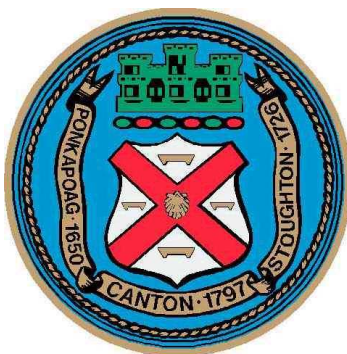


Canton Public Schools



ELEMENTARY SCHOOL

APPENDIX OF RULES AND REGULATIONS 2009-2010



CANTON PUBLIC SCHOOLS CANTON, MA

CANTON SCHOOL COMMITTEE

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Dr. John D'Auria, Superintendent of Schools
Mr. Alan Dewey, Assistant Superintendent for Student Services
Ms. Robin Billing, Director of Curriculum, Instruction, and Technology
Mr. Ken Leon, School Business Administrator
Mr. Dana Cotto, Facilities Director
Ms. Martha Lawless, Food Service Director

The Canton Public Schools do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, homelessness, or disability.

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September 2009

Dear Parents or Guardians,

A Family Handbook is provided at the beginning of each school year. It is updated annually. This year we have posted them on each school's website. Please review this information and its contents with your child(ren). Have your child and yourself indicate that you have done so by promptly returning the attached signature page to school. If you would like a hard copy of this Family Handbook, please contact your child's school office.

It is important to revisit the rules from time to time throughout the year to help reinforce your child(ren's) understanding of them. In addition, all child(ren) should be encouraged to demonstrate their understanding by behaving cooperatively and treating others with respect (as they would like to be treated themselves).

Although this Handbook is of necessity, written in a quasi-legalistic fashion, it is hoped that the information will promote clear expectations for your child(ren's) social and academic development at school. Even the youngest student may understand the rules more clearly - if the following is explained first:

- I must respect my own person and rights.**
- I must respect every other person and his/her rights.**
- I must respect school property and the personal property of others.**

Please contact the school if you have any questions regarding the information contained in this Handbook.

Sincerely,

Robie Peter
Principal, Luce School

Jennifer Henderson
Principal, Kennedy School

Jon Maxwell
Principal, Hansen School

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INTRODUCTION

A well-ordered, safe, and friendly atmosphere in the classroom and the school is essential in order:

for students to learn to their greatest capacity and feel content in their environment,

for teachers to do their best,

for good relations with the community to be upheld, and

for the total school operation to be carried on in the best manner possible.

Pupil discipline directly affects the quality of the educational environment. The general purpose of discipline should be to bring about a positive change in a student's attitude and behavior.

Helping establish a desirable teaching/learning situation is the work of many people - parents, pupils, teachers, administrators, and the members of the school committee. The community is involved as well, because habits learned or condoned in the schools will be carried over into everyday life.

Participation in Elementary Extra-Curricular Activities: No student will be prohibited from participation in elementary school-sponsored extra-curricular activities and field trips due to financial hardship.

Chapter 71, Section 37H of the Massachusetts General Laws (Chapter 467) requires that the school committee of every town or district publish its rules or regulations which have been adopted and pertain to the conduct of students or teachers. The law also provides that copies of the rules or regulations be made available.

STATE AND FEDERAL REGULATIONS

NONDISCRIMINATION -TITLE IX CHAPTER 622. SECI

Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Chapter 622 states, "No person shall be excluded from or discriminated against in admission to a public school in any town or in obtaining the advantages, privileges and courses of study of such public school on accounts of race, color, sex, religion, national origin or

sexual orientation." Section 504 of the Rehabilitation Act of 1978 states, "No person shall be excluded from or discriminated against in any educational programs or activities or in employment on the basis of handicap."

Any person who feels his or her rights have been violated under any of these provisions may forward complaints/concerns to: Title IX and Chapter 622 Compliance Officer, Donna Creed Bauman, by phone at 781-821-5050 ext. 707 or in writing to her at Canton High School, 960 Washington Street, Canton, MA 02021. Section 504 violations should be reported to Alan Dewey by phone at (781) 821-5060 ext.244 or in writing to him at Canton Public Schools, 960 Washington Street, Canton, MA 02021. Questions regarding our policy for homeless students can be directed to Jane Thornton, Homeless Coordinator, at (781) 821-5085, ext. 102.

Any Principals who receive reports of alleged violations of these laws either verbal or written shall put them in writing within 48 hours and forward them to the appropriate compliance officer and the Superintendent of Schools.

The compliance officer shall investigate all complaints within ten (10) school days with care taken during the investigation to ensure that due process is observed.

The compliance officer shall submit a written report to the Superintendent upon completion of the investigation. If a complaint is deemed actionable, the Superintendent shall take steps to correct the violation.

The right to confidentiality both of the complainant and of the accused will be respected during any investigation and the Canton Public Schools will not tolerate retaliation against any person who reports an alleged violation of Title IX, Chapter 622 or Section 504.

HUMAN SEXUALITY NOTIFICATION

Human Sexuality Curriculum Notification (M.G.L. Chapter 71, Section 32A)

Canton has implemented a K-12 comprehensive Health Education Program with human sexuality components in grades 5-12. The school system has approved the curriculum to ensure your children receive age appropriate information. We encourage all parents to participate in the education of their children. You are welcome to review the curriculum at any time by calling the Wellness Coordinator for an appointment.

We strongly recommend that all students participate in the lessons scheduled for their grade level. However, if you wish to exclude your son/daughter from human sexuality education, please forward written notification to the Principal.

A.H.E.R.A. NOTIFICATION (annual)

As a requirement of the A.H.E.R.A. (Asbestos Hazard Emergency Response Act) regulations, it becomes necessary to inform all persons in the Town of Canton that the

Asbestos Management Plan for all schools is located in the main office of each individual school and a copy of each is also located at the Maintenance Department office.

ATTENDANCE POLICY

Under **Massachusetts State Law** – as of January 1, 1974, Chapter 76, Section 2:

Duties of Parents Penalty

“Every person in control of a child shall cause him to attend school on a daily basis and, if he fails to do so for seven day sessions or fourteen half-day sessions, within a period of six months, he shall, on complaint by a supervisor or attendance officer, be punished by a fine of not more than twenty dollars.”

Excused absences are those for which the school has received a written communication from the parent or guardian. Excused absences include, but are not limited to: illness, religious observation, and court appearances. Truancies are defined as any absence that is not excused. **Excessive absences adversely impact a student’s learning and may result in intervention by the Department of Social Services and / or the court system.** A total of more than 8 unexcused absences is considered excessive and will be reported.

CANTON PUBLIC SCHOOLS HARASSMENT/DISCRIMINATION POLICY

General Statement of Policy

The Canton Public Schools maintain a firm policy to provide a safe learning environment that is free from any form of harassment or discrimination. Harassment is “conduct or speech which is unwelcome, intimidating, derogatory, hostile and/or offensive; and has the purpose, or effect, of unreasonably interfering with a student’s ability to learn or a staff member’s ability to work.” Harassment or discrimination because of an individual’s race, color, gender, sexual orientation, religion, national origin, homelessness or disability that disrupts the educational process will not be tolerated under any circumstances. Examples of harassment include sexual harassment, bullying, hazing, fighting, taunting, use of profanity, misuse of the Internet, racial, ethnic, or religious slurs, and threats of violence in any form. Discrimination is the exclusion of admission to the Canton Public Schools or the denial “of the advantages, privileges, and course of study of the Canton Schools due to race, color, sex, religion, national origin or sexual orientation.” Canton Public Schools affirm a nondiscrimination policy consistent with M.G.L.c.76, s.5, adding protections for disability and homelessness.

The Canton Public Schools will act promptly to investigate all complaints. The appropriate disciplinary action will be taken to end the harassment or discrimination and prevent its recurrence. This may include detention, counseling, anger management education, suspension, or expulsion to stop the harassment and prevent its recurrence.

The Canton Public Schools will discipline any individual who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing related to a harassment or discrimination complaint. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment. Testifying, assisting, or participating in any investigation will not affect the individual's future employment, grades, or work assignments.

Definitions

Examples given below are for illustration and are not an exclusive list of the ways in which prohibited harassment or discrimination can occur. Harassing behavior can lead to discrimination by preventing full participation in the school program.

SEXUAL HARASSMENT/DISCRIMINATION – Sexual harassment/discrimination consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Examples of conduct that may constitute sexual harassment include:

1. verbal harassment or abuse of a sexual nature
2. subtle pressure for sexual activity
3. inappropriate patting or pinching; unwelcome leering, whistling or sexual gestures
4. intentional brushing against a student's or employee's body
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
6. displaying any sexually suggestive objects, pictures, cartoons, photos, videos or films
7. any sexually motivated unwelcome advances, whether they involve physical touching or not
8. inquiries into one's sexual experiences or activities
9. inappropriate epithets, jokes, gossip, written or oral references to sexual conduct or comments regarding an individual's sex life or body

Racial Harassment, Discrimination, or Harassment/Discrimination on the Basis of Color – Racial harassment/discrimination of an individual consists of verbal or physical conduct relating to an individual's race or color.

Harassment/Discrimination on the Basis of Sexual Orientation –

Harassment/discrimination based upon sexual orientation of an individual consists of

verbal or physical conduct relating to an individual's actual, asserted or perceived sexual orientation.

Harassment/Discrimination Based on Religion, National Origin or Ethnicity –

Harassment/discrimination based on religious, ethnic or national origin of an individual consists of verbal or physical conduct relating to an individual's national origin, religion, ethnicity, the religion or national origin of the individual's parents, family members, or ancestors.

Harassment/Discrimination Based on Disability – Harassment/discrimination of an individual with a disability consists of verbal or physical conduct relating to a physical or mental impairment that substantially limits a major life activity of the individual, an individual's history or record of such an impairment, the perception of such an impairment, or an individual's association with another person who has such an impairment.

Examples of conduct that may constitute any form of harassment include:

1. graffiti or written materials that contain offensive language
2. name calling, jokes or rumors
3. threatening or intimidating conduct directed at another
4. any slurs, negative stereotypes, or hostile acts
5. written or graphic material containing offensive comments or stereotypes which is posted or circulated
6. a physical act of aggression or assault
7. threat or damage to property

BULLYING – The Canton Public Schools recognize that bullying behaviors often lead to greater and prolonged violence. We expect all individuals to treat each other with respect. Bullying behaviors will not be tolerated under any circumstances. Our school community relies on a partnership among students, staff and families to create a healthy and safe environment.

Bullying is defined as intentional, repeated, hurtful acts, words or other behaviors when someone uses real or perceived power to hurt or scare others. Bullying may be physical, verbal, social/emotional, or sexual.

BULLYING MAY INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING:

Physical bullying includes punching, poking, fighting, tripping, hair pulling, spitting, biting, body language, and excessive tickling.

Verbal bullying includes such acts as hurtful name-calling, teasing, gossip, rumors, sarcasm, threats and derogatory emails or internet use. (Cyber bullying).

Social/Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating or ranking of personal characteristics such as race, disability,

ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing, and peer pressure.

Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault.

HAZING – The Canton Public Schools define hazing as any intentional action taken or situation created, whether on or off school premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. This would include any action intended as an initiation ritual (MGL Chapter 269; Section 17, 18, and 19).

Reporting Procedure

In responding to and resolving complaints, administrators will be guided by five goals:

1. Focus on changing behavior rather than simply punishing the offender.
2. Engage students and staff in dialogue so that they may learn more about the impacts of behaviors and attitudes.
3. Maintain, as much as practicable, the confidentiality of the alleged victims and offenders by involving as few people as possible in the resolution of the problem.
4. Protect the complainant from retaliation.
5. Ensure prompt and thorough attention to all complaints.

If a student or employee believes that he/she has experienced any form of harassment, bullying, or hazing, or has witnessed such behaviors, he/she shall take the following steps:

1. He/she should verbally tell the individual(s) to stop the offensive behavior, that he/she feels he/she has experienced.
2. If the individual(s) does not stop the offensive behavior, he/she should file a complaint (using the form printed on page 36) with the Principal.
3. If a student or employee is told about a complaint, that individual must notify the Principal.

Reports of incidents of harassment and discrimination must be reported to the Principal. The Principal will either handle the complaint personally or designate an individual of the appropriate gender if it is a sexual harassment complaint. Upon investigation of the harassment or discrimination complaint, the Principal shall determine if sufficient grounds exist for a more thorough investigation. If the Principal finds sufficient grounds for the harassment or discrimination complaint, the Principal will contact the Title IX Compliance Officer and report the complaint. The Title IX Compliance Officer will conduct a thorough investigation within 10 (ten) working days. If all the parties involved within the complaint process agree to extend the days for investigation, the 10 (ten) working-day process may be waived. In all cases involving harassment or discrimination, all parties involved will be given the utmost protection of privacy and the

assurance of due process. If the student or parent disagrees with the Principal's initial finding of no grounds for the harassment or discrimination complaint, the student or parent may appeal directly to the Title IX Compliance Officer for an investigation.

The investigation shall consist of interviewing both the complainant and the alleged offender individually and privately. The investigator shall document the statements of both the complainant and the offender.

The alleged offender shall be informed of the complainant's identity. The alleged offender will also be informed verbally and in written form that recrimination/reprisals against the complainant shall not be tolerated and are unlawful.

If there are any witnesses to the incident of harassment or discrimination, they shall be interviewed, individually or privately, without either the complainant or the alleged offender present. The investigator shall document the statements of the witnesses. It is unlawful to retaliate against any witness for cooperating in the investigation.

The Compliance Officer shall make a written report to the principal and the Superintendent or designee upon the completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of the district's policy.

If it has been determined by the investigation that harassment or discrimination has occurred, the offender shall be subject to disciplinary action. The action taken for the employee will be through the progressive discipline procedure, and for the student as noted in the student handbook.

If the investigation does not substantiate the complaint of harassment or discrimination, no record of the incident will be placed in the alleged offender's personnel file unless requested by the alleged offender. Retaliation or reprisal against any individual for filing a complaint under this procedure or with any state or federal agency, for providing evidence during the investigation or for cooperating in the investigation is unlawful and shall constitute a separate violation of the provisions of this policy for which discipline shall be imposed.

Both parties shall be provided with a copy of the results of the investigator's report, after review by the Superintendent.

If either party is dissatisfied with the results of the investigation of the harassment or discrimination charge, he/she may direct his/her dissatisfaction in writing to the Superintendent or designee for further action.

CANTON PUBLIC SCHOOLS' HARASSMENT/DISCRIMINATION COMPLAINT FORM

The Canton Public School System maintains a firm policy prohibiting all forms of harassment or discrimination. All persons are to be treated with dignity and respect. Any form of harassment or discrimination by any person because of an individual's race, color, gender, sexual orientation, religion, national origin, homelessness or disability that disrupts the educational process, or creates an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Name of Complainant _____

Home Address _____

School Address _____

Home Phone _____ School Phone _____

Date of Alleged Incident(s) _____

Name of person(s) you believe harassed/discriminated against you:

List any witnesses that were present _____

Where did the incident(s) occur? _____

Please describe the incident(s) as clearly as possible, including such things as: what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what you did in response to the situation, and whom did you contact regarding the incident? (Attach additional pages, if necessary.)

This complaint is filed with my honest belief that I have been harassed or discriminated against. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant Signature

Date

Received By

Date

RESPONSIBILITY OF PARENTS

Parents are the first and foremost educators of their children. Their role as educators is so critical to the development of positive attitudes toward school that scarcely anything

can compensate for their failure in it. Parents retain their right and duty to educate, and only delegate a part of their responsibility to the school. We, therefore, ask parents:

1. To become familiar with the Family Handbook and its policies, and to discuss this information with their child(ren).
2. To sign and promptly return the signature form
3. To work with the school personnel to assist their children in developing self - discipline
4. To contact their child's teacher or building principal should a concern arise
5. To help in the enforcement of any disciplinary procedure mutually agreed upon by parent, teacher, and administrator
6. To make appointments when a conference is needed
7. To ensure their child's consistent attendance and punctuality
8. To ensure that the student is prepared for school each day with all completed homework and assignments.

RESPONSIBILITY OF ADMINISTRATION

1. To set a climate of mutual respect, tolerance for individual differences, and positive support for all learners.
2. To record all major violations brought to the administrator's attention.
3. To contact parents on each major violation.
4. To take all steps deemed appropriate and necessary to deal with habitual offenders.
5. To give direction and support to all staff members as problems arise.

RESPONSIBILITY OF ALL TEACHERS

1. To conscientiously and fairly enforce all rules at all times. Monitoring discipline is every teacher's responsibility.
2. To properly supervise their students between classes and at dismissal according to building policy.
3. To keep accurate records of offenses by their homeroom students and to monitor the frequency of occurrences. Effort should be made to call attention to positive behavior.
4. To accompany classes to special classes, the lunchroom, recess, and any other major event, at the designated times.
5. To maintain discipline, teachers may use a variety of measures including:
 - a. Personal interview with the pupil
 - b. Isolation from the group
 - c. Teacher will communicate with parents, via telephone, note, or email
 - d. Parent, teacher, pupil conference
 - e. After school detention
 - f. After contacting parent, request help from the principal
 - g. Work with counselor on behavior modification plan

RESPONSIBILITY OF STUDENTS

1. To walk quietly and politely in corridors, including going to and from buses.
2. To answer teachers, aides, supervisors, other school staff and other students politely.
3. To keep the school clean and neat by using wastebaskets and other trash containers.
4. To be responsible for the care of all books and school supplies issued, and to cover all books that go home.
5. To use the lavatories quickly, properly, and return to class.
6. To avoid situations which could result in injury; such as fighting, pushing or throwing objects.
7. To check with their teachers for make-up work following absences from school.
8. To be orderly during emergency procedures (evacuation and lockdown drills) and follow the directions of the adult in charge.
9. To follow the classroom rules set up by the teacher.

10. To use appropriate language at all times.
11. To treat other students with respect and courtesy.
12. To come to school with completed homework and assignments.

CLASSROOM RULES

Classroom rules, which may vary from grade level to grade level, are made with student input. Every classroom rule, however, stems from these overall statements:

1. Students should complete their work to their full capacity.
2. Students have the right to an educational environment free from unnecessary disruption.
3. All behavior must reflect an understanding of and an appreciation for the safety of one's self and others.

CAFETERIA BEHAVIOR

1. Orderly behavior is expected at all times.
2. Students are expected to be polite, use table manners, and clean up after themselves.
3. Students are to use a normal tone of conversation and respond promptly to cafeteria aides' call for quiet.
4. Cafeteria supervisors and students are to be shown respect and listened to carefully.
5. Students who are uncooperative may be disciplined according to their infraction. This may include being placed in a "time out" area away from other students or loss of their recess time.

PLAYGROUND BEHAVIOR

We realize that time on the playground is an important part of the child's day. Students should view the playground as a privilege and act accordingly. **SAFETY is the keyword.**

RESPONSIBILITY OF CAFETERIA/PLAYGROUND SUPERVISORS

Supervisors play a vital role in maintaining order in the lunchroom and on the playground. They are:

1. To properly supervise students
2. To conscientiously and fairly enforce all rules at all times
3. To maintain discipline through the use of the following measures:
 - a. Communication with students
 - b. Isolation from the group
 - c. Referral of a problem first to the homeroom teacher and then the principal

PERSONAL DRESS

Although personal dress is at the discretion of each family, clothing that is worn to school must take appropriateness, weather, and safety into consideration. For example, a top that resembles a bathing suit (spaghetti straps) is generally not considered appropriate for school. In addition, clothing with language or graphics that distract students from learning may be deemed inappropriate. Since we go outdoors for recess, students should be dressed for the weather. For safety, we strongly advise students not to wear backless shoes (any shoe that does not have laces or heel straps, which would secure the shoe to the foot such as flip-flops). Sneakers or other suitable footwear are required for physical education class. Hats or hoods must be removed upon entering the school building.

GENERAL CONSEQUENCES FOR MISBEHAVIOR

Unfortunately, when we introduce rules, we must come to a discussion of consequences should one of the rules be violated. Each act of misbehavior must be dealt with individually, thus blanket statements as to consequences for actions cannot always be made. Below is a listing of possible alternatives at the school's disposal.

Please note that these are not the sole actions available, and in fact, parent, teacher, and principal may arrive at a more meaningful alternative when all sit down together to explore the misbehavior.

Also, please be aware that we are not suggesting that the list below is applicable to all grade levels. Consequences are to be determined and acted upon judiciously.

1. Missing a portion or all of a recess or classroom privileges (i.e. Computer Lab).
2. Removal from the situation.
3. Discipline report or note to parents with possible after-school detention given with one day's notice.
4. After due process, (see page 42) **suspension will be considered** for the following serious offenses:

Misconduct (Disrespect, Disobedience)

Failing to comply with directions from teachers, administrators, or school employees on school grounds, at school crossings, or at school-related activities

Disruptive Conduct

Engaging in conduct which interferes with the educational process

Leaving School Grounds

Exiting the school or playground without the permission of the adult supervisor

Truancy

Being absent from school without just cause

Violation of Fire Laws

Setting a fire

Using fireworks (or other related items) on school property

Sounding false alarms (fire or bomb threats) and/or tampering with call boxes

Assault and Battery

Physically threatening or attempting to commit an offensive contact with another person or applying unnecessary force to the person of another

Fighting

Engaging in an encounter with blows or other personal violence between two or more persons

Alcohol and Drugs

The distribution, possession or use of alcohol or illegal drugs corrective action may include counseling, as well as contact with legal authorities, in addition to possible suspension

Property Damage

Willfully destroying, damaging, or defacing school property or the property of others

Robbery/Larceny

Stealing from an individual by force or threat of force
Stealing property belonging to the Canton Public Schools

Smoking

Smoking on any school property and school buses at any time

Dangerous Weapons

Carrying firearms, knives, or any other materials capable of inflicting bodily harm, as well as toys that resemble these weapons, may be subject to suspension or expulsion as per state law

Vandalism

Vandalism is illegal as stated in the Directory of Massachusetts Education Laws, under Chapter 266, Section 98. The school will view the willful destruction of school property (school building, fence, furniture apparatus, or property belonging thereto or connected therewith) in any way as a serious offense and will deal with it accordingly

The following process will be used concerning major acts of vandalism:

1. Hearing with school committee and parent
2. Reimbursement in full for destruction caused by vandalism

Due process rights for students facing suspension include:

1. Oral or written notice of the charges against him/her;
2. An explanation of the evidence against him/her;
3. The opportunity to present his/her side of the story to the school principal or his/her designee

RIGHT TO EDUCATION AND POLICY AGAINST EXCLUSION

All students have the right to a full and adequate education which enables them to develop an active understanding of themselves and their social and physical environments and to acquire the basic skills with which to shape their lives in accordance with that understanding. Therefore, it shall be the policy of this school to avoid, wherever possible, excluding students from their usual classroom instruction for disciplinary or academic problems.

DISCIPLINE OF SPECIAL NEEDS STUDENTS and STUDENTS WITH SECTION 504 ACCOMMODATION PLANS

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws requires that additional

provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Education Plan (IEP) or a Section 504 Accommodation Plan. The following additional requirements apply to the discipline of special needs students:

1. The IEP for every special student will indicate whether the student can be expected to meet the regular code of behavior or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
2. The Principal (or designee) will notify the Office of Student Services of the suspended offense of a special needs student and a record will be kept of such notices.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her area of disability and either:
 - a. design a modified program for the student, or
 - b. write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to the discipline code expectations.

In addition, the Department of Education will be notified as required by law and the procedure promulgated by the Department of Education for requesting approval of the alternative plan be followed.

Adopted: IDEA 2004

RESTRAINT POLICY

The Canton Public Schools complies with the provisions of 603 CMR Section 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the Principal, the Administrator of Student Services or the Superintendent's office. Further, the policy is posted in the main bulletin board of the school near the office.

RULES FOR GOING TO AND FROM SCHOOL

All students must:

1. Arrive at school no earlier than 8:05 at JFK and Hansen or **8:40 at the Luce** . There is no adult supervision at this time.
2. Do not bring valuable toys such as hand-held electronic devices, mp3's, CD players, ipods, tech decks, collection items or radios to school.
3. Must keep cell phones turned off and in backpacks throughout the school day. Otherwise the cell phone will be turned into the principal, and the parent will be required to come to school and pick it up.

Walkers must:

1. Walk on designated walkways.
2. Walk far from the edge of the sidewalk and not walk in the roadway.
3. Cross only at crosswalks and, when possible, where there is a crossing guard.
4. Respect private property on the way to and from school.

Bicycle riders must:

1. Bicycle riders must be in Grade 3 or above.
2. Obey the rules for walkers (above).
3. Walk bicycles on school property unless otherwise directed by the school principal.
4. Wear a bicycle helmet as required by law and lock bicycle in bike rack.

*Scooters are allowed, however, helmets must be worn.

SCHOOL BUS POLICY FOR SCHOOL TRANSPORTATION

Many people have responsibilities for safety when students ride buses.

The bus contractor maintains equipment, and hires and trains drivers.

The driver is in charge of the bus and the pupils and may report children to the principal for any action that might cause harm.

Parents should reinforce safe riding habits.

Students assume the responsibility of behaving in a manner conducive to the safety of all passengers.

If questions arise, parents are encouraged to contact the school principal or bus coordinator regarding school transportation policies.

Riders are expected to:

1. Arrive at the bus stop five minutes before pickup time.
2. Wait on the sidewalk. If there is no sidewalk, stand well off the road.
3. Respect private property at the bus stop and on the way to the bus stop.
4. Wait until the bus stops and doors are opened before moving toward the bus.
5. Board or leave the bus by crossing the street in front of the bus at a distance of about ten feet and only cross the street upon the signal of the bus driver.
6. Enter the bus in an orderly fashion.
7. Take a seat and remain seated until the bus reaches its destination.
8. Keep the bus aisles clear at all times.
9. Board and leave buses only at their designated stops.
10. Immediately move away from the bus and proceed directly home.
11. Ride assigned bus only. Because of crowded buses and safety concerns, no student will be allowed to ride a bus different from his/her own. Transportation for play dates or birthday parties must be provided by parents.
12. Refrain from throwing snow while waiting for or disembarking from the bus.
13. Have written permission from home in order to be excused from riding the bus.
14. Understand that all exceptions to regular transportation must be requested in writing and are subject to building principal's approval.
15. Maintain conduct and courtesy expected in any school situation.

Riders are not to:

1. Use profane or abusive language.
2. Use tobacco in any form.
3. Carry or use intoxicants.
4. **Eat or drink on the bus.**
5. Extend any part of body or any object out of the windows.
6. Throw anything on the bus or out of the windows.
7. Damage the bus in any way or tamper with bus equipment (anyone damaging the bus pays for said damage).
8. Spit on the bus or out of the bus windows.
9. Carry animals, other live objects, potentially dangerous articles (including toy guns or other pretend weapons).
10. Intimidate or bully other bus riders.
11. Engage in a behavior which distracts the driver from focusing on the road.

Penalties for disobedience and misbehavior

School principals or designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the pupil has previously been involved in misbehavior on the bus, and other circumstances. The following general guidelines, however, will be used by principals in determining penalties for disobedience or misbehavior (including fighting, creating a disturbance, vandalism, smoking, etc.):

- | | |
|-------------------|--|
| 1. First Offense | a warning, or up to three days off the bus |
| 2. Second Offense | up to one week off the bus |
| 3. Third Offense | up to one month off the bus |
| 4. Fourth Offense | up to one year off the bus |

Transportation to Alternate Addresses

Transportation to alternate addresses, including daycare centers and after school programs for those students who are not regular riders of the bus(es) in question, can be provided only if the daycare or after school provider is located in the same school

district and those students have the same transportation schedule consistently every day of the week for the entire year with no variations or deviations. For instance, students could be transported Monday, Wednesday, and Friday to daycare and Tuesday and Thursday to their home, but this would have to remain the same all year. Students can only ride the bus that has been assigned to them.

RESOLUTION OF PROBLEMS

Informal

Although we have specific rules, it should be understood that no two infractions of a rule have exactly the same circumstances surrounding them. Therefore, the authority handling the infractions may not always handle each situation alike. Teachers and staff shall make every effort first to resolve problems informally through discussion and counseling.

Parents are encouraged to call the teacher(s), school counselor, or school administrator(s) to initiate conferences, receive updates of their children's progress, or voice a concern.

Formal

In an attempt to solve educational and disciplinary problems at the teacher/parent level, any parent or guardian with a concern should first consult with the teacher most directly involved.

If the problem is not resolved at the teacher/parent level, then an additional meeting can be arranged with the principal, parents, and the teacher.

Further appeals, if needed, would be to the Central Office Administration.

SCHOOL HEALTH SERVICES

School Nurses

The school nurses collaborate with other members of the educational team and parents/guardians to support the academic success of students. School nurses seek to prevent or identify student health related problems and intervene to modify or remediate these problems.

Absence from School

Upon return from any absence, student must provide a note. If your child is out of school for an extended period of time please notify the school nurse. Any school absence for five or more consecutive days requires a note from a health care provider which should be presented to the school nurse before the student returns to school.

Confidential Health Information/Medical Concerns/ Special Health Care Needs

Please contact the school nurse if your child is under the care of a physician or if there have been any changes in health status. Information is shared with faculty and staff when appropriate to maintain the health and safety of your child.

Parents/guardians of students with a medical concern (asthma, diabetes, seizures, life-threatening allergies, or any other medical condition) should contact the school nurse to develop an individualized health care plan.

Students with an acute injury (fracture, sprain) that requires the use of crutches, wheelchair, or an ace bandage must be seen by the school nurse before returning to school. A written note from the health care provider regarding the injury is required. The school nurse will work with parents/guardians to develop appropriate accommodations so that the student can attend school.

Elevator

The elevator is available exclusively for students with a physical disability. A written note from the health care provider and the parent/guardian is required. The school nurse will meet with the students to discuss guidelines for use of the elevator and to issue a key if necessary. Any student using an elevator without permission will be subject to disciplinary action.

Field Trip

The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. In some circumstances parents may be responsible for attending the field trip to provide medical coverage for their child.

Forms

All health and medication forms are available from the school nurse or may be downloaded from the web at www.cantonma.org. Click on "Health Services".

Guidelines for Staying Home From School

- Contagious illness (i.e. strep throat, flu, chicken pox)
- Elevated temperature (101 or higher within the past 24 hours)
- Discharge from the eyes or ears
- Vomiting or diarrhea
- Suspicious rash or sore with discharge

Health Insurance

Please contact the school nurse for information about obtaining health insurance or finding a primary health care provider or a dentist.

Health Screenings

Health screenings are mandated by the Mass. Department of Public Health and are conducted in the following grades:

Vision: K-5, 6, and 10

Hearing: K-3, 6, and 10

Height, Weight: K- 11

BMI: A report of each student's BMI and percentile will be sent home to the parent/guardian in grades 1,4,7, and 10

Postural Screening: 5-9

Parents/guardians are notified of any student who does not meet the minimal screening standards. School nurses will work with families to obtain the appropriate referral and follow-up services needed.

Illness/Injury at School

Students who become ill or injured during the school day must notify their teacher before going to the health office. Middle and high school students must obtain a written pass to see the school nurse, except in an emergency. All accidents that occur on school property must be reported to the teacher and the school nurse. Students with minor medical/mental health concerns will be treated and sent back to class. More serious conditions may be referred to a parent/guardian, physician or counselor. Parents/Guardians are responsible for the care of children who cannot stay in school; the school does not provide infirmary services.

The school nurse will determine if the student requires dismissal for an illness or injury and will call the parent/guardian to make transportation arrangements. Students are not allowed to call parents/guardians to be picked up from school without the approval of the school nurse or a school administrator.

In the event of an apparent serious injury or illness, the school nurse will call 911 and the student will be transported to a nearby hospital. School staff will call all emergency contact numbers provided by the parent/guardian to notify them promptly about the emergency.

School Entry and Immunizations

Massachusetts State Law requires documentation of current immunization status and a recent physical exam before entry into school. No student will be admitted prior to providing documentation of current immunization consistent with the Mass. Department of Public Health requirements. Visit the "Health Services" web page for a list of required immunizations. No student **will be allowed to attend** school until health records have been reviewed and approved by the school nurse. .

Medication Policy

a. Prescription Medication

Students requiring prescription medications, including inhalers, during the school day must have signed forms from a health care provider and the parent/guardian on file in the health office before medications can be administered. Medication must be delivered

to the school in a pharmacy or manufacturer labeled container by the parent, guardian, or a responsible adult. **No child is permitted to bring medications to school.**

Medications should be administered before and after school whenever possible. All medication must be taken in the Health Office except for inhalers which may be carried by the student with parental/guardian and physician authorization.

b. Non-Prescription Medication

Acetaminophen (Tylenol) and Ibuprofen (Advil) may be administered with written parental/guardian permission in accordance with the protocol approved by the school physician. All other non-prescription medications require an order from a health care provider.

c. Non-Prescription Medication

It is the responsibility of the parent to send their child to school with throat lozenges or Vitamin C drops when the child has a minor irritated sore throat, or persistent cough. The responsibility of the consumption of the cough drops belongs to the parent and child, not the teacher, nurse or school. Please instruct your child accordingly.

Nutrition

Parents/guardians are encouraged to ensure that students eat breakfast before coming to school. A well-balanced diet, including three meals and two snacks a day, will improve academic performance. The school nurse is available to help students with any nutritional problems including obesity, failure to thrive, and eating disorders. Students with barriers to obtaining good nutrition, including financial difficulties, should see the school nurse for confidential assistance.

Physical Education Exclusion

Students may be excused from physical education classes for an illness or injury, by providing the school nurse with a note from their physician or their parent/guardian that explains the reason for the exclusion. For any PE exclusion over five days, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note.

Physical Exams

All new students and students entering grade 4, 7, and 10 are required to submit a record of a complete physical exam before the start of school in September. Students participating in athletics at the high school and those requesting a work permit must have a complete physical annually. Students in grades 4 and 10 have the option of completing a Health History form instead of a physical exam form.

Canton Public Schools shall ensure that every student in the schools are examined by a licensed physician, nurse practitioner, or physician's assistant within one year prior to entrance to school or within 30 days after school entry and at intervals of either three or four years thereafter. We seek to collect these physicals in grades 1, 4, 7, and 10. A student transferred from another school system shall be examined as an entering

student. A student may be excluded at the discretion of the school nurse and administration if the physical exam/health history is not submitted according to Massachusetts Department of Public Health regulation. Further, a physical must be presented on an annual basis when a student participates in competitive athletics.

Rest

Student should arrive at school well rested. Depending on age, students generally require between 8-12 hours of sleep each night.

Food Allergy Management

In order to minimize the incidence of life-threatening allergic reactions, our school system will maintain a district-wide plan to address life-threatening allergies with the intent to reduce and/or eliminate potential reactions. The focus of the Food Allergy Management Policy is prevention, education awareness, communication and emergency response. The Food Allergy Management Plan is the basis for procedural guidelines that will be implemented at the school level and provide for consistency across all schools within the district. Please refer to the Health Services webpage to view the policy.

HOMEWORK

The major portion of an individual's learning is accomplished in the classroom. Homework is an extension of activities begun in the school by the student under the guidance of his/her teachers.

The student is responsible for making certain he/she has the assignments, books, and materials needed to complete the homework; asking the teacher to answer any questions he/she may have about the assignment before leaving school; allowing plenty of time to complete assignments; and returning completed work to his/her teacher within the specified timeframe.

The parents or guardians are responsible for providing a suitable place for study; showing an interest in the work being done, but not doing the work; encouraging discussion of topics that interest the student; recognizing that the reading assignments are an essential, often the most important part of a homework program; discuss with the teacher other ways in which they can help the student; and making arrangements to pick up assignments when a student is absent.

The teacher is responsible for teaching new work as thoroughly as possible before assigning homework and to stimulate initiative, responsibility, and self-direction on the part of the student.

The Canton Public School System has a policy limiting the total amount of daily homework in elementary school. Please note the assigned grade level time limits:

Grades 1 & 2:	15-30 minutes/night
Grades 3 & 4:	30-60 minutes/night
Grade 5:	60-90 minutes/night

Homework is generally not assigned on weekends.

HOMEBOUND INSTRUCTION

(Adopted October 3, 1996)

A maximum of four (4) hours of home tutoring per week is available to students with consecutive extended absences from school due to illness or injury. Plans for tutoring should be made as soon as possible, even though a student must be absent for ten (10) consecutive days before home tutoring may begin.

In order to apply for more instruction, the parent must obtain a form from the school office. The form must be completed by a physician and returned to the principal's office.

If approved, the principal's office in coordination with the Student Service Office will make arrangements for tutors.

INTERNET ACCEPTABLE USE POLICY

All students and their parents must review Canton Schools' Acceptable Use Policy and sign a Student Contract for the Use of the Internet, before gaining access to the Internet under a teacher's supervision. These signed contracts will be kept on file at the school.

SCHOOL CANCELLATION, DELAYS, OR CLOSING DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

If weather conditions are severe, one of the following actions may be taken by the Superintendent of Schools or his designee.

Cancellation

If school is canceled, you will receive an automated recorded message from the Superintendent, and notification will be posted on the website at cantonma.org. Additionally, the "no school," announcement will be carried, beginning at 6:30 a.m., by radio stations, WHDH, WBZ, and WEEI, on television channels 4, 5, 7, and on local Cable TV. . When there is NO School all classes and school activities are canceled for the day, including scheduled adult evening classes, recreation programs, etc.

One Hour Delay, Ninety Minute Delay, and Two Hour Delay

Occasionally, weather conditions may make it necessary to delay the opening of school. The Kindergarten A.M and PM sessions will not be held on these days, however, full day kindergarten will attend. Morning bus pickups and the start of classes will be postponed accordingly. All other school activities (meals, dismissals, etc.) will take place at their regularly scheduled times. The Superintendent will generate an automated telephone message, notification will be posted on the website, and the stations listed above will announce delayed openings for the Canton Schools beginning at 6:30 A.M.

Please do not telephone the Police Department, Fire Department or the Department of Public Works to ask about NO SCHOOL, or DELAYED OPENING announcements. Each of the foregoing must make and receive many important telephone calls of an emergency nature, and your telephone call only interferes with the performance of their duties at a critical time in the morning. Please wait for the phone call from the Superintendent, check the website, listen to the radio stations, or watch the morning news stations listed above.

Early Closing

Notification: If severe weather conditions develop during the school day and the decision is made by the Canton Schools' Administration to close the schools early, parents and guardians will receive an automated recorded message from the Superintendent. An announcement will be carried by the television and radio stations listed above. In the event of severe weather, please listen to your radio or watch your television for possible announcements. Do not call the school or the Administration offices during these critical times. The phone lines must be kept open for the purposes of contacting parents and placing emergency calls.

Your Child's Plans: Parents should develop a plan for their children to follow in the event that the school is closed early, without prior warning. No child should be anxious about where to go in the event of an early closing.

Evacuation Drills & Lockdowns

Bus evacuation drills are held in the fall. Fire drills are held periodically during the school year. Students exit the building and stand in designated areas where they will be accounted for. Lockdown procedures are in place and practiced in the event of an emergency situation.

IMPORTANT PHONE NUMBERS

Bus Problems

Bus stop locations, pick up, drop off	Barbara Stephens	781-821-5060 ext.131
All Other	Jennifer Henderson	781-821-5080 ext.101
	Robie Peter	781-821-5075 ext.106
	Jon Maxwell	781-821-5085 ext.101

Incidents of Harassment

Jennifer Henderson, Principal	JFK	781-821-5080 ext.101
Robie Peter, Principal	Luce	781-821-5075 ext. 106
Jon Maxwell, Principal	Hansen	781-821-5085 ext. 101

Section 504 Violations

Alan Dewey, Assistant Superintendent 781-821-5060 ext.244
or the Principal who will forward the information to Mr. Dewey

Title IX Chapt. 622 Violations

Donna Creed Bauman, Compliance Officer 781-821-5050 ext.707
or to the Principal who will forward the information

Homeless Coordinator

Jane Thornton	Hansen	781-821-5085 ext. 102
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2009 - 2010

SIGNATURE RETURN PAGE

As an indication that you have read and discussed the Canton Student Handbook for grades K - 5 with your child/ren, please sign where appropriate. The signatures of each of your children presently attending Elementary School should also be included. Please retain the Handbook at home until a new edition is published in the beginning of each school year. ***Return only this page to school.***

Thank you for your prompt cooperation in this matter.

Parent/Guardian Signature _____

Student Signature _____

Student Signature _____

Student Signature _____

Student Signature _____

Date _____