Plainville Public Schools

Family/Student Handbook

2026-2027

PLAINVILLE
PUBLIC SCHOOLS

WE HAVE HEART

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ADMINISTRATION

SUPERINTENDENT'S OFFICE

68 Messenger Street, Plainville, MA 02762
TELEPHONE: (508) 699-1300 FAX: (508) 699-1302

Superintendent	Jennifer Parson
Regional Wellness Director	Dot Pearl
Administrative Assistant	Christine Medici
Business Administrator	Kaitlyn Shelar
Assistant Business Administrator	Megan Martinsen
Regional Director of Food Services	Lisa Luce

OFFICE OF SPECIAL SERVICES

68 Messenger Street, Plainville, MA 02762
TELEPHONE: (508) 699-1309 FAX: (508) 699-1311

Director of Student Services	Candace Andrade
Secretary	Wendy Moriarty

TECHNOLOGY OFFICE

68 Messenger Street, Plainville, MA 02762
TELEPHONE: (508) 699-1307 FAX: (508) 699-1302

Technology Systems Administrator	Stephanie Whitaker

PLAINVILLE SCHOOL COMMITTEE

Chair	Shannan Kerrigan	(508) 277-1563 skerrigan@plainville.k12.ma.us

Vice Chair	Kristen Conrad Garrity	(617) 947-2691 kgarrity@plainville.k12.ma.us
Member	Catherine Stoddard	(617) 955-9390 cstoddard@plainville.k12.ma.us
Member	Victoria Lown	(774) 225-8604 vlown@plainville.k12.ma.us
Member	Kevin Cormier	(508) 642-2394 kcormier@plainville.k12.ma.us

ANNA WARE JACKSON ELEMENTARY SCHOOL STAFF DIRECTORY
68 Messenger Street, Plainville, MA 02762
TELEPHONE: (508) 699-1304 FAX: (508) 699-1303

Office	**Nurse, School Psychologist/Team Chair, School Adjustment Counselor**
Alec Ciminello, Principal Suzanne Roberts, Secretary Stephanie Houghton, Receptionist	Angela Lesure, Nurse Caitlin VanDeGiesen Nurse (.4) Kathleen Griffin, School Psychologist/Team Chair Melissa Sousa, Adjustment Counselor

Preschool	**Kindergarten**	**Grade 1**	**Grade 2**
Jennifer Kubinski Brenda Daday Dina Franco Liz Foley	Kelsey Kiely(lts K Dellek) Linda Leger Amy Naggar Patricia Moore	Kayli Cartier Brian Foley Jennifer Ryan Deirdre Maher	Kristin Campbell Amy Eighmy Linda Kavanah Carrie Travers
Special Educators	**Specialized Instruction/Therapists**	**Special Area Educators**	**English Learner Educator**
Anna Horrigan Jennifer Skazinski Stephenie Benedetti Kimberly Teague	Kathryn Hegarty (Reading) Maegan Dellay (BCBA) Amy Antunovic (Speech) Riley Skeffington (Speech) Heather Viveiros-Murphy (Physical Therapist,.7) Samantha Wnuk (OT)	Natalie O'Neil (Art) Caitlin Nunez (STEM) Tracy DelGrosso (Physical Ed) Laurie Durand (Music .6)	Sophie Naggar

Jackson School Council Members

Community Representative	TBD	
Parent Representative	TBD	
Parent Representative	TBD	
Staff Representative	Stephenie Benedetti	sbenedetti@plainville.k12.ma.us
Staff Representative	Tricia Moore	pmoore@plainville.k12.ma.us
Principal	Alec Ciminello	aciminello@plainville.k12.ma.us

Beatrice H. Wood Elementary School Staff Directory

72 Messenger Street, Plainville, MA 02762
TELEPHONE: (508) 699-1312 FAX: (508) 699-1317

Office	**Nurse, School Psychologist/Team Chair, School Adjustment Counselor**
Robin L. Roberts-Pratt, Principal Paula Cole, Secretary Iza Gallerani, Receptionist	Laural Hashway, Nurse Caitlin VanDeGiesen Nurse (.4) Kathleen Griffin, School Psychologist/Team Chair Jenna Pothier, School Adjustment Counselor

Grade 3	**Grade 4**	**Grade 5**	**Grade 6**
Tricia Fregeau Elizabeth Scott Maryann Nameth Jessica Hoyle	Devon Houghton Jessica Vine Laura Schoonmaker Abigail Hartley	Kayla Ledbetter James Camden Kerrie-Lee Walker Samantha Rodas	Kristin Connolly-Espenhain Mary Molloy Hilary Robinson
Special Educators	**Specialized Instruction/Therapists**	**Special Area Educators**	**English Learner Educator**
Annemarie Adams Danielle Johnston Samuel Murdoch Morgan Hurley	Dawn Jagganath (Reading) Michaela Crawley (Speech)	David Murphy (Physical Education) Natalie O'Neill (Art) Meghan Olynciw	Karen Nunes

Karen Taranto Kate Kelley	Wilson, Amy (consultant) Heather Viveiros-Murphy (Physical Therapist,.7) Samantha Wnuk, (Occupational Therapist)	(Music .5) Samuel Thurston (Band Instructor) Caitlin Nunez (STEM)	

WOOD SCHOOL COUNCIL MEMBERS

Community Representative	James Caprarella	caprajm24@yahoo.com
Parent Representative	TBD	
Parent Representative	TBD	
Parent Representative	Amanda McCarthy	acmccarthy678@gmail.com
Staff Representative	Maryann Nameth	mnameth@plainville.k12.ma.us
Staff Representative	Karen Taranto	ktaranto@plainville.k12.ma.us
Principal	Robin Roberts-Pratt	rrpratt@plainville.k12.ma.us

MISSION STATEMENT

The mission of the Plainville Public Schools is to promote lifelong learning throughout the community and to prepare students to become responsible, contributing members of a changing society by providing a challenging, rigorous educational program.

VISION STATEMENT

The Plainville Public Schools strive to provide high quality instruction in an environment where all students feel a sense of belonging. Plainville envisions a learning environment for all students where they are inspired to think critically, to solve problems, to accept themselves and others and to grow into responsible community members.

CORE VALUES

Plainville has **HEART**:
High Expectations
Empathy
Acceptance
Responsibility
Teamwork

ATTENDANCE REGULATIONS

The law of the Commonwealth of Massachusetts requires that any person of elementary school age attend school each day it is in session.

ENTRANCE AGE

In an attempt to permit children to enter kindergarten and first grade at the time most appropriate for them individually:

1. Children who will be five years of age before September 1 of the school year during which they wish to enroll will be eligible to enter kindergarten.

2. All students must have reached six (6) years of age before September 1 of the school year during which they wish to enroll in Grade One. Exceptions shall be made by the superintendent for new students who have successfully completed kindergarten in another public school district or an accredited kindergarten program.; i.e. N.A.E.Y.C (National Association for the Education of Young Children).

STUDENT ABSENCE

If a student will not be attending school on any given day, the parent or guardian should call the student's school before 9:00 a.m. on the morning of his/her absence.

If a student is absent and the school is not notified, the school will telephone the student's parent or guardian. It is the intent of the Plainville School Committee to account for all students and to ensure that anyone who has left for school did indeed arrive as anticipated.

WOOD: (508) 699-1312 JACKSON: (508) 699-1304

A doctor's note should accompany any student who is absent five (5) or more consecutive days. If the student has been absent due to a contagious disease, parents should call the school nurse.

Each principal or designee shall make a reasonable effort to notify (in writing and/or in person) any student and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) and/or arrived late five (5) or more times for unexcused reasons in a school year. Said principal or designee shall meet with the student and/or parent/guardian. This meeting shall be to develop action steps to improve student attendance and/or punctuality and shall be developed jointly by the principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

TARDINESS

Students must arrive at school on time. They will be considered tardy if they arrive at the Wood School and the Jackson School after 8:50 a.m. A student arriving late must be accompanied by a parent or guardian or have a signed note containing the date and estimated time of arrival. A student arriving late must report to the office. Chronic absence and/or tardiness will be addressed by the school administration and if necessary, by the attendance officer. Students arriving late due to a medical appointment (dentist, doctor, etc.) must present a note signed by the medical professional.

DISMISSAL OF STUDENTS

Students will not be dismissed during the school session without a signed note/permission from a parent or guardian, or without permission from the principal. No oral requests from students will be accepted. A student will not be dismissed into the custody of a person unknown to school personnel without a note from home, even if the student recognizes the person. That person will be referred to the office for identification and authorization.

A student will not be permitted to wait for parents or others outside the school building. All students who are dismissed during the school day must be dismissed through the office and they will wait in the office until their parents arrive. At that time the parent/guardian must sign the dismissal log. Students who travel home on buses will not be kept in the classroom after bus dismissal unless the teacher has made arrangements with the parents or guardians for other transportation for them. If a child is to be picked up after school, the parent should be prompt. If a child is not picked up within one (1) hour of their assigned dismissal time and the parent cannot be contacted, the police will be called.

Those students who are leaving school by other than their usual manner must have a note from home advising the teacher and the school office of the change in plans. In case of emergency, the parent must notify the school office.

LEGAL CUSTODY (RESTRAINING ORDERS)

If parents do not have joint custody of a child or children, the parent with legal custody **must** present a copy of any and all legal documents (Restraining Orders, etc.) to the office of the school the student attends. This is to be done within 48 hours after any such legal documents are issued or on the first day of school. If there is any change in custody, the school is to be notified in writing (copies of legal documents, if any) as soon as possible. The school cannot be held responsible if legal parents and guardians do not abide by the above.

UNSCHEDULED EARLY DISMISSAL

Power breakdown, weather related conditions etc., might require early evacuation of the school. Telephone service could be down depending on the emergency.

The decision to close school early is made by the Superintendent of School's office. In the event of unscheduled early dismissal the Superintendent will notify families through the District's phone notification and/or email system. All phone numbers provided by each family will receive the call. Additionally, the following radio and television stations will be notified WCVB (Channel 5), WBZ (Channel 4, 1030 AM), FOX, Channel 25, WJAR (Channel 10, WPRO 630 AM). If possible notification of an unscheduled early dismissal will also be posted on the Plainville Public School Web Page (www.plainville.k12.ma.us).

Should a decision be made to close school early, the school will follow the regular dismissal routine unless otherwise notified by the parents. All after school and evening programs in the school district will be canceled. Parents arriving at school to pick up their child(ren), will have their child(ren) dismissed upon their arrival.

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

POLICE DEPARTMENT, FIRE DEPARTMENT, HIGHWAY DEPARTMENT

DELAYED SCHOOL OPENING

On some mornings, road or weather conditions may warrant a delay in the opening of schools. If there is a two-hour delay, AM preschool will be canceled.

Please do not drop your child off at school at the regular hour because there will not be any adult supervision until ten minutes before school begins.

The superintendent will notify families using the district's phone notification and/or email system.

SCHOOL CANCELLATION

The decision to close school school is made by the superintendent of schools. In the event of an unexpected school cancellation, the superintendent will notify families through the District's phone notification and/or email system. "NO SCHOOL" announcements will also be given over the following radio and television stations WCVB (Channel 5), WBZ (Channel 4, 1030 AM), FOX, Channel 25, and WJAR (Channel 10, WPRO 630 AM) between 6:00 a.m. and 8:00 a.m. If possible notification of no school will be posted on the Plainville Public Schools Web Page.

ACCOMMODATION FOR RELIGIOUS AND ETHNIC OBSERVANCES

In accordance with Massachusetts General Laws Chapter 151C – Section 2B and out of respect for family values and religious and ethnic traditions:

Any student who is unable, because of his/her religious beliefs, to attend classes or participate in any examination, study or work requirement on a particular day, shall be excused from any such examination, study or work requirement which he/she may have missed because of such absence on a particular day. The student shall be provided with an opportunity to make up any such examination, study or work requirement which he/she may have missed because of such absence on a particular day; provided, however, that such make-up examination or work shall not create an unreasonable burden upon such school. In addition the schools shall, to the best of their ability, refrain from scheduling any educational (field) trips on days when students will not be in attendance because of religious beliefs and observances. No adverse or prejudicial effects shall result to any student because of availing him/herself of the provisions of this section.

BEHAVIOR

GENERAL RULES

The following behaviors will not be tolerated:

Hurting others physically or with words
Misbehaving in any school area (this includes the bus and bus stops)
Disobeying or showing disrespect to any school employee, volunteer, or guest
Using foul language
Chewing gum (unless identified as a special accommodation)
Breaking school rules
Stealing
Defacing School Property

STEALING

Stealing is a serious offense. If a teacher suspects a student of stealing, he/she will notify the principal immediately. When a student has been caught stealing or admits to stealing, the parents will be asked to come to the office for a conference. Continued stealing becomes a police matter.

ASSEMBLIES

Students may have the opportunity to attend assemblies. During an assembly, students are to be attentive and courteous.

CAFETERIA

We encourage a calm and orderly mealtime environment for all students. Students should be encouraged to eat their lunches. Good nutrition is an aid to good education.

Students need permission to leave their seats. Students are allowed to converse quietly with those seated next to them.

Students are expected to follow the directions of the person in charge at all times with special attention to proper rubbish disposal, and always leaving the cafeteria in a neat condition.

CORRIDORS

There is to be no running or loud talking in the corridors or in lines. Students will also keep to the right in the halls to avoid confusion, accident, or injury.

BATHROOM

Order in the student bathroom is to be maintained at all times. Upon written notification from a parent or guardian, special arrangements will be made for a child.

Climbing on the fixtures, writing on the walls, or any other destructive behavior is forbidden. Any student found to have violated this rule will be reported to the principal for disciplinary actions.

DISCIPLINARY PROCEDURES

Students are expected to show respect to the adults and fellow students and to take responsibility for their actions. Students have the right to an education and teachers have the responsibility to provide it. No person should interfere with teaching and learning.

Students must be taught at an early age to follow rules and regulations as well as to respect authority and the rights of others.

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

The principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct.

Students are expected to follow the school's code of conduct/behavioral expectations. When this does not happen, the situation will be addressed by building staff and/or principal. Students may expect any of the following consequences:

a. Principal/staff member/student conference
b. Parent/principal/staff member/student conference
c. Additional consequences at the discretion of the principal
d. Suspension
e. Expulsion

Severe misbehavior may result in an immediate conference with the parents.

SUSPENSIONS

Massachusetts General Law, Chapter 71, Section 37H3/4
In every case of student misconduct for which suspension may be imposed, a principal shall consider ways to re-engage the student in learning and avoid using suspension from school as a consequence until alternatives have been tried. These alternative remedies must be employed and their use and results documented. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports. The principal or designee does not have to utilize alternative remedy in the following situations, 1) if the alternatives are unsuitable or counter-productive, and 2) in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

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

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

The principal shall immediately notify the superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

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

In School Suspension – not more than 10 days consecutively or cumulatively
The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

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

Principal's Hearing – Short Term Suspension of up to 10 days
The hearing with the principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

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

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

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

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

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

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

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

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

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

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

The principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to

suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

If the principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

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

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

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

The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

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

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

INTERROGATIONS AND SEARCHES

Searches by Staff

The right of inspection of students' school desks and other school property is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect and to act in the best interest of all students and the schools.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present. A documented effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation; however, in an emergency situation involving safety, questioning may begin prior to the parent/guardian arriving.

2. If custody and/or arrest is involved, the principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

EXPULSIONS

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

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

ACADEMIC PROGRESS

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

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

The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

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

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance,

academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

ABUSE OF ALCOHOL OR CONTROLLED SUBSTANCE, WEAPONS AND ASSAULT GUIDELINES

A. POSSESSION/USE OF TOBACCO, ALCOHOL AND/OR CONTROLLED SUBSTANCE

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

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

B. POSSESSION/USE OF DANGEROUS WEAPONS/THREATS

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 look-a-like shall be subject to suspension/expulsion from school by the principal.

C. THREATS TO SCHOOL PROPERTY

Any student who threatens school facilities/buildings either verbally or in writing, including at school sponsored and/or school related events may be subject to suspension/expulsion from school by the principal.

D. ASSAULTS AND THREATS TO DO BODILY HARM

Any student who assaults or threatens to do bodily harm to a student, member of the school staff, bus driver, volunteer, or guest, either verbally or physically at school, at school-sponsored or school-related events, including athletic games, or on a school bus may be subject to suspension/expulsion from school at the discretion of the principal.

E. FALSELY ACCUSING STUDENTS OF COMMITTING AN OFFENSE

Falsely accusing someone of committing any of items A-D is considered a serious violation of general behavior and will be subject to disciplinary actions at the discretion of the principal.

Procedures To Be Followed

1) School personnel who suspect a student of violating any of the above guidelines will report it immediately to the School principal/Administrator/Designee.

2) School principal/Administrator/Designee will consult with other administrators, teacher(s), school psychologist and/or school nurse. In making a determination if a violation of any of the above provisions has taken place, the School principal/Administrator/designee shall take into account the age of the child and all the circumstances surrounding the incident.

3) Upon a finding of a violation of any of the above provisions the parents/guardians of victims or other persons immediately affected by the incident shall be notified by telephone as soon as possible but prior to the next school day. At the conclusion of the investigation a follow up conversation will take place with all involved parties.

4) Notification will be made to the local police department if deemed appropriate by the principal.

F. VERBAL THREATS WITH REFERENCE TO USE OF A WEAPON

Any student who threatens to use a weapon to do bodily harm to a student, member of the school staff, bus driver, volunteer, or guest at school, at school-sponsored or school-related events, including athletic games, or on a school bus may result in suspension/expulsion from school at the discretion of the principal.

PROCEDURES TO FOLLOW FOR VERBAL THREATS WITH REFERENCE TO USE OF A WEAPON:

1) Any member of the School Community, either staff members, bus drivers, or volunteers who witnesses or overhears a verbal threat with the use of a weapon is expected to report the incident to the School principal/Administrator/Designee. Any student who witnesses or overhears a verbal threat with the use of a weapon is encouraged to report the incident to the School principal/Administrator/Designee.

2) The School principal/Administrator/Designee shall meet with all students involved to ascertain the facts.

3) School principal/Administrator/Designee will consult with other administrators, teacher(s), school psychologist and/or school nurse. In making a determination if a violation of any of the above provisions has taken place, the School principal/Administrator/designee shall take into account the age of the child and all the circumstances surrounding the incident.

4) Upon completion of this preliminary investigation, the School/principal/ Administrator/Designee shall telephone all parents or guardians of the students involved. This telephone call shall occur as soon as is practical prior to the next school day.

5) If deemed appropriate by the School principal/Administrator/Designee, the Plainville Police Department shall be contacted and notified of (1) the facts as they then exist, and (2) the status of such investigation at the time then being.

6) At the conclusion of the investigatory process, the School principal/ Administrator/Designee may initiate at his/her discretion such disciplinary action, as he/she deems reasonably prudent in view of the facts then known. Such disciplinary action may include, but shall not be limited to the suspension of the student.

7) A follow up conversation with all involved parties shall occur.

POLICY ON PHYSICAL RESTRAINT

The Plainville School District shall abide by the provisions of 603 CMR 46.00, which regulates the use of physical restraint on students in publicly funded elementary and secondary education programs. The Plainville School District has developed restraint prevention and behavior support procedures, in compliance with 603 CMR 46.04, which shall be annually reviewed, provided to school staff, and made available to parents.

Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

(a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and

(b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

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

In addition, each staff member will be trained annually regarding the school's physical restraint policy and accompanying procedures.The program staff member who administered the restraint shall verbally inform the principal of the restraint as soon as possible and by written report no later than the next school working day. The written report shall be provided to the principal for review of the use of the restraint. If the principal has administered the restraint, the principal shall prepare the report and submit it to his/her designee for review. The principal shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the parent or the Department upon request.

The principal or his/her designee shall make reasonable efforts to verbally inform the student´s parent of the restraint within 24 hours of the event, and shall notify the parent by written report

sent either within three school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. If the program customarily provides a parent of a student with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent in that language. The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

Before initiating a formal complaint procedure, a student or his/her parent/guardian who has concerns regarding a specific use of a physical restraint, may seek to resolve his/her concerns regarding a specific use of a physical restraint by raising the issue with the principal of the school.

If the student and/or his/her parent/guardian are not satisfied with the resolution, or if the student and/or his/her parent/guardian does not choose informal resolution, then the student and/or his/her parent/guardian may proceed with the formal complaint process.

A student or his/her parent/guardian, who has concerns regarding a specific use of a physical restraint, may seek to resolve his/her concerns regarding a specific use of a physical restraint by submitting a written complaint to the Office of the superintendent. For more information, School Committee Policy JKAA (Time Out, Seclusion, and Restraint of Students) can be referenced in the district's school committee policy handbook.

GENERAL INFORMATION

ACHIEVEMENT, LEARNER QUALITIES, CURRICULUM CONTENT, AND HOMEWORK

PURPOSE

The purpose of the Plainville Public School District's Achievement and Student Success policy is to define the principles for creating a learning system which fairly and accurately reflects student learning.

The philosophy of the School Committee concerning academic achievement, as well as students' social growth and development, is based on the premise that students have diverse capabilities and individual patterns of growth and learning.
The Plainville Public School District acknowledges that students may differ in the time needed to reach proficiency. As a result and in order to support the learning of all students, flexible learning opportunities must be provided.

The Plainville Public School District has identified essential standards that are aligned with the Massachusetts State Standards. Evaluative practices adopted by the Plainville Public School

District will support the learning process and promotion of student success. The primary purpose for formative and summative assessment is to communicate student achievement.

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Plainville Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

ACHIEVEMENT

The Plainville Public School District promotes a system that:

- assesses learner achievement and learner qualities
- ensures consistency and fairness in grades across the district
- provides meaningful achievement information to students and families

Teachers will use evidence to determine the performance level that best reflects student proficiency.

Achievement Evaluation Key

The following 4 point key will be used:

4 Applying standards at complex levels: The student applies key concepts, processes, and skills required of the standards at a complex level in the current trimester.

3 Meeting Standards: The student grasps and applies the key concepts, processes, and skills required of the standards in the current trimester

2 Making progress toward standard: The student is beginning to grasp and apply the key concepts, processes, and skills required of the standards in the current trimester.

1 Making minimal progress toward standards: The student is having difficulty grasping the key concepts, processes, and skills required of the standards in the current trimester.

N/A Not applicable in the current trimester

LEARNER QUALITIES

Learner qualities are assessed and reported separately from academic achievement. These important aspects include homework, behavior, effort, and class participation.

Learner Qualities include:

Work Habits

- Advocates for self when assistance is needed to be successful
- Follows directions
- Stays on task
- Works cooperatively
- Follows classroom routines

Social

- Accepts responsibility for choices
- Demonstrates self-control in structured settings
- Shows respect towards students
- Shows respect towards adults

Learner Quality Evaluation Key

C - Consistently meets expectations without prompting
O - Often meets expectations
I - Inconsistently meets expectations
R - Rarely meets expectations

Incomplete Work and Failing Work

Teachers will communicate to students and families about incomplete and failing work and intervene as needed. Students who fail to complete major assignments/assessments will be given the opportunity to make up the work.

HOMEWORK

The purpose of homework is to support classroom learning through practice, pre-learning, processing, or checking for understanding. Homework provides feedback to the teacher and the student about how learning is progressing.

Because homework is completed independently, assignments will be differentiated in order to ensure that students can be academically successful. Homework assignments will include time to read for pleasure and time to practice mathematics.

Nightly homework time increases with each grade level. An average range for grades kindergarten-three is 10-30 minutes. An average range for grades four-six is 40-60 minutes.

When homework is graded, students and parents will be notified of its weight prior to or at the time of the assignment. Parents will be contacted when assignments are not regularly completed so that they might provide direction and support to their student; however, no student shall miss recess to complete a missing assignment.

Homework may be assigned each weekday evening with the exception of Friday or the last school day of the week. Friday evenings, as well as Saturdays, Sundays and holidays are considered family time with no homework responsibilities.

ANIMALS IN THE CLASSROOM

The Plainville School District is committed to providing a high quality educational program to all students in a safe and healthy environment.

No animal shall be brought to school without prior permission of the building principal. All Plainville Animals in Schools policy IMG requirements must be adhered to.

School principals, in consultation with the health service providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the principal shall be final.

ASBESTOS

In accordance with the Federal Asbestos Hazard Emergency Response Act all schools are required to be inspected to determine the presence of asbestos-containing building materials. In addition, all employees and parents must be notified annually of any findings.

Given documented evidence that no asbestos containing material is present in either the Jackson School or the Wood School, the MA Department of Labor has exempted the Plainville Public Schools from inspection. The requirements to notify employees and parents annually, however, still remains, which is the reason for this notice.

BUILDING SECURITY AND STUDENTS' SAFETY – VISITORS/VOLUNTEERS

The safety of all students is of great importance to all the staff of the Plainville Schools. To ensure the safety of all the students, it is required that all visitors (including parents) have a photo ID (driver's license) available in order to sign in using the district's visitor management system. After signing into the system, visitors must wear the printed visitor pass and report to the office of the school before proceeding to any other section of the building. This pertains to each and every visitor, even if the visitor is a person such as a volunteer who visits the school on a regular basis.

Please note that visitors will not be allowed to go to a classroom unless arrangements have been made with the teacher ahead of time. This will prevent the regular classroom routine from being disrupted.

All visitors will be required to wear their printed visitor's pass in a manner that is visible to all. Visitors must sign out at the main office when leaving the building.

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

All school volunteers will be subject to a Criminal Offense Record Information (CORI) check. The superintendent can authorize additional CORI checks as deemed necessary. The CORI process must be completed prior to a volunteer providing service.

NON DISCRIMINATION POLICY

The Plainville Public Schools is committed to maintaining an educational environment where bigotry and intolerance, including discrimination and/ or harassment on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, disability, homelessness, or age, are not tolerated. Discrimination and harassment are contrary to the mission of the Plainville Public Schools and its commitment to equal opportunity in education.

The Plainville Public Schools does not discriminate against students, parents, employees or the general public. No person shall be excluded from or discriminated against in admission to the Plainville Public Schools, or in obtaining the advantages, privileges and courses of study of the Plainville Public Schools on account of race, color, sex, gender identity, religion, national origin, homelessness, or sexual orientation. (G.L.c. 76, §5). Additionally, the Plainville Public Schools does not tolerate harassment based upon race, color, sex, gender identity, religion, national origin, homelessness, or sexual orientation. (603 CMR 26.08).

The Plainville Public Schools takes allegations of discrimination and harassment seriously. Any allegation of harassment or discrimination will be investigated promptly, impartially, and in a manner which will preserve the confidentiality of all concerned to the extent practicable under the circumstances and as provided by law. Where it is determined that conduct that violates the law and/ or this policy has occurred, the Plainville Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include school-related discipline.

If any Plainville Public Schools student, parent or employee believes, in good faith, that he or she has been subjected to sexual harassment or any other form of harassment or discrimination described above, the individual has a right to file a complaint with the Plainville Public Schools. This may be done informally or formally, as described below.

1. Informal Resolution of Discrimination and Harassment Complaints
Before initiating the formal procedure, an alleged victim may wish to resolve the complaint on an informal basis through discussion between the alleged victim and the alleged perpetrator, which will be facilitated by the building principal or designee. The alleged victim may request

informal procedures or be given the option of electing between pursuing informal or formal procedures at the time that their complaint is received by the Civil Rights Coordinator or building principal. Informal procedures are entirely voluntary. Alleged victims may elect to pursue formal procedures at any step in the process of making their complaint, even if informal procedures have already begun. Similarly, alleged perpetrators may elect to follow formal procedures.

If the alleged victim and the alleged perpetrator feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. This voluntary conversation must occur within five (5) workdays after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.
If the alleged victim is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the formal complaint procedure described below.

2. Formal Resolution of Discrimination and Harassment Complaints
A student, parent or employee who is not satisfied with the informal resolution process or who chooses not to participate in the informal resolution process may initiate the formal complaint procedure at any time.

3. Interim Measures
The Plainville Public Schools shall take immediate steps to protect the alleged victim, alleged perpetrator, witnesses, and the larger school community pending the completion of an investigation or the informal process and address any ongoing harassment or discrimination. The District will take interim measures to prevent retaliation against the complainant.

In the case of alleged sexual assault, the Civil Rights Coordinator and/ or designee will take additional individualized steps as necessary, including, but not limited to, referring the alleged victim to a rape crisis center, creating a safety plan, and/ or designating an individual at the site level to act as a support person during the investigation.

4. Appeals
Any party may appeal the decision of the Civil Rights Coordinator and/ or designee in writing to the superintendent within fifteen (15) school days of receipt of the findings of the formal procedure. The superintendent, as an impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) school days of the appeal.

5. External/Grievance Procedure
Any student, parent or employee who chooses not to use the district's internal grievance procedures or who is not satisfied with the district's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

1. For complaints related to discrimination/harassment of students:
The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

OR
The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone 617-994-6000, TIY: 617-994-6196

2. For complaints related to discrimination/harassment of parents:
The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

3. For complaints related to discrimination/harassment of employees:
The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

OR
The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone 617-994-6000, TIY: 617-994-6196

OR

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

Some alleged conduct may constitute both a violation of District policies and criminal activity. The building principal, Civil Rights Coordinator, superintendent, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant/alleged victim of the right to file a criminal complaint.

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The Civil Rights Coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the Civil Rights Coordinator. The Plainville Public Schools will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

Some alleged conduct may constitute both a violation of District policies and criminal activity. The building principal, Civil Rights Coordinator, superintendent, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant/ alleged victim of the right to file a criminal complaint.

Section 504: Non Discrimination On The Basis Of Handicap

The Plainville Public Schools hereby notifies all students, parents, employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements that it does not discriminate on the basis of disability.

Section 504 of the Rehabilitation Act of 1973 provides that:

"No otherwise qualified handicapped individual…shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The school principals or their designees have been designated as Section 504 Coordinators

Mr. Alec Ciminello, Principal
Anna Ware Jackson School
68 Messenger Street
Plainville, MA 02762
508-699-1304

Mrs. Robin L. Roberts-Pratt, Principal
Beatrice H. Wood School
72 Messenger Street
Plainville, MA 02762
508-699-1312

Non Discrimination On The Basis Of Title VI And Title IX

Title IX specifically states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving Federal financial assistance."

Title VI makes it clear that all aspects of public school education must be fully open and available to all children. No school may exclude a child from any course, activity, service, facility or resource in a public school on account of race, color, sex, gender identity, religion or national origin of such child.

The Plainville Public Schools supports Title IX and Title VI and does not discriminate in employment or in educational programs and activities. If you have questions or concerns, the Title IX and Title VI Coordinator is the Director of Student Services.

Candace Andrade
Director of Student Services
68 Messenger Street
Plainville, MA 02762
508-699-1309

CELL PHONES OR SIMILAR ELECTRONIC DEVICES

To maintain a safe, respectful, and focused learning environment, **cell phones and other personal electronic devices may not be used during the school day.** If such devices are sent to school, the following expectations are in place:

- Students must keep cell phones and any other personal electronic device (including Smart watches) turned off and stored in their backpack, locker, or another designated area during school hours.

- Cell phones and other electronic devices may not be visible or used in classrooms, hallways, restrooms, the cafeteria, or on school grounds during the school day. In addition, use of cell phones and electronic devices is not permitted on the school bus.

- Unauthorized use of a cell phone will result in disciplinary action, which may include confiscation of the device until the end of the day or until a parent/guardian picks it up.

- At no time will students be permitted to use any personal electronic device for the purpose of taking photographs or videos at school or on the school bus.

The school is not responsible for lost, damaged, or stolen electronic devices, including cell phones.

COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and

understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

Students--and their parents and/or guardians--who believe that a student has received unfair treatment may bring forward their grievance. Appeals of individual disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, procedures will begin with the authority imposing the penalty (for example, principal or teacher) and may ultimately be referred to the superintendent and on to the School Committee if applicable.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner.

CONFERENCES

Parent/teacher conferences for all students will be held in the fall and again in the spring. Parents will be notified of the conference schedule and exact dates during the school year. However, if you have questions or concerns at any other time, please contact the teacher at school. Student academic records may be inspected and reviewed in the office upon request by the parent or legal guardian.

C.O.R.I. REQUIREMENTS

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

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

DRESS CODE

Students should dress in a manner that shows pride in themselves and their school. All students are required to dress and groom themselves in clothing that promotes health, safety, and

cleanliness and is suitable for school activities. Clothing worn should not disrupt the educational atmosphere or programs of the schools.

EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The superintendent, in consultation with police and fire officials, will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local Emergency Medical Services agencies, a Medical and Behavioral Emergency Response Plan for each school in the district.

FACILITY USE

The School Committee recognizes that the buildings under their jurisdiction provide the only large and diversified meeting places within the community. The facilities also provide a cafeteria and gymnasium, which further broadens the versatility of the buildings to the citizens of the community. All organizations wishing to use school facilities will be expected to share in the direct costs attributable to their use of the facilities.

Applications for the use of facilities should be submitted online utilizing the Plainville Public Schools website. Follow the link to Use of Facilities. If you do not wish to apply online, official applications are available at the principal's office for each school.

FIELD TRIPS, EXCURSIONS AND OUTDOOR EDUCATION PROGRAM

Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better public relations. The School Committee will also encourage field trips as an integral part of the instructional programs in the schools.

The superintendent will establish procedures to assure that:

1. All students have parental permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.

5. The schools shall, to the best of their ability, refrain from scheduling any field trips on days when students will not be in attendance because of religious beliefs and observances.
6. All field trips must be approved by the building principal.
7. No child will be denied participation due to financial hardships in any school activity.

FINANCIAL ASSISTANCE

No child will be denied participation in any school activity (e.g. field trips, after school activities, etc.) due to financial hardship.

FOOD SERVICES PROGRAM

The Plainville Public Schools Food Service Department provides students with healthy meals each day. For the 2025-2026 school year, the state of Massachusetts will provide funding to allow free breakfast and lunch for all public school students.

GIFT POLICY

The acceptance of personal gifts by school personnel from school suppliers, from parents and/ or students can be subject to misinterpretation and a source of embarrassment to the school district and all persons involved.

The Plainville Public School Gift Policy states, “It is illegal to accept anything of "substantial value" from anyone with whom school personnel have had or are likely to have official dealings even if the motivation for the gift is to express gratitude for a job well done or to foster goodwill.

The courts and the State Ethics Commission have deemed "substantial value" to be $50 or more. Additional compensation, waived fees, discounts, gift certificates, meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses are considered gifts. In addition, free or discounted services such as construction or accounting work are considered gifts. A number of smaller gifts together worth $50 or more may not be accepted.”

When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts.

LOCKERS

No lockers are available at the Anna Ware Jackson School. Each classroom has a coat closet or coat hooks to accommodate coats, boots, and other student items that need storage.

Most students at the Beatrice H. Wood School will be assigned a school locker on the first day of school. Each locker has coat hooks and shelves to accommodate coats, boots, and other student items that need storage. Students will not be allowed to decorate or in any way change the look of the locker either inside or outside from when it was assigned to them. Students are not permitted to access any locker other than their school assigned locker. Violation of this policy is considered serious. Any student who accesses another student's locker may be subject to disciplinary action, including but not limited to suspension from school by the principal.

As a condition of usage of a school locker, students are advised that the school administration reserves its right to inspect a student's locker. Students should not have any expectation of privacy in any locker, desk, or any other property belonging to the Plainville Public Schools.

LOST AND FOUND

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

MESSAGES TO STUDENTS

It is sometimes necessary for parents to call the school to ask that messages be delivered to children. It is difficult to ensure delivery of these messages and almost impossible to see that they are acted upon by the student. Information such as changed dental appointments, instructions to take a different bus home or reminders of meetings tend to interrupt classes and can frequently be avoided. However, messages that must be delivered to students will be phoned to the classroom teachers by the secretary just prior to dismissal.

NAME CHANGES

It is Massachusetts' State Law that a child's legal name be used on all school documents. Prior to changing the school's records, proof of a change in name must be submitted.

NEWS/MEDIA RELEASE INFORMATION

Often the media/press requests information regarding student awards, honors, scholarships, and sports or club memberships. Throughout the year, the local cable TV channel, newspaper, and school department newsletters will take pictures or write about school activities and students. It is the policy of the Plainville Public Schools to make this information routinely available unless parents have requested in writing, in advance, that they do not wish to have this information published. We will be happy to comply with parents' written requests.

PHYSICAL EDUCATION CLASSES

On the days that students have Physical Education he/she should:

1. wear a pair of sneakers, properly tied
2. wear shorts, sweatpants, or any non-restrictive athletic leg wear
3. wear a T-shirt, sweatshirt, or any modest athletic top
4. remove all loose jewelry.

All children participate in Physical Education. If your child needs to be excused because of illness or injury, he/she must bring a note that will be reviewed by the school nurse and the Physical Education Teacher. If your child needs to be excused for a period longer than one week, a note from the doctor must be given to the Physical Education Teacher or the school nurse.

PLAINVILLE PARENT TEACHER ORGANIZATION

Welcome to the Parent Teacher Organization (PTO)! All parents/guardians and staff of Jackson and Wood school students are automatically members of the PTO. There are no dues to be a member. The PTO raises funds through fundraising. With these funds, we are able to support many school events, presentations, field trips, purchase P.E. and recess equipment at both schools. These activities really enhance children's learning experiences. This is a very worthwhile cause. Your level of participation is up to you. Participate as much or as little as you want. The Plainville PTO meets monthly from September to June, with the exception of December. Our meetings are held in the B.H. Wood library at 7:00 p.m. on the second Thursday of each month, and all parents/guardians and staff are welcome to attend.

RESOLVING ISSUES

In the event that parents or guardians have a concern or a problem regarding classroom matters, **the teacher is to be consulted first**. If the matter is not resolved, the principal, school superintendent, and/or School Committee may be addressed in that order.

SAFETY GUIDES FOR HAZARDOUS CONDITIONS DUE TO WEATHER

1. Alert students to the very dangerous fact of falling snow and ice. Extreme caution should be used when walking near buildings, trees and overhead wires, etc.

2. When walking in the street students should:

    a) Keep to the left - facing traffic - in order to get out of the way, if necessary.

    b) Walk in single file - not two or three abreast or side by side.

c) Not climb on or through snow banks (danger of falling or sliding into an oncoming vehicle). Walk on the road as close to the snow bank as possible.

3. Use extreme caution when crossing the street or when coming from behind a snow bank into the street.

4. While waiting to be picked up by the morning bus, students should stand quietly in a safe area near the stop. There should be no running around or throwing snow.

5. After being left off at their stop after school, students should walk directly home in the above-described manner.

6. In general, all students should remain alert and keep in mind any possible situations that might result in an accident.

SCHEDULING FAMILY VACATIONS OTHER THAN DURING SCHEDULED SCHOOL VACATION

Parents are encouraged to take their family vacations at the time that school vacations are scheduled. Students who are absent—whether excused or unexcused—miss valuable instructional time, classroom discussions, and hands-on learning experiences that are critical to mastering course material. Research consistently shows a strong link between consistent attendance and higher academic performance. As a general rule, NO school assignments and/or school materials will be given to the students to take on vacation. Students are expected to check with their teachers regarding the process for making up any missed schoolwork when they return from vacation. Assignments must be made up and submitted at the teacher's discretion, but should be within a reasonable timeframe.

SCHOOL SUPPLIES AND CLASSROOM MATERIALS

It is the mutual responsibility of teachers and parents to see that students use school supplies judiciously.

The students are encouraged to take care of classroom furniture and other items of public property. If these items are lost, destroyed or damaged, it is the responsibility of the parents to make restitution. Parents will be assessed for damage or loss.

SEARCHES

The right to inspect a student's property is inherent in the authority granted to the principal or designee. This authorization may be exercised as needed in the interest of protecting children and safeguarding their own or school property.

Searches of students will be conducted in a way conducive to the preservation of individual rights and to an atmosphere supportive of the educational process.

No search of a student shall be conducted unless there is reasonable suspicion that a violation of law or school rules has occurred. School property, including lockers and any personal property stored within school property, i.e. lockers, may be searched at any time without reasonable suspicion. Searches shall be conducted with at least two faculty members present, one of whom shall be the principal or designee.

SECURITY CAMERA USE

The Plainville School Committee supports the use of video cameras throughout the Plainville Public School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only.

Signage and Notification

1. Appropriate signage will be posted at major entrances to school buildings and on school buses that notify students, staff and the general public of the District's use of security cameras. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools, on school buses and on school grounds. Such notification will include, but not be limited to, employee handbooks and student handbooks.

2. Signs will be posted in public entryways to the buildings and other conspicuous locations informing persons that the buildings and grounds may be under video surveillance. The posted signs will read: Surveillance Cameras in Use for Security Purposes. School buses will have a posting of: Video Surveillance on This Bus (in plain sight for all riders to see).

Camera Placement

1. The security camera system is installed in public areas only. These areas may include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby and main entries.

2. Restrooms, changing rooms, private offices and nurse's offices are excluded from security camera use.

3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

Use of Video Recordings

1. The superintendent or his/her expressly authorized designee shall oversee video

surveillance.

2. The Plainville Public School Security Camera System will be in operation and may be monitored by authorized school personnel throughout the calendar year.

3. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials.

4. There will be no monitoring of live recordings, except in the case of a suspected health or safety emergency.

5. Reviewing the recordings will occur only when a suspected incident is committed inside or outside the building (e.g. vandalism, graffiti, etc.).

Data Storage

1. All video recordings are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for a period of time consistent with state law and the requirements of record retention.

2. Information obtained through video surveillance may only be used for disciplinary investigations. A school may disclose video surveillance information regarding a student to law enforcement personnel in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

3. Any video recordings used for security purposes on school buses, in school buildings or grounds are the sole property of the Plainville Public Schools. Release of such videos will be made only as permissible pursuant to applicable law and with the permission of the superintendent or his/her designee. Audio recordings may generally not be disclosed or released except pursuant to applicable law, including but not limited to, Mass. Gen. L. 272, §99 and 18 U.S.C. § 2511.

SOCIAL MEDIA GUIDELINES

Social media sites/apps are powerful tools that enhance communication between students, parents, and teachers. The Plainville School District encourages parents to participate in social media sites/apps when appropriate, but cautions parents to act responsibly, thoughtfully and respectfully at all times. Parents should understand that their online conduct not only reflects the school community as a whole, but they are also role models for their students as well.

Below are guidelines to follow:

Monitoring

Parents should bring all concerns and complaints directly to the school administration instead of posting them on social media sites/apps and/or personal websites.
The Plainville School District reserves the right to delete comments that are deemed inappropriate, offensive, vulgar, and/or threatening.
The School District also reserves the right to remove/block a user who continually uses offensive, vulgar or threatening language from the social media sites/apps.

Use Good Judgment
Think about the type of image that you want to convey when you are posting to social media sites/apps. Remember that what you post will be viewed and archived permanently once you hit the "publish" button.
Parents shall not post false, defamatory, threatening, racist, obscene or disrespectful language

Provide Value
Think about what you have to offer the community -- whether it's thoughtful, relevant blog posts; tweets; or homework help -- and focus on providing that consistently

Copyright and Fair Use
Parents should respect copyright and fair use guidelines.
When hyperlinking to other sites and media, be sure that the content to which you are hyper-linking is appropriate and consistent with these guidelines.

Profiles and Identity
Remember how you represent yourself online should be comparable to how you represent yourself in person.

Privacy and Confidentiality
Parents should not distribute any information that might be deemed personal about any parents, teachers, staff, or students, without their express consent. Private information includes but is not limited to names, phone numbers, home addresses, places of work, etc.

Digital Content
Parents should not post digital content (i.e. photos, videos, audios etc.,) and/or comments about other children without school approval, including while in attendance at field trips, assemblies, etc.

One of the issues sometimes associated with the use of social media is defamation.

Libel per se (libel is in writing, slander is spoken; together they are referred to as defamation) in this context seems to encompass statements that charge the plaintiff with a crime, that allege the plaintiff has certain diseases, or that may prejudice the plaintiff's profession or business. Therefore, false statements made a by parent or member of the community which are false and defamatory (i.e., charge the individual with committing a crime; have a certain disease, or

prejudice the individual's profession or business) about a particular individual and are published or shown to a third party may be actionable as libel or defamation.

In the context of social media, it is extremely important that individuals posting to a Facebook account, Twitter feed, other social media sites/apps, or sending an e-mail, verify the accuracy of their statements, since once information is sent through one of these forums, it may cause damage to an individual's professional reputation.

SOLICITING AND SELLING

No funds shall be collected from students and no sales shall be conducted through the school unless authorized by the Plainville School Committee.

Solicitation of funds or goods for charitable purposes from students of the school system will be made only as approved by the School Committee.

Any non-profit group from Plainville or King Philip regional school district organization desiring to distribute flyers or other materials to students in connection with fund drives may do so, contingent upon the approval of the superintendent.

STUDENT ORGANIZATIONS

Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, board policies, and administrative procedures.
Each building principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Prior to the formation of any club or organization in the school, principal approval is required.

Within such guidelines will be provisions for a periodic review of all student organizations.
The formation of any student organization that may engage in activities of a controversial nature shall require approval by the superintendent.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy.

All forms of bullying or hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

STUDENT RECORDS REGULATIONS

The Department of Education has adopted regulations pertaining to Student Records. These regulations are enforced by law 603 CMR 23.00 and apply to **all** elementary and secondary educational facilities that include private schools with approval to provide special education services, as well as vocational educational facilities. They are designed to insure parent and student rights of confidentiality, inspection, amendment, destruction and receipt of copies as well as to assist school administration in its responsibility for the maintenance of said records.

The regulations apply to any and all information kept by a School Committee on a student. The regulations divide records into two sections.

1. **Transcript:** includes only the minimum information necessary to reflect the student's educational progress. This includes name, address, course titles, grades, credits, and grade level completed. These records are kept by the school district for at least sixty (60) years after the student leaves the system.

2. **Temporary:** contains the majority of information maintained by a school system about a student. This includes such things as standardized test results; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. These records are destroyed within five (5) years after the student leaves the system.

The summaries of major parent and (14+ year old) student rights concerning records as per Student Record Regulations are as follows:

1. **Inspection of Record:** A parent, or a student who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than ten days after the request, unless the parent or student consents to a delay.

   The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials.

   Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

2. **Confidentiality of Record:** With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

3. **Amendment of Record:** The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

4. **Destruction of Records:** The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction. Additionally they are entitled to meet with the principal (or principal's designee) to discuss their objection and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

   For more detailed information, copies of *Student Records: Questions, Answers and Guidelines* may be obtained through the Department of Education.

STUDENT RECORDS - NON-CUSTODIAL PARENTS' RIGHTS

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

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

1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or

2. The parent has been denied visitation, or

3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or

4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent

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

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

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

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

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

STUDENT ASSIGNMENTS

It shall be the responsibility of the principal to assign students to classes. If a parent/legal guardian requests assignment or reassignment of a student, the principal shall have the final authority in determining the propriety of such a request. Student assignments will be released during the summer recess.

STUDENT SUBMISSION TO EDUCATIONAL SURVEYS

Without the prior written consent of the student's parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility for school programs or

for receiving financial assistance under such programs.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

TELEPHONE USE

Students will not be granted permission to use the telephone to arrange social plans. In case of illness, the school nurse, the office or the teacher will make the call.

UNAUTHORIZED ARTICLES

If a student is observed having on them or using unauthorized articles (including but not limited to guns, knives, whether real or toy, spitballs, etc.) of a disruptive or harmful nature, these articles will be confiscated and may be claimed only by the student's parent or guardian. No toys, ipods, gameboys, or personal gaming devices, sports-related, or other articles unrelated to educational programs are allowed on school property, unless authorized by administration.

HEALTH

The school health program supplements the efforts of the family and private physician by providing an expanded health team consisting of school and health personnel. Primary responsibility for the student's health and well-being must rest with the family.

The school is committed to providing a safe, healthful environment for all students. In case of an accident or sudden illness, school personnel will administer necessary first aid. If warranted, the parent or guardian will be called to take the student home or to a physician. In serious emergencies, the student will be transported to the nearest hospital by ambulance and the parent will be notified. The district shall maintain a Medical and Behavioral Emergency Response Plan as is required by law.

Emergency Health Information

Each September, parents are required to update the emergency information for each student by completing the Emergency Health Information form. We ask parents to notify the school as soon as possible when changing addresses, telephone numbers, or e-mail addresses during the school year. ***Parents should also provide their child's bus driver (if applicable) with emergency information as the school cannot share this information given its confidential nature.***

Physical Examination Requirements

In compliance with Massachusetts State Law parents/guardians are required to provide a current physical examination by for their child's school health record for:

- Students entering Preschool or Kindergarten, Grade Four
- All new students entering Plainville Public Schools

Written verification of the physical examination is required to be part of every student's Health Record.

Lead & Vision Screening

In compliance with Massachusetts State Law lead screening and a vision screening is required upon entry into Preschool/Kindergarten.

Immunization Requirements

In accordance with Massachusetts State Law, Chapter 76, Section 15:

Students entering school for the first time, whether at Pre-K, Kindergarten, or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination is contrary to the religious beliefs of the student or parent.

Medical exemptions: a written statement from a physician indicating that a vaccine is medically contraindicated for a student, **must be renewed annually at the start of each school year**.

Religious exemptions: a written statement from the student or, if under 18, from the parent/guardian, affirming that vaccination conflicts with sincerely held religious beliefs **should also be renewed annually at the start of the school year**.

Child Health Screenings

In accordance with the MDPH regulation 105 CMR 200.400 the following screening tests are mandated by state law:

- Vision *(year of school entry and annually through grade 6)*
- Hearing *(year of school entry and annually through grade 3)*
- Postural screening *(grade 5 through grade 9)*
- Height & Weight *(grade 1 and grade 4)*

The school will notify a student's parents or guardians if there are concerns as a result of the screening.

Student Illness

Students who are ill should not attend school. Their presence may not only spread communicable disease, but also endanger their own health. If a student has a fever or any other symptoms, which indicate he/she might be ill, or if it appears the student is becoming ill, he/she should not be sent to school. A student exhibiting symptoms of illness may be excluded by school authorities upon recommendation of health personnel.

The student returning to school following an illness should be completely recovered and able to participate in his/her total school programs including physical education and recess. If any modification of the student's program is necessary, the parents and physician should inform the school accordingly. Both school and health personnel are ready to assist the student who has a health problem in his/her adjustment to the school routine.

Upon the student's return to school, parents must send a note explaining the nature and duration of his/her illness. If the student had a communicable disease, Board of Health regulations must be followed. The Board of Health may be contacted during working days to establish the period of isolation for the illness in question.

Regulations Regarding Communicable Diseases

Common communicable diseases are managed in accordance with the Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The district also reserves the right to require a physician's statement authorizing the student's return to school.

The following diseases are reportable to the local Board of Health:

Vaccine Preventable Diseases: Measles, Mumps, Rubella, Diphtheria, Tetanus, Pertussis, Haemophilus Influenza Type B (HiB disease), Hepatitis B, or Varicella

Infectious Diseases: Infectious Diarrheal Diseases, Hepatitis A, C, D, Chickenpox, Meningococcal Illness and Tuberculosis (A comprehensive list of all reportable diseases is available from Mass. Dept. of Public Health)

Students returning to school after one of the above must bring a note from the doctor.

Other Illnesses

Please note that if a child has a sore throat, cough, ear infection, or a cold and cannot follow school routine, the child should remain at home. Please contact the school nurse if you have any questions.

Regulations Regarding the Number of Days Children Will Remain Home:

1. Strep Throat	• Affected students may return to school 24 hours after starting antibiotics, as long as they are fever-free without the use of medication and feeling well enough to participate in school activities
2. Scarlet Fever	• Affected students may return to school 24 hours after starting antibiotics, as long as they are fever-free without the use of medication and feeling well enough to participate in school activities
3. Chicken Pox	• Affected students may return to school when all chickenpox lesions have scabbed or crusted over, they have been fever-free for 24 hours, and they are feeling well enough to participate in daily activities.
4. Head lice	• Students diagnosed with live head lice do not need to be sent home early from school. They can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.
5. Impetigo Affected	• Students may return to school after using medication for 24 hours, as long as exposed sores are covered and the child is well enough to participate in school activities.

6. Conjunctivitis (Pink Eye)	• Conjunctivitis (Pink Eye) Students identified as having conjunctivitis may not need to be sent home early from school. They can be sent home at the end of the day, be treated, and return the day after indicated treatment has begun. Parents/guardians should notify the school nurse if the health care provider decides not to prescribe medication. Students with viral conjunctivitis should still be presumed contagious until symptoms have resolved, but transmission can be controlled with adequate hand hygiene. Students with thick eye discharge, fever, or significant eye discomfort should be evaluated by a healthcare provider and may be excluded at the school nurse's discretion
7. Scabies	• Affected students may return to school after receiving the first treatment for scabies, even if itching continues. Please provide confirmation of treatment and ensure all close contacts are also evaluated and treated if needed.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a disabled child under state and federal law, the procedures for determining the appropriate educational placements in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the

classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the district shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

MEDICATION POLICY

This policy, JLCD (Administering Medications to Students) establishes the requirements for safely administering medication to students during all regular school activities, including classroom instruction, field trips, transportation, athletics, extracurricular activities, and school-sponsored events. Medication may only be administered when a student has an approved medication administration plan, and only by the school nurse or other authorized personnel identified in that plan. The policy also outlines the responsibilities of the School Committee, school nurses, and trained staff to ensure medications are administered safely, documented appropriately, and handled in compliance with Massachusetts law.

Key Points

- Medication may only be administered during school activities when a medical administration plan is in place.
- The school nurse is primarily responsible for administering medication, but may delegate this responsibility to trained, authorized unlicensed personnel when permitted by law.
- The school nurse may permit certain students to self-carry and self-administer medication if the requirements under school committee policy JLCDC are met.
- A comprehensive medication administration plan and daily medication log must be maintained for each student receiving medication, including physician orders, parent/guardian authorization, dosage, storage requirements, allergies, monitoring, and documentation of administration.
- Schools must have procedures for medication storage, emergency response, reporting medication errors, parent communication, and resolving medication-related concerns.
- The school nurse has final decision-making authority regarding medication administration during field trips and other special school events.
- Schools may stock and administer emergency rescue opioid antagonists (naloxone) and authorize trained personnel to administer emergency medications, including epinephrine, in accordance with state regulations.
- Schools that store medications or delegate medication administration must maintain the required Massachusetts Controlled Substances Registration and comply with all applicable Department of Public Health regulations.

If a student is approved for self-administration, they may take their medication independently, with reminders or supervision provided by the school nurse or a trained staff member designated by the nurse in the student's individual medication administration plan (MAP).

This provision is only allowed when a MAP is in place and approved by the school nurse. No one other than the school nurse or those explicitly authorized in the plan may administer medication to a student in accordance with 105 CMR 210.000. All delegation complies with the Department of Public Health (DPH) and Board of Registration in Nursing regulations.

PROCEDURE FOR ADMINISTERING MEDICATION

1. All prescribed medication must be accompanied by instructions from the prescribing physician noting the following: a) student's name; b) medication's name; c) indications for administration; d) dosage; e) time of administration; f) duration of treatment and; g) name of prescribing physician.

2. The medication must be in a container, appropriately labeled by the pharmacist.

3. The responsible parent or guardian must complete a form authorizing the administration of the medication in school. These forms are available at the school.

4. This parental permission must be submitted at the initiation of treatment and renewed at the beginning of **each** school year or more frequently at the discretion of the school nurse.

5. Over-the-counter medications (e.g., acetaminophen, ibuprofen, topical creams) require both a written parent/guardian consent and a written medical order from a licensed prescriber.

6. The parent or guardian is responsible to ensure that the supply of medication kept in the school is adequate and that permission forms are completed as required.

7. **Medication should be brought to the nurse's office by the parent or guardian. No medications are to be carried by the student unless they meet the following M.G.L. 71:54B regulations.**

   For students approved to self-carry and self-administer (e.g., epinephrine, inhalers, insulin), the parent/guardian, student, and school nurse must complete a **Self-Administration Agreement** annually. The school nurse retains the right to revoke self-carry privileges if the student demonstrates unsafe handling or usage.

   Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

a. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
b. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
c. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
d. Students with life threatening allergies may possess and administer epinephrine.

8. Medication administration during field trips or off-campus school-sponsored events will be coordinated by the school nurse. If the nurse is not attending, a trained school staff member may be designated to carry and administer the medication per the student's medication plan, as allowed by law.
9. All medications are stored in a locked cabinet or medication refrigerator (if required) in the nurse's office, per safety regulations. Students may not store medication in backpacks, lockers, or classrooms unless approved for self-carry.
10. Controlled substances (e.g., stimulant medications for ADHD) must be delivered by a parent/guardian directly to the school nurse in the original pharmacy-labeled container. A count will be performed and documented upon receipt.
11. All medications not removed by the responsible parent/guardian within one week of the termination of the order or one week beyond the end of the school year will be discarded by the nurse.

PEANUT/NUT AWARE CLASSROOMS

All classrooms at the Anna Ware Jackson and Beatrice H. Wood Schools are considered peanut/nut aware learning areas. Students are allowed to bring products containing nuts to school but will not be allowed to consume them in their classrooms. Nut products are allowed in the cafeteria with the exception of those tables clearly identified as nut free.

EDUCATIONAL SERVICES IN HOME OR HOSPITAL

Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting 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 arranges for provision of educational services in the home or hospital. Such services are provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal coordinates such services with the Director of Student Services for eligible students. Such educational services are not considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

At the beginning of the school year all parents/guardians of students in our schools will be notified in writing of courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. During the year each course or curriculum we offer which involves human

sexual education or human sexuality issues will have a separate letter/parent bulletin go home before the curriculum begins via the students to explain the program. The superintendent of Schools has determined the school nurse is responsible for sending the notice(s).

Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practical, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy and will inform parents/guardians that they may:

1) exempt their child from any portion of the curriculum that primarily involves sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2) inspect and review program instruction materials for these curricula, which will be made accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the superintendent for review of the issue. The superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

OUTLINE OF HUMAN DEVELOPMENT

Curriculum on Puberty – Grades 5 and 6

Grade 5 – Puberty lesson materials include video "Always Changing" (girls view girl section/boys view boys section)

Grade 6 - Puberty lesson materials include video "Always Changing" (girls and boys watch the same video separately)

ATTENDANCE POLICY FOR STUDENTS WITH AIDS/HIV INFECTION

All students with AIDS/HIV infection may attend regular classes and participate in school programs and activities.

The exception to this statement would be the following:

1. If a student has weeping or bloody skin or mouth sores that cannot be successfully covered or controlled with medication;
2. If a student exhibits biting of an unusual frequency or severity that would be accompanied by actual transfer of blood from the biter, as might happen only from a student with chronically bloody gums or mouth;
3. If a student exhibits bloody diarrhea

As a public health measure, the above students who exhibit such conditions should not be in school until such time as these conditions are resolved. These conditions are grounds for the exclusion of any student from a school setting regardless of whether she/he is known or suspected to harbor a blood borne infection, since a number of serious infectious diseases are spread by contact with human blood, e.g. Hepatitis B virus.

The student's parent(s) or guardian(s) are the gatekeepers of information relating to the student's AIDS/HIV status. In consultation with the student's primary care physician, the student's parent(s) or guardian(s) may decide to inform certain school personnel about the student's AIDS/HIV status, particularly the school nurse or school physician. This student's parent(s) or guardian(s) may benefit from information about the occurrence of threatening contagious diseases that might further compromise the student's health.

A young person with AIDS/HIV infection might need to take medication administered by a school health professional or they may need different immunizations than other students. Knowledge of the AIDS diagnosis or HIV infection of a student might help the school nurse or school physician do their job better.

Should the parent(s) or guardian(s) decide to disclose their child's AIDS/HIV infection status, this process of information exchange should ideally be direct person-to-person contact. Information about an individual's AIDS/HIV status should be treated as highly confidential. Any further disclosure of a student's AIDS/HIV status by the school nurse, school physician, or School superintendent to other school personnel requires the specific informed written consent of the student's parent(s) or guardian(s).

This policy will be revised as medical information becomes available. Inservice workshops will be required for all school personnel as deemed appropriate.

This policy has been written to insure the safety and health of all students and to protect the rights of all children. For this reason, the Plainville Public Schools have adopted the following:

STANDARD PRECAUTIONS FOR SCHOOL SETTINGS

Standard precautions refer to the usual and ordinary steps all school staff need to take in order to reduce their risk of infection from blood-borne organisms (such as the Hepatitis B virus).

They are standard because they refer to steps that need to be taken in all cases.

They are precautions because they require foresight and planning, and should be integrated into existing safety guidelines.

Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels and non-latex gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills.

1. Treat human blood spills with caution.

2. Clean up blood spills promptly.

3. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean-up. Non-latex gloves contribute an added measure of protection, but are not essential if skin is intact. Disposable non-latex gloves will be available in each school building room for appropriate use by school personnel.

4. Clean up blood spills with a solution of one part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution.

5. Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up.)

6. Clean up other body fluid spills (urine, vomitus, feces), unless grossly blood contaminated, in the usual manner.

TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO

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

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

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

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.

- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.

- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the superintendent and approved by the School Committee.

Plainville Public Schools is committed to promoting wellness. The Wellness Policy, outlining goals related to nutrition, physical education, and physical activity, can be found in the Plainville Policy Manual.

CHILDREN IN FOSTER CARE

Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if offered) through high school graduation.

Irrespective of the location of a foster care placement, students in foster care will continue to attend their school of origin, unless after a collaborative decision-making process, it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.
The district has designated a point of contact for students in foster care. The district and the point of contact will collaborate with DCF to ensure that students can access transportation and the other services to which they may be entitled.

Best Interest Determination Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (or, if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when appropriate) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and account for unique factors about the student and his or her foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the district will ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

TransportationThe district of origin must collaborate with DCF on how transportation will be arranged and provided to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment If it is in the best interest of a student in foster care to leave the school of origin, the student must be immediately enrolled in the district in which he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the district with a form indicating that the student is in foster care, along with a state-agency identification badge.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

As required by law, the district will work with homeless children and youth and unaccompanied youth (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, school

nutrition programs, summer programming and extracurricular activities. Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
7. Migratory children living in conditions described in the previous examples.

Students Remaining in Schools of Origin

It is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e. the school that the student was attending at the time he or she became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend their school of origin for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by the school of origin, the term "school of origin" shall also include the receiving school in the same school district educating students at the next grade level.

Homeless students are entitled to transportation comparable to that provided for all other students attending school in the district. The district will transport students who are sheltered or temporarily residing within the district to the students' school of origin. For homeless students attending a school of origin located outside the district in which the student is sheltered or temporarily residing, the district in which the school of origin is located will coordinate with the district in which the student is sheltered or temporarily residing to provide the transportation services necessary for the student, and these districts will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year.

Students Enrolling in District Where Sheltered or Temporarily Residing

Parents or guardians may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin. Enrollment changes for homeless students should take place immediately.

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing

information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.
Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

Dispute Resolution

If the district disagrees with a parent or guardian's decision to keep a student enrolled in the school of origin and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the district will explain to the parent, in writing and in a language the parent can understand, the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education. During the pendency of any such appeal, the student should remain enrolled in the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the DESE website.

LIAISON

The Director of Student Services has been designated as the district's Homeless Education liaison.

Candace Andrade
Director of Student Services
68 Messenger Street
Plainville, MA 02762
(508) 699-1309

CHILDREN OF MILITARY FAMILIES

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents/guardians being on active duty in the U.S. Armed Services, the District supports and will

implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The School Committee believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents'/guardians' frequent moves and deployment.

Eligible students are children of military families as well as the children of veterans who have been severely injured and medically discharged, and children of active duty personnel who died on active duty. Children of retired active duty personnel are also eligible to receive services for one year following the discharge due to severe injury, or the retirement or death of an active military parent. The Compact does not apply to children of inactive Guard or Reserves, veterans and retired personnel not included above, or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.

- Upon enrollment of an eligible student, the receiving school must request official records and the sending schools shall respond within 10 days with the records.

- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.

- In compliance with federal law, the district will assume financial and programmatic responsibility for the special education programs of students with existing IEPs drafted in other states

- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.

- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.

- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent/guardian without any tuition fee imposed

PLAYGROUND POLICY AND REGULATIONS

RECESS

Recess provides the opportunity to socialize with other students, to exercise, and to release energy. Students are expected to follow the code of conduct. Students should have at least 15 minutes of recess a day.

Per the Wellness Guidelines:
Physical education and recess shall not be withheld from students for remediation activities such as interventions, tutoring, academic work, behavior, or instrumental lessons unless directed by the principal. In certain circumstances, school personnel reserve the right to address recess related safety infractions during this time.

There are times when parents submit letters requesting their child be excused from outdoor recess. Such requests will be reviewed by the classroom teacher and/or the building principal and school nurse, depending on the nature of the request.

SEXUAL HARASSMENT, BULLYING, HAZING

POLICY STATEMENT

Sexual harassment is prohibited by both federal and state statutes and will not be tolerated in the Plainville Public Schools. An explanation of the federal and state laws may be obtained at either the principal's or superintendent of Schools' office.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is unwanted and unwelcome behavior of a sexual nature that is annoying, bothersome, harmful and may result in physical and/or emotional injury. **Sexual harassment is defined by the victim.** It can cover a range of behaviors, including sexual insults and name-calling, off-color jokes, intimidation by words or actions, offensive touching, and pressure for sexual activity.
Sexual harassment can be subtle and ambiguous, or direct and overt. Both males and females may be subject to sexual harassment. Sexual harassment may occur:

-- Student to Student
-- Staff to Student
-- Student to Staff

IMPLEMENTATION

The Superintendent of Schools is responsible for the overall implementation of this policy. The policy will be included in each student and staff handbook.

Allegations of sexual harassment shall be reported to the superintendent and/or principal except in cases in which the School Committee is the hiring authority, the School Committee shall be informed. If the individual bringing the complaint does not wish to discuss the issue with the superintendent and/or principal, or the School Committee, she/he may report it to any staff member, including the Title IX/622 Coordinator, who in turn, will report the allegations to the superintendent and/or principal or the School Committee within 24 hours.

The superintendent and/or principal or the School Committee together with the Title VI/IX Coordinator will begin a formal investigation into the alleged charges within 24 hours of receiving the complaint. All reports of sexual harassment will be handled in an impartial manner that protects the confidentiality of all parties.

Upon completion of the investigation, the superintendent and/or principal will render a decision in writing and undertake appropriate action. In instances where the School Committee is the hiring authority, the School Committee shall be charged with this responsibility. If there is a finding of sexual harassment, disciplinary action may include: an apology, on-going education and/or counseling, suspension, letter of reprimand, termination of employment, and/or court involvement.

Further, in accordance with Massachusetts General Laws Chapter 119, Section 51A, a staff member *"who in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the* Massachusetts Department of Social Services *by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the* Massachusetts Department of Social Services *or notify the person in charge of such institution, school or facility or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section."*

BULLYING/CYBERBULLYING

Definition and Prohibition of Bullying

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

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of personal harm or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or any electronic means.

Bullying is Prohibited

- at school and at all school facilities
- at school-sponsored or school-related functions, whether on or off school grounds
- on school buses and school bus stops
- through the use of technology or an electronic device owned, licensed or used by a school
- at non-school-related locations and through non-school technology or electronic devices, if the bullying affects the school environment

Reporting

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

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

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

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

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

Retaliation

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

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

HAZING

The School Committee forbids hazing in any form. Should an alleged instance of hazing occur the provisions of M.G.L. Chapter 269 sections 17, 18, and 19 shall be adhered to. In addition the superintendent of Schools and the School Committee chairman shall immediately be notified of the circumstances of the complaint and the actions taken.

Any organization found guilty of a charge of hazing shall lose the privilege of using school facilities for a period of time as determined by the School Committee.

TESTING PROGRAM

THE FOLLOWING TESTING PROGRAM IS CARRIED OUT IN THE PLAINVILLE PUBLIC SCHOOLS:

A **PRESCHOOL** screening program is available to all three and four year old children throughout the school year at the parent's request. A specialist individually tests each child in the area of basic concepts, speech and language, and small and large muscle coordination.

Students entering **KINDERGARTEN** are initially screened in the spring in the areas of basic concepts, speech and language, and small and large muscle coordination.

State-mandated tests are administered in the spring to students in grades 3, 4, 5, and 6.

All students in grade K-6 are administered norm-referenced assessments throughout the school year. This type of assessment compares Plainville Public Schools students' academic ability with those of similar children from all over the country. The assessments are also used to track academic growth and progress.

TRANSPORTATION

Students who are not designated as walkers by the administration are eligible to ride the bus. Riding the bus to and from school, or for any other activity, is a privilege and not a right. Transportation does not have to be provided for those students whose actions while riding the bus jeopardize the safety of others. With the exception of buses that will pick up students in extreme weather conditions, buses will only transport students who are assigned by the district to a school bus, and there is no opportunity for students to be deemed both a walker or a bus rider. If a parent/guardian selects "walker," the student will be removed from the bus transportation

list. If a student is assigned to a school bus, the bus will be the students' expected method of daily transportation.

It is school policy not to allow students to ride a bus other than his/her regular bus. **If a student makes an unauthorized change in their bus stop a bus conduct report will be issued and appropriate action will follow.**

If your child will not be riding the bus we need to have a note from the parent/guardian. It is school policy that absences, late arrivals, early dismissals, or any changes in regular transportation be explained in writing by the parent or guardian to the classroom teacher. Please explain to your child that the note is to be given to the teacher upon entering the classroom.

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.

2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.

3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.

4. Classroom instruction on school bus safety will be provided.

In addition, the Plainville School Committee authorizes the use of video cameras on school buses as an aid in monitoring student and adult behavior. The recording from these cameras may be used to assist school administrators in deciding upon appropriate disciplinary action.

Under the direction of the school committee, the superintendent or his/her designee shall be responsible for the implementation of procedures relative to this policy. The procedures will comply with all applicable state and federal laws and regulations including the Family Education and Privacy Act.

STUDENT CONDUCT ON SCHOOL BUSES

We believe all students can behave appropriately while riding on a school bus and to ensure safe transportation all are expected to adhere to the following requirements:

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

2. The driver of any school transportation vehicle is responsible for the orderly conduct of the students transported.

3. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for a student to be denied transportation on a school transportation vehicle by the superintendent/supervising principal.

4. Each student may be assigned to a seat in which he will be seated at all times unless permission to change is given by the school authorities and/or driver.

5. Students are not to leave their seats until the bus has come to a complete stop and the driver has opened the door.

6. Seats will not be changed while the bus is in motion.

7. Outside of ordinary conversation, classroom conduct must be observed including the prohibition to use cell phones or any electronic device. Remember that loud talking and laughing or unnecessary confusion divert the driver's attention and may result in a serious accident.

8. Students are to help keep the buses clean by keeping their rubbish off of the floor. Upon returning from a field trip or special event, chaperones are responsible for seeing that the buses are cleared of all student belongings and rubbish. Students must also refrain from throwing anything out of the window of the buses.

9. No student shall at any time extend his or head, hands, or arms, out of the windows, whether the school bus is moving or standing still.

10. Students must cross the street in front of the school bus but only after looking to be sure that no traffic is coming from either direction. Make sure you cross in front of the bus so that the driver can see you.

11. Students who have to walk some distance along the roadway to the bus stop must walk on the left hand side of the road facing the on-coming traffic; this will also apply to students leaving the bus stop. Observe safety rules as you travel between home and your bus stop.

12. Students must keep their books and belongings out of the aisles.

13. Students must be on time at the designated school bus stops.

14. Students must stay off the road while waiting for the bus. Bus riders are not permitted to move toward the bus at the school loading zone until buses have been brought to a complete stop.

15. With the exception of regularly scheduled morning or afternoon bus runs, NO bus is to leave the school without chaperones unless specifically authorized by the superintendent/supervising principal.

16. The above rules and regulations will apply to any trip under school sponsorship.

17. Smoking, alcoholic beverages, drugs, drug paraphernalia and vaping are not permitted on school buses under any circumstances in accordance with state law.

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

19. No animals will be transported in a school transportation vehicle.

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

21. All electronic devices, including but not limited to cell phones, are not to be used on the bus at any time.

22. Failure to comply with these regulations and reasonable requests of drivers and school authorities can result in denial of the permission to ride for a period of time or permanently. The principal or his/her designees administer consequences when rule infractions are reported.

CONSEQUENCES

In addition to the consequences outlined below, all school rules and consequences apply while students are riding on the bus. Depending on the severity of the incident, the bus driver may skip to Step 3.

When a student breaks a rule, the following consequences will be applied:

1st STEP: The driver verbally warns students that the behavior must stop.

2nd STEP: The driver stops the bus and has the student move to an assigned seat. The driver may have a conference with the student after other students exit the bus.

3rd STEP: The driver writes a **Bus Conduct Report** and gives it to the principal.

Severe Misbehavior Or Repeated Offenses

Generally, the second bus conduct report may warrant up to five days' loss of bus privileges. The third bus conduct report may warrant up to ten days of bus suspension. Any other bus conduct reports may result in loss of bus privileges for a period of time to be determined by the principal. In the case of severe or repeated offenses, the principal may use his/her discretion to suspend or expel the student from the bus.

Bus Accident Procedure

In the event of a school bus accident, students may only be discharged to their parents or guardian by a school representative.

Student Transportation In Private Vehicles

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

1. The activity has the approval of the Superintendent of Schools.

2. The owner of the vehicle being used in transporting students must acknowledge in writing that he/she has been advised that his/her insurance policy will be first in the line of coverage in the event of any accident. The driver of the vehicle and any other adults present in the vehicle shall also submit to a criminal background check.

3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect. The statement will also include language releasing the district from any and all actions which may be sustained as a result of the student being transported.

Bike Riding

Only Wood School students who are designated walkers will be allowed to ride their bikes to school. When a student arrives at a walkway to the school, they must walk their bike to the designated bike rack.

Other modes of transportation including but not limited to skateboards, scooters, and roller blades will not be permitted.

All Plainville parents, guardians, and students are reminded that Massachusetts General Laws, Chapter 85, Section 11B(iii) requires that all children, age 12 years or younger, riding bikes or

being carried as a passenger on a bicycle on a public way, bike path or any other public right-of-way must wear an approved safety helmet. The helmet must fit well and be secured by straps when the bicycle is being operated. A helmet is an approved safety helmet if it meets the American National Standards Institute (ANSI Z 90.4) or subsequent standards or the Snell Memorial Foundation's 1984 standard for use in bicycling or subsequent standards.

Any student who rides a bicycle to the Wood School must wear a helmet.

WALKERS

Students who walk to school must walk on sidewalks. Walkers on the side of Messenger Street opposite the Wood School must cross at the designated school crosswalk. The designated school crosswalk will be clearly marked and controlled by a police officer, special police officer or their designee. Students who fail to cross at the designated school crosswalk can expect to receive the following consequences at the discretion of the principal:

a. principal/student conference
b. parent/principal/student conference
c. additional consequence at the discretion of the principal.

GUIDELINES FOR STUDENTS BEING DRIVEN TO AND PICKUP AT SCHOOL

Parents who drop their children off at the Jackson School or the **Wood School** in the morning are to let the children out no earlier than 8:40 a.m. The parents should then leave the area immediately as the buses are also arriving at this time. **IMPORTANT:** No student should arrive on the school grounds before these times unless part of a pre-approved activity, as there is NO supervision available.

Any request for a change of transportation must be in writing and sent to the office. The office must approve any transportation change of a student from his/her usual routine. Each teacher and parent should emphasize to the students that any diversion from the usual route home must be requested by the parents in writing. It is not the teacher's obligation to call the parents. Parents are responsible for transportation to any activities which are not related to school.

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or

functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such an air intake system, unless the Plainville School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

GUIDE TO SPECIAL EDUCATION

Students with disabilities can achieve great things in school when they receive the support and services they require. While not every child with a disability will require special education services, every child whose disability affects their school progress is entitled to receive a free and appropriate public education (FAPE) which meets their unique needs. In this era of school reform, it is expected that high standards will guide the teaching of all students.

A parent, teacher or other professional may refer a student for special education evaluation at any time by contacting the school's principal or administrator of special education.

If you are concerned that your child may have a disability that is affecting his or her ability to make progress in school, you can first speak with the classroom teacher. As you speak with the teacher, explain your concerns and ask the teacher to share his or her concerns. As part of your discussion, it may be decided that classroom accommodations will be used to address concerns for a short period of time. If your child continues to have difficulty with schoolwork, you may make a referral for a special education evaluation at any time.

PRINCIPLES OF SPECIAL EDUCATION LAWS AND REGULATIONS

Special education is specially designed instruction and related services that meet the unique needs of an eligible student with a disability or a specific service need that is necessary to allow the student with a disability to access the general curriculum. The purpose of special education is to allow the student to successfully develop his or her individual educational potential. Along with providing services to the child, if necessary, services are provided to parents and to teachers for the student to benefit from special education. Special education is provided by the school district at no cost to parents.

In Massachusetts, the special education system is based on the federal special education law, the Individuals with Disabilities Education Act (IDEA), in combination with the state's special education law (MGL c. 71B). These laws protect students with disabilities who are eligible for special education and guarantee them an Individualized Education Program (IEP) designed to meet their unique needs.

Special Education Law is organized around the following six principles:

1. Parent and Student Participation
2. Appropriate Evaluation
3. Individualized Education Program (IEP)
4. Free and Appropriate Public Education (FAPE)
5. Least Restrictive Environment (LRE)
6. Procedural Safeguards

SCREENING SERVICES

In an attempt to assist in the identification of students who may have potential special educational needs, a series of general tests are administered to all elementary age children of Plainville who attend public schools; while these screenings and tests do not constitute a special education evaluation, their results can be helpful in determining if a special education evaluation is needed/appropriate. The following is generally adhered to.

A. **PRESCHOOL:** This service is available for any Plainville child who is 3 years of age through 5 years on an individual request basis throughout the year. Again, if the screening does identify a special education need(s), a referral for a more extensive and formal special education evaluation will be sought; the areas to be screened will be: large muscle and fine motor coordination, language, cognitive concepts and social development. Appointments for a preschool screening can be made by calling the Office of the Director of Student Services at (508) 699-1309.

B. **KINDERGARTEN:** The screening of students entering kindergarten takes place in the spring. Parents will be notified of the exact dates. No student will be allowed to attend the Plainville Public Schools Kindergarten unless he/she has turned five (5) years of age before September 1st of the school year he/she enters. Also, all students must have reached the age of six (6) before entering grade one.

If a child has had difficulty with one or more of these screening tests, the parent(s)/guardian(s) will be contacted to determine whether further evaluation may be appropriate.

SERVICES AND PROGRAMS

PRESCHOOL PROGRAM:

The purpose of the preschool program is to provide expedient early identification, professional and reliable evaluation and high quality service delivery to each Plainville preschool aged child so that that child will be ready to benefit from his/her Kindergarten, primary and middle school years.

The Plainville Public Schools receives referrals from regional early intervention agencies.

Services to preschool children are developed through the office of the Director of Student Services and, if needed, a screening is scheduled. This screening is a short, global survey of a child's abilities across all major areas of development. If the screening identifies an area of weakness, a recommendation will be made to have the child evaluated by the preschool TEAM.

The consent for evaluation is then sent to the parent(s)/guardian(s) and the evaluation is completed, a TEAM meeting held, and the creation of an Individualized Educational Plan is created. Occasionally a finding of "no special needs" is made.

The Plainville Preschool Program offers a variety of program sessions to meet the needs of the students through the Team process. Full day, partial day, and services only are available. The student population in the various integrated programs is composed of students between the ages of three and five who have been identified as having special educational needs and students without special education needs, who attend on a tuition basis which is payable monthly. The Plainville Preschool Program adheres to the Massachusetts DESE Preschool guidelines.

Specialized Programs:
Specialized programs are available in both elementary schools, focusing on highly structured, language-based, therapeutic programs for students with identified special needs who require such a setting in order to make educational progress. The curriculum is highly individualized but based on the Massachusetts Curriculum Frameworks.

As required by the special education regulations, each student's program contains some element of inclusion as determined by the TEAM. Ancillary special education services (such as Speech and Language Therapy, Occupational Therapy and Physical Therapy) can be delivered within these programs.

Special Education Integrated Services:
In order to promote the provision of a free appropriate public education in the least restrictive environment, both elementary schools offer the delivery of special educational services within the regular classroom. These programs will enable students with diverse learning needs and identified special needs to remain in the regular classroom.

Speech And Language Therapy:
Speech and Language diagnostic assessment and therapy services are available to the students in the Plainville Public Schools and require formal referral through the special education process. With the writing of an IEP, services in the areas of receptive and

expressive language, auditory processing and speech (articulation, fluency, and voice) are provided on a one-to-one or small group basis. Children who have difficulty with speech sounds will be serviced through a regular education program plan or Section 504. These services are available, as well, to three and four year olds through the special education process.

COUNSELING SERVICES:
Counseling services are provided as part of the regular educational program or under an individualized plan. These services are designed to assist students to function more effectively in the classroom environment. These services are provided by the School Adjustment Counselor.

Short-term counseling can be provided to the student who is facing a difficult situation that impacts his/her schoolwork. Community options are explored that might be available to children and families. The School Psychologist administers psychological evaluations as part of the special education process in order to better understand a student's school difficulties.

HEALTH SERVICES:
The School Nurse consults with parents, teachers and administrators in both school buildings regarding any special health concerns and provides specific health counseling services to children. The school nurse also assists parents in communicating the need for home instruction if medically necessary. Home tutoring will be facilitated, if deemed necessary, by the department of student services. While these services are available to all students, the school nurse is frequently a contributing member of the special education TEAM and reports a child's medical history and interprets to the TEAM any medical information that may have been a part of the evaluation.

If necessary an Individualized Healthcare Plan will be written by the School Nurse to reflect the child's specific medical, nursing and educational needs. A healthcare plan is designed to ensure that the child receives the health services he/she needs during the school day. The development of this plan is a collaborative process which involves the child's family, the child (when appropriate), the School Nurse, the school physician (when appropriate), other school staff, community health providers and medical specialists where indicated.

ADDITIONAL SERVICES:
In addition to the aforementioned services, a student may require individual services such as: Occupational Therapy (O.T.), Physical Therapy (P.T.), Vision Specialists, Hearing Impaired Specialists, Behavioral Specialists, etc. Through formal evaluations, determinations must be made as to be "educationally appropriate."

SPECIAL EDUCATION PARENT ADVISORY COUNCIL

In accordance with G.L. 603 CMR 2003, each School System is required to have a Special Education Parent Advisory Council (SPED-PAC).

The purpose of the SPED-PAC is to "meet regularly with school officials to participate in the planning, development, and evaluation of the School Committee's Special Education programs." It is required to "advise the School Committee on matters that pertain to the education, health, and safety of students with special needs, as well as participate in the development and review of the Three-Year Program Plan prior to submission" to the Department of Education..

All parents and legal guardians of Plainville elementary students (PK-Grade 6) are invited and urged to attend. Membership is free and everyone is welcome to come.

Further information can be acquired by contacting the Director of Student Services at (508) 699-1309 during regular school hours.

REGULATIONS PERTAINING TO STUDENT RECORDS

The Department of Education has adopted regulations pertaining to Student Records. These regulations are enforced by law 603 CMR 23.00 and apply to **all** elementary and secondary educational facilities that include private schools with approval to provide special education services, as well as vocational educational facilities. They are designed to insure parent and student rights of confidentiality, inspection, amendment, destruction and receipt of copies as well as to assist school administration in its responsibility for the maintenance of said records.

The regulations apply to any and all information kept by a School Committee on a student. The regulations divide records into two sections.

1. **Transcript:** includes only the minimum information necessary to reflect the student's educational progress. This includes name, address, course titles, grades, credits, and grade level completed. These records are kept by the school district for at least sixty (60) years after the student leaves the system.

2. **Temporary:** contains the majority of information maintained by a school system about a student. This includes such things as standardized test results; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. These records are destroyed within five (5) years after the student leaves the system.

The summaries of major parent and (14+ year old) student rights concerning records as per Student Record Regulations are as follows:

1. **Inspection of Record:** A parent, or a student who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than two days after the request, unless the parent or student consents to a delay.

   The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials.

   Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

2. **Confidentiality of Record:** With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

3. **Amendment of Record:** The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

4. **Destruction of Records:** The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction are entitled to meet with the principal (or principal's designee) to discuss their objection and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

   For more detailed information, copies of *Student Records: Questions, Answers and Guidelines* may be obtained through the Department of Education.

STUDENT RECORDS - NON-CUSTODIAL PARENTS RIGHTS

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

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

1. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. the parent has been denied visitation or has been ordered to supervised visitation, or
3. the parent's access to the student or to the custodial parent 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.

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

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

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

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

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

POLICY ON DISCIPLINE FOR STUDENTS WITH DISABILITIES

STUDENTS IDENTIFIED AS HAVING SPECIAL NEEDS

1. All students are expected to meet the requirements for behavior as set forth in the policies of the Plainville Public Schools. Chapter 71B of the Mass. General Laws, formerly known as Chapter 766, requires that additional provisions be made for students who have been

found by an evaluation TEAM to have special needs and whose individualized program is described in an Individualized Educational Plan (IEP).

a. Students with Special Needs may be suspended for up to ten (10) consecutive days, and may also be suspended up to ten (10) cumulative days, as fully outlined under M.G.L. c.71B, and the Individuals with Disabilities Education Act. Such suspensions may be carried out without any further or additional process.

b. Suspensions or exclusions in excess of ten (10) consecutive days or ten (10 cumulative days may also occur, provided that the conduct for which the student is being disciplined is not a manifestation of his/her disability, and the District provides educational services which will allow the student to access the general curriculum and to make progress toward his/her goals.

2. The IDEA and M.G.L. c.71B allow school personnel to move a student with disabilities to an Interim Alternative Educational Setting (IAES) for up to 45 school days, if that student is in possession of a dangerous weapon at school or a school function or on school property, is in possession or uses a controlled substance or sells or solicits the sale of a controlled substance while at school or a school function or on school property, or inflicts serious bodily injury on a person, including him/herself. The appropriate interim alternative educational setting shall be determined by the IEP TEAM.

3. The IDEA and M.G.L. c.71B also allow school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 school days, if they are substantially likely to injure themselves or others in their current placement.

4. When a special needs student has been suspended for more than ten (10) consecutive or cumulative days in a school year, such that a substantial change in placement is occurring or will occur, the IEP TEAM will meet to conduct a manifestation determination. Relevant members of the TEAM meet for the manifestation determination, and they answer two questions, after reviewing relevant documents and the misconduct of the student:

   Is the misconduct the result of failure to implement the student's IEP? AND
   Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the parent(s)/guardian(s) as soon as possible after the review.

5. If the TEAM finds that the misconduct was not a manifestation of the student's disability, then the student may be disciplined according to the discipline policy in this handbook. The student will receive educational services during this period of suspension or exclusion. If the TEAM finds that the misconduct was a manifestation of the student's

disability, then the school may still be able to implement an IAES (see ##2 and 3 above). If the IAES is not possible, then the student will remain in his/her current placement, and the TEAM will arrange for a functional behavioral assessment (if one has not been conducted on the student) and the development or modification of a behavior intervention plan.

6. The principal (or designee) will notify the Office of Student Services of the suspendable offenses of a special needs student and a record will be kept of such notices.

STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct may assert any of the protections provided for special education students if the school had knowledge (as determined by the IDEA) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred. Please contact the Director of Student Services for more information.

STUDENT IDENTIFIED AS HAVING A DISABILITY AND PROVIDED WITH A SECTION 504 PLAN

1. Students are expected to meet the expectations for behavior identified in the policies of the Plainville Public Schools. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than fifteen (15) cumulative days (and there is a change in placement as a result), then a manifestation determination review shall be conducted. The student's 504 team shall convene, and answer two questions, after reviewing relevant documents and the misconduct of the student:

Is the misconduct the result of failure to implement the student's 504 plan?

Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the parent(s)/guardian(s) as soon as possible after the review.

INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

The Children's Internet Protection Act, known as CIPA, became effective on April 20, 2001. According to the FCC, schools and libraries must certify that they are enforcing a policy of Internet Safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. They must also have adopted and implemented an Internet Safety Policy that addresses specific issues. In addition, pursuant to the Protecting Children in the 21st Century Act, the Plainville School District will monitor the online activities of minors and educate minors about appropriate online behavior, including interacting with other individuals on

social networking websites and in chat rooms. The district will also educate minors about cyberbullying awareness and potential responses.

The Children's Online Privacy Protection Act (COPPA) was enacted by Congress in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 29, 2012. The amended Rule which took effect on July 1, 2013 spelled out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online. The new rule added four new categories of information to the definition of personal information. Operators are required to obtain parental consent for the following:

- Geolocation information sufficient to identify street name and name of a city or town, regardless of when such data is collected
- Photos or videos containing a child's image or audio files with a child's voice from a child
- Screen or user name is personal information where it functions in the same manner as online contact information
- Persistent identifiers such as information about a child's activities on its website or online service

INTERNET ACCEPTABLE USE POLICY

Overview

Plainville Technology Mission Statement

We are strongly committed to prepare students to be technologically literate in the skills needed to compete in an information based global community of the 21st century. To ensure this, we must enhance our curriculum to guarantee that technology becomes an integral and routine part of the learning and teaching experience for everyone in the Plainville education system.

In keeping with the mission statement, the goal of the Plainville School district is to promote educational excellence by facilitating resource sharing, innovation and communication, and also by encouraging the safe use of digital tools and Internet resources in a caring learning environment.

The Internet is an electronic communications network that provides vast, diverse and unique resources.

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communications with other Internet users around the world. Access to email accounts will be used internally within the Plainville School district. The Plainville Public School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance

from teachers and staff. Exploration, discovery and manipulation of resources are encouraged. However, with such great potential for education also comes some potential for abuse. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

TECHNOLOGY PROTECTION MEASURE

Parents and students must understand that the information available on the Internet is not always age appropriate or accurate. The Plainville School District has installed a firewall to protect the network from hackers, and has enabled content filtering on all computers to protect against Internet access by adults and minors to visual depictions that are obscene, pornographic or harmful to minors. While the necessary technology protection measures have been taken to protect students from accessing inappropriate material on the Internet, it is impossible to guarantee that students will not accidentally or purposely find material that is not consistent with the educational mission, goals and policies of the school. Student access to and use of the Internet will be available only through a student account and as such, will be under teacher direction and monitored. Direct supervision is required**.** When students are using the Internet, the content filtering software cannot be disabled even with parental or teacher permission and supervision. A system administrator may disable content filtering software only for adults who are using the school computers for bona fide research or other lawful purposes**.**

The most important prerequisite is that the user takes full responsibility for his/her own actions. The Plainville School district will not be liable for the actions of anyone connecting to the Internet through our Network. All users assume full liability, legal, financial, or otherwise, for their actions. Access, as provided by the Plainville Schools is considered a privilege not a right. With this privilege, comes the responsibility of all users to abide by acceptable use practices.

The acknowledgement (made via the district's electronic portal) that a parent/guardian has received this student/family handbook is legally binding and indicates the party who has acknowledged it has read the terms and conditions carefully and understand(s) their significance.

INTERNET – TERMS AND CONDITIONS OF USE

PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each user will be trained in the proper use of the network and the Internet. The school district administrators will deem what is inappropriate use and their decision is final. When inappropriate use of computers and websites is discovered, the school district administrators will promptly bring that inappropriate use to the attention of the student. They may close an account or deny access any time a violation occurs. The administration, faculty, and staff of the Plainville School district may request the system administrator to deny, revoke, or suspend specific user accounts because of inappropriate use.

PRIVACY

The system administrators may review files and monitor all computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed.

ACCEPTABLE USES

The purpose of the backbone networks making up the Internet is to support research and education in and among the academic institutions by providing access to unique resources and the opportunity for collaborative work. Access must be in support of education and research and consistent with the educational objectives of the Plainville School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network.

UNACCEPTABLE USES

- Cyberbully is prohibited through the use of technology or any electronic device owned, leased or used by the Plainville Public Schools.
- Cyberbullying is prohibited through the use of technology or an electronic device that is not owned, leased or used by the Plainville School District if the act or acts in question:
    1. Create a hostile environment at school for the target;
    2. Infringe on the rights of the target at school; and/or materially and substantially disrupt the education process or the orderly operation of a school
- Unauthorized access, including so-called "hacking" and illegal activities are strictly forbidden.
- Unauthorized disclosure, use, and dissemination of personal identification on students are prohibited
- Access to inappropriate material on the Internet and World Wide Web is prohibited
- Unauthorized and illegal copying, downloading, or distributing of copyrighted software, materials or games.
- Plagiarizing
- Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secrets.
- Use of the Internet for commercial activities, product advertisement or political lobbying is prohibited.

NETWORK ETIQUETTE

You are expected to abide by the accepted rules of network etiquette. These include, but are not limited, to the following:

- Be polite. Do not get abusive in your messages to others
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not disrupt the use of the network
- All communications and information accessible via the network should be respected as private property.

SAFETY RULES

When using electronic communication that includes, but is not limited to, electronic mail, chat rooms and instant message services, you must take the following precautions:

- Do not reveal any identifying information such as last name, address, phone number, ethnicity, school name or that of students or colleagues. Electronic mail is not private. Messages relating or in support of illegal activities must be reported.
- Do not arrange an in-person meeting with someone you have met online
- Do not post pictures of yourself, your family, or friends online.
- Do not complete an online profile.

You should immediately contact a system administrator or a teacher if:

- You received an electronic mail when you do not know the sender.
- You received an attachment when you do not know the sender.
- You received rude, threatening or harassing electronic mail and other forms of electronic communication.
- You received electronic mail with subjects that you think sound inappropriate for your age.
- You are asked to participate in any kind of sexual activity.
- You know something doesn't feel right.

LIABILITIES

The Plainville School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Plainville School district will not be responsible for any damages the user suffers including: loss of data resulting from delays, miss-deliveries or service interruptions caused by network disruptions or user errors or omissions. Use of information via the Internet is at the user's own risk. The Plainville School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your teacher. Do not demonstrate the problem to other users. Do not use another individual’s account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.