaperones may need to have fingerprints completed and sent to the district office. Please call the district central office for more information and required code.

Harwich Elementary School Council

The Harwich Elementary School Council consists of representatives from parents, students, faculty and the community who have specific responsibilities under the Education Reform Act of 1993. School Council members are elected each year. The School Council will meet monthly under the direction of the Principal.

[Harwich Elementary School PTO](#) (Parent Teacher Organization)

Harwich Elementary School has an active PTO and this dynamic group of parents has provided the school with outstanding educational, social, and recreational opportunities. The PTO sponsors annual activities and is a fundraising organization for much of the enrichment activity at the school. The PTO volunteers assist with planning the events and raising funds for them. Please consider becoming active in our PTO as a way to be of service to your school and ultimately, to your child.

Fourth Grade Student Ambassadors

Fourth grade students are encouraged to participate on a volunteer basis as part of the Student Ambassadors. The Student Ambassadors collaborate to develop and showcase character traits to our school community at the monthly All Shark Meetings.

MRSD Policies and Regulations

MRSD policies are voted upon and enacted by the Monomoy Regional School Committee, and guide activities throughout the district.

For a full list of Monomoy Regional School District policies, please [click here](#).

Partial list of policies and regulations:

Bullying Prevention Policy – [Section J, File JICFB](#)

Bullying is a serious infraction, which will not be tolerated by the Monomoy Regional Public Schools. Bullying is defined as the repeated use by one or more students or by a member of school staff including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to extra-curricular or paraprofessional of a written or electronic expression or a physical or emotional harm to the victim that:

- Causes emotional or physical harm to the victim or the victim's property
- Places the victim in reasonable fear of harm to himself or damage to his property
- Creates a hostile environment at school for the victim
- Infringes on the rights of the victim at school
- Materially or substantially disrupts the education process or the orderly operation of a school.

(For the purposes of this section, bullying shall include cyberbullying.)

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation may be subject to disciplinary action. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

An overview of the various resources available to address bullying is available at <https://www.monomoy.edu/our-district/bullying-prevention> and may also be found in the District's Bullying Prevention and Intervention Plan, which can be viewed on each school building's administrative landing page.

Hazing Policy – [Section J, File JICFA-E](#)

Technology Acceptable Use Policy – [Section I, File IJNDC](#)

Restraint Policy And Regulations – [Section J, File JKAA](#)

Suspension/Expulsion Policy And Regulations

It is the policy of the Monomoy Regional School District to follow all applicable laws concerning discipline and to provide students facing discipline with their rights to due process pursuant to all applicable laws and regulations, including but not limited to Mass. General Laws, chapter 71, §§ 37H, 37H½, and 37H¾ and 603 CMR 53.00.

Emergency Removal

The principal(s), in his or her discretion, may temporarily remove a student from school when the student is charged with a disciplinary offense and, in the principal's judgment, the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no adequate alternative to alleviate the danger or disruption. The emergency removal shall not exceed two (2) school days following the day of the emergency.

Policy On Disciplining Students With Special Needs

Federal and state special education laws govern the disciplining of students with disabilities eligible for special education and the regulations promulgated thereunder. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. 1401 *et seq.*, and Section 504, its implementing regulations 34 C.F.R. 300 *et seq.*; and Massachusetts General Laws, Chapter 71B and its implementing regulations, 603 C.M.R. 28.00.

Non-Discrimination Policy – [Section A, File AC](#)

Harassment Policy – [Section A, File ACAB](#)

Notice of Nondiscrimination (§ 106.8(b)–(c))

Monomoy Regional School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the Monomoy Regional School District Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX may be referred to the Monomoy Regional School District Title IX Coordinator.

The Monomoy Regional School District Title IX Coordinator is:
Melissa Maguire, Director of Student Services
425 Crowell Road
Chatham, MA 02633
1-617-848-0611
mmaguire@monomoy.edu

The Monomoy Regional School District nondiscrimination policy and grievance procedures can be located at <https://www.monomoy.edu/school-committee/school-committee-policy-manual> on the website.

Monomoy Regional School District has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>

Monomoy Regional School District Synopsis Of Federal Civil Rights Laws And District Coordinator Information

Victim Assistance

Persons who have been subject to harassment or discrimination will be provided with support and assistance in meeting their needs to the extent possible within the school environment and will be aided in seeking further assistance if they so desire through referral to appropriate sources. **Complaints alleging discrimination shall be made to the appropriate compliance coordinator below or shall be referred to the coordinator if received by other persons within the institution.**

Complaints alleging discrimination shall be made to the appropriate compliance coordinator, or shall be referred to the coordinator if received by other persons within the institution.

Civil Rights and Equal Educational Opportunities
Director Student Services , Dr. Melissa McGuire
Monomoy Regional School District
425 Crowell Road
Harwich, MA 02633
508-945-5130

Synopsis of Federal Civil Rights Laws and District Coordinator Information

Synopsis of Laws and Contact Information

Please contact Central Office (508-945-5130) for specific and current coordinators for the following:

Title VI of the Civil Rights Act of 1964

Coordinator: Business Manager/ Director Student Services

Statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these

protected categories (42 USC §2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

Title IX of the Education Amendments of 1972
Coordinator: Director of Student Services

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment. (M.G.L. Ch. 151B, S3A) **The Monomoy Regional School District's policies are available at: <http://www.monomoy.edu/>**

Section 504 of the Rehabilitation Act of 1973
Coordinator: Director of Student Services

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)

Americans with Disabilities Act of 1990
Coordinator: Director of Student Services

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (28 CFR 35.107(a))

Equal Educational Opportunities Laws

Equal Educational Opportunities Act of 1974
Coordinator: Director of Student Services

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including race, color, sex, or national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC §1703)

Mass. General Laws CH. 76, § 5 (also known as Chapter 622)

Coordinator: Director of Student Services

This state law provides that “[n]o 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.”

Title I of the No Child Left Behind Act of 2001

Coordinator: Director of Student Services

Title I has been reauthorized through the No Child Left Behind Act of 2001. Title I is a federal supplemental education program to improve student achievement. Funding is determined by municipal census poverty levels. Monomoy Regional School District are designated as Targeted Assistance for Title I.

Title X (Part C) of the No Child Left Behind Act of 2001 (McKinney-Vento Homeless Education Assistance Improvements Act of 2001)

Coordinator: Director of Student Services

The Education for Homeless Children and Youth program is intended to ensure that homelessness does not cause these children to be left behind in school. Homeless children and youths should have access to the education and other services that they need to meet the same challenging state student academic achievement standards to which all students are held.

Special Education

IDEA 2004

Coordinator: Director of Student Services

The Individuals with Disabilities Act of 2004 provides eligible disabled students with free and appropriate public education.

Signature Page

[Please click here to submit your digital signature to acknowledge that you have received and read this handbook.](#)