Milton Public Schools
Elementary Parent/Guardian & Student Handbook

2015-2016

Mary A. Cunningham Elementary School

Respect, Achievement, Citizenship

Jonathan Redden, Principal

SIGNATURE PAGE MUST BE SIGNED AND RETURNED BY 9/9/15.

Mary A. Cunningham Elementary School

Message from the Principal:

At the Cunningham School there is a commitment to academic excellence and high standards for administrators, teachers, and students. The dedicated and creative Cunningham 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 Cunningham 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 Cunningham School's success. We look forward to nurturing this relationship and to continuing this educational partnership.

Historical Overview:

The Mary A. Cunningham Elementary School was built in 1935 and served Milton's children as a Junior High School until June 1980, when Milton's two Junior High Schools were consolidated into the Pierce Middle School.

For varying periods of time since 1980, Cunningham housed Milton's Central Administration offices, Thatcher Montessori School, The Milton Art Museum, The Milton Council on Aging, Milton Academy Day Care, and The Milton Visiting Nurse Association.

In 1987, The Mary A. Cunningham School reopened as an elementary school with 111 students in Kindergarten and first grade. For one year, Mary B. Schofield, then Milton's Assistant Superintendent of Curriculum and Personnel, served as Cunningham's first principal. Since that time, the Cunningham Elementary School has grown to an enthusiastic student body of approximately 488 students with a strong teacher and support staff of approximately 65 adults.

Directory Information

Mary A. Cunningham Elementary School

Jonathan Redden, Principal	617.696.4285 x1013	jredden@miltonps.org
Annie Dutton, Administrative Assistant	617.696.4285 x1012	adutton@miltonps.org
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Milton Public Schools

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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

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Cunningham School Faculty/Staff Directory

Main Office	Room #	Extension	E-mail address
Jonathan Redden-Principal	Main Office	1013	jredden@miltonps.org
Annie Dutton-Administrative Assistant	Main Office	1012	adutton@miltonps.org
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Rina Chen	309	2309	rchen@miltonps.org
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Grade 5			
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Tracy d'Entremont	308	2308	tdentremont@miltonps.org
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Specialists/Other Staff			
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Debbie Abdon, Cafeteria Mgr.	Cafe	1026	dabdon@miltonps.org

Cunningham School PTO

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Robyn Quinn, President	rquinn@triumvirate.com
Laura Woodward, President	laurab@triathalonsports.com
Stephanie O'Keefe, President	sastruck1@aol.com

Cunningham School Site Council
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Kathy Mulligan, Teacher	kmulligan@miltonps.org
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Cunningham Elementary School Procedures and Policies

Cunningham School Hours: 8:20am. to 2:49pm. **Please note:** Students who arrive in their homeroom after 8:20 AM 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.

Cunningham School Arrival and Dismissal Procedures:

- ***Arrival Time***
  Students may not arrive before 8:05am. Teachers, who are responsible for before-school supervision, do not begin duty until 8:05am. 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 8:10am. All children should arrive at school by 8:15 a.m.
- ***AM Arrival Procedures- Grades K-1***
  1. All walkers will enter through the gymnasium door (facing Edge Hill Road) at 8:05 a.m. **There is no supervision for your student prior to 8:05 a.m**.
  2. All students being dropped off curbside in the back driveway should enter door number 11 and proceed directly to the gym to be seated.
  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. When leaving the lot, please take a right turn to keep traffic moving fluidly.
  4. Once in the gymnasium, students ***MUST*** sit in straight lines in front of their class sign, and they must use quiet voices.
- ***AM Arrival Procedures- Grades 2-5***
  1. All walkers will enter through the main entrance at 8:05am and proceed directly to their lockers. **(Students should read quietly until the 8:20 a.m. bell)**
  2. All students dropped off curbside in the back driveway should enter door number 11 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. When leaving the lot, please take a right turn to keep traffic moving fluidly.
  4. Students are to sit and read 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 Gymnasium 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. When leaving, take a right onto Edge Hill Rd. to keep traffic moving fluidly.
- ***Bus Dismissal***

  Bus students will be escorted down to the cafeteria by their classroom teacher 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 Jake Smith at bus@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 can 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 once the parent/guardian arrives in the main office.

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 **2:49 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:
A weekly lunch menu is published in the *Milton Record Transcript* and the *Milton Times*. In addition, a monthly menu with be sent home with each child.

- Full lunch - $2.00
- Milk - $.50
- Water - $.50

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. In an attempt to simplify the payment process for your child's breakfast/lunch, we have installed 2 mailboxes within the school; one mailbox is located in the main office and the other is on the wall in the cafeteria. Please remember that payments may also be made online at `www.myschoolbucks.com` or you may deposit a check in the Lunch Mailbox in the Main Office. Checks should be made payable to the Milton Food Service Program.

Cunningham School Lunch and Recess Schedule:

Kindergarten	**12:00 - 12:50**
Grade 1	**11:45 - 12:35**
Grade 2	**12:35 - 1:25**
Grade 3	**10:55 - 11:45**
Grade 4	**11:20 - 12:00**
Grade 5	**12:10 - 1:00**

**Recess is held during the last 20-25 minutes of each lunch period*
*** Recess schedules are subject to change*

MILTON SCHOOLS NEGATIVE LUNCH BALANCE PROCEDURE

Students are allowed to owe the Food Service Department no more than $10.00, in the event that they forget their money or lunch. Meals and milk are the only items that students may owe for.

Elementary and Middle and High School Students *who owe more than the value of $10.00(and need lunch but don't have money) will be offered an alternative meal. This will consist of a fully balanced meal but not the meal selection of the day.*
High School Students:*. High School seniors must pay any outstanding debts before graduation.*

All students who owe may purchase regular meals if they have cash.
The outstanding debt is still expected to be paid promptly.
Cash ***will not*** *be taken from students to apply towards debt, unless the student specifies so.*

MEANS OF NOTIFICATION:

SCHOOL:

The school principal will be notified by the Food Service Director when students have a very negative balance and will attempt to contact the families directly to see if there is any circumstance that may be preventing the family to pay.

CAFETERIA:

Student is reminded of negative balance from cashier whenever PIN # is used or student comes through the serving line. Cashiers alert the student when they are positive $6.00 that it is time to bring in a new check.

DISTRICT:

Food Service office will use automated Alert Now calls on a bi-weekly basis to parents whose child or children owe funds to Milton Food Service.

ASSISTANCE FROM ADMINISTRATION:

At the conclusion of the quarters or trimesters, the Milton Food Service Department will provide to the principals a list of students who have long outstanding debt or unsuccessful collections after using the communication means described above. School administration will contact students and/or parents to assist in collections.

CONSEQUENCES FOR NON PAYMENT:

To be determined by school administrator and/or superintendent on an individual basis.

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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. A phone and email message will be sent to all parents/guardians and staff. School cancellation will be broadcast on TV channels 4, 5, 7 and Fox 25, and on the Radio stations WBZ, WRKO, WCVB.

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 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 child/children 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 CRA (Child Requiring Assistance) 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.

Notification: Parents and guardians will be notified about a child's absence if the school has not received notification of the absence from the parent or guardian within 3 days of the absence.

Action Steps to Address Attendance Concerns: Parents and guardians will be notified when a student has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or when a student has missed 5 or more school days unexcused in a school year. The parents/guardians and student will be invited to a meeting to develop a plan to improve attendance. State agencies may also be invited.

In addition to being in school every day, it is equally important to <u>be on time</u> 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.

<u>Residency:</u>

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 and school nurse 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.

The Milton Public Schools, upon request and without the consent of the eligible student or parent, will provide student records to authorized school personnel of the school to which a student seeks or intends to transfer.

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 Curricula within the Milton Public Schools: The English Innovation Pathway and French Immersion. 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.

- ***The English Innovation Pathway*** involves a curriculum that emphasizes the mastery of the core elements of education including technology, science, engineering and math (STEM). The integration of STEM is done in a hands-on, developmentally appropriate way to help the child become proficient in areas that are integral in preparing them to work and live in a rapidly changing world. Through participating in STEM activities, students apply the rigor of science, technology, engineering and mathematics content in problem-based learning activities that tap into a child's natural curiosity. The Milton Public Schools STEM curriculum uniquely integrates lessons in science, technology, engineering and math using the Lego WeDo Robotics Program. Collaboration and critical-thinking skills are emphasized as students work together to solve real-world problems by engaging in the engineer-design process. In addition, students learn computer-programming skills by using drag-and-drop programming software designed for elementary age students. Children enrolled in the English Innovation Pathway will participate in STEM activities through grade five.

  Children in the English Innovation Pathway also receive Spanish instruction. The Elementary Spanish Program's objectives are to build listening, reading, writing and speaking skills; to develop a positive attitude towards language learning; and to foster an appreciation of other people and cultures. Students who have completed all five years at the Elementary level are placed in Spanish 1-B in Middle School. Thanks to the Elementary Spanish Program students are able to complete the equivalent of two years of High School Spanish at the Middle School.

- ***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; Science, 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's French Immersion Program will understand, speak, read, and write French with a high level of language proficiency. Students will develop a positive attitude towards language and foster an appreciation of other people and cultures.

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, but are not limited to, 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

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.

Section 504 of the Rehabilitation Act of 1973 covers qualified students with disabilities who attend schools receiving Federal financial assistance. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who (1) have a *physical or mental impairment that substantially limits one or more major life activities*; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

A *physical or mental impairment* is defined as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. This list is not exhaustive.

Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive. In the ADA Amendments Act 2008 Congress provided additional examples of general activities that are major life activities, including eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. Congress also provided a non-exhaustive list of examples of "major bodily functions" that are major life activities, such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. An impairment that is episodic or in remission, is also considered a disability if it would substantially limit a major life activity when active.

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/guardian 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:

Tracy Grandeau, Administrator of Pupil Personnel Services
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.

Massachusetts Department of Elementary and Secondary Education Mandated Assessments

2015-2016 PARCC and MCAS Participation (*PARCC pending Board of Elementary and Secondary Education Adoption)

Grades 3-8	PARCC Language Arts/Literacy	PARCC Mathematics	MCAS Science and Technology/Engineering ***in grades 5 and 8 only.***
Grade 9		PARCC Mathematics ***pending**	MCAS Biology
Grade 10	MCAS English Language Arts	MCAS Mathematics	
Grade 11	PARCC Language Arts/Literacy ***pending**		

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 Body Mass Index (BMI). 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.

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 you 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. Arrangements can be made with any school nurse to examine a student in an effort to assist parent/guardian work schedule.
- 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, Hearing, and Height/Weight Screening:
Vision and hearing screenings and height/weight measurements 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. Height and Weight shall be measured for students in grades, 1,4,7, and 10 and that the student's Body Mass Index (BMI) score and corresponding percentile are calculated. 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. In certain circumstances, students with health care needs may be referred for a 504 plan.

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.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize his/her discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports

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
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.	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.

Disciplinary Due Process Procedures

ELIGIBILITY TO PARTICIPATE IN SCHOOL ACTIVITIES AND EVENTS

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at Milton Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Milton Public Schools is limited to students who are currently enrolled in and attending Milton Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H ¾ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.

SUSPENSIONS

The Milton Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 37H, 37 H1/2 and 37 H ¾ and 603 CMR 53.00 et seq.

IN-SCHOOL SUSPENSION PROCEDURES:

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or his/her designee.

Notice of In-School Suspension:

The principal or his/her designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or his/her designee determines that the student committed the disciplinary offense, the principal or his/her designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or his/her designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or his/her designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the length of the in-school suspension, and inviting the parent to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent Meeting:

The principal or his designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or his/her designee is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

No Right to Appeal:

The decision of the Principal or his/her designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

OUT-OF-SCHOOL SUSPENSION PROCEDURES UNDER 37 H 3/4:

Due Process Procedures for Out-of-School Suspensions:

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The principal or his/her designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or his/her designee shall afford the student, additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice for Any Out-of-School Suspension:

Prior to suspending a student, the Principal or his/her designee will provide the student and the Parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the Parent(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

(a) the disciplinary offense;
(b) the basis for the charge;
(c) the potential consequences, including the potential length of the student's suspension;
(d) the opportunity for the student to have a hearing with the principal or his designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
(e) the date, time, and location of the hearing;
(f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

(g) if the student may be placed on long-term suspension following the hearing with the principal:

1. the rights set forth in 603 CMR 53.08(3)(b) ; and
2. the right to appeal the principal's decision to the superintendent.

The principal or his/her designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal or his/her designee will document reasonable efforts to include the parent. The principal or his/her designee is presumed to have made reasonable efforts if the principal or his/her designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

Emergency Removal of Student:

Under certain emergency circumstances, it may not be practical for the principal or his/her designee to provide prior oral and written notice before removing a student from school. The principal or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or his/her designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

(a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)(b);
(b) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);
(c) Provide the student an opportunity for a hearing with the principal or his/her designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
(d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A principal will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

SHORT-TERM SUSPENSION PROCEDURES UNDER 37 H 3/4:

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal, or his/her designee, may, in his or her discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the Principal or his/her designee with the following process:

Principal Hearing - Short-term Suspension:

(a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) Based on the available information, including mitigating circumstances, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

(c) The principal or his/her designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

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

No Right to Appeal:

The decision of the Principal or his/her designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

LONG-TERM SUSPENSION PROCEDURES UNDER 37 H 3/4:

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or his/her designee, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more

than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or his/her designee with the following process

Principal Hearing - Long-term Suspension:

(a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity 3to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:

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

(c) The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(d) Based on the evidence, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or his/her designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal or his/her designee decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;

2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:

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

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

Superintendent's Appeal Hearing:

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

(2) The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

(3) The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

(4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

(5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

(6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.

(7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

A parent conference (re-entry meeting) with the Principal or his/her designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

EXCLUSION/EXPULSION UNDER 37 H:
The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for exclusion or expulsion include but are not limited to the following:

a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

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

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

e. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.

f. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make

academic progress during the period of his or her removal.

g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

FELONY COMPLAINT OR CONVICTION UNDER 37 H 1/2:
Pursuant to Massachusetts General Laws Chapter 37 H ½, the following procedures shall be implemented for students charged with or convicted of a felony:

a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

c. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

e. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.

f. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

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

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

Dress Code:

Students are expected to dress appropriately for the business of learning. Student dress should not disrupt the educational process or interfere with the rights of others. 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.

Use of Cell Phones and Other Electronic Devices:

Inappropriate/unauthorized use of cell phones and other electronic devices is a tremendous distraction from the learning process. Cell phones and other electronic devices should not be visible, heard, or on during the school

day. If such devices are seen or heard, the item will be confiscated. A cell phone or electronic device that is used or is on during the school day, when not under teacher direction, will be forwarded to an administrator and a parent/guardian must meet with an administrator to retrieve the item. Consequences for the unauthorized use or powering on of cell phones during the school day can or will result in a detention and if continues, possible further actions by the school. If continued violation of inappropriate cell phone usage were to occur, discipline will be progressive. School administrators may check the content of cell phones if there is a reasonable suspicion that school rules have been violated. Cell phones may also be checked to ensure that they were not used for purposes of sending answers to tests/quizzes, home/class work or used to send inappropriate messages. This includes text-messaging. Furthermore, the school will **NOT** be responsible for damage, lost or stolen electronic device which is brought into the school. For the safety of our 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. At no time should a child use his/her cell phone to contact a parent/guardian if they feel ill. 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, Section10, 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 Prevention Policy:

Please note: (The Milton Public Schools Bullying Prevention Policy can be viewed in its entirety on the Milton Public Schools website 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 prohibits 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. Further, the Milton Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

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, gender identity, 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, gender identity, 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 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: Janet Sheehan
Assistant Superintendent: Dr. Glenn Pavlicek
Title IX Coordinator: Janet Sheehan
Section 504 Coordinator: Tracy Grandeau
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.

BULLYING is when someone harms or hurts another person more than once using words or a physical act. Bullying is always done on purpose. Most of the time, the person who is being bullied does not feel like he or she can stand up for him or herself.

1.) **Physical**- hitting, pushing, shoving,

3) **Social**- spreading rumors, excluding others on purpose, breaking up friendships

2) **Verbal/Written**- teasing, namecalling,threatening harm, damaging something that is not yours

4) **Cyber**- using the internet or cell phones to cause harm

You can help Stop Bullying

- If you see someone being bullied, you can help
- Step in and protect someone who feels afraid and scared
- If the bully won't stop, get help from a teacher

Who is involved in bullying?

The person who causes the harm or hurt is called the **aggressor.**

The person who is hurt is called the **target.**

People who watch bullying happen but do not say or do anything to help the person being hurt, or stop the person doing the hurting, are called **bystanders.**

I think I am being bullied or someone I know is being bullied.
What should I do?

- Tell your parent, guardian, teacher, guidance counselor, or another adult who you trust as soon as you can.

- The adult will listen to what you say happened and may write down important details and share them with the principal.

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.

Student Medical Insurance

The Town of Milton and Milton Public Schools carries no medical insurance coverage (other than for Interscholastic Sports) and any medical cost associated with injury to any child is covered only to the extent of their Parent's medical coverage. In the case of Interscholastic Sports, the Milton Public Schools carries "full excess or secondary insurance coverage" which would supplement parental coverage for deductibles, co-pays, and/or excess costs over parental coverage up to $1 million.

Medical Insurance

The following statement regarding Medical Insurance Coverage and Release of Liability has been adopted by the School Committee of the Milton Public Schools and is included in each Student Handbook as notice that NO MEDICAL INSURANCE COVERAGE in excess of that obtained by each student's Parent/Guardian with the sole exception being excess medical coverage for Interscholastic Sports Coverage for Accident Medical Expense available through signed permission and waiver form (Milton High School Athletics Permission Form) required for each participant.

Further, that each Parent/Guardian granting permission for students to participate in the many programs, recreation activities, before school, after school, vacation, or summer programs acknowledges that NO MEDICAL INSURANCE COVERAGE is provided and also agrees to forever release the T/O Milton, Milton Public Schools and the School Committee, and all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in these voluntary programs ("the Releasees") from any and all claim, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to their child or property damage resulting from their child's participation in said programs.

Further, that each Parent/Guardian also promise to indemnify, defend, and hold harmless the Releasees against any and all claims and proceeding of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to my child or property damage resulting from my child's participation in said programs.

Further, that each Parent/Guardian acknowledges receipt of and has read this Consent and Release statement and understands the contents of this notification. Acknowledging that their child's participation in these programs is voluntary and that their child is free to choose not to participate in said programs. Said child's participation in any of these programs acknowledges that the Parent/Guardian has decided to allow their participation with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage their child or they may suffer in these voluntary programs.

MPS ELEMENTARY PARENT/GUARDIAN & STUDENT HANDBOOK 2015-2016

Parents/Guardians and Student: Please read **The Milton Public Schools Elementary Parent/Guardian & Student Handbook** and discuss the school rules and policies. Once you have done that, you should sign the release below and return it to your homeroom teacher immediately.

We have read, discussed, understand, and agree to follow the rules and policies outlined in the Milton Public Schools Parent/Guardian & Student Handbook.

Student Name _____
Please Print

Signature of Student _____ **Grade** _____ **HR #**_____

Please sign here! **Parent/Guardian Signature** _____ **Date** _____

Milton Public Schools Elementary Student Information Release 2015-2016

The Family Educational Rights and Privacy ACT (FERPA), a Federal Law, requires the Milton Public Schools to obtain your written consent prior to releasing information such as student address, telephone numbers, and e-mail addresses. This information is often used by Room Parents, PTO, Milton Park and Recreation Department and the Milton Foundation for Education to communicate classroom/school/district events.

Please check one of the following:

☐ I **DO** give permission for my child's address/phone number/email address to be released to the Room Parent, PTO, Milton Park and Recreation and/or Milton Foundation for Education.

☐ I **DO NOT** give permission for my child's address/phone number/email address to be released to the Room Parent, PTO, Milton Park and Recreation and/or Milton Foundation for Education.

And here! **Parent/Guardian Signature** _____ **Date** _____

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Milton Public Schools Elementary Student Photograph Release 2015-2016

Consent is required to have your child's photograph displayed outside of the classroom or published. In celebration of the efforts and enthusiasm during school events/special programs, these photographs are often displayed in classrooms, on the corridor bulletin boards, as part of individual projects, local newspapers publications and/or video programming that is displayed during Open House or other school/family events.

Please check one of the following:

☐ I **DO** give permission for my child's photo to be released for the purpose described above.

☐ I **DO NOT** give permission for my child's photo to be released.

Student's Name: _____
Please Print

And here! **Parent/Guardian Signature:** _____ **Date** _____

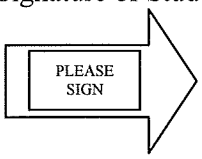
Milton Public Schools Student Medical Insurance Release 2015-2016

Parents/Guardians and Student: Please read this booklet and discuss the Student Medical Insurance. Once you have done that, you should sign the release below and return it to your homeroom teacher immediately.

We have read, discussed, and understand the information regarding Student Medical Insurance.

Student Name _____
Please Print

Signature of Student _____ Grade _____ HR # _____



Parent/Guardian Signature _____ Date _____