

**Milton Public Schools
Elementary Parent/Guardian &
Student Handbook
2011-2012**

Collicot Elementary School

80 Edge Hill Road, Milton, MA 02186

Respect, Achievement, Citizenship



Message from the Principal:

At the Collicot School there is a commitment to academic excellence and high standards for administrators, teachers, and students. The dedicated and creative Collicot teachers and staff are committed to maximizing the individual potential of each child. Through a wide variety of challenging activities and experiences, we strive to provide a strong academic foundation and a love of learning in a secure, safe, and stimulating environment that values individual differences.

The Collicot School promotes Milton Public Schools’ core values:

- High Academic Achievement for All
- Excellence in the Classroom
- Collaborative Relationships and Communication
- Respect for Human Differences
- Risk Taking and Innovation for Education

Family interest and involvement are at the foundation of the Collicot School’s success. We look forward to nurturing this relationship and to continuing this educational partnership.

Table of Contents

District Directory	Page 3-6
Collicot Elementary School Procedures Collicot School Hours, Early Arrival/ Extended Day Program, Arrival and Dismissal Procedures, Early Dismissal, Late Student Pick-up Policy, Lunch	Pages 6-8
Milton Public Schools Administrative Information School Cancellations, Home/School Communication, Attendance, Residency, Birthdays, Homework and Reading Policy, Family Educational Rights and Privacy Act (FERPA)	Pages 9-13
Programming and Accountability Two Stream Curriculum, Services for Students with Disabilities, Special Education, Section 504, Guidance and Counseling, MCAS: Massachusetts Comprehensive Assessment System	Pages 13-15
Health & Wellness Health Services, Physical Examination, Immunizations, Medication at School, Allergies or Chronic Health Care Issues, First Aid, Illness, Communicable Disease, Vision and Hearing Screening, Scoliosis, Individual Health Care Plans	Pages 15-18
School PTO Purpose, Membership, Executive Board	Page 18
MPS Behavioral Expectations, Consequences, and Related Policies Consequences, School-Based Rules, Bus Rules, Cafeteria Rules, Recess Rules, Suspension, Expulsion & Due Process, Dress Code, Cell Phones, Defacement of Property, Weapons on School Grounds, Physical Restraint, Discipline of Students with Special Needs, Bullying/Peer Aggression Policy, Anti-Discrimination and Anti-Harassment Policy, Internet User Agreement	Pages 19-28

Directory Information

Collicot Elementary School

Janet Sheehan, Principal	617.696.4282 x1004	jsheehan@miltonps.org
Joanne Barker, Administrative Assistant	617.696.4282 x1004	jbarker@miltonps.org
Kathy LaPierre, Team Chairperson	617.696.4285 x 2314	klapierre@miltonps.org
Jay Campbell, Adjustment Counselor	617.696.4285 x 1030	jcampbell@miltonps.org
Marian Giourard Spino, School Nurse	617.696.4282 x1015	mospino@miltonps.org
Joan Traverse, School Nurse	617.696.4282 x1015	jtraverse@miltonps.org

Milton Public Schools

Mary C. Gormley, Superintendent	617.696.4808	mgormley@miltonps.org
John Phelan, Assistant Superintendent for Curriculum and Personnel	617.696.4812	jphelan@miltonps.org
Matthew Gillis, Assistant Superintendent for Business Affairs	617.696.5041	mgillis@miltonps.org
Karen Clasby, Administrator of Pupil Personnel Services	617.696.4295	kclasby@miltonps.org
Martha Sherman, English Language Arts & Social Studies Coordinator, Title One Director	617.898.1093	msherman@miltonps.org
Holly Concannon, Elementary Math/Technology Coordinator	617. 696.4291	hconcannon@miltonps.org
Dr. Noreen D. Burdett, K-12 Director of Fine Arts and Family & Consumer Sciences	617.696.4470 x5518	nburdett@miltonps.org
Marilyn Decker, K-12 Director of Science	617.696.4470 x5512	mdecker@miltonps.org
Martine Fisher, K-12 Director of World Languages	617.696.4470 x5532	mfisher@miltonps.org
Stephen Traister, K-12 Physical Education Department Head	617.696-4470 x5515	straister@miltonps.org
Pam Dorsey, Community Schools (Morning & After School Programs)	617.696.5040 x5543	pdorsey@miltonps.org
Jackie Morgan, Food Services Director	617.696.5040 x5514	jmorgan@miltonps.org

School Committee Members

School Committee Contact Info.	617.696.4808	schoolcommittee@miltonps.org
Glenn Pavlicek, Chair	617.333.9650	gpavlicek@miltonps.org
Denis Keohane, Vice-Chair	617.438.3220	dkeohane@miltonps.org
Lynda-Lee Sheridan, Member	617.698.0172	lsheridan@miltonps.org
Kristan Bagley Jones, Member	617.696.7751	kbagleyjones@miltonps.org
Leroy Walker, Member	617.333.0542	lwalker@miltonps.org
Mary Kelly, Member	617.696.6078	mkelly@miltonps.org

Collicot Faculty/Staff

Main Office	Room #	Extension	E-mail address
Janet Sheehan, Principal	Main Office	1004	jsheehan@miltonps.org
Joanne Barker, Administrative Assistant	Main Office	1004	jbarker@miltonps.org
Kathy LaPierre, Team Chairperson	314	2314	klapierre@miltonps.org
Jay Campbell, Adjustment Counselor	345	1030	jcampbell@miltonps.org
Marian Giourard Spino, School Nurse	232	1015	mospino@miltonps.org
Joan Traverse, School Nurse	232	1015	jtraverse@miltonps.org
Kindergarten			
Nancy Trifone Seales Susan Gionfriddo, Kindergarten Aide	143	2143	ntrifone@miltonps.org
Pat Kurpeski Anne Marie Hathaway, Kindergarten Aide	141	2141	pkurpeski@miltonps.org
Sarah Rothenberg Pat Vittorini, Kindergarten Aide	159	2159	srothenberg@miltonps.org
Jennifer Fitzsimmons Karen Nee, Kindergarten Aide	121	2121	jfitzsimmons@miltonps.org
Grade 1			
Kerry O'Leary Michelle Jensen Anne Littlefield, Aide	241	2241	koleary@miltonps.org mjensen @miltonps.org
Maryellen Burke	256	2256	mburke@miltonps.org
Sheila Arens	254	2254	sarens@miltonps.org
Fatima Bourass-Elzien	257	2257	fbourass-elzien@miltonps.org
Susan Bonner	258	2258	sbonner@miltonps.org
Grade 2			
Kathy Caccamo	252	2252	kcaccamo@miltonps.org
Laura McDermott	250	2250	lmcdermott@miltonps.org
Zeina Hamada	243	2243	zhamada@miltonps.org
Hahn Nguyen	259	2259	hnguyen@miltonps.org
Grade 3			
Jackie LaMonica	242	2242	jlamonica@miltonps.org
Julie Ostrowski	240	2240	jostrowski@miltonps.org
Anne Kelley	341	2341	akelley@miltonps.org
Dianne Walcott	343	2343	dwalcott@miltonps.org
Grade 4			
John Doyle	352	2352	jdoyle@miltonps.org
Chris Hodgkins	354	2354	chodgkins@miltonps.org
Brenda Rogers	344	2344	brogers@miltonps.org
Ronnie McManus	356	2356	rmcmanus@miltonps.org
Grade 5			
Anne McIntyre Beth Maloney, Aide	359	2359	amcintyre@miltonps.org
TBD	357	2357	

Joan Dow	350	2350	jdow@miltonps.org
Rina Chen Marlene Mason Aide, TBD	358	2358	rchen@miltonps.org mmason@miltonps.org
Esra Buyukozer	350	2350	ebuyukozer@miltonps.org
Preschool			
Mary Beth Callahan	157	1022	mbcallahan@miltonps.org
Jessica Cleary-Moone	128	2128	jcleary-moone@miltonps.org
Angela Ryan	126	2126	Aryan@miltonps.org
Sarah Smith	130	2130	ssmith@miltonps.org
Aides, TBD			
NECC			
Lauren Belmont Taylor Anderson, Aide Erin Coggins, Aide Amanda Mazzeo, Aide Kelly Mearn, Aide Tracy O'Brien, Aide Meghan Rhodes, Aide	101	2101	lbelmont@miltonps.org
Specialists/Other Staff			
Janis Gordon, FLES	Library Classrm.		jgordon@miltonps.org
April Allegrezza, Music	127	2127	aallegrezza@miltonps.org
Patty Sampson, Art	129	2129	psampson@miltonps.org
Beth Fahey, P.E.	Gym		bfahey@miltonps.org
Lori Henry, Librarian	321	1018	lhenry@miltonps.org
Sheila Gallagher, Special Education	230	2230	sgallagher@miltonps.org
Meghan Gaven, Special Education	230	2230	mgaven@miltonps.org
Kelley Hannon, Special Education	230	2230	khannon@miltonps.org
Megan Anderson, O.T.	348	2348	manderson@miltonps.org
Maureen Butler, PreK O.T.			mbutler@miltonps.org
Kate Rinaldi, Speech	348	2348	krinaldi@miltonps.org
Marla Rubin, Speech	148	2148	mrubin@miltonps.org
Judy Fleming, PreK Speech	155	2155	jffleming@miltonps.org
Julie Rubin, PreK Speech	144	2144	jrubin@miltonps.org
Carole Pelissey, School Psychologist	302	2302	cpelissey@miltonps.org
Steve Barry, Head Custodian Mike Buzzell, Brian Mearn, Victor Levine, Jesse Conley, Annie McGonagle	100A		sbarry@miltonps.org
Debbie Abden, Cafeteria		1026	dabden@miltonps.org

Collicot School PTO

Michelle Cardoza, President	ashergheta@gmail.com
Abe Cardoza, President	abram.cardoza@gmail.com
Debra MacNeil, President	debra.small@starwoohotels.com
Lloyd MacNeil, President	lmacneil@novaconn.com
Maria Karimbakas, President	mkarimbakas@hotmail.com
Chuck Karimbakas, President	ckarimbakas@hotmail.com
Susan DiSandro, President	ssutliff@globe.com
Michael DiSandro, President	mdisandro@boston.k12.ma.us

Administrative Procedures and Policies

Collicot School Hours: 8:20 a.m. to 2:44 p.m. **Please note:** Students who arrive in their homeroom after 8:20 a.m. are marked “tardy”.

Early Arrival/Extended Day Programs:

All days that Milton Public Schools are in session, Milton Community Schools offers both before and after school programs housed at all four elementary schools. A wide variety of programs are offered to students, and costs vary depending upon level of participation. Discounts are available for full-time program use and for additional siblings in the program. Financial aid is available to qualified applicants. School vacation and early release day programs are offered for an additional fee. For more information, please contact Program Coordinator Pam Dorsey at 617-696-6978 or visit the Milton Community Schools website at www.miltoncommunityschools.org.

Collicot School Arrival and Dismissal Procedures:

- **Arrival Time**

Students may not arrive before 8:05 a.m. Teachers, who are responsible for before-school supervision, do not begin duty until 8:05 a.m. To ensure the safety of your child(ren), please make a special note of this time as the earliest time of arrival. Buses arrive at 8:10 a.m. All children should arrive at school by 8:15 a.m.

- **AM Arrival Procedures Grades K-5**

1. All walkers will enter through the main entrance at 8:05 a.m. and proceed directly to their lockers. **There is no supervision for your student prior to 8:05 a.m.**
2. All students dropped off curbside in the back of the building should enter door number 12 (by the bike rack) and proceed directly to their lockers.
3. All cars must pull all the way forward. **Parents/guardians may not leave cars unattended.** If you need to park, please do so on the street.
4. Students should sit quietly on the floor in front of their lockers until 8:20 a.m.

- **Before School Program**

Before 8:05 a.m., there will be no supervision of students, which poses serious safety concerns. If you need to drop your child or children off before that time, please contact Pam Dorsey at pdorsey@miltonps.org to enroll your child or children in the Before School Program.

- **PM Dismissal Procedures:**

1. All walkers will be dismissed from the front doors.
2. Curbside pick up takes place in the back of the school. If you are picking your child(ren) up via car in the back driveway, please pull as far forward as possible and ***remain in your car at all times***. Once a spot directly in front of you opens up, please pull all the way forward. As soon as your child(ren) are settled in the car and buckled in, please proceed with caution out of your place and exit the back drive.

- **Bus Dismissal**

Bus students will be escorted down to the cafeteria by their classroom teachers and lined up according to bus number. When that bus arrives, students will be escorted to the bus.

Buses:

For information regarding bus pick up/drop off locations, please contact Pam Dorsey at pdorsey@miltonps.org.

Walkers/Bikers:

Walkers and bikers must use crosswalks with the assistance of the Crossing Guard, if one is present at the intersection. Fourth and fifth grade students may receive written permission to walk/bike independently to and from school. Permission slips, including specific bike safety rules, can be found in the main office.

Early Dismissal:

Request for early dismissal should be submitted in writing to your child's teacher. Parents/guardians must come to the main office to sign their child out of school. Children will be called down to the main office for early dismissal.

Late Student Pick-up Policy:

Similar to the concerns for student safety during the early morning hours is the concern for their safety after normal school hours. Therefore, if your child rides the bus, we ask parents/guardians to please make sure an adult is present to greet their child/children at the designated bus stops. If you pick-up your child from school, you must arrive no later than **2:44 p.m.** We recognize that emergencies arise and ask that you please call the main office in the event of such an emergency. However, parents/guardians, who pick their child/children up late more than two times, will be required to enroll their child/children in the Afterschool Program. Again, you may contact Pam Dorsey at pdorsey@miltonps.org.

Lunch:

The school sends home a monthly menu with each child.

- Full lunch - \$1.75
- Milk - \$.50
- Bottled water (16oz.) - \$1.00

Discounted and free lunch programs are available to qualifying families through the Milton Public Schools. Forms are sent home with each child at the beginning of the school year or you may contact the food service director for further information.

Collicot School Lunch and Recess Schedule:

Kindergarten	11:15-12:05
Grade 1	12:35-1:25
Grade 2	12:35-1:25
Grade 3	11:20-12:10
Grade 4	11:20-12:10
Grade 5	12:10-1:00

**Recess is held during the last 20-25 minutes of each lunch period*

**Milton Public Schools
Parent/Guardian &
Student Handbook
2011-2012**

School Cancellation:

In the event of school closing, the media will be notified by 6:00 a.m. The closing is then expected to be broadcast shortly thereafter. School cancellation will be broadcast on TV channels 4, 5 and 7, and on the Radio stations WBZ, WBUR, WEZE, WHDH, WJDA, and WRKO.

Home/School Communication:

- ***Open House:*** Parents and guardians are invited in the fall to meet their child's teacher(s) and to visit the classroom for an informational meeting. Teachers address parents/guardians on an informal basis with reference to grade-level exceptions and activities.
- ***Parent/Guardian-Teacher Conferences:*** A parent/guardian-teacher conference is held in early to mid November. At that time, the child's progress is discussed. Ten-minute conference times are arranged jointly by parents/guardians and the teacher and are held during one afternoon and one evening session. Additional conferences, in person or on the phone, may be requested by parents/guardians or teachers and scheduled for a mutually convenient time.
- ***Open Communication and Volunteerism in Milton Public Schools:*** The administration, faculty, and staff of Milton Public Schools support and appreciate a philosophy of open communication and volunteerism among our students' parents and guardians. We have very dedicated and involved Parent-Teacher Organizations. As prescribed by the Education Reform Act of 1993, a School Site Council will be chosen to work in collaboration with our staff and PTO. We also encourage parents/guardians to become involved in their children's education through communication and volunteerism within our school.
- ***Room Parents/Guardians:*** Room parents/guardians assigned to classrooms will be active liaisons between parents/guardians, teachers, and the PTO. The room parents/guardians will maintain homeroom lists, ensure that notices are distributed, be available to answer questions from parents/guardians about class and school activities, and assist the teacher with some classroom activities. Two parents/guardians may share this position. If more people respond, a lottery is held to determine the room parents/guardians.
- ***Absences:*** Please call the **School Office** to report your child's absence from school due to illness.
- ***Absence Notification:*** Notes identifying the nature of your child's illness or other reasons for his/her absence are required upon returning to school.
- ***Emergency Contact Information:*** Parents/ guardians must provide updated emergency contact information. This information includes a name, an address, and a telephone number of a relative or neighbor who can be contacted in an emergency. **THIS SHOULD BE SOMEONE YOUR CHILD KNOWS AND TRUSTS.**
- ***Edline Accounts:*** Please make every effort to obtain an Edline account. Most communication between the Principal's office and home will be done through the school's website. Many teachers will also be communicating through this medium as well.

Attendance:

Regular attendance **every day** is critical to students' academic achievement and future success. It has been well established that students who regularly attend school are less likely to drop out of school and more likely to graduate. Massachusetts General Law Title XII, Chapter 76, Section 2 states that students must regularly attend school. Parents/guardians must provide the school with accurate contact information and must inform the school when their student(s) will be absent. Further, M.G.L. c76, Section 2, states that parents/guardians who unlawfully keep their children out of school may face penalties. Given the detrimental effects of excessive absences and the school's legal responsibility to ensure that all students attend school, the following will be adhered to:

Although any absence from school is a disruption both to the student's learning and, often times, to that of other students, we do recognize that students may need to be absent from school. Acceptable reasons for being absent from school include the following:

- Student illness
- Medical appointment for the student that could not be scheduled outside of school hours
- Death in the family
- Observance of a religious holiday
- Court appearance for the student

Please note: Although we do recognize that family vacations are valuable in fostering cohesive family structures, all family vacations should be scheduled during school vacations, weekends, and summer vacation. Missing school due to a family vacation is an unacceptable reason for being absent from school.

If unacceptable absences accumulate, school administration may file a Child in Need of Services petition on behalf of the student with the Quincy Juvenile District Court. All School officials are mandated reporters and concerned for the well being of all children at all times. If at any time there is any evidence of abuse or neglect, the Department of Children and Families will be contacted by a school administrator, as required by law.

If a student is absent, it is expected that his/her parents/guardians notify the main office or send in a note explaining the absence to the homeroom teacher upon the student's return to school.

In addition to being in school every day, it is equally important to be on time every day. Please make sure that your child comes to school and arrives on time daily. Continued interruptions, whether it is an absence or tardy to school, have a negative impact on your child's learning as well as the learning of others. If your child is late to school he/she should have a note indicating why he/she is late.

Residency:

It is our expectation that every child who is enrolled in the Milton Public Schools resides in the Town of Milton. It is the responsibility of every parent/guardian to notify the school of any changes with residency or emergency contact information that may take place throughout the year. The Milton Public Schools will send school notices and student academic information to the address provided from your child's emergency information card which will be completed during the first week of school. This holds true for contacting parents/guardians by phone as well.

School Administrators are well aware of the fact that there are unforeseen changes in living situations which may occur during the school year. However, all parents/guardians must notify the school of all changes in address or emergency contact information.

If you have moved but still reside in the Town of Milton, you **must** come into the main office and request the necessary paperwork to re-establish residency.

Birthdays:

Please contact your child's teacher prior to sending in party treats as there may be severe food allergies among the students. Students should not distribute party invitations in school or on the playground unless every child in the class is invited.

Homework and Reading Policy:

Goal

The Milton Public Schools' Homework and Reading Policies are grounded in the belief that regular, meaningful homework assignments and reading are necessary for student learning and can provide extra time for learning.

Homework should build on classroom work and should include practical suggestions for family activities that support student learning.

What Parents/Guardians Can Expect

Homework will be assigned Monday through Thursday for all grades as well as over the weekend for grades 4 & 5. Weekend assignments will be flexible in nature so that they can be completed regardless of family activities. In addition, they will not exceed one night’s homework as described below.

Reading Policy

In addition to homework, all students will be expected to participate in outside reading on a daily basis. The reading material will be of the students’ choice. The purpose of this outside reading is to foster an enjoyment for pleasure reading, and to prepare students for the Summer Reading Program. In addition, it is the parents’/guardians’ responsibility to see that this outside reading is occurring on a regular basis. Individual teachers will decide how to check on students’ outside reading.

Homework and Reading Time Expectations

The following chart summarizes the average amount of time necessary, by grade level, to achieve the above-mentioned goals.

Grade Level and Subject Areas	Minimum to Maximum Time (Homework)	Minimum to Maximum Time (Reading)
Kindergarten	Parents/guardians are encouraged to work with their child 20-30 minutes a day.	10-20 minutes (read to by or with a parent/guardian)
Grade 1 – All core subjects	20-30 minutes	10-20 minutes (read to by or with a parent/guardian)
Grade 2 – All core subjects	30-45 minutes	20-30 minutes
Grade 3 – All core subjects	45-60 minutes	20-30 minutes
Grade 4 – All core subjects	60-75 minutes	20-30 minutes
Grade 5 – All core subjects	60-75 minutes	20-30 minutes

Summer Reading

The Milton Public Schools’ Summer Reading Program is an extension of our commitment to a challenging education for all our students. Parents/guardians should encourage their children to visit local libraries and bookstores and to read a wide selection of books over the summer. Such extensive reading will broaden children’s interests and maintain and strengthen their reading skills. The following are summer reading requirements:

Kindergarten, Grade One, and Grade Two – a minimum of 30 minutes per day.

Grades Three, Four, and Five – a minimum of 60 minutes per day.

Family Educational Rights and Privacy Act (FERPA):

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Milton Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Milton Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow

the Milton Public Schools to include this type of information from your child's education records in certain publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories--names, addresses, and telephone listings--unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Milton Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30 of the current school year. The Milton Public Schools has designated the following information as directory information:

Student's name	Participation in officially recognized activities and sports
Address	Weight and height of members of athletic teams
Telephone listing	Electronic mail address
Photograph	Degrees, honors, and awards received
Date and place of birth	Most recent educational agency or institution attended
Dates of attendance	Major field of study
Grade level	

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces

Programming and Accountability

Two Stream Curriculum:

At the end of the Kindergarten year, parents/guardians have a choice of two Curriculums within the Milton Public Schools: English with FLES (Foreign Language <Spanish> in Elementary Schools) and French Immersion. Approximately half of the students are enrolled in the French Immersion Program (English curriculum taught in French). This Milton program was first piloted at the Cunningham in 1987. All students in a given grade level come together for lunch and recess. In addition, students are integrated for cultural events, assemblies, field trips, and special programs. Milton Public Schools follows the Massachusetts Curriculum Frameworks, which is available on the Department of Elementary and Secondary Education website.

- **English with FLES:** Students who are not in the French Immersion Program take part in the the FLES Program. The FLES program objectives are to build listening and Spanish speaking skills, to develop a positive attitude towards language learning, and to foster an appreciation of other cultures. Students will begin to apply Spanish reading and writing skills by the end of third grade.
- **French Immersion:** In grades one and two of the Milton Immersion Program, French is the primary language of instruction in the classrooms. In grades three and four, one half of the instruction is in English, and one half is in French – social studies and science are taught in French, math is taught in English, and the language arts curriculum is divided equally between English and French instruction. In grade five, approximately 70% of the curriculum is taught in English with 30% being taught in French; social studies, math, and a portion of the language arts curriculum are offered in English. In all grades, art, music, and physical education are taught in English. Students who graduate from the Milton Public School French Immersion program will understand, speak, read, and write French with a high level of language proficiency. Listening and reading skills will be the most highly developed skills. Speaking and writing skills may be acquired to a lesser degree. Students will develop knowledge of and an appreciation for, other people and cultures, and successfully continue their studies in both English and French at the middle and high school levels.

Services for Students with Disabilities

Special Education

- **General Responsibilities:** The Milton Public Schools provides special education and related services for eligible students in accordance with state and federal law. We provide reasonable accommodations that permit all students to fully access the school’s facilities and services.
- **Available Services:** Special education services may include specialized reading instruction, math remediation, speech and language therapy, and physical and occupational therapy for eligible students. Students who are found, after evaluation, to be eligible for special education services will receive an Individualized Education Plan (IEP) developed by the Special Education Team, which includes parents/guardians, teachers, and specialists involved with the child.

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

- a. Has a mental or physical impairment, which substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- b. Has a record of such impairment; or
- c. Is regarded as having such an impairment.

Recent amendments to the Americans With Disabilities Act, which also apply to 504, defines “substantially limits” as “materially restricts”. An impairment, under the ADA Amendments Act of 2008, “that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.” Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.”

The Milton Public School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district.

Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer. Any questions concerning the implementation of policy and procedures may be directed to:

Section 504 Coordinator
Milton Public Schools
25 Gile Road
Milton, MA 02186

Guidance and Counseling:

- ***Individual Counseling:*** “As needed,” the guidance or adjustment counselor will work with children on an individual basis. Oftentimes, this counseling supplements outside therapy or acts as a catalyst to facilitate the start of individual or family therapy. Concerns relevant to self-esteem, behavior, family changes, or other developmental issues are addressed. The counselor works closely with parents/guardians to meet the individual child’s social/emotional needs. This counseling service is a regular education service available to all students. Eligible special education students may receive counseling as part of their IEP.

MCAS: Massachusetts Comprehensive Assessment System:

- ***What is MCAS?*** The Massachusetts Comprehensive Assessment System (MCAS) is designed to meet the requirements of the Education Reform Law of 1993. This law specifies that the testing program must:
 - test all public school students in Massachusetts, including students with disabilities and limited English proficient students;
 - measure performance based on the Massachusetts Curriculum Framework learning standards;
 - report on the performance of individual students, schools, and districts.In addition, the MCAS program is used to hold schools and districts accountable, on a yearly basis, for the progress they have made toward the objective of the No Child Left Behind Law that all students be proficient in Reading and Mathematics by 2014.
- ***Who is Tested?*** The MCAS tests are based on the learning standards in the Massachusetts Department of Elementary and Secondary Education Curriculum Frameworks. MCAS tests are administered in the following content areas and grades:
 - English Language Arts – 3, 4, & 5th Grades
 - Mathematics – 3, 4, & 5th Grades
 - Science and Technology/Engineering – Grade 5

Health & Wellness

Health Services:

In 2004 the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) defined health services as:

- Services provided for students to appraise, protect and promote health
- Services that are designed to ensure access or referral to primary health care services or both

- Foster appropriate use of primary health care services, prevent and control communicable disease and other health problems
- Provide emergency care for illness or injury
- Provide educational and counseling opportunities for promoting and maintaining individual, family and community health

The school nurse is committed to minimize health related barriers to learning and promote each student's maximum learning opportunities. Massachusetts State Law mandates regular health screenings at school which include vision, hearing, scoliosis and beginning in school year 2010 - 2011 BMI (Body Mass Index.)* Screenings do not take the place of regular primary care provider examinations. The purpose of the screening programs is to identify possible problems that may interfere with student success and make appropriate referrals for assessments and treatment. A strong communication network between school nurse, parents/guardians and primary care providers is essential.

In case of illness or emergency, parent/guardian will be notified by the school nurse or other staff member. Parents/guardians MUST provide the school with emergency contact information in case they cannot be reached. It is imperative to keep your child's "Emergency Card" up to date. In many instances time is critical for the student.

Physical Examinations:

All students entering kindergarten and all new enrollees are required to present proof of a physical exam that has been completed within one year of school entry. Documentation of a physical exam is required again in Grades 1, 4, 7, and 10. These three year intervals allow a regular and predictable review of each student with attention paid to potential health concerns. [More information and explanation of BMI will be sent home to parents/guardians after the school year begins.]

Immunizations:

Immunizations are required by Massachusetts State Law for children to attend pre-kindergarten through grade 12. According to state law "no student shall be admitted or be allowed to remain in school unless they satisfy these requirements." The school nurse is required to keep an immunization and health record for each student enrolled in the district. A history of a disease specific diagnosis by a primary care provider will be accepted in lieu of the immunization (i.e., chicken pox) for all vaccine preventable diseases except rubella. If a parent/guardian has a religious belief that is in conflict with the state law, the school nurse can provide the appropriate form for parent/guardian to complete. This form is required to be completed annually.

Medication at School:

The delivery of medication at school is regulated by the Department of Public Health and has specific guidelines in place for the health and safety of the student as well as confidentiality. Any student taking medication in school on a regular basis must have a new permission form signed by the parent/guardian and the prescribing physician every year. Medication must be provided to the school nurse in a pharmacy or manufacturer labeled container. **When getting the original prescription at the pharmacy please ask for a second container with all the prescribing information attached so medication can be left at school.**

Short-term medication (10 days or less), prescription or non-prescription will only be given if the proper permission forms are signed and dated by parent and physician if necessary. When your child needs medication at school please act quickly to follow these policies so the school nurse may begin to dispense the medication as soon as possible. Please contact your school nurse to discuss the scheduling of medication or any health issue pertaining to your child.

The school nurse may permit self-medication of prescription medication by a student to treat asthma, cystic fibrosis or diabetes provided that certain requirements are met. Please contact the school nurse for more information.

All medication forms are on the Milton Public Schools Edline web page, www.miltonps.org and are in this handbook.

Allergies or Chronic Health Care Issue:

If your child has ANY type of allergy, including food allergy, or other chronic health issue please schedule an appointment to meet with the school nurse and, if necessary, the classroom teacher to plan appropriate responses and determine if medication needs to be kept at school and if an Individual Health Care Plan is appropriate.

First Aid:

First aid delivery and assessment of injuries is part of the school nurse's role as children learn to apply safety within their own environment. When appropriate, the school nurse will contact parent/guardian if a student is injured. An explanation of the injury and the nursing care provided will be discussed. The need for parental/guardian follow up will also be assessed with this communication. In emergency situations, the school nurse may arrange for emergency medical treatment.

Illness:

Occasionally a child is kept home from school for illness. A child with vomiting or diarrhea should be kept home from school until symptoms have subsided for 24 hours, the child is able to take nourishment, and is sleeping through the night. If diarrhea or vomiting persists consult your primary care provider. If cold or cough symptoms are associated with a fever the child should NOT come to school. If symptoms do not readily improve contact your primary care provider. Your child may attend school if there is no fever and the child is sleeping through the night. Your primary care provider should evaluate a sore throat in conjunction with a fever. Children treated for strep throat may return to school after 24 hours on an antibiotic. Please notify the main office/health office if your child is absent from school due to illness. This provides the school nurse with significant information to identify tracks of illnesses and to help prevent the spread of illness by communicating with staff in the school and with parents/guardians.

Communicable Disease:

When your child has a communicable disease, please contact the school nurse for information regarding the length of time the child should remain at home and documentation of treatment to be able to return to school.

- Head Lice: No child dismissed with this condition will be re-admitted unless examined by a school nurse after proper treatment.
- Conjunctivitis (Pink Eye): Do not send your child to school until 24 hours after treatment is started. Request a note from your primary care provider to ensure your child's attendance.
- Chicken Pox: Chicken Pox is a very contagious viral infection. It begins with a mild fever and rash that presents as small "red bumps." You must keep your child home from school for seven days from the appearance of the rash and 24 hours without a fever. Please notify the school nurse.

Vision and Hearing Screening:

Vision and hearing screenings are mandated programs. Vision screening is done every year in grades K through grade 5. Hearing screening is done in every grade K through grade 3 and for any student on an IEP in grades 4 and 5. Children who have difficulty with the initial screening are re-screened prior to a referral being made to the parent/guardian for an evaluation by the child's primary care provider or appropriate specialist.

Scoliosis:

Scoliosis is a postural defect of the spine. Left untreated scoliosis can cause neck and back pain from postural deformities. The Massachusetts screening program begins in grade 5 for both boys and girls and is ongoing every year through grade 9. Postural screenings have dramatically reduced the incidence of surgical intervention for spinal deformities. Early detection is promoted by the American Academy of Orthopedic Surgeons and the American Academy of Pediatrics.

Individual Health Care Plan:

An Individual Health Care Plan (IHCP) is developed by the school nurse in collaboration with the parent/guardian and, if appropriate, the primary care provider. With parent/guardian approval, the plan is shared with the appropriate staff. This provides a safe learning environment for the child and educates the staff on necessary measures for the health and safety of the student. The increasingly complex health care needs of children in school have created an opportunity for all involved to eliminate barriers in the best interest of the student. Partnership of student, parent/guardian and staff enhances the child's ability to learn and participate in the school setting.

School PTO

Purpose and Mission: The purpose of the PTO is to promote the welfare of the children through a united effort between parents/guardians and teachers, in order to assure the greatest possible educational advantage. Through fundraising efforts, the PTO has been able to provide additional programs and activities, which enhance the education of our children. The PTO sponsors cultural and social events for students, thereby reducing field trip expenses. All monies raised by the PTO are used exclusively for school activities.

Membership: The organization is non-commercial, non-sectarian, and non-partisan. Any parent or guardian of pupils in the school may join the PTO. The PTO relies on members' support, both financial and at times volunteered, to achieve its goal: the enhancement of our children's education.

Correspondence: All correspondence to the PTO, delivered via your child's backpack, should be sent in a clearly labeled envelope, with the name PTO Event.

Executive Board: The PTO Executive Board consists of a president (co-president), one vice president, recording and corresponding secretaries, a treasurer, an unlimited number of members-at-large, the school principal, and the chairpersons of the standing committees.

PTO Seasonal and Continuing Committees Overview: There are numerous seasonal and continuing committees under the auspices of the PTO. All can be co-chaired, and volunteers are always needed! Sign up sheets are attached to the membership form and are available at meetings and on the evening of Open House. The PTO encourages membership initiative in the development of new programs.

MPS Elementary Behavioral Expectations, Consequences, and Related Policies

Discipline in the Milton Public Schools is aimed at teaching students to be responsible for their actions, to work cooperatively with others, and to focus on their learning. Behavior that is dangerous, illegal, disrespectful, or offensive will not be tolerated. Please remember that all school rules apply whenever a student is involved in any school-related activity whether it is during the school day, in the evening, or on the weekend. School rules are in effect while a student is coming to and going home from school. Breaking the rules while involved in those activities may result in the same consequences as if the offense took place in school.

Consequences:

Unsafe and/or inappropriate behavior or behavior that prevents other students from learning will result in consequences including: time-out, meeting with parents/guardians, loss of privileges, behavior contracts, restitution, in-school and out-of-school suspensions. Unsafe or inappropriate behavior on the school bus either to or from school or during field trips may result in temporary or permanent removal from the school bus, as determined by the school Principal. The Principal reserves the right to impose different, including more significant, consequences in appropriate situations. Please review the following carefully with your child(ren).

School- Based Rules:

1. Be respectful to all people.
2. Do not act like a bully. Treat others the way you want to be treated.
3. Respect school property.
4. Work hard and do your best to learn.
5. Always walk quietly in school.
6. Follow the directions of **all** school staff.
7. Do not bring toys, video games, cell phones, electronic equipment, or other valuables to school.
8. Remove hats and hoods before entering the building. Follow the school dress code.

Bus Rules:

In addition to the applicable above stated rules, students who ride the bus must:

1. Be seated at all times and face forward.
2. Use quiet voices and listen to the bus driver at all times.
3. Keep their hands, feet, and all objects to themselves and inside the bus.
4. Respect the bus driver, follow his/her directions, and be respectful to other students.

CAFETERIA RULES	RECESS RULES
<ol style="list-style-type: none"> 1. Talk quietly in the cafeteria. 2. Stay in your seat. 3. Ask permission to leave. 4. Clean up after yourself. 5. Listen for the quiet signal, and follow the directives of the staff. 	<ol style="list-style-type: none"> 1. Play safely. 2. Include others. 3. Keep your hands and feet to yourself. 4. Listen for the quiet signal, and follow the directives of the staff. 5. Line up quickly and quietly when you hear the whistle.

OTHER RULES TO REMEMBER

Please remember that all school rules apply whenever you are involved in any school-related activity whether it is during the school day, in the evening, or on the weekend. You must also remember that school rules are in effect while you are coming to and going home from school. Breaking the rules while involved in those activities may result in the same consequences as if the offense took place in school. Students may be disciplined for conduct or acts committed on school grounds, in the area around the school grounds, while engaged in or attending a school activity, or while going to or returning home from school or a school activity. Students may also be disciplined for conduct or acts committed away from school at other times if the conduct or act is related to the school, adversely affects school discipline, creates a hostile or unwelcome environment at school, or is detrimental to the general welfare of the school.

Suspension From School

While suspension from school is rarely used, in extreme cases it might be necessary when disciplining a student. Prior to suspension, students may be given a teacher detention or an office assigned detention. Parents will be contacted when the situation requires parental involvement. If a student is suspended, parents will receive written notification and will be requested to attend a conference with the Principal before the student may re-enter school. Under all circumstances, the student will have due process rights, including the right to oral or written notice of charges against him/her, the right to an explanation of the evidence which the school authorities have and the opportunity to present his/her side of the story.

Expulsion & Due Process Procedures

1. Expulsion by School Committee (M.G.L. c.76, Section 17):

Except where otherwise set forth by law, the Milton School Committee may expel any student for violations of Milton Public School rules and regulations, or Milton School Committee policies. Unless an emergency exists, no student shall be expelled without first being granted an opportunity for a hearing before the School Committee. The notice of the hearing shall be sent to the student and his/her parent or guardian. The notice should indicate the location, date, and exact time of the hearing. It should also define the reasons for the hearing. It should also include a statement that the student and parent or legal guardian have the right to be represented by counsel at their own expense, and present evidence and testimony at the hearing, as well as review the student's records prior to the hearing.

The hearing will take place at a location and time reasonably convenient to all parties and will be in executive session unless the student, parent, or guardian requests that it be in open session. The written decision of the School Committee shall be sent to the student and his/her parent or guardian.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Milton Public Schools shall notify the receiving school of the reasons for the student's expulsion.

2. Suspension or Expulsion by Principal (M.G.L. c.71, Section 37H, 37H1/2):

A student may be subjected to suspension or expulsion from the Milton Public Schools by the building principal in the following situations:

- A student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon including but not limited to a gun or knife; or a controlled substance, including but not limited to alcohol, marijuana, cocaine, or heroin.
- A student who assaults a principal, vice principal, teacher, teacher's aide or other educational staff on school premises or at a school-sponsored or school-related event, including athletic games.
- A student who has been charged with or convicted of a felony or upon an adjudication or admission in court of guilt with respect to the felony or felony delinquency, if the principal determines that the student's continued presence in the school would have a substantial and detrimental effect on the general welfare of the school

Any student who has been expelled from Milton High School pursuant to this section shall have the right to appeal the decision of the principal to the superintendent in accordance with applicable law. (See Massachusetts General Laws, Chapter 71, Sections 37H and 37H1/2) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Milton Public Schools shall notify the receiving school of the reasons for the student's expulsion and no other public school shall be required to enroll the student.

Dress Code:

Students are expected to dress appropriately for the business of learning. Students should be dressed so that they will be comfortable sitting at their desks, sitting at work tables and sitting on the floor. Students should be appropriately dressed for outdoor or indoor recess as well.

Students may not wear clothing which promotes controlled substances or is in some way determined by school staff to be offensive. Shirts must have shoulder straps at least two inches wide and must overlap the pants, skirt, or shorts. Shorts and skirts must be longer than where the student's fingertips fall. Pajamas are not allowed in school. Pants must fit at the waist. Students may not wear "heelies," shoe/roller-skate combinations. Students must remove hats and hoods before entering the building. For Physical Education class, students should wear closed athletic shoes and loose clothing. Exceptions to the prohibition against head coverings may be made for medical or religious reasons.

Cell Phones:

Cell phones are a tremendous distraction from the learning process. Students should not bring cell phones or any other electronic devices to school or to school events. For the safety of students and in order to maintain an environment conducive to learning, parents/guardians should not contact their student via cell phone or text message during school hours nor should students contact their parents via cell phone or text message during school hours. If a child is ill, they should request permission to see the school nurse who will respond with appropriate medical attention and contact the parent/guardian if necessary. If there is some other emergency, the child should request permission to see his/her guidance counselor who, if deemed appropriate, will contact the parent/guardian.

Defacement of Property:

Any student who defaces school property will serve the appropriate consequence(s) as deemed warranted by school administration. In addition, as prescribed in MGL, Chapter 231, Section 85G, the student along with his/her parent/guardian will be held responsible (through action, financially, or a combination of both) for restoring the property to its original appearance.

Weapons on School Grounds:

Carrying a weapon or a mock weapon on school grounds can be punishable by suspension or expulsion from school. Appropriate consequence(s) will be administered by the Principal and Superintendent of Schools and law enforcement may be notified. In addition, MGL, Chapter 269, Section 10, provides that bringing a weapon on school grounds or in a school building is a crime punishable by a fine or by imprisonment.

Physical Restraint

The Milton Public Schools has a protocol in regards to physical restraint that is implemented in all schools but specifically for special education programs. The Milton Public Schools and specifically programs that service students in high incidence programs (social-emotional programs) have a protocol in regards to physical restraint. If in fact an incident occurs that is a significant breach of the student code of discipline (inclusive of a necessitating a restraint) a formal Incident Report is written by the classroom teacher and program clinician. This report is then distributed to the building principal and to the parent of the child and may, in appropriate circumstances, be reported to the Department of Elementary and Secondary Education. This process is also inclusive of phone contact with parent at the time of the incident and corresponding parent meeting time for proper resolution.

Discipline of Students with Special Needs:

The discipline of students with special needs is governed by federal and state special education law and regulations promulgated there under. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. § 1400, *et seq.*; 34 C.F.R. § 300.519-529 *et seq.*, and Massachusetts General Law c.71B.

The following is a summary of the rights and responsibilities of the Milton Public Schools and students with disabilities under these laws regarding student discipline. Complete information regarding the due process rights of students with disabilities and their parent(s) or guardian(s) may be found in the procedural safeguards notice available from Milton Public School personnel.

All Students are expected to meet the requirements for behavior as set forth in the student handbook. Federal and state laws require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is implemented under an Individualized Education Plan (IEP) or a 504 Plan. The following requirements apply to the discipline of special needs students:

1. The principal or designee will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
2. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 days but constitute a pattern are considered to represent a change in placement.
3. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team will develop or review a functional behavioral assessment of the student's behavior to modify a behavior intervention plan or develop an assessment plan and to identify appropriate alternative educational settings. The Team will convene to determine whether the student's misconduct is a manifestation of his/her disability. A student's conduct is a manifestation of his/her disability if the conduct in question was caused by or had a direct and substantial relationship to the child's disability, or if the conduct in question was the direct result of the district's failure to implement the student's IEP or a 504 Plan.
4. If the Team determines that the student's misconduct IS a manifestation of his/her disability, the Team will convene to review the student's functional behavioral assessment and will create, review or modify as necessary the student's behavior plan and IEP or a 504 Plan. Under such circumstances, the student will be returned to his/her current placement unless the Team determines

that another placement is required to provide the student with FAPE (free appropriate public education).

5. If the Team determines that the student's misconduct is NOT a manifestation of his/her disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.
6. Regardless of the manifestation determination, the district may unilaterally place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function; 2) a student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.
7. Milton Public Schools will provide written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the interim alternative placement, unless the parent and district agree otherwise.

Bullying/Peer Aggression Policy:

Please note: (The Milton Public Schools Bullying/Peer Aggression Policy can be viewed in its entirety on the Milton Public Schools web site <http://www.miltonps.org>.)

It is the goal of the Milton School Committee and the Milton Public Schools to promote a learning atmosphere for students free from all forms of bullying. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by the Milton Public Schools.

The Milton Public Schools prohibit all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Milton Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Milton Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

- ***Bullying behavior includes but is not limited to:***

- Repeated use of hurtful words, gestures or expressions towards another student- either by saying them or writing them.

AND/OR

- Causing another student to be afraid through repeated hurtful/threatening words or actions (towards that person or towards his/her property)

AND/OR

- Creating a hostile environment at school or disrupting the educational process at school

Students are encouraged to report instances of bullying to the principal or other trusted adult in the building. All reports of bullying will be investigated. Students who bully other students will face school based consequences, as determined by the principal. When appropriate, the school principal will refer to a law enforcement agency.

Anti-Discrimination and Anti-Harassment Policy:

Discrimination and Harassment Prohibited: The Milton school system conducts its programs and activities in conformity with state and federal laws that prohibit discrimination and harassment based on membership in legally protected categories. These laws include Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the IDEA, M.G.L. c. 76, §5, M.G.L. c. 151B, and the Americans With Disabilities Act. It is the policy of the Milton Public Schools not to discriminate and not to allow discrimination or harassment, on the basis of sex, race, color, sexual orientation, age, religion, national origin, handicap, disability or any other legally prohibited basis in any of its activities. In addition, retaliation against any individual who has made a complaint or cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Milton Public Schools.

Harassment Defined: Harassment includes communications such as gestures, jokes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet, cell phones, text messaging or in any other way, that unlawfully interferes with another person's ability to work or receive an education, based upon race, color, sex, religion, national origin, sexual orientation, age or disability.

Complaint Procedure: Anyone having a complaint of discrimination, including a complaint of harassment on any prohibited basis, should immediately bring the complaint to the attention of the Principal, either verbally or in writing. If the person with a complaint is uncomfortable bringing it to the Principal, then the complaint should be brought to the attention of any Assistant Superintendent, the Title IX Coordinator, the Section 504 Coordinator, or the Superintendent of Schools.

Investigation: A written complaint that alleges a violation of the District's anti-discrimination policies will be investigated promptly by an individual designated by the District. The complaint should state the nature of the allegation(s), the remedy requested, and be signed and dated by the complainant. As part of the investigation, the appropriate persons will be interviewed as soon as practicable. Those interviewed may be required to provide written statements. After collecting appropriate information, the investigator will promptly report findings to the administration in writing. The District will issue a determination as to whether or not the allegations of harassment or discrimination are substantiated, the basis for the conclusion, and what, if any, remedial action will be taken.

Remedial Action: In the event that the complaint is substantiated, the administration will take appropriate action to stop the harassment or discrimination, prevent its reoccurrence, and impose such discipline as is warranted by the circumstances. Disciplinary action may include, but is not limited to, reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee subject to applicable procedural requirements. The administration will respond immediately to any new allegations or new information regarding a previously filed complaint. When appropriate, the administration will take steps to minimize contact between students who are the subject of a complaint.

District-wide Policies Available: In addition, the District has detailed policies prohibiting discrimination and harassment, with detailed instructions on how to file grievances and complaints regarding discrimination or harassment as well as appeals procedures. Those policies are available online, on the School District's website at www.miltonps.org or they can be obtained by requesting them from the Principal of this school or the District's central office.

Harassment

Anyone who harasses, sexually or otherwise, by word, action, or threat of action, is preventing that person from receiving an education in a happy and peaceful manner. Anyone found to be harassing or bullying another will be subject to a disciplinary hearing with possible disciplinary action following. Furthermore, racial, sexual,

ethnic or religious slurs, epithets, or gestures will not be tolerated. Any person who makes such remarks, either written, orally or by using gestures, will be subject to disciplinary action.

Sexual harassment means: unwelcome sexual advances, requesting sexual favors and making other inappropriate verbal, written, or physical contact of a sexual nature that takes place under any of the following circumstances:

1. When submission to such conduct is made explicitly or inexplicably, a term or condition of employment, instruction, participation in school activities or programs;
2. When submission or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
3. When such conduct has the effect of unreasonably interfering with the individual's work, or
4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

NOTE: Embraces, intimate touching and other physical actions of a personal nature are considered inappropriate in an educational setting. When these actions are unwelcome, they may constitute sexual harassment. Please be aware that the guidelines under sexual harassment rules apply not only in the school building, but also on all school property, *i.e.* playing fields, parking lots, driveways, tennis courts and any other properties/facilities associated with any school-related activities.

Effect of Sexual Harassment

In school, sexual harassment can affect a student's academic progress, self-esteem, extra-curricular involvement and social relationships. Sexual harassment that is allowed to occur unchecked can also create a school climate detrimental to learning for all students. In these schools, students may not feel safe; they may not feel free to participate fully in classes and school activities, and they may not feel valued as members of this community. Such a climate can lead to more serious offenses.

POLICY

1. It is the policy of the Milton Public Schools to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment.
2. It is a violation of this policy for any administrator, teacher, or other employee, or any student to engage in or condone sexual harassment.
3. It is the responsibility of every employee to recognize acts of sexual harassment and to take action necessary for the implementation of applicable policies and procedures of this school district.
4. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Furthermore, all reasonable efforts shall be made to maintain confidentiality and to protect the privacy of all parties.

In school systems, sexual harassment may cross many lines. The situation may be an instance of a staff member to a staff member, staff member to a student, student to a staff member or student to student.

Guidelines for dealing with any charge of sexual harassment are as follows:

1. What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim makes it clear to the harasser that the behavior is bothering him or her.
2. Staff members must always take every report of sexual harassment seriously and take action **immediately.**
3. If an instance of student to student sexual harassment is reported to a staff member other than an administrator, the staff member should notify an assistant principal or principal **immediately.**
4. If a situation involving a charge of staff member to student sexual harassment is brought to the attention of any staff member that staff member should notify an assistant principal or principal **immediately.**
5. In a situation involving a charge of student to staff member sexual harassment, the staff member should

notify the principal or assistant superintendent **immediately.**

6. In a situation involving a charge of staff member to staff member sexual harassment, the staff member should notify the principal or assistant superintendent **immediately.**

The building principal/designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

7. In all charges of sexual harassment, the victim should describe, in writing, the specifics of the complaint. If the victim does not wish to describe the harassment in writing, a description may be prepared on behalf of the victim and offered to the victim for his/her approval and signature.
8. Once a charge of sexual harassment has been made, including charges of physical harassment, as well as threats to a person's safety or position in the work environment, the following course of action will be taken:
 - a. The principal should investigate the charge through discussions with individuals involved. In situations involving a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving students, parents will be informed of the situation and invited to participate in the discussion.
 - b. It is important that the situation be investigated fully and resolved as confidentially and quickly as possible.
 - c. If the harasser and the victim are willing to discuss the matter in the presence of the principal/designee or assistant superintendent, a supportive faculty member of the same gender as the victim and parent should be included in the discussion. During this discussion, the offending behavior should be described by the victim, a request for a change in behavior should be made, and a promise made that the described behavior will stop.
9. If after formal discussion with the involved parties, the building principal determines that further action must be taken, the following will occur:
 - a) Findings will be reported to the Superintendent of Schools for further action; and
 - b) The victim will be advised of his/her right to file a criminal complaint if warranted.
10. Retaliation in any form against any person who has filed a complaint relating to sexual harassment is forbidden. If it occurs, personnel will be subject to dismissal and students will be removed from the educational setting.
11. All reasonable efforts shall be made to keep confidential the goals of protecting the victim(s) and stopping the behavior and/or ending the hostile environment.

Persons who can receive complaints:

Building Principal

Assistant Superintendent: John Phelan

Assistant Superintendent: Matthew Gillis

Title IX Coordinator: John Phelan

Section 504 Coordinator: John Phelan

Superintendent: Mary Gormley

Additionally, an individual may contact:

- Office of Civil Rights (U.S. Department of Education), 5 Post Office Square, 8th Floor, Boston, MA 02109-3291 / 617-289-0111
- The Massachusetts Commission Against Discrimination (MCAD), 1 Ashburton Place, Room 601, Boston, MA 02108 / 617-727-3990 Claim filing period - 180 days.

Milton Public Schools Internet User Agreement:

Internet access is now available through the Milton Public Schools' computer network. The purpose of this is to support the educational program by providing students and teachers with access to unique resources available through the Internet and the World Wide Web. All uses of Milton's Internet access and computer facilities must be in support of and consistent with the objectives of the educational program.

Access to the Internet is a privilege, not a right. Adherence to the Internet guidelines stated in this document is a condition for a student's access to the Internet in school. School officials may cancel a student's access at any time if this privilege is abused. Inappropriate conduct on the Milton Public Schools Internet access will be subject to disciplinary action as deemed appropriate and necessary by the principal or his designee and will result in the immediate suspension of all Internet access privileges. Law enforcement may be notified in certain situations. All students who use Milton's Internet access are expected to read and follow these guidelines. By signing this Agreement, parents and students are stipulating that they have read these guidelines and agree to adhere to them.

All student use of the Internet is to be conducted under faculty supervision. However, faculty members are not expected to monitor a student's use at every moment. Every student is expected to take responsibility for his or her appropriate use of the Internet.

All students' E-Mail and other internet files and records which are accessed by school computers during the school day may be accessed and examined by administrators/teachers for educational and administrative purposes, including the need to ensure that these guidelines are being followed. Administrators will also cooperate in providing access to student's E-Mail and Internet files and records to law enforcement authorities when appropriate. Students should not be using their personal E-mail accounts during the school day. Students should not assume that their use of the Milton Public Schools Internet will be private.

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate reasons or under false pretenses. The Milton Public Schools cannot screen the Internet for all such inappropriate applications. Consequently, students must be cautious and prudent about not supplying personal information, giving last names/addresses, nor arranging personal meetings. Students should **never** arrange a personal meeting with someone whom they meet on-line without parents' or guardians' knowledge and approval. Students should promptly inform their teacher or an administrator about any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

Students are expected to abide by generally accepted rules of Internet etiquette as well as rules of school decorum. These include common courtesy and the avoidance of vulgar or offensive language.

The following are unacceptable uses of Milton's Internet access:

1. Creating or accessing personal E-Mail accounts without the permission of school personnel.
2. Downloading files.
3. Participating in Chat room discussions which are not school related.
4. Posting private or personal information about another person.
5. Attempting to log on through another person's E-Mail account or to access another person's files.
6. Accessing or transmitting obscene or pornographic material.
7. Posting chain letters or scamming, i.e., sending unsolicited or annoying messages to large numbers of people.

8. Participating in communications that facilitate any form of criminal activity, such as, but not limited to, the illegal sale or use of drugs or alcohol, gang activity, sexual harassment, threats, or any other forms of intimidation.
9. Plagiarizing any material.
10. Infringing copyrights, i.e., inappropriate reproducing or transmitting of material protected by copyright.
11. Participating in any and all commercial activities that are not directly related to the educational purposes of the Milton Public Schools, unless specifically approved in advance by the school's administration.

The Milton Public Schools disclaim any liability for the content of material that a student may access on the Internet, for any damages suffered in the course of, or as a result of a student's Internet use, and for the consequences of a student's Internet use.