

DOUGLAS PRIMARY SCHOOL



PARENT/STUDENT HANDBOOK

2017-2018

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School Secretary

DOUGLAS PUBLIC SCHOOLS

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DOUGLAS PUBLIC SCHOOLS

MISSION STATEMENT

The Douglas Public Schools offer diverse learning experiences that meet the academic, social, physical, and emotional needs of all students. We provide a safe, supportive, and challenging learning environment in which students may achieve academic success and personal growth.

Decisions are made in the best interest of our students.

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ATTENDANCE

SCHOOL HOURS

School is in session **8:25 a.m. – 2:55 p.m.**

Students are welcome to begin arriving at school at 8:15 a.m., when staff members will be present to greet them. Drop off students should remain in their car until 8:15 a.m. on the road at the left side of the school. No drop off allowed along the side of the school. Parents need to park and walk their child to the sidewalk. Students are not allowed in the building until 8:15. Parents are responsible for your child until met by our staff.

Preschool hours: AM 8:30-11:15, PM 11:50-2:35, full day 8:30-2:35

Drop off and pick up at the far right of the building.

ABSENCES

Daily attendance in school is mandatory, and every effort should be made to keep absenteeism to a minimum. When a student is absent from school, the parent must call the school before 8:30 am at 476-2154. The office will call the homes of students who are not in school and whose parents do not call. Douglas Primary School abides by Chapter 76, Sections 1 and 2 of the State Laws, which allows no more than seven unexcused absences in any period of six months. Students with a high number of absences can be reported to the Clerk of Courts for habitual truancy.

When a child returns to school after an excused absence, he/she must bring a doctor's note on the first day back. The note must specify the dates of absence and the specific reason for the absence.

In the case of absence due to a contagious disease (chicken pox, conjunctivitis, head lice), the student should report to the school nurse before returning to the classroom.

Excused Absences

- Absences due to death in the family (parents, sister, brother, grandparent, aunt, uncle, niece, nephew, cousin)
- Doctor/dentist appointment-provided the doctor concerned writes a note indicating when the student's appointment actually occurred. The doctor's note should indicate the day (s) in question and will be given to the Office upon the student's return to school.
- Excused absence for the observance of religious holidays

TARDINESS

Students who arrive at school after 8:25 a.m. will be marked "tardy". Whenever a student arrives late to school he/she must report to the Main Office, accompanied by an adult. Because arriving late to school is disruptive to a student and the student's classroom we encourage all students to be on time. Chronic tardiness (10 or more at the half year) will be addressed by the Principal and or the school counselor.

EARLY DISMISSAL

While every attempt should be made to schedule activities and appointments after 2:55 p.m., it is sometimes necessary to dismiss students early. If a student is to be dismissed during the day a note is required. Students will not be dismissed to anyone other than a parent/guardian without a note in advance. The person picking up the child for early dismissal is expected to display an ID and meet the student at the Main Office and ensure that the child has checked out with the secretary before leaving the building.

Students will not be allowed to leave school unattended. Classroom teachers will not release a student to anyone they do not clearly identify as the parent/guardian unless they receive a note from the child or notification from the office that this is to occur.

Parents who come to school to pick up their children for early dismissal should park in the parking lot to avoid blocking the traffic flow. **Please do not park in the fire lane or bus lane.**

VACATIONS

Regular attendance is essential. Classroom learning is an ongoing process and every effort should be made to schedule family vacations to coincide with the school calendar. **The school does not condone or encourage vacations during school time.** Vacations taken during school time will be counted as unexcused absences. **Parents should notify the school in writing prior to any vacation.** The student is responsible for any make-up work. All make-up work is to be done upon the student's return and must be completed in the allotted amount of time similar to any other absences. Most of the assignments given to students are an extension of classroom instruction. Therefore, the classroom teacher is not required to send work with a student during these vacations.

SCHOOL DELAY OR CANCELLATION

The Douglas Public Schools use the One Call Now emergency calling system. This system provides instant phone message capability to all families in the district. On school days of a delayed opening or school closing, a message will be delivered to phone numbers designated by each family. Please use the Douglas website (<http://www.douglasps.net /Admin.cfm?subpage=227055>) to sign-up for this service.

If there is a question of a school delay/cancellation, please do not call the school or police department. Listen to one of the following radio or television stations:

WBZ TV Channel 4	WXLO (FM104.5)
WTAG (AM 580)	WBZ (AM 1030)
WSRS (FM 96.1)	WCVB Channel 5
Fox 25	TV 7 News

School delay/cancellation information will also be posted on the school website. In the event a decision is made to release students early, students will be served lunch prior to being dismissed. If proper

supervision is not available, students will be allowed to remain at school until arrangements can be made for pick-up. In most cases of inclement weather during the school day, an early dismissal will be no sooner than 10:45 AM.

When there is no school due to a cancellation the specialists (Art, Music, PE, Library) schedule continues on and that day is missed.

CAR TRANSPORTATION for Kindergarten and Grade 1

Morning drop off: Parents are advised to park in the lot and walk their child to the sidewalk where they will be met by a staff member. Morning drop off begins at 8:15 A.M. when staff appear on the sidewalk. After disembarking, students enter the building directly. No students are allowed to play on the sidewalk for any length of time or enter the school prior to 8:15.

Afternoon pick up: All students picked up by parents in the afternoon should be checked out at the side, left entrance of the school building. Parents should park in the designated Parent Pick-Up areas adjacent to the playground and on the right side of Gleason Court and proceed to the side door where identification may be required and students will be checked out by a staff member who is on duty.

Preschool drop off and pick up: Parents are asked to park in the parking lot and walk their child to the preschool entrance on the far right of the building. Preschool staff will greet the children at the designated start times- 8:30 am/11:50 am.

Walkers

In an effort to increase student safety, Primary School students are not allowed to walk or ride their bike to school. If students will not be taking bus transportation, an adult must pick them up at school.

BUS TRANSPORTATION

Students who live one mile or beyond from the Douglas Primary School will receive bus transportation. Bus routes and stops are developed by the contracted Bus Company. As part of the Douglas School Committee policy, a student's bus stop can be up to ½ mile from their home. Parents are required to accompany their child/children to/from and at the bus stop. If a parent is not present at the bus stop, the child will be brought back to the school. Parents will be contacted to pick their child up at the school. Parents should be waiting outside for the bus for at least five minutes ahead of time. If a child is brought back to the school three times, a letter will be sent home to a parent stressing the importance of being at the bus stop.

Students should be aware that riding the bus is the same as being in school. Conduct on the bus should be the same as classroom conduct with the driver receiving the same respect and courtesy due a teacher.

Bus students are not to be dropped off any place except on the school property during arrival in the morning. If students will not be riding home on the bus as usual **they must bring a note to school** specifying where they will be going and signed by parents.

Students will **not be permitted** to ride alternate buses for after-school social purposes (birthday parties, sleepovers, after-school visits, etc). The address from which and to which students are transported by bus should be consistent five days a week.

At the bus stop students will:

- Arrive on time, five minutes before the bus.
- Behave appropriately and respect private property.

On school buses students will:

- Enter the bus quietly in an orderly fashion.
- Cooperate with the driver.
- Sit in your assigned seat and remain seated throughout the bus ride.
- No eating or drinking on the bus.
- Have quiet conversations with their peers.
- Keep hands, feet, and all other belongings to themselves.
- Conduct themselves appropriately – no vandalism, profanity, pushing or fighting.
- Students are responsible for their own belongings on the bus.

Safety and courtesy requires appropriate conduct while boarding and riding the bus. For the safety of everyone, each bus is equipped with a video camera that documents each bus ride. Pupils reported for misconduct will be given “Bus Conduct Reports” which may require a parent’s signature. The following sequence will occur for reported bus misconduct:

- **First Offense** – Warning and visit to the Principal. Parents will be notified.
- **Second Offense** – Visit with the Principal. Logical and related consequences will be administered. Parents will be notified.
- **Third Offense** – Loss of bus privilege for up to three (3) school days. Parents are called and notified in writing by the Principal.
- **Fourth Offense** – Automatic probation. Loss of bus privilege for up to five (5) school days.
- **Fifth Offense** – Loss of privileges for the remainder of the school year.

HEALTH OFFICE

HEALTH SERVICES

Douglas Primary School maintains a full-time health office under the supervision of Mrs. Katie Gilrein, R.N.

The health office is located adjacent to the main office. If you have any questions, concerns or need to speak with Mrs. Gilrein you can contact her at 508-476-2154 ext 3133.

School Medication Administration Policy

In cases where it is necessary for a student to take medication during school hours, the following procedures are in effect:

- Students are not allowed to carry any medications during school.
- All medication must be transported to school by an adult and taken to the nurse's office.
- All medication administered in school require:
 - A physician's order which includes the following:
 - Name of medication
 - Dosage of medication
 - Frequency of medication
 - Student's diagnosis
- A signed permission slip from the parent/guardian

All medication must be in a pharmacy labeled container that includes the student name. Extra containers are available at your pharmacy at no extra charge.

Dismissal for Medical Reasons

Parents will be notified if a student becomes ill at school. Please be sure to contact the nurse if student emergency numbers change during the school year.

Health Records

All students are required to have a complete health record on file in the nurse's office prior to entering school. Health record must include all required immunizations as mandated by state law and a complete medical physical.

Communicable Diseases

<u>Disease</u>	<u>Exclusion</u>
Chicken Pox	7 days- All lesions must be dry before returning to school
Conjunctivitis (pink eye)	Antibiotics for 24 hours before returning
Fifths Disease	None, not contagious after rash is visible
Impetigo	Antibiotics for 24 hours
Pediculosis (lice)	Treatment (medicated shampoo) and removal of all nits (eggs)
Strep Throat	24-48 hours on antibiotics
Vomiting	24 hours after vomiting stopped and fever free

If a student is allowed to come to school, but not participate in physical activities, a note is required from student's physician stating the reason and the length of time to be excused.

For your child's welfare and for the protection of others, we appreciate parental support and cooperation in ensuring that your child is kept home from school if he/she exhibits any of the following symptoms:

- Is not feeling well – i.e., has a headache or stomach ache
- A fever of 100 degrees within the last 24 hours
- A sore throat with swollen glands
- Other contagious symptoms, such as diarrhea, vomiting, frequent productive cough, nasal discharge, or red, draining eyes
- Undiagnosed rash or skin eruptions
- Head lice/nits

LIFE THREATENING ALLERGIES

It is the policy of the Douglas School Committee to set age-appropriate guidelines for students and schools within the Douglas School system that minimize the risk for children with life threatening allergies (LTA) to be exposed to offending allergens that may trigger a life threatening reaction. Such guidelines shall include: building based general medical emergency plans, Individualized Student Allergic Reaction Plan for all students diagnosed with a LTA, appropriate training of staff, availability on site of medical equipment for quick response to life threatening allergic reactions, and such other guidelines that will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life threatening allergens.

The School District, with guidance from the Massachusetts Department of Education, the School Nurse Leader and the individual School Nurses will develop and implement school-wide procedures to minimize the risk of exposure to allergens for students with LTA's in classrooms, common use areas, the cafeteria, and during transportation to and from school and on field trips.

It is the School Committee's expectation that specific building based guidelines/actions will take into account the health needs and well being of all children without discrimination or isolation of any child. It is the School Committee's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. In order to assist children with LTA to assume more individual responsibility for maintaining their safety as they grow, it is the policy of the School Committee that the guidelines shift as children advance through the primary grades and through secondary school.

Parents of students who are diagnosed with a life-threatening allergy are asked to immediately notify the administration and the school nurse, and provide medical documentation so that the school can effectively plan to meet the student's needs.

PARENT/SCHOOL PARTNERSHIP

The Importance of a Strong Home/School Partnership

Educating young children in today's world is more complex and demanding than educating children earlier this century. Technology, advancements in the knowledge of how children learn, critical health issues, and other societal demands have placed a growing responsibility on today's public schools. Douglas Primary School strives to develop every child's fullest potential by providing a solid core curriculum and enrichment activities that allow each child to develop his/her unique interests and skills. Our school is most effective when we build strong relationships with parents and families.

Thus, we will make every effort to keep parents informed throughout the school year. Regular communications in the form of classroom newsletters, open house, parent conferences, and a weekly blog are scheduled regularly. It is helpful for parents to check book bags and backpacks each day for important notices.

Communicating with the Teachers

Communication with your child's teacher is always welcomed and encouraged. If you need to reach the teacher with any questions/concerns, you may send a message to them via e-mail, or leave a telephone message with the secretary and ask for the teacher to return your call. You may also send in a note in your child's backpack, and/or write a note in your child's agenda. Your child's teacher will provide additional guidelines regarding the method(s) of communication that work best.

When Parents Have a Concern

We welcome the opportunity to assist you and your child to have a successful school year. Contacting the right person to discuss your concerns can solve most problems. Generally, the best place to resolve an issue is with the classroom teacher. Social Media is not the correct place to air concerns due to confidentiality. Please contact the teacher to discuss your concerns, and if you would like to meet with the teacher in person, please schedule an appointment in advance. If your concerns have not been resolved, please contact the Principal. Every effort will be made to respond to your concern in a timely manner.

PARENT-TEACHER ORGANIZATION (PTO, Douglas Parent Advisory Council (DPAC), and School Council

The **PTO** is a service organization whose main function is communicating educational, social and cultural concepts that will be of mutual benefit for parents, teachers and children. The Douglas Primary School endorses the strong collaboration provided by the PTO. It promotes a closer working relationship between home and school, and one of its functions has been to provide monetary support for enrichment programs, field trips, equipment and awards. Parents and staff are encouraged to lend their support. Each September, a slate of officers will be published and distributed to all families, as well as

being posted on the school website. Please feel free to contact any of these officers in order to receive further information.

The **DPAC** is open to all parents and focuses on topics related to Special Education. Please consider joining. Information about the DPAC and contact information for the DPAC is sent home at the beginning of every school year.

School Council consists of a group of staff members, parents, and community members who voluntarily serve as members of a team to work collaboratively with the Principal to foster school improvement.

VISITORS AND VOLUNTEERS

In order to **protect the safety and security of our students and staff**, all school **buildings** are locked **during school hours**. All visitors and volunteers are required to enter through the main front entrance, and report to the office. Visitors must ring the front doorbell and will be admitted into the building by the office staff. Visitors should sign in at the office and wear a visitor's badge.

Special visits to your child's classroom must be coordinated with the teacher and office staff in advance.

Guidelines for Parent Volunteers

Thank you for volunteering to work in your child's classroom! We welcome and appreciate parent volunteers, and depend upon you to help make Douglas Primary School a special, supportive place to learn and grow. We are grateful for any time you are able to spend at our school. In order to provide the best possible atmosphere for our students, the following volunteer guidelines have been established:

- 1. C.O.R.I. Background Checks.** All volunteers are required to comply with the Districts' request for a Criminal Offenses Record Information background check. This form is available in the school office as well as posted on the school website.
- 2. Safety First.** Parent volunteers should enter through the main front entrance. Before coming to the classrooms, all volunteers must sign in at the office and wear a visitor's badge while in the building. This is for the safety of our children and our staff. To assure the safety of all, parents should not be alone with any student behind a closed door out of direct observation of another adult. At the conclusion of the visit, parent volunteers are to sign out at the main office prior to leaving.
- 3. Respect Confidentiality.** The classroom environment at Douglas Primary School is a safe and happy one. We respect each child's individual rate and style of learning. We are highly professional and respectful of the privacy of our children and their families, and we do not talk about individual students outside of the classroom. Everything observed or heard while working in the classroom must be treated as confidential; therefore, please respect the confidentiality of information you may learn while in school. Because it is of utmost importance to protect the

privacy and confidentiality of our students, we ask that all volunteers acknowledge that what happens in the classroom is confidential, and should not be discussed outside of school.

4. **Media Coverage.** While we allow pictures to be taken at events, field trips, PTO events, etc., please remember there are often other children in the photos you take whose parents may not have signed a release. Photos taken at school or PTO events should not be shared on social media without permission from the parents of children in the photo.
5. **Keeping Commitments.** It is important that you set a scheduled time with the teacher to assist in the classroom and that you follow through in a consistent manner. Your commitment is valued; the teacher will be planning for you to be there. Please be on time and provide adequate notice if you cannot keep your scheduled time. Whenever possible, please call the day before (or at least send a note the morning of your commitment) if you are not going to be able to be in the classroom at the scheduled time. The teacher is depending on you and needs adequate time to adjust the class plans.
6. **Your Primary Responsibility: Helping the Teacher and the Class.** Parent volunteers work under the direction of the classroom teacher who defines the volunteer's duties and expectations. Your primary responsibility in the classroom is helping and supporting the class as a whole, and providing assistance to all students identified by the teacher. Please try to keep your role as volunteer and parent separate in the classroom. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. Please do not try to solve problems for your own child while in class; that takes independence away from your child. We are striving to help our students become more independent and self-sufficient.
7. **Be a Good Role Model.** At Douglas Primary School, children and adults treat each other with mutual respect at all times. Be a good role model, and demonstrate desired behavior. Encourage students to do quality work, and give their best effort.
8. **Questions and Issues.** Volunteers work under the direction of school staff, recognizing the instructing, supervising, grading, and disciplining students are school staff responsibilities. Each teacher's job is to make decisions in the best interest of the whole class. If you have questions or concerns, please bring them to the teacher's attention privately at an appropriate time and consult with the teacher for guidance. Discussing issues in the middle of class or with other staff members or parents is not appropriate at any time. Clear, open, and direct communication is vital to our success.
9. **Support the Classroom Teacher in Maximizing Instructional Time.** When you are volunteering in a classroom where several parent volunteers are present, please keep adult conversations to a minimum. This will assist students in staying focused on the classroom lesson or activity. Also, to avoid any unnecessary classroom interruptions, if you carry a cell phone, please turn off the ring tone and hold any phone conversations outside the classroom.
10. **Younger Siblings.** Younger siblings should be left in the care of others while you are working at school.
11. **Thank you!** As a volunteer, you have the capacity to impact the success of many students. Your willingness to contribute and work in an educational partnership with us is greatly appreciated.

-----Please detach, sign and return to your child's teacher.-----

GUIDELINES FOR PARENT VOLUNTEERS

I have read and agree to abide by the Douglas Primary School "Guidelines for Parent Volunteers."

Parent Signature _____ Date _____

PARENT VISITATIONS

Parents are encouraged to visit classrooms and to observe school functions. All classroom visitations must be arranged in advance through the teacher and the Principal. The Principal will use discretion on visitations based on the priority of a continuous academic program. This priority will serve as a standard for the types and durations of visitations that are arranged. Please avoid scheduling visits with teachers at such times as arrival, dismissal, and prime instructional times. If you would like to speak to your child's teacher, please feel free to call or email and they will respond as soon as they are able.

BOOKS, EQUIPMENT, SUPPLIES

The books, equipment and supplies which your child will use are the property of the Town of Douglas. All materials sent home need to be returned in good condition. Any books lost must be immediately reported to the teacher. This includes library books which the students sign out. Parents will be financially responsible for lost or damaged books and equipment. Parents will be notified of damaged property.

BIRTHDAY CELEBRATIONS

For many primary school children, birthday celebrations are an important part of their school experience. Due to the increased number of students with food allergies, popsicles or Hoodsie cups are the only items that may be sent in to celebrate birthdays.

INVITATIONS

Students are not allowed to pass out party invitations at school unless there is one for every child in the class. In the instance of a "girls" party, one invitation for every girl in the class would be allowed. In the instance of a "boys" party, invitations for every boy in the class would be allowed. Please notify the

classroom teacher prior to distribution. The school is unable to provide mailing lists for classroom invitations.

DRESS CODE

School is a place of learning. Some manners of dress interrupt that process. It is requested that clothing for school be appropriate and seasonally suited. Shoes without heel support (flip-flops, sandals) are not appropriate for gym class or the playground. Sneakers must be worn for gym class and for outdoor recess. Parents should dress children accordingly for outdoor recess; in snow this includes hats, mittens, jackets, ski pants and boots. Children will not be allowed to play in the snow if they do not have all of the requested items. Further, any clothing that displays negative messages that involve anything deemed unacceptable by the Principal will not be allowed. The student's parent/guardian will be called and asked to supply a change of clothing. Subsequent occurrences may be subject to disciplinary action. We ask that girls wear shorts under dresses.

Parents of preschool and kindergarten children are asked to send in an extra set of clothing in case of accidents.

EMERGENCY RECORDS

The school office maintains a file of emergency forms that contain information concerning parents' phone numbers, places of employment, and whom to contact in case parents are not available. It is essential that the information on this form be kept up to date. **If there is any change in phone numbers, addresses, or place of employment, the office should be notified immediately.**

FIELD TRIPS

Field trips are considered an educational experience; therefore, all students are expected to attend. Notices from school will notify parents of all particulars. A written permission slip will be **required** for all students for each field trip.

Walking field trip permission forms are distributed in the opening day packets. Walking field trips include walking to the Elementary School to a Book Fair or enrichment program.

All parent chaperones MUST have an approved CORI on file with the school prior to the field trip. Cori's expire after one year.

FIRE /LOCKDOWN DRILLS

Fire drills are a necessary part of the school's safety program. Whenever the fire signal sounds, all classes proceed immediately in ***SILENT orderly lines*** along the route designated for each room from the building. A number of unannounced fire drills will be conducted during the school year. The Douglas Fire Department oversees our fire safety procedures.

A lockdown drill will take place in the fall. Teachers will prepare their students for the practice lockdown. Parents will be notified in advance of the lockdown drill.

HOMEWORK – Kindergarten & Grade 1

Homework is regarded as an extension of the in-school learning accomplished by your child daily. The purpose of homework is to provide students with a variety of educational assignments designed to either practice, advance, prepare, or extend learning. Homework is viewed as an essential part of the curriculum. Homework fosters student growth in the areas of responsibility and time management. Students are expected to use their student planners as an organizational tool. Homework assignments must be submitted when due and demonstrate the student's best individual effort.

INTERNET ACCESS

The Douglas Public School District offers a multitude of computer technology resources and Internet access points in each school and classroom. The use of all computer and Internet access must be consistent with the educational objectives of the school district and within guidelines detailed in our Internet Safety & Acceptable Use Policy (AUP) which is compliant with the Children's Internet Protection Act (CIPA). All users who use the Douglas Public School's computer technology and/or Internet access are expected to read and sign the AUP agreement page in the appendix.

SPECIALIST CLASSES

Students in full day Pre-Kindergarten, Kindergarten, and grade 1 will participate in art, library, music, and physical education on a rotating schedule. In order to maintain the privilege of borrowing books, students must return one book before borrowing another. Parents are financially responsible for lost library materials. Students should remember to wear sneakers on the day that they have physical education.

CAFETERIA

In the cafeteria students will:

- Enter and leave quietly.
- Use "Please" and "Thank you" when appropriate.
- Talk quietly to their peers.
- Be responsible for cleaning their eating "area".
- Raise their hand to throw away their trash.
- Leave their table and floor area free from trash.

Reminder: Soda and beverages in glass bottles are not permitted for snack or lunch beverage.

LUNCH PROGRAM

Students may bring bag lunches from home or purchase a school lunch which meets the nutritional standard established by the State School Lunch Program. A school lunch including milk may be purchased for \$2.50. Breakfast will be \$1.35. Milk may be purchased separately for 50¢. Lunches may be pre-purchased. Make checks payable to the Douglas School Lunch Program.

In order to qualify for either free or reduced lunch, parents are required to complete an eligibility form. Forms will be disseminated the first day of school or are available through the school nurse. Online payments can be made by registering on myschoolbucks.com. Alternately, payments can be sent in with your child.

SNACKS (KINDERGARTEN AND FIRST GRADE)

Every class has a daily snack time. The school does not sell snacks, **so please send** your child with a **nutritious snack each day**. You may also send a drink (please no sodas or energy drinks).

Preschool provides water and a snack daily to all preschool students. In the event of an allergy or nutritional concern, please contact the preschool teacher.

DAILY RECESS (KINDERGARTEN AND FIRST GRADE)

In addition to snack time, **all students** are given a **30 minute recess break every day**. Recess is an important part of the daily school program. When playground and weather conditions allow (above 28 degrees), outdoor recess is the rule. Parents should dress children accordingly for outdoor recess; in snow this includes hats, mittens, jackets, ski pants and boots. Children will not be allowed to play in the snow if they do not have all of the requested items. Students will play cooperatively on the playground. The students will share existing playground equipment and display proper care and respect for facilities. Students are not permitted to bring baseball bats, (wooden or metal), hard balls, electronic devices, yo-yo's, skateboards, or anything deemed unacceptable by the Principal.

MEDIA COVERAGE/PUBLICATION RELEASE

Many school events and student accomplishments are publicized through both print and electronic media, including local newspapers, local cable television, and the school's website.

With the implementation of technology in education, **many aspects of our school life** will provide us with the **opportunity to publish photographs and/or names of students**. We have many printed, video and/or computerized publications which showcase all aspects of school life that are made available to the public.

If you have an objection to having your child's name publicized or your child photographed or videotaped, please contact the Principal during the first week of school with the child's name, grade, and homeroom.

Unless the school receives notice from a parent, it is assumed that parents have given consent for their children's names and images to be publicized through the means listed above.

REPORT CARDS

Report cards are issued each trimester for Kindergarten and First Grade. Parents are encouraged to contact the school if they wish to meet with teachers to discuss any individual problems. An appointment should be set up at an agreed upon time between the teacher and parent. Report cards may be accessed through the ipass/iparent portal. Parent conferences are held in November. Report cards are issued in December, March, and June.

STEP-UP DAY

Students in Pre-Kindergarten, Kindergarten, and Grade 1 will be able to visit the classrooms and possibly meet their teacher for the following school year.

VANDALISM

Any student who willfully damages or destroys school property, or the property of others on school grounds shall, through his parents or guardians be held liable for such damage or destruction.

CODE OF CONDUCT

EXPECTATIONS FOR STUDENT BEHAVIOR

An important goal of Douglas Primary School is to teach our students self-discipline. It is the key to health and safety, productive schoolwork and consideration of the rights, property and safety of others.

The Douglas Primary School administration and staff support a *Conflict Resolution* model of discipline. This is a problem solving approach to conflicts that may arise during the course of the day. It is a learning opportunity for students to strategize alternative methods of dealing with confrontations.

The Douglas Primary School has adopted the following core values: Caring, Proud, Responsible, Honest, and Respectful.

Douglas Primary School students at all times will:

- Treat fellow students, faculty, and staff in a civil, respectful, and courteous manner. This includes using common courtesies such as "Please", "Thank You" and "Excuse Me".

- Respect and not break, damage, or deface the school property – buildings, grounds, materials, and furnishings.
- Respect the personal property and school materials of others.
- Respect the rights of fellow students without fighting, teasing, or name-calling.
- Be honest in their words and deeds.
- Behave in a way that does not disrupt learning.
- Use language that is free from vulgarity and profanity.
- Walk, not run in the hallways, and conduct themselves in an orderly manner.

An atmosphere of learning is the goal in all classes at Douglas Primary School and children are aware of the discipline code in their class that governs cooperation and appropriate behavior. Often a verbal warning is all that is needed to change students' misbehavior. If misbehavior continues, the following procedure will be followed:

1. Teachers will administer logical and related consequences on an individual basis (talk with student, loss of recess, call parent, send a note home, etc.)
2. If a student does not respond to number one, the student will be sent to the office, where the Principal will process the event further and decide on logical and appropriate consequences. Parents will be contacted by the Principal or the classroom teacher in regards to the steps that were followed.
3. If the student, in the opinion of the teacher and administrator, refuses to cooperate, parents will be notified and a conference will be set up to discuss a course of action.

Parents who have concerns regarding discipline should follow this contact procedure:

- Notify the classroom teacher
- Contact the Principal

The Principal has the authority to apply disciplinary procedures as necessary. ***If the misconduct is severe, the Principal can waive progressive discipline***

ARTICLES/SUBSTANCES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school procedure. Items such as toy guns, water pistols, , explosive devices, iPods, MP3 players, beepers, radios, trading cards, electronic games, playing cards, etc., and wearing of hats, securing hats on belts **are prohibited.**

If an **electrical/electronic device** is needed for an **educational purpose** and **has been approved by the classroom teacher** then it **may be brought to school**, otherwise, all electrical devices are prohibited. Pornographic/adult oriented materials are prohibited. **All prohibited materials will be confiscated and will only be returned to a parent/guardian.** Disciplinary action may be applied.

State Law prohibits the use of tobacco products (cigarettes, cigars, pipes, snuff, or chewing tobacco) by students on school grounds or at school-related functions. Tobacco products, lighters, and matches will be confiscated by any staff member. **Confiscated items will not be returned.**

PROHIBITION OF DRUG USE

The Douglas Public Schools abides by Chapter 94C, Section 32.J of Massachusetts Laws regarding Controlled Substance Violations in, on, or near school grounds. The Douglas Public Schools will not tolerate the possession, distribution or manufacture of any illegal drug, drug paraphernalia or alcoholic beverage, in school or on school property. This policy also applies to prescription drugs when they are not turned in to the nurse. Nonetheless, the Douglas Public Schools encourage students with drug or alcohol problems to seek voluntary assistance. In such cases, as described below, the school will provide assistance, without penalty, to any student voluntarily seeking drug and alcohol treatment or advice. Prescription drugs, for which the student has a valid prescription, must be deposited with the school nurse during school hours, and administered by the nurse, if necessary. In cases where, for health reasons, this is impossible, the student must present certification to this effect to the school nurse as soon as possible after the drug has been prescribed. No over the counter drugs are to be carried by the student. If these drugs are necessary, they must be in the nurse's office.

Students can expect the school to conduct a vigorous and thorough investigation when school officials receive reports concerning illegal drugs or alcohol on school premises. Students are expected to cooperate fully with school officials investigating drug abuse or any other matter. Failure to cooperate with an investigation may be grounds for discipline.

BULLYING

The Douglas Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No students shall be subject to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, which is directed at a specific target.

"Cyber-bullying" means bullying through the use of technology or any electronic communication.

Bullying is prohibited:

- on school grounds;
- on property immediately adjacent to school grounds;
- at school-sponsored or school-related events;
- at functions or programs whether on or off school grounds;
- on school buses or other vehicles owned, leased or used by the school district; or
- through the use of technology or an electronic device owned, leased or used by the Douglas Public Schools.

Bullying and cyber-bullying are also prohibited in any form when any of the act or acts in question include:

- creating a hostile environment at school for the target,

- infringing on the rights of the target at school,
- materially and substantially disrupting the education process or the orderly operation of the school.

Additional information of our Bullying Policy can be found on the district web site, www.douglas.k12.ma.us/Admin.cfm?subpage=1147069.

HARASSMENT

Harassment is repeated misconduct directed at another person, with the intent or effect of unreasonably interfering with that person's legitimated activities. Harassment may involve behaviors such as assault, threats of violence, possession of weapons, property damage, verbal abuse, inappropriate or unwanted telephone calls, and/or leaving notes. Students who violate this policy may face suspension or expulsion depending upon the severity of the conduct.

SUSPENSION

A student may be suspended for the following reasons:

- Severe disrespect to school personnel
- Continued discipline problems in class, recess, or on the bus
- Physically attacking/hitting another student
- Inappropriate language or gesturing
- Charged with a criminal offense
- Any conduct deemed to be unacceptable by the Principal.

Parents will be notified by phone and also receive notification in writing.

A suspension can occur for the length of 1 – 10 days at the discretion of the Principal in proportional relationship to the severity of the offense.

Douglas Primary School adheres to the Massachusetts General Law (M.G.L.) Chapter 71, Section 37H which prohibits the use of tobacco products within the school building, school facilities, on school grounds, or on school buses.

M.G.L. Chapter 71, Section 37H also requires disciplinary actions to be taken in cases involving:

- Possession or use of illegal substances
- Use of weapons
- Use of force
- Discrimination against others on the basis of disability, race, color, sex, religion, national origin, or sexual orientation

SUSPENSIONS IN EXCESS OF TEN DAYS

For cases involving suspensions in excess of ten days, or indefinite suspensions based upon the issuance of a felony criminal complaint, the following procedure will be followed:

- The Principal will notify the parents, in writing, of the reasons for the proposed suspension prior to the suspension taking place.
- The student will be allowed an informal hearing with the building principal for suspensions of ten days or less, prior to the suspension taking effect, except where circumstances make it necessary to impose the suspension prior to such a hearing. (Such circumstances may include but are not limited to: incarceration of the student, refusal by the student to attend the hearing, or where the student poses an unreasonable danger to the welfare of the school, etc.). In cases involving a felony criminal complaint, the Principal may decide to take action without holding a hearing.
- The Principal will issue a prompt written decision setting forth findings on whether the student committed an offense and if so, the penalty awarded. Suspensions will be a definite duration, except when based upon a pending felony criminal complaint.

The student may appeal the suspension to the Superintendent, by forwarding a written request for an appeal to the Superintendent, within five days of the effective date of the suspension.

In the event of an appeal, the Superintendent will hold a hearing, at which the student will have the right to present evidence and be represented by counsel.

The Superintendent will issue a decision within five days of the hearing.

EXPULSION

A student may be expelled for unusually serious offenses where the Principal determines that the continued presence of the student in the school would be detrimental to the welfare of the students, teachers, and administrators in the school.

Massachusetts General Law, Chapter 71 Section 37H, provides for expulsion of students under the following circumstances and after the following procedure:

- a. Any student, who is found on school premises or at school-sponsored or school-related events in possession of dangerous weapon, or a controlled substance, may be subject to expulsion from school or school district by the Principal.
- b. Any student who assaults a principal, teacher, teacher's aide or other staff on school premises or at school-sponsored or school-related events, may be subject to expulsion from the school or school district by the Principal.

Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.

After said hearing, the principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b).

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of the appeal. The student has the right to counsel at a

hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual definition of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the student of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Expulsions for other reasons, such as conviction of a felony, where the Principal determines that the continued presence of the student will have a detrimental effect on the general welfare of the school; cases involving violent conduct; and other cases where expulsion is set forth as a possible remedy under another policy in this handbook, will be handled in accordance with the same procedure set forth above.

A suspension may be extended beyond ten days, during the pendency of an expulsion, by following the hearing procedures above, provided, the hearing date set by the written notice of charges is before the expiration of the original suspension or immediately thereafter. If the hearing is postponed upon the request or agreement of the student's parents or attorney, the suspension shall continue, pending the outcome of the hearing, unless the Principal or Superintendent determines otherwise.

DISCIPLINE OF STUDENTS WITH DISABILITIES AND 504 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 additional provisions be made for students who have been found by an evaluation team to have disabilities and whose program is described in an Individualized Educational Program (IEP). If, prior to disciplinary action, the District administration has knowledge that a student may be a student with a disability, the District administration will make all protections available to the student until and unless the student is subsequently determined not to be eligible. The following additional requirements apply to the discipline of special needs students as well as students under referral and/or suspected of having a disability:

- a. The IEP for every student with a disability will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
- b. The principal (or designee) will notify the Special Education office of the suspendable offense of a student with disabilities and a record will be kept of such notices.
- c. When it is known that the suspension(s) of a student with disabilities may accumulate to ten days in a school year, a review of the IEP as provided by law will be held prior to the tenth day 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 handicapping condition and either: 1. design a modified program for the student, or 2. having decided the need for discipline was unrelated to any handicapping condition, provide for the delivery of special education services during times of suspension.

All students are expected to meet the requirements for behavior as set forth in this handbook. For students who reach the 10 day maximum/year the following procedures will be followed as necessary:

- Reconvene the full TEAM.
- Consider the need for additional testing.
- Conduct a manifestation determination.
- Conduct a functional behavioral assessment (only if suspension will exceed 10 days).
- Develop a behavioral intervention plan after completing the functional behavioral assessment (review plan if it already exists).
- Modify the IEP or 504, if appropriate.

Douglas Public Schools does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Douglas School System also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 Compliance coordinator.

Massachusetts Bureau of Special Education Appeals
(781) 338-6407

Office of Civil Rights, Region I
U.S. Department of Education
John W. McCormick, POCH
Room 222
Boston, MA 02189-4557

Students who have been identified as having a disability under the regulations of CMR 603 and IDEIA2004 (Individuals with Disabilities Education Improvement Act of 2004) receive services as determined by the Special Education Team. Students who may be experiencing difficulty in school may be referred for consideration of eligibility through identification of an underlying disability through either the building-based Instructional Support process or by direct referral for evaluation by parents. If a student is found in need of service, such service will be provided without discrimination and in accordance with all applicable state and federal regulations (as long as eligibility continues) through graduation, or until the student's 22nd birthday (whichever occurs first).

STATEMENT OF NON-DISCRIMINATION

The Douglas Public School District strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Douglas Public Schools

prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. (As mandated by Chapter 622 of the Massachusetts Acts of 1971 and Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5; and Chapter 199 of the Acts of 2011, amended statutes G.L.C. 76, & 5)

The Douglas Public School District does not discriminate on the basis of sex in its educational programs, activities, or employment policies. Federal law prohibits discrimination due to handicap in educational programs or activities receiving federal financial assistance. In accord with the requirements of Section 504 of the Rehabilitation Act of 1973, the Douglas Public School District hereby makes notice that it does not discriminate in any educational program or activities or in employment therein. Any inquiries concerning the application of Section 504 to the practices and policies of the Douglas Public Schools may be addressed to Ms. Nealy Koumanelis-Urquhart, Director of Student Support Services, or to the Director's Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.(Old version)

APPENDIX

Federally Mandated Programs

Douglas Staff Contacts

The following staff members are hearing officers in charge of mandated programs. Should you need to contact one, please check the list.

Information on each area is included in this book.

504 Coordinator

Nealy Koumanelis-Urquhart 476-4034

504 Building Coordinator	K.Gilrein/T. Purvis	476-2154
Title IX	Nealy Koumanelis-Urquhart	476-4035
Title VI	Nealy Koumanelis-Urquhart	476-4035
Special Education/ Student Support Services	Nealy Koumanelis-Urquhart	476-4035

Douglas Public Schools does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Douglas School System also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 Compliance coordinator, Ms. Nealy Koumanelis-Urquhart at 508-476-4034.

Massachusetts Bureau of Special Education Appeals
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Boston, MA 02189-4557

Student Records

State regulations governing student records are briefly summarized below. These regulations are available at the school for review.

A student’s record consists of his or her school transcript and temporary record. The temporary record includes all information which is organized on the basis of the student’s name, is relevant to the educational needs of the student and is kept by the school. A student’s parent or guardian or an eligible student (who is at least 14 years old or has entered the ninth grade), has the right to inspect all portions of the student’s record upon request to the school principal. The record must be made available to the parent, Guardian, or eligible student not later than ten consecutive workdays after the request is made, unless the parent or guardian or eligible student consents to a delay.

The parent, guardian, or eligible student may request copies of any part of the record. A fee may be charged for the cost of copying.

Confidentiality of Records

No individual or organization other than the parent, guardian, eligible student or school personnel working directly with the student is allowed access to a student's record without specific written consent of the parent, guardian or eligible student except in limited instances as specified by federal and state statutes and regulations governing student records.

Amendment or Deletion of Records

The parent, guardian or eligible student has the right to add relevant comments, information or other written material to the student's record. In addition, the parent, guardian or eligible student has the right to request that information contained in the record be amended or deleted except for information inserted in the record by a team evaluation. The parent, guardian or eligible student has a right to a conference with the school principal for the purpose of objecting to information contained in the record. Within a week after such conference, the principal must render a decision in writing on the objection. If the parent, guardian or eligible student is not satisfied with the principal's decision, he or she may appeal such decision to the school Superintendent and ultimately, to the School Committee.

Destruction of Records

A student's temporary record shall be destroyed no later than seven years after the student leaves the school system. A student's transcript may be destroyed no sooner than 60 years after the student leaves the school system. A school principal or his or her designee may destroy misleading, outdated or irrelevant information contained in the temporary record during the time the student is enrolled in the school system, provided the parent, guardian or eligible student has been notified in writing and given the opportunity to inspect and copy any of the information prior to its destruction.

Policy on Release of Student Record Information

Pursuant to the federal and state regulations governing student records, Douglas Public Schools may release certain information concerning *your child/you* to third parties without first obtaining your consent unless you notify Douglas Public Schools in writing that you do not want such information to be released. "Third Parties" are defined in these regulations to be "...any person, private or public agency...or organization other than the eligible student, his/her parent, or authorized school personnel." 603, CMR 23.02. For example, third parties to whom Douglas Public Schools may release student record information would include PTOs and newspapers which report on student activities, etc.

The information that may be released is limited to the following:

Student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.

Students fourteen (14) years of age or older or who have entered the ninth (9) grade are entitled to receive this notification regarding the release of student record information. If you do not want this information concerning your child/yourself to be released without your consent, please send written notification to the office of your school principal no later than the third Friday in September. You will be asked to review this policy annually.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Douglas Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office

that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Notification of a Parent's Right to Know Teacher Qualifications

The No Child Left Behind Act (NCLB) allows Parents or Guardians to request information about the professional qualifications of their child's classroom teachers. The parent/guardian will be provided with the following information on request:

- whether the teacher has met state certification or licensing requirements for the classes being taught by the teacher;
- the teacher's degree major and other graduate degrees or certifications held by the teacher identified by field or discipline; and
- whether the child is receiving services from paraprofessionals, and if so, their qualifications.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

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 parent; or
8. income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. any other protected information survey, regardless of funding;
2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. protected information surveys of students;

2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. instructional material used as part of the educational curriculum.

Douglas has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Douglas will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Douglas will also directly notify parents and eligible students, (such as) through either U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
(Information from the U.S. Department of Education)

PPRA Notice and Consent/Opt-Out for Specific Activities

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Section 1232h, requires that the Douglas Public Schools notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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 program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. You will be sent notification prior to any of these activities.

STUDENT SUPPORT SERVICES

Section 504 of the Rehabilitation Act

Section 504 is a Civil Rights Law which prohibits discrimination based upon disabilities and requires that schools as well as other publicly funded organizations make reasonable accommodations to ensure equal participation by individuals with disabilities. The spirit and intent of the law is to remove barriers to employment, education, and communication.

Students who have a physical or mental impairment which substantially limits one or more major life activities, have a record of such impairment, and/or are regarded as having such an impairment are eligible. Section 504 calls for a group of individuals (parents, teachers, administrator, nurse...) knowledgeable about the student to make the determination that:

1. there is a disability and
2. the disability **substantially** (as opposed to mildly or moderately) limits a major life function. It is important to note that learning is considered a major life function

The student’s Guidance or School Adjustment Counselor, based upon the input of the aforementioned group writes the plan. This plan is provided to the parent and all school system personnel who will provide the accommodations outlined in this plan. A copy of this plan is placed in student record and reviewed whenever there is a significant change.

Special Education

In Massachusetts, the special education system is based federal special education law, the Individuals with Disabilities Education Improvement Act (IDEIA, 2004 CFR 300) in concert with the state special education law (MGL c. 71B 603 CMR 28.00). These laws protect students with disabilities who are eligible for special education and guarantee them an Individual Education Program (IEP) to meet their unique needs. The Douglas Public Schools provides a full continuum of special education services for students with disabilities ages 3-22 (without a high school diploma) who have been found eligible for special education.

Early Intervention

Early intervention is a response to intervention (RTI). This reflects the school district’s responsibility to make every effort to assist a child before making a referral to special education. A procedure is in place in every school in the District to provide the necessary supports to students prior to referral.

Referral to Special Education

When a parent or professional identifies a child as possibly needing special education and related services a referral is made to begin the special education evaluation process. The evaluation process adheres to specific timelines enumerated in the aforementioned regulations. Parents are strongly encouraged to discuss their child's need with their child's teacher as well as discuss the range of options available including early intervening up through a full evaluation. Parents have the right to make a written request to immediately commence the evaluation process. Such requests should be addressed to the building Principal. If you have any questions or concerns please feel free to contact the Director of Special Education or the Special Education Coordinator at 508-476-4034.

Evaluation Process

The evaluation process' data drives eligibility determination. Parental consent is required for certified specialists to complete these evaluations. Parents have a right to the assessment reports two days before the team meeting.

The Team Meeting

The Team which consists of parents, special educators, regular educators, the Special Education Coordinator, related service providers, an individual who can interpret the instructional implications of the evaluation results and the student (where appropriate) meets to decide the following:

- Eligibility
- IEP Services
- Placement

Eligibility requires a response to the following questions:

1. Does the child have a disability? If so, what type?
2. Does this child's disability result in an inability to make effective school progress?
3. Does the child require specialized instruction to make effective progress or require related services to access the general curriculum?

Disabilities for Eligibility include:

- Autism
- Intellectual Impairment
- Developmental Delay
- Sensory Impairment

- Neurological Impairment
- Emotional Impairment
- Communication Impairment
- Physical Impairment
- Health Impairment
- Specific Learning Disability

Services and placement are decided by the student's educational Team. Students individual needs drive these decisions and are reflected in the development of an Individual Education Program (IEP)

For further information relative to special education procedures please feel free to contact your child's Principal or the Special Education Office at 508 476-4034.

Sexual Harassment

The Douglas School Committee (the "Committee") depends upon an environment of tolerance and respect for the achievement of its goals. The Committee is committed to provide an environment that is free of all forms of abuse or harassment. The Committee recognizes the right of all employees as well as students to be treated with respect and dignity. (For purposes of this policy the word "employee" means anyone in the service of the Committee, either on a paid or volunteer basis.)

Sexual harassment is a form of behavior that adversely affects the employment and/or student relationship. It is prohibited by State and Federal law. The Committee also condemns and prohibits sexual harassment by any employee or student. Sexual harassment does not refer to purely voluntary social activities. It refers to behavior which is not welcomed by the employee or student which is personally offensive to him or her, and which undermines morale and/or interferes with the ability of the employee or student to function normally.

Unwelcome actions such as:

1. sex-oriented verbal abuse;
2. sexual remarks or jokes;
3. physical contact including patting, pinching, or constant brushing against another's body;
4. demands or requests for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's status as an employee or student; and
5. assaults or molestation.

It is, therefore, against the policies of the Committee for any employee or student of the School Department, male or female, to harass another employee or student, sexually, that is, by making unwelcome sexual advances, requests for sexual favors, or other uninvited verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of an employees' employment or a student's status;
2. submission to, or rejection of, such conduct by an individual is made the basis for employment or student status decisions affecting the employee or student;

3. such conduct has the purpose or effect of interfering with an individual's work or student performance;
4. retaliation is threatened or undertaken against an individual who complains that such conduct is interfering with his or her work or school performance; or
5. a hostile or intimidating environment is created for the employee or student.

Violation of Policy

Any employee or student violating this policy will be subject to appropriate discipline, including possible discharge for the employee by the Superintendent and expulsion for the student.

Committee Procedures for Complaints

1. Complaint

The Committee has designated Sexual Harassment Grievance Officers. The current Sexual Harassment Grievance Officers are as follows:

Personnel: Mr. Kevin Maines, Interim Superintendent of Schools
Courtney Keegan, Business Manager, Alternate

High School: TBA, Principal
Assistant Principal, Alternate

Middle School: Brian Delaney, Principal
TBD, Alternate

Elementary School: Sam Cederbaum, Principal
Tracy Purvis, Adjustment Counselor, Alternate

Primary School: Cindy Socha, Principal
Laura Nasuti, Alternate

If any employee or student believes he or she has been subject to sexual harassment, the employee or student should initiate a complaint by contacting the Sexual Harassment Grievance Officer as soon as possible. The employee or student should file the complaint promptly following any incident of alleged harassment. The employee or student should be aware that the longer the period of time between the event-giving rise to the complaint and the filing, the more difficult it will be for the Committee to reconstruct what occurred. The employee or student will be requested to write out his or her complaint to document the charge. Employees or student will not have to go through the regular chain of reporting procedures when reporting sexual harassment.

If the employee or student is uncomfortable contacting the Sexual Harassment Grievance Officer because he or she believes the Sexual Harassment Grievance Officer may not receive the complaint impartially, the employee or student may contact the Alternate Sexual Harassment Grievance Officer.

1. Investigation⁷⁸

On receiving the complaint, the Sexual Harassment Grievance Officer or Alternate will promptly have a confidential preliminary investigation made into the matter. If, after the completion of this preliminary investigation, it is determined that there is reasonable cause for finding a violation of this policy, the committee will notify the complainant and the charged employee or student of the finding orally. The charged employee or student will be requested to respond to the complaint. Additional investigation will be made to the extent appropriate in each case.

2. Decision

After the response of the charged employee or student has been made, and any further investigation, which may be warranted, has been carried out the Superintendent will make a final decision. If the Superintendent finds that the allegations in the complaint have been established by the investigation, the Superintendent will initiate discipline of the charged employee or student. Discipline will be appropriate to the offense and employees or students involved, and may include discharge or expulsion. The complainant will be notified of the disposition of the investigation.



DOUGLAS PRIMARY SCHOOL

17 GLEASON COURT

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PARENT/STUDENT HANDBOOK SIGN OFF FORM

By signing this form, I acknowledge that I have read and reviewed the Douglas Primary School Student Handbook with my child. Copies are also available in the office.

Child's name

Parent Signature

Date