

# **Penn Brook Elementary School Handbook 2016-2017**

*[georgetown.k12.ma.us/pennbrook](http://georgetown.k12.ma.us/pennbrook)*

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Georgetown, MA 01833  
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Safe Arrival: (978) 352-5785 option #1**

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## Georgetown School Committee

51 North Street  
Georgetown, MA 01833  
(978) 352-5777 (ext.513)

**Barbie Linares, Chairman**  
**Pamela Lundquist, Vice Chairman**  
**Michael Hinchliffe**  
**Suzanne MacDonald**  
**Cheryl Lachendro**

### 2016-2017 Membership

<u>Name</u>	<u>Address</u>	<u>Telephone/email address</u>	<u>Term as Member</u>
Barbie Linares	110 West Street	978-352-5999 <a href="mailto:linaresb@georgetown.k12.ma.us">linaresb@georgetown.k12.ma.us</a>	2014-2017 - Chairman
Pamela Lundquist	10 Hawk Way	978-352-5407 <a href="mailto:lunquistp@georgetown.k12.m.us">lunquistp@georgetown.k12.m.us</a>	2015-2018 - Vice Chairman
Suzanne MacDonald	5 Lantern Lane	978-352-5886 <a href="mailto:macdonalds@georgetown.k12.ma.us">macdonalds@georgetown.k12.ma.us</a>	2015-2018
Cheryl Lachendro	6 Bussing Way	978-352-7537 <a href="mailto:lachendroc@georgetown.k12.ma.us">lachendroc@georgetown.k12.ma.us</a>	2015-2018
Michael Hinchliffe	93 West Main Street	978-989-3019 <a href="mailto:hinchliffem@georgetown.k12.ma.us">hinchliffem@georgetown.k12.ma.us</a>	2015-2018
Laura Markarian		978-352-5777 x 542 <a href="mailto:markarianl@georgetown.k12.ma.us">markarianl@georgetown.k12.ma.us</a>	Secretary
Jo-Ann Testaverde	11 Lakeridge Drive	978-352-7015	2014-2017 Representative to Whittier Regional Vocational High School

# **GEORGETOWN PUBLIC SCHOOLS**

## **Mission Statement**

The Georgetown Public School District is dedicated to educating all students to their fullest potential so that they may become responsible, tolerant, and successful individuals.

## **Belief Statement**

In the Georgetown Public School District our beliefs drive our commitments, decisions and actions. Specifically we believe that:

- Our students come first! Their individual, intellectual, physical, social and emotional growth is a priority.
- Our students can reach high standards.
- Our schools must promote academic excellence, creativity, innovation and the achievement of personal excellence.
- Our schools should foster pride in self, school, community, country and world.
- Our curriculum should be state of the art, comprehensive and challenging for all students.
- Our students will become responsible problem solvers and become critical thinkers.
- Our schools must create life long learners who demonstrate moral and ethical integrity and contribute to the shaping of society.
- Our teachers, parents/guardians and community are partners in understanding and educating every student. Their role is to encourage and support the achievement of our students' goals and dreams.
- Technology is a critical learning tool essential for future success in our global society.
- Our schools will be welcoming, inclusive and safe places to learn where individual differences are respected and valued.

## School Procedures

### The Main Office

The main office serves as the center of a wide range of important activities. It is the communication link between home and school. The main office number of the Penn Brook School is (978)352-5785. If you know your party's extension, you may dial and leave a message, or follow the prompt.

### School Hours- 8:40- 2:45

Morning drop-off will begin at 8:20.

### Residency Validation

Please be advised that according to Massachusetts General Laws Chapter 75, Section 5, the Georgetown Public School District is not required to enroll a student who does not reside in our community. The only exception is for those students legally enrolled through the state's school choice program.

In order to verify residence within the Town, a student enrolling in the Georgetown School District must provide documentation of actual residence. In addition to providing such documentation at the time of initial enrollment, the school administration may request verification at any later time if there is doubt of actual residence. In addition, the School District will require the parents to pay in full to the Town of Georgetown if we determine that your child is residing in Georgetown for the sole purpose of attending school. The School District reserves the right to require additional information to establish residency.

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to, those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<u>Evidence of Residency</u>  Record of recent mortgage payment and/or property tax bill  Copy of Lease and record of recent rental payment  Landlord Affidavit and recent rental payment  Section 8 Agreement	<u>Evidence of Occupancy</u>  Recent bill dated within the past 60 days showing Georgetown address  Gas Bill  Oil Bill  Electric Bill  Home Phone Bill (Not Cell)  Cable Bill  Excise Tax Bill	<u>Evidence of Identification</u>  <u>(Photo ID)</u>  Valid Driver's License  Valid MA Photo ID Card  Passport

## **Lost and Found**

Lost and found items are placed in a specifically designated area. Children are encouraged to label clothing and personal property with their names written in a clear and visible manner. Periodically, all items in the lost and found that are unclaimed are donated to a local charity.

## **School Visitors**

All visitors must report to the main office upon their arrival. They must sign in and obtain a VISITOR'S PASS before visiting any classrooms, cafeteria, playground, or any other part of the school. Before leaving, visitors should turn in their pass and sign out. For the safety of all children, no one is permitted to go to a classroom without first obtaining permission from the office.

## **Student Attendance**

The Penn Brook School requires a high level of participation in engaged learning. Regular class attendance enables students to benefit from classroom discussions, presentations and interactive activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated in another setting.

**Massachusetts law** requires compulsory attendance for all students. **Chapter 76, section 1** of the Mass General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen partial day sessions in any six-month period. The school must uphold the law.

### **An EXCUSED ABSENCE/TARDY includes:**

- Documented illness or injury
- Bereavement/family funeral
- Major religious observances
- Extraordinary family circumstances (excused at the discretion of the principal)

An **UNEXCUSED ABSENCE/TARDY** is not covered by the aforementioned definition. Examples of an unexcused absence may include, but may not be limited to:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Truancy
- Family vacations
- Undocumented absences
- Non-emergency family situations

### **Notification of Unexcused Absences**

When a student has missed 2 or more periods for 5 school days or has missed 5 or more school days in the school year due to unexcused absences, the parents will be notified and provided with the opportunity to meet with the Principal, or Principal's designee, to develop an action plan to address the student's school attendance. [MM 1]



### **Proactive Steps to Improve Attendance – If a student has...**

- Five (5) or more consecutive days absent, parents must obtain a doctor's note and submit it to the school.
- Seven (7) absences (excused or unexcused), a letter of warning will be issued to parents reminding them of the school's attendance policy, and that they will be contacted to schedule a meeting should absences approach 10 days.
- Ten (10) absences (excused or unexcused), a parent conference will be scheduled to discuss the attendance policy and to develop a proactive attendance plan.
- Fifteen (15) absences (in disregard of the personal attendance plan), an attendance hearing will be held with the parents and administrators.
- Twenty (20) absences (in disregard of the personal attendance plan), a 51A (neglect) or CHINS (child in need of services) may be filed.

### **Absence / Safe Arrival Program**

To assure your child's safety, parents are requested to call the Penn Brook School (978-352-5785) no later than 9:15 a.m. if your child will be absent. If a phone call is not received, parents will be called at home or at work to verify the child's absence. Please leave a message on the student-absent line with the following information: the date, child's first and last name, grade and teacher.

#### **The numbers to call:**

<b>Penn Brook</b>	978-352-5785	Option # 1
Fax #	978 352-5787	

In addition, a note from a parent/guardian to the homeroom teacher is required when a pupil is absent, tardy or to be dismissed during the regular school day. The note regarding the absence is required on the child's first day back to school following the absence. It should be written and signed by a parent or guardian stating the date(s) of the absence(s) and the reason for the absence(s).

In accordance with provisions of the mandated attendance law, continued absence from school for any reason, and especially absence from school due to truancy, shall be referred to the Superintendent of Schools for her attention.

### **Make Up or Work Due to Student Absence**

At the minimum, a student will be allowed two school days grace for each day out of school to turn in any work missed due to an excused absence. Teachers may make any additional arrangements with their students. However, it is the responsibility of the student and/or their parents to speak to the teachers regarding make-up assignments.

### **Tardy Information**

The school day begins at 8:40. Students who arrive after 8:40 must report to the office, accompanied by an adult to obtain an entry pass.

### **Tardy Consequences**

- After 7th tardy – Letter home
- After 10th tardy – Conference with the parent and student
- Subsequent tardies may result in the parents being asked to attend a meeting with administration

## **Appointments**

Consistency in your child's academic day is important. Please try to make appointments, such as doctors and dentists, after school hours or on early release day afternoons. On those rare occasions when an appointment is unavoidable, please notify the main office and your child's classroom teacher as soon as possible.

## **Family Vacations during School Time**

Our schools discourage taking family vacations while school is in session. However, should parents choose to have their child be absent from school for reasons other than illness or extenuating family circumstances, the Principal and teacher/s should be notified in advance. The child will be expected to make up missed work and advanced assignments will be not provided prior to the family vacation. The school and the individual teachers will not assume responsibility for providing individual tutoring or extensive individual help for the student when he/she returns. Teachers will maintain a collection of assignments done in class during the child's absence and provide a reasonable time for the student to make up the work that was missed while absent.

## **Arrival/Dismissal Procedures**

### **Penn Brook Drop Off and Pick up Procedures**

#### **Arrival: No earlier than 8:20**

There is no supervision for students before 8:20, unless your child is in Before School Care or in before- school band practice. Siblings may be brought at the same time as a child in band, and supervision will be provided in the lobby starting at 8:00AM.

A flag will be out at the corner of the school by the fire hydrant to indicate if students should go outside or inside at arrival. There will be transportation monitors in the front of the school to help direct students where to go. If you are driving, please pull along the curb to the fire hydrant at the *end* of the school. **Please do not park and exit your vehicle in the front of the school.** If you intend to get out with your child, pull into a parking lot and park.

**Green Flag-** Students will be outside

Upon arrival, students in Kindergarten and Grades 1 and 2 will congregate on the Primary Playground- to the left of the school, Grades 3- 6 will congregate on the Intermediate Playground- behind the school, along the path by the flag.

**Red Flag-** Students will be inside

Upon arrival, students will enter the front door. Kindergarten – Grade 3 will go straight to the cafeteria. Grades 4- 6 will go up the front staircase to the Library.

The school day begins at 8:40. Students arriving after 8:40 are tardy and must be accompanied to the office by an adult for a tardy slip.

### **Dismissal**

Anyone picking up a student at dismissal requires a “dismissal number.” If you already have a number, you do not need a new number. If you do not have a “dismissal number,” please stop in at the front office and obtain a number.

### **School Cancellations**

The Superintendent of Schools has the authority to close school temporarily whenever conditions exist which may endanger the health and/or safety of the pupils. During stormy or extremely cold weather, parents are urged to exercise their own judgment in sending their children to school.

When a decision has been made to cancel school, the Superintendent or her designee will notify parents via Connect-Ed, the automated telephone messaging system before 6:00 a.m. The announcement will also be posted on radio station WBZ-Boston (1030 AM on the radio dial) and WHDH-Boston (850 AM on the radio dial) and television stations Channel 4, Channel 5 and Channel 7. In addition, school closure or delay information will appear on Georgetown Community Television, Channel 9 on Comcast, and Channel 42 on Verizon.

### **Delayed Opening Procedure**

In some cases, instead of a school cancellation, a delayed opening will be required. The Superintendent of Schools and/or her designee will determine the length of the delay based upon the circumstances and discussions with public safety and bus officials. Generally however, in the event of a delay, the procedure will be as follows:

- The start of school will be delayed by 90 minutes, 8:40 a.m. changed to 10:10 a.m. on these days for grades K - 6.
- The bus schedule will be delayed by 90 minutes.
- Penn Brook Extended Day Program before school hours will be cancelled.
- School will still be dismissed at the normal time.

### **Walkers and Bicycles**

Students who walk to school or ride a bicycle may enter school property from the main driveway on Elm St. or via the access drive. The access drive is not open to vehicular traffic.

### **Animals on School Property**

With the exception of service animals, School Committee policy (File:IMG) prohibits animals in schools. Many children are allergic to animals and no matter how friendly the pet seems to be, its reaction can be

unpredictable when surrounded by small children. For this reason, animals are prohibited on school property.

### **Dismissals**

School dismissal is at 2:45. Early dismissals before the end of the school day can be distracting to students as well as their classroom teachers and their instructional program. If you plan to have your child dismissed for any reason, a note is required. This note should be sent on the morning of the dismissal and should state the following: child's name, teacher's name, time of dismissal, name of the person picking up the child, the date and parent's signature.

### **Dismissal Due to Illness**

Children who become ill during the school day will report to the Nurse's Office. If necessary, after notifying the parent or other designated adult, the student will be dismissed to the specified adult.

### **Dismissal / Transportation Changes**

If your child will be going home with another student or family after school, a note is required. This note should be sent on the morning of the change and should state the following: child's name, teacher's name, time of dismissal, name of the person picking up the child with their pick up number, the date and parent's signature. It is important to note students are **not allowed to change buses** except for emergency purposes. **The switching of buses for play purposes, to accommodate one's personal schedule or following field trips is not allowed. A request to change buses or ride a school bus without a bus pass must be obtained by the principal.**

### **Winter Recess**

Recess is an important part of a child's day as it provides for social interaction and physical activity. However, when the temperature drops below 32 degrees the Principal will make the decision to go outside. This decision will be based upon the following: weather conditions such as the wind-chill, condition of the playground surface ice etc. Students should always be prepared with the appropriate clothing such as boots, snow pants, hats and mittens.

## **Breakfast and Lunch Program**

### **School Meals at Penn Brook Elementary School**

The offerings at Penn Brook are ever-changing and are catered to meet the preferences of our students while meeting the many nutrition requirements that school meal programs must follow. There are a number of options available daily so if your child hasn't tried school lunch or breakfast yet, now is a great time to start. There is something for everyone in our kitchen!

### **Meal Prices**

Lunch at Penn Brook is \$2.75 per meal and includes the main entrée, milk or water, and an array of fruits and vegetables. We seek input from students in feedback groups monthly and use the information we collect to shape future menus. We offer a number of "kid-favorites" as well as home-style from scratch options. Students can also select from a number of Grab-n-Go

items and help themselves to the colorful array of fruits and vegetables available daily on our Garden Bar.

Breakfast is served daily from 8:00-8:20 AM and is \$1.60 per meal. We offer a number of tasty options such as bagels, assorted cereals and warm French toast sticks. Each meal comes with a choice of milk, fruit and juice. It is a great option (and great value!) for busy mornings and helps support student readiness for school!

### **Payment Options**

Each student has a school meal account created for them once they are enrolled in the district. **Starting this school year we are accepting cash and check payments ONLY on Mondays** (or the following school day if there is no school that day. This is to encourage parents to pay in advance for school meals and to reduce the opportunity for small payments to become lost in transit to the kitchen. Parents can add payments by sending in cash or check payments (made out to Town of Georgetown: Food Services) directly to the school or online at **MySchoolBucks.com**. School Meal funds can be used to purchase breakfast, lunch, and milk. Low balance reminder emails are sent monthly and negative balance reminder emails are sent weekly.

### **My School Bucks**

**The My School Bucks website is a new tool available for parents to use to monitor their child's account balance and purchasing history for FREE for up to 90 days. Parents can use this feature even if they do not make payments online!** For an additional fee of \$1.95 per transaction (up to \$150.00 for three students per transaction), parents can also make payments directly to their student's account online. **The transaction fee only exists for online payments made through my school bucks. Any payment sent directly to the school is not subject to an additional transaction fee.** This feature is available to download as an app for iPhone and Android phones as well for on-the-go account monitoring. Please call the Food Service Department office with any additional questions about this convenient and user-friendly program!

### **Charging Policy**

Payment for all items purchased is expected prior to, or at the time of, service. However, we understand that there are circumstances where a student may not be able to pay at the time of service (forgotten or dropped lunch). For this reason, we do allow students to charge one breakfast and one lunch on occasions where they are in need of a school meal for special circumstances. Parents are notified of their child's outstanding balance through our reminder emails and are expected to make payment promptly. Our current charging policy is available on the district website and is in the process of being updated.

### **Assistance Programs-The Free and Reduced Price Meal Program**

If you are receiving assistance through programs such as SNAP (formerly Food Stamps), MassHealth, Medicaid, and/or TANF, you may be eligible for Free or Reduced Price Breakfast and Lunch. If this applies to your family or if your family circumstances change (such as loss of employment) throughout the school year, we encourage you to apply for free and reduced price meals. Applications can either be found on the food services web page or at the main office at GMHS. Foster children are also eligible for free meals. For more information on the Free and Reduced Price meal program, please contact the Food Service Department.

## **Social Media**

Website: <http://www.gssapp.org/GeorgetownPublicSchools/foodservices/> Check here often for menus and news from the kitchens!

Twitter: [https://twitter.com/GPS\\_SchoolMeals](https://twitter.com/GPS_SchoolMeals) Follow us @GPS\_SchoolMeals for photos, menu changes, program updates and events

Facebook: <https://www.facebook.com/Georgetown-Public-Schools-Food-Services-1712289065720418/> Like us on Facebook to see photos and videos from the kitchen and cafeteria

Instagram: [https://www.instagram.com/georgetown\\_school\\_meals/](https://www.instagram.com/georgetown_school_meals/) Follow us @Georgetown\_School\_Meals for photos and updates from the kitchens

## **Catering**

The Food Services Department is currently developing a catering menu to make available on our new website. Save yourself the hassle of coordinating refreshments for your event and let our kitchens take care of it for you. If you are planning on hosting an event at the school, we encourage you to take a look at our offerings! Be sure to look at our birthday and classroom celebration menu as well for kid-friendly treats! We are in the process of streamlining the ordering process so that you can place your orders online.

## **Dining with Food Allergies and Other Special Nutrition Needs**

The Food Service Department is committed to providing safe and delicious meals to all of our students. We want to make sure that children with medical nutrition concerns have the opportunity to enjoy school meals as well. If your child has a medically documented nutrition-related condition (allergies, celiac disease, diabetes, etc) please contact the Heather Torrey, MS, RD, SNS-Director of Food Services, to discuss accommodations that your child may need.

## **Contact Us**

Heather Torrey, MS, RD, SNS-Director of Food Services  
978-352-5777 x 105  
[torreyh@georgetown.k12.ma.us](mailto:torreyh@georgetown.k12.ma.us)

For Account Inquiries

Traci Brousseau- Food Services Administrative Assistant  
978-352-5777 x 106  
[brousseaut@georgetown.k12.ma.us](mailto:brousseaut@georgetown.k12.ma.us)

## **Definition of Terms**

- Nut-prohibited: This term is used to describe the areas of the school where foods containing peanuts and/or tree nuts are not permitted. This term also includes foods that are manufactured on shared machinery that was also used to process peanuts/tree nuts. The following locations are considered nut-prohibited: The school cafeteria, the school kitchen, the kindergarten wing.
- “A-list” Snacks- This is a set of foods that have been evaluated by the John Stalker Institute of Nutrition at Framingham State University. The foods on this list have been determined to comply with the nutritional requirements set forth by the federal and state government for snacks sold to students during the school day.

### **Birthday Celebrations**

Parents who wish to celebrate their child's birthday with food must adhere to the following requirements:

- Foods may be purchased from the birthday celebrations menu offered by the food service department. Please see the food services website (<http://www.gssapp.org/GeorgetownPublicSchools/foodservices/>) for more information or contact the food service director with questions.
- OR
- The foods listed on the Food Service website may be purchased and brought in to the school.
  - Homemade foods are not permitted for distribution at class room celebrations for reasons of food safety and allergen safety.
  - Nut-safe items that are not on the list provided are not permitted because the nutritional content of those foods may not be in compliance with federal and state nutrition mandates.

### **Holiday Celebrations**

Penn Brook Elementary schools currently permits classrooms to host two classroom celebrations that involve food. The two celebration periods are before December break and before February break. Foods offered for those celebrations must adhere to the above requirements to ensure food/allergen safety and that nutrition standards are met. We encourage teachers to use non-food activities to celebrate special occasions.

### **Fundraisers**

Federal and state nutrition mandates also include guidance on foods sold to students during the school day. (The school day is defined as starting at midnight the night before school starts and ending 30 minutes after students are dismissed) Because fundraisers involving food typically do not occur during these times at Penn Brook, fundraisers are exempt from these nutrition standards, though we do encourage fundraisers to focus on sale of healthier options or non-food items. However, we strongly recommend that ingredients are listed on any products, including homemade items.

Please note that if unallowable food items are brought to school, you will be asked to take them home. If you need further assistance finding an appropriate item for a celebration or fundraiser, please contact Heather Torrey, MS, RD, SNS- Director of Food Services, at 978-352-5777 x 105.

## **School Bus Transportation**

### **School Bus Regulations**

Georgetown provides bus transportation for those who qualify under the guidelines established by the District. All school behavior rules apply while students are on any school bus. Students are to ride their assigned bus. Students are to obey the instructions of the school bus driver. School bus behavior rules are based on common sense and courtesy and have been created to ensure the proper conduct and safety of all who ride the bus. Violations of school bus behavior rules may result in the loss of bus riding privileges.

### **School Bus Transportation Routes**

Students in grades K-12 who live a mile and a half or more from school will be eligible to ride the bus. Children who wish to ride the bus must register annually in the spring of each year. School bus transportation routes are published in the local newspapers and on the district website before the beginning of each school year. There are four (4) critical times involved for the pupils being transported:

1. The bus stop
2. Boarding the bus
3. Riding the bus
4. Disembarking

### **Bus Expectations**

Parents are advised to urge their children not to use the bus stop as a play area. Once on the bus, supervision is by the bus driver. As common courtesy and for the safety of all, children are expected to behave in an orderly manner. Misbehavior could divert the bus driver's attention and cause an accident. For this reason, regulations pertaining to pupil conduct on buses are fairly strict. Repeated misbehavior can result in loss of riding privileges. Bus misconduct notices will be reserved for those cases where verbal warnings and reprimanding have been unsuccessful. A written notification from the bus driver will be sent home with the child addressing the misbehavior. Parents are required to sign the notice and students should return the signed notice to the bus driver on the following school day. Both the bus driver and the school office keep this notice on file. The disciplinary action taken increases based on repeated bus misconduct. Some infractions are so serious that they necessitate immediate suspension of riding privileges. Do not lose your riding privilege! Follow these rules:

- Observe the same acceptable conduct code as in the classroom.
- Be courteous and respectful.
- Do not shout, argue or use disrespectful/profane language.
- Consumption of food or beverages is not allowed on the bus.
- Help keep the bus clean.
- Cooperate with all the driver requests.
- Do not be disruptive or destructive.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- Remember that the bus driver is authorized to assign seats.



## Student Records

State regulations governing student records states that a student's record consists of his or her transcript and temporary record. The temporary record includes all information, which is organized on the basis of the student's name that is relevant to the educational needs of the student and is kept at the school. A student's parent or guardian, or a student who is at least 14 years old or has entered ninth grade (an eligible student) has the right to inspect all portions of the student's record upon request of the school Principal. The record must be made available to the parent, guardian, or eligible student not later than ten calendar days after the request was made, unless the parent, guardian, or eligible student consents to a delay. The entire policy on student records can be found on line at [www.georgetown.k12.ma.us](http://www.georgetown.k12.ma.us).

## Confidentiality of Records

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfer or enrolls.

As required by M.G.L. c.71 34H, a parent who does not have physical custody of his/her child must provide make an annual written request to the Principal in order to access the child's student records. Non-custodial parent requests to access student records will be subject to the provisions of M.G.L. c.71, §34h and 603 CMR 23.07.

## Transfer of Student Records

It is the practice of the Georgetown Public Schools to forward a complete copy of the student record to any school or school district in which a student enrolls.

## Destruction of Student Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed.

## Safety and Security

Outside doors remain locked during school hours. All visitors and volunteers must ring the buzzer beside the front doors. This will alert the front office to your presence and allow them to unlock the door for you. ALL visitors are required to sign in and receive a visitor's badge at the front office upon entrance into the building. When leaving, please sign out with the main office. **Activities inside and outside the school are monitored by video surveillance.**

## Fire Drills

The district shall cooperate with the fire department in the conduct of fire drills annually.

## **Other Emergency Situations**

In the event that an emergency situation arises during school hours and it becomes necessary for the children to be dismissed from school early, the following procedure will be followed:

1. Usually the Middle/Senior High School will be dismissed before the elementary schools.
2. Penn Brook School will dismiss as soon as the buses return from the Middle/Senior High School runs.
3. Parents will be notified via the Connect-ED emergency notification system. The local radio stations WBZ and WHDH will broadcast the announcements. In addition, emergency information will appear on Georgetown Community Television, Channel 9 on Comcast, and Channel 42 on Verizon.
4. Under these conditions, your child may not always be able to follow his/her usual procedure. Parents should be sure that children have an alternate plan in the event school is dismissed early.

## **Health Services and Policies**

Good health depends upon continuous life-long attention to scientific advances and the acquisition of new knowledge.

The School Committee believes that the greatest opportunity for effective health education lies within the public schools because of their potential to reach children at the age when positive, lifelong health habits are best engendered and because the schools are equipped to provide qualified personnel to conduct health education programs.

The School Committee is committed to a sound, comprehensive health education program as an integral part of each student's general education. Health education will be taught as a separate academic discipline in grades K through 6 and as a separate class in grade 7.

The health education program will emphasize a contemporary approach to the presentation of health information, skills, and the knowledge necessary for students to understand and appreciate the functioning and proper care of the human body. Students also will be presented with information regarding complex social, physical and mental health problems, which they might encounter in society. In an effort to help students make intelligent choices on alternative behavior of serious personal consequence, health education will examine the potential health hazards of social, physical and mental problems existing in the larger school-community environment.

In order to promote a relevant, dynamic approach to the instruction of health education, the School Committee will continue to stress the need for curricular, personnel, and financial commitments that are necessary to assure the high quality of the system's health education program.

Adopted on: April 24, 2008

## **Nursing Services**

A school nurse is assigned to each school for the entire school day to handle first aid and administration of medication. On occasion, when the nurse is out of the building, another nurse will be on call to answer questions and cover emergencies. Please contact the nurse when your child has any communicable disease or any condition that requires special follow-up.

## **First Aid**

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency services and notify the school physician, nurse leader and the principal.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given with the exception of students who have a signed and accepted health care plan, 504 plan or individualized education plan.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent or guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

## **Accident and Illness**

Parents are encouraged not to send their child to school if they appear ill. A child should remain at home if he or she has any of the following:

- a severe cold
- persistent cough
- sore throat or swollen glands accompanied by fever
- an undiagnosed rash or skin eruptions
- earache
- red eyes or drainage from the eyes
- vomiting or diarrhea within the past 24 hours
- temperature greater than 100

If a child becomes ill at school, parents will be notified and will be expected to provide transportation for their child. Children will not be allowed to leave school alone and should be picked up from the health office.

When a child is sick or injured child, we will contact the parent or his/her designee. The designees are listed on the emergency information sheet. Please list three people to contact with local addresses. In cases where parents or their designees cannot be contacted, the school's administrator and/or nurse will

take whatever emergency action is deemed necessary. A child may not return to school until they have been fever-free without medications, and/or have not vomited for 24 hours.

### **Immunization**

All requirements for entry into our school district must be met before the student is allowed to start school. State law requires the immunization of all children entering elementary school in September. All immunizations must meet Massachusetts Department of Public Health requirements and must be certified in writing by a licensed physician. Exemption for medical or religious reasons requires appropriate documentation. For a list of current immunization requirements see the health office or contact your primary care physician.

### **Physical Examinations**

Every student will be given a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

### **Serious Emergencies**

The school nurse will take primary responsibility. If the nurse is not in the building a nurse in the district will be consulted and assume primary responsibility. First aid will be administered and, if necessary, the student will be transferred by ambulance to the nearest hospital. Every effort will be made to contact the parents. The parent may be requested to call the emergency room to give permission for treatment.

### **Medication**

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of Epi-pens.

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

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.

3. Students with diabetes may possess and administer glucoses monitoring tests and insulin delivery systems.

Whenever possible, the medication schedule should be adjusted to fall outside school hours. A signed medication order by the physician and a signed consent by the parent or guardian are required to dispense medication at school. This includes over-the-counter medications i.e. Tylenol, ibuprofen, antacids, Tums, throat lozenges. An authorized adult should deliver the medication to the school nurse. No student should carry medication on the school bus or in the school building. If a parent prefers, they may come to the school and administer the medication.

All medications must be picked up at Penn Brook School's nurse's office by the last day of school. Any medication left at school will be destroyed.

### **Screening**

Mandated health screening in vision, hearing and postural exam are administered to all students in accordance with Massachusetts General Law. Height and weight will be done as directed by the Massachusetts Department of Public Health.

### **Georgetown School Emergency Form**

A health form for each student is sent home at the beginning of each school year. Parents are required to complete this form annually and return it to the school. The form is necessary to keep health records current.

### **Suntan Lotion and Bug Spray**

Parents are responsible for applying before school.

### **Communicable Diseases**

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

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

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

changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

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

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

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

### **Chicken Pox**

We ask that your child be isolated from school for one (1) week following appearance of the rash. All eruptions must be dry and scabbed over before the child can return to school.

### **Strep Throat**

Children may return to school after being on adequate antibiotic medication for 24 hours and after being without fever for 24 hours.

### **Pediculosis (Head Lice)**

If lice are found, the student will be sent home. The parent/guardian will be provided with information on methods to eliminate infestation. The child must be live-lice free in order to return to school and must be brought back to school by a parent/guardian and will be checked by the school nurse before being allowed to return to the classroom. If a parent/guardian discovers head lice on their child, please notify the school nurse so appropriate precautions can be taken to prevent their spread to classmates. For the complete policy on pediculosis, please refer to the School Committee Policy Manual, File: JLCDB found on the Georgetown Public Schools website at [www.georgetown-schools.org](http://www.georgetown-schools.org).

### **Nut/Peanut-Prohibited Policy**

The Penn Brook School cafeteria will not produce or serve foods made with peanuts/nuts. In the cafeteria, there will be nut/peanut-prohibited tables for all kindergarten students and students in grades 1-6 with nut/peanut allergies. All kindergarten classrooms will be nut/peanut prohibited classrooms and no foods should be brought to school for snack, lunch, or for any other occasion that contain nuts/peanuts or are manufactured on equipment shared with nuts/peanuts. In grades 1-6, nut/peanut products will be allowed, unless there is a student in the classroom who has a life-threatening allergy to nuts/peanuts. In this case, no food should be brought into the classroom that contains nuts/peanuts or are manufactured on equipment shared with nuts/peanuts.

## **Parent Involvement**

### **CORI Check for Volunteers (Criminal Offender Record Information)**

On November 22, 2003, the Senate and House of Representatives passed Section 2 of Chapter 385 to amend M.G.L. c. 71, 38 R. The law requires schools to obtain all available criminal offender record information about any and all volunteers and employees who “may have direct and unmonitored contact with pupils” under the schools’ supervision.

For example, parents who volunteer as field trip chaperones, library volunteers, classroom volunteers or lead classroom enrichment activities will have to submit to a CORI process before any involvement in the schools. The CORI information is confidential and privacy will be maintained. CORI forms will be distributed to ALL parents through the school office. Forms must be completed and returned as soon as possible. According to the law, the criminal history check must be completed prior to participation in school functions. Once the initial CORI check is done, it must be completed every three (3) years. Volunteers with specific questions or concerns are encouraged to contact the Office of the Superintendent of Schools.

### **Chaperoning Field Trips**

To supplement the curriculum, field trips may be taken periodically and will be adequately chaperoned by staff members and/or other adults. Chaperones may be needed to help supervise students and will be at the discretion and prior approval of the teacher and administration. A list of chaperone expectations will be provided to approved chaperones prior to the field trip. No siblings will be allowed on field trips. No smoking is allowed at school-sponsored events or on school properties/vehicles. No smoking is allowed throughout the entire field trip. Field trips are a privilege that students earn and may be withheld from a student for disciplinary reasons.

Even if a parent is chaperoning, students attending school-sponsored field trips, must ride the school provided transportation to the destination. For the safety of students, at the conclusion of the field trip, all students must ride the school provided transportation back to school; the student may not be dismissed at the field trip site.

### **School Advisory Council**

As part of the Massachusetts Education Reform Act of 1993 (Chapter 71, Section 59C) each school has a school council comprised of teachers, parents, and a community representative who does not have a child in the respective schools. This council serves as an advisory group and together with the Principal has the responsibility of identifying the educational needs of the students, developing educational goals for the schools, formulating a School Improvement Plan, and reviewing the annual school budget. This council meets monthly at each school. Anyone interested in serving on a school council should contact the Principal or the parent teacher Association which is charged with conducting an annual election to select the parent representatives. All meetings are open to the public and the meeting times will be posted at Town Hall and in each school.

## **BEHAVIOR - Rules and Consequences**

### **Student Responsibilities**

As educators, we aim to be fair, consistent, and kind to create a calm, safe, and orderly school where the well-being of all is maintained. In order to have a positive school climate, students are expected to adhere to the following behavioral expectations:

- Students will address each other, teachers, and support staff respectfully.

- Students will respect school property, including books, furniture, and other materials and equipment.
- Students will respect others' property and belongings.
- Students will use appropriate language.
- Students will refrain from aggressive behavior, regardless of whether the behavior is in play, hands and feet will be kept to one's self
- Students will not chew gum in and around school without administrative approval
- Students will not wear hats in school without administrative approval
- Students will not use any form of illegal substance and or/bring weapons of any kind, including toy weapons, on school grounds.

The Penn Brook School utilizes the research-based, social program, Responsive Classroom to build community in our classrooms and school. The program is based on the premise that children learn best when they have social-emotional skills. The Responsive Classroom approach consists of a set of practices that build academic and social-emotional competencies and teaches children to be aware of how their actions can bring positive, and negative, consequences to themselves and others. When children break rules, they are taught to recognize and fix the problem their actions may have caused.

At the beginning of the school year, classroom teachers work with students to establish class rules. Representatives from each class will be chosen and will work together to share their classroom rules, and together, students will reach consensus on three to five rules that can be applicable in all areas of the school, such as the hallways, bathroom, cafeteria and playground. Students are expected to follow these rules to help maintain a positive learning environment for all.

**Bathroom Expectations:**

Students will honor individual privacy

Students will maintain personal hygiene by disposing of waste materials and products appropriately

Students will wash and dry hands appropriately after each bathroom visit

Students will not clean paintbrushes or working tools in bathrooms and should use the classroom or custodial sinks

**Cafeteria Expectations:**

Students will sit at their assigned tables, unless directed otherwise by administration

Students will use conversational voices and speak to peers at their own table

Students may not share food

Students will raise their hand for assistance and remain seated until an adult assists

Students will remain seated unless cleaning up at the end of lunch or directed by staff

Students will clean up after themselves, correctly disposing of trays and recyclable materials in the appropriate bins

**Hallway Expectations:**

Students will walk quietly in the halls to be respectful of others who are working in classrooms

Students will walk and not run

Students will keep hands and feet to themselves



Students will open and close lockers quietly

### **Outside/Playground Expectations:**

Students will stay in designated play areas, unless under adult supervision

Students will use playground equipment as taught, including, down the slide, one at a time, facing forward without touching any other person on the slide ladder

Nothing should be put on the slide such as toys, dirt

Pushing or standing on the slide will not be tolerated at any time

Students will not sit on top of any equipment bars at any time

Students should not bring toys, including trading cards, or equipment, including video games, from home, unless requested or authorized by a staff member, as the school provides equipment for use during recess

Communication between home and school is vital to helping students maintain appropriate behavior. If and when a student breaks a class or school rule, and the supervising adult determines the offense requires parental attention, an Incident Form will be filled out. It will be sent home for a parent/guardian signature and should be sent back to school the next day. In addition, a Student Reflection form may also be filled out by the offending student and will be sent home as a way to stimulate parent/child discussion about the incident.

### **Dress Code**

At the Penn Brook School, we ask that parents and students adhere to the following guidelines:

The responsibility for the dress and appearance of the students will rest with individual students and parents. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements. This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above. **If a student violates the dress code as set forth, a parent/guardian will be notified to bring a change of clothes.**

Clothing may not advertise or promote drugs, tobacco, and alcohol or contain an obscene message or a message which disrupts the educational process. Shorts and skirts must be of an appropriate length. No bare midsections, bare backs or spaghetti straps please. Hats are not allowed in the building. Items worn that are considered dangerous by staff/administration must be removed. **For safety reasons, flip-flops will not be allowed.**

### **Student Use of Electronic Devices**

The use of personal iPods, iPhones, cell phones, MP3 players, Game boys, PSPs, and laser pens during school hours is prohibited. Cell phones must be concealed, turned off, and not used at any time during the school day. The intent of this policy is to allow students to use these devices

while they are coming to school and/or after school, but not during the school day. **The first time a student uses a personal device, a warning will be issued. Should the device be used a second time, the item will be taken from the student and held in the office until a parent/guardian is notified. The parent/guardian must then pick the device up at school.**

### **Consequences for Behavior**

In order to maintain a positive learning environment, we expect students to behave in a way that reflects mutual respect, cooperation and tolerance. Students whose behavior interrupts the learning process, threatens the safety, property, and/or self-esteem of others are subject to disciplinary action. This may include a range of consequences from removal from the situation, loss of recess, or after school detention.

When a child is confronted with unacceptable behavior of another child before or after school, or at lunch or recess, there is a two- step process to follow:

1. The offended child is to tell the other child to stop and/or they will report the incident to an adult.

2. If the child does not stop, the offended child should notify an adult on duty immediately.

When the monitor observes unacceptable behavior, the monitor is to remove the offending child from the situation and verbally correct his/her behavior. In cases when a verbal reminder is not sufficient, the monitor may have the student take a break away from interaction with peers for a few minutes to impress upon them the severity of their action.

**In cases when the offending behavior is severe or constantly recurring, the child is to be sent to the principal or assistant principal's office. An Incident Form will be filled out by the monitor and the student may also be asked to complete a Behavior Reflection form, both of which will be sent home.**

3. In some recurring situations, a student, generally in grades 4-6, may be asked to remain after school to process the situation with a teacher. Parents will receive 24 hour written notice. The student will meet 1:1 with a teacher for 30 minutes, during which the student will debrief the situation, and with the teacher's help, develop a plan to avoid a repeat incident.

For more serious offenses, students could receive in or out of school suspension, or in the most serious cases, expulsion by the Principal. If a student is suspended, the parents/guardian will be expected to meet with school administration prior to the student's return to school.

The following is a representative list of offenses punishable by suspension from school:

Excessive disrespectful behavior

Bullying

Harassment

Serious or repeated classroom discipline problems

Fighting

Offensive/vulgar language

Possession of alcohol/drugs and weapons

Smoking

Stealing

Vandalism

## **Discipline of Students with Disabilities**

A student with a disability may be suspended from school for up to ten cumulative school days, (“short-term suspension”) during a school year, following regular student discipline procedures. If a suspension of more than ten cumulative days during a school (long term suspension) is proposed, the school must convene an emergency TEAM meeting immediately, during the period of the short term suspension.

The TEAM determines whether the student’s misconduct is related to the student’s disability. If your child has violated the school’s disciplinary standards, the school may change your child’s placement from the current educational setting to an interim alternative educational setting.

{of[MM1]}

## **Academic Policies/Information**

The School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents. The School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel.

In addition to the periodic reports, parents will be notified when a student's performance requires special notification.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Report cards are issued at each level Kindergarten through Grade Six as follows:

Report cards are issued three times a year, at the conclusion of each academic term. Kindergarten – Grade 2 have a standards-based report card and will not be issued letter grades.

### **Grading Scale for Grades 3- 6**

97-100 = A+	87-89 = B+	77-79 = C+	67-69 = D+	0-64 = F
93-96 = A	83-86 = B	73-76 = C	65-66 = D	
90-92 = A-	80-82 = B-	70-72 = C-		

## **Promotion and Retention of Students**

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

### **Georgetown School Department Homework Policy**

The Committee understands the importance of homework as a co-curricular necessity.

The purposes of homework are to reinforce learning, to aid in the mastery of skills and/or provide opportunities for inquiry on the part of the student.

Homework is a learning activity, which should increase in complexity with the maturity of the student and should become an independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently and/or with peers.

Homework assignments should be reasonable and consistent in terms of amount given and the time required for each assignment and should take into consideration the age and individual differences of the students.

Consideration should be given to the balance between home life and school responsibilities. Communication between home and school is vital to achieving this goal.

Homework given over school vacations during the school year shall provide ample time before and after the vacation period for students to complete assignments outside of the vacation period.

The Committee supports summer reading lists across all age groups. Optional practice may be offered to minimize regression. Students enrolled in Advanced Placement (AP) courses will be assigned homework over the summer.

Homework is not to be used as a form of punishment. Beginning in fourth grade, homework assignments may be counted in the students' grades; however the weight should not exceed 10% of the final grade

If there are issues and/or questions about homework, communication between families and teachers is critical if the goals of homework are to be met.

Adopted: May 8, 2008  
Revised: February 25, 2016

### **Homework Guidelines**

The purpose of homework is to improve the learning process, aid in the mastery of skills, and to stimulate interest on the part of students. The uninterrupted time spent on schoolwork, outside of the class, will enhance individual responsibility and aid in the personal development of each student. Homework assignments will be developed and modified to meet the needs of all students.

Homework should be a learning experience with positive purposes.

1. Assignments help to develop extensions of the curriculum.
2. Assignments help students develop time management skills and responsibility.
3. Assignments provide parents an awareness of programs, which are ongoing within the classroom.

**Parents can help their child develop routines** to successfully complete homework assignments. Some suggestions of how to do this:

- Ask your child what he/she has for homework.
- Become interested in your child's homework by asking him or her to share the completed work.
- Set up a consistent, quiet, organized space and a regular time for homework.
- Encourage your child to work independently; you should not do the work for your child. If your child struggles with homework encourage them to seek assistance from their teacher.
- Keep in communication with the teacher. A note or a phone call can solve many problems before they get started.
- Set up a monthly calendar for your child so that due dates for long term assignments are obvious and reasonable plans can be made to accomplish the task in increments.

Children need support and assurances that they are completing tasks appropriately. This support can assist a child in developing confidence in his/her work and, most importantly, his/her self-esteem. In addition to the homework time, students should read, or be read to, for 20 minutes or more.

The following time allotment is recommended for the students:

Kindergarten	approximately 10 minutes
First Grade	approximately 15 minutes
Second Grade	approximately 20 minutes
Third Grade	approximately 30 minutes
Fourth Grade	approximately 40 minutes
Fifth Grade	approximately 50 minutes
Sixth Grade	approximately 60 minutes

### **Recognition of Academic Achievement**

At the close of each marking period an honor roll list is posted on the Penn Brook website as well as published in the local newspapers. The honor roll gives recognition to those students who have obtained a high standard of achievement and who have exhibited satisfactory conduct and effort. We would like you to be aware of the following standards:

High Honors: All A's with no grade lower than an A-

Honors: All A's and B's with no grade lower than a B-

Honorable Mention- No grade lower than a B- in a particular subject

### **MCAS Testing Program**

The Massachusetts Comprehensive Assessment System (MCAS) is the Commonwealth of Massachusetts statewide testing program for all public school students developed in response to the Education Reform Law of 1993. MCAS are based on high academic learning standards contained in the Massachusetts Curriculum Frameworks. Students in grades 3-6 will be taking different aspects of the MCAS test in the spring. The schedule will be posted on our school website. Families should not schedule vacation or non-emergency appointments during the scheduled testing period.

## **Student Fundraising Activities**

School organizations may not solicit funds door-to-door without the Superintendent's approval.

Exceptions to this policy will be:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances.
2. Sale of advertising space in school publications.
3. A fund-raising activity approved by the Superintendent or designee.
4. Proposals to raise funds for charitable purposes or for benefit of the school or community (for example: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the building Principal and Superintendent.

No money collections of any kind may be held in the schools without the specific consent of the Committee.

## **Library/Media Center**

Students are allowed to check out books and materials on a weekly basis from the Library/Media Center. Books and materials must be returned before another is taken out. Please be aware that parents will be responsible for the replacement costs of lost or damaged books that are checked out to their children. Volunteers who are willing to read and volunteer during their child's library time are asked to contact the school's librarian.

\* Georgetown Public Schools follows state guidelines for suspension and bullying. The law regarding bullying and suspension can be found in the appendix. By law, the principal will provide written notice to the Superintendent prior to the suspension of any child in Kindergarten through Grade 3.

## **POLICY PROHIBITING BULLYING**

### **Definitions**

**Bullying:** Bullying is the repeated use by one or more students or by a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional [MM3] of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying may include conduct such as

physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

**Cyber-bullying:** Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer or signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

**Hostile Environment:** A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

**Retaliation:** Retaliation is any form of intimidation, reprisal, or harassment against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

### **Authority of the School Administration**

Bullying can occur in many places. Bullying which occurs away from school can nevertheless have a serious impact on a student's ability to engage in the educational process.

Therefore, students are prohibited from engaging in any bullying conduct:

- On school grounds or any place adjacent to school grounds;
- At the bus stop or on school buses or any other school vehicle;
- At any school-sponsored, or school-related activities, functions or programs;
- Through use of any school-based technology including but not limited to school computers or the school's internet connection;
- At a location, activity, function or program that is not school related, or through student owned technology, including home computers and cell phones, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

In addition, individuals may not retaliate against any person who reports bullying, provides information during an investigation of bullying, or is witness or has reliable information about bullying.

## **Reporting Bullying**

Students who are victims of bullying, who witness bullying activity, or who are retaliated against for reporting bullying, should report the incident to the Principal. Students may also report to a teacher or guidance counselor, or other trusted adult in the building, who will in turn report the incident to the principal.

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

A school staff person who witnesses, is informed of, or becomes aware of bullying shall immediately notify the Principal or Principal's designee.

## **Consequences of Bullying and Retaliation**

Students who engage in bullying will be subject to discipline by the Principal. Depending on the nature and severity of the bullying, students may face a range of possible consequences, including but not limited to, one or more of the following:

- Verbal warning;
- Written warning;
- Reprimand;
- Detention;
- Short-term or long-term suspension; or
- Expulsion from school as determined by the school administration and/or school committee, subject to applicable procedural requirements.

\*Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.

At Penn Brook and Perley Elementary Schools, bullying and cyber-bullying is prohibited and may result in disciplinary action by the school administration. This handbook policy is published in conjunction with the School Committee JICFB Policy Prohibiting Bullying.

## **School/District Policies**

### **PHYSICAL RESTRAINT OF STUDENTS**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Georgetown School District. Further, students of the District are protected by law from the unreasonable use of physical restraint.

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

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46.02:



1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

- Mechanical Restraint – The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.
- Seclusion Restraint – Physically confining a student alone in a room or limited space without access to school staff. The use of “Time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint”.
- Chemical Restraint – The administration of medication for the purpose of restraint.

The Superintendent will develop written procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self injurious behavior, and suicide;
- Descriptions and explanations of the school's method of physical restraint;
- Descriptions of the school's training and reporting requirements;
- Procedures for receiving and investigating complaints.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the department of education recommends be at least 16 hours in length.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

In addition, each staff member will be trained regarding the school's physical restraint policy. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Education.

When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Department of Education within five (5) school working days of the administration of the restraint.

In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

SOURCE: MASC

LEGAL REF.: 603 CMR 46.00

M.G.L. 71:37G Adopted on: April 10, 2008

### **Anti-Discrimination Law**

In accordance with General Law chapter 76, section 5, as amended:

No person shall be excluded from or discriminated against, in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity or disability.

Enactment of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning.

### **Entrance Age**

In an attempt to permit children to enter kindergarten or first grade at the time most appropriate for them individually, the School Committee establishes the following policy on entrance age:

1. Children who will be five years of age on or before August 31 of the school year during which they wish to enroll will be eligible to enter kindergarten in September.
2. Initial admission of children to the first grade (or other grades) will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

### **Sexual Harassment Policy**

The Georgetown Public Schools are committed to providing an environment for staff and students in which they feel comfortable and safe. All persons within the school community are expected to behave in a manner that provides an environment safe from sexual harassment. Sexual Harassment is defined according to Chapter 151C s. 1(e) of the Mass. General Laws as:

"Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when 1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of benefits privileges or placement services or a basis for evaluation of academic achievement or 2. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment."

As such, sexual harassment can be viewed as unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or success as a student;

- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or,
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

By definition, sexual harassment is not limited to prohibited conduct by a male toward a female, by supervisory employee toward a non-supervisory employee, by a student toward a student, by a student toward a staff member, or by a staff member toward a student. The following are considerations to be looked at but are not limited to:

- a. Both males and females may be the victim of sexual harassment.
- b. The harasser does not have to be the victim's supervisor. He/she may also be an agent of the employer, a supervisory employee who does not supervise the victim, a co-worker, and a fellow student or in some circumstances a non-employee (i.e. volunteers).
- c. The victim may be the same or opposite sex as the harasser.
- d. The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person. For example, inappropriate attempts of humor or the sexual harassment of an employee may create an intimidating, hostile or offensive working or educational environment for another employee or may unreasonably interfere with an individual's work or educational performance.

Sexual harassment is not always a physical act. It can occur through the spoken word as well. Sexual harassment may include inappropriate jokes and sexual innuendo. It can also include the exposure of an individual to inappropriate photographs or literature.

Federal regulations require that the district appoint a Title IX Coordinator who is responsible for overseeing compliance activities within the district. The Title IX coordinator is responsible to ensure that all procedures are followed, documentation is available, and that the investigation is done in an acceptable manner to all parties and to clarify any concerns raised by those in the school community. Any questions regarding compliance activities within the Georgetown School District should be directed to the office of the Superintendent of Schools.

Adopted on: September 27, 2007

### **Parental Notification Relative to Sex Education**

In accordance with General Laws Chapter 71, Section 32A, the Georgetown School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

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

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

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

### **Equal Opportunity**

It is the policy of the Georgetown District not to discriminate on the basis of sex, race, religion, national origin, sexual orientation, gender identity or disability in its education program, activities or, employment policies as required by Title IX of the 1972 Education Amendments and chapter 622 of the Acts of 1971, Section 504 of the Federal Rehabilitation Act of 1973. Inquiries regarding compliance with the above should be directed to: Superintendent of Schools.

### **Parents' Right to Know**

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

The official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

Adopted on: April 24, 2008

## **Parent Right to Know - Teacher Qualifications**

Districts that receive Title I, Part A funds are required to notify the parents of students attending any school that receives funds under Title I, Part A that a parent may request, and the district will provide the parent on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teacher(s), including, at a minimum the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency license or waiver through which the State qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **Georgetown School District Tobacco Products Policy**

### **Purpose**

The School Committee of the Georgetown School District is dedicated to providing a healthful, comfortable and productive environment for students, staff and citizens. The School Committee believes that education has a central role in the establishment of patterns of behavior related to good health and therefore will take measures to help students and school personnel resist tobacco use. Curricula related to tobacco use prevention will be developed and implemented in all academic levels. The School Committee is also concerned about the health of its employees and recognizes the importance of role modeling for students during formative years. Therefore, the School Committee will promote non-smoking amongst staff and students. Smoking cessation programs will be offered on a regular basis.

### **Policy**

The Education Reform Act of 1993 requires all public schools to become smoke-free. Pursuant to Chapter 71, Section 37H of the Massachusetts General Laws, the Georgetown Public School District has implemented a Tobacco Products Policy effective September 7, 1993. This policy prohibits the use of any tobacco products and nicotine delivery devices (e-cigarettes) within the school buildings, the school facilities or on the school grounds or on school buses, or at any school-sponsored event, by any individual, including school personnel. In addition, tobacco products, nicotine delivery devices and all related paraphernalia (lighters, matches, vaporizers, etc.) are prohibited and will be seized if found in possession by a student.

## **Georgetown Public Schools Acceptable Use Policy**

### **Purpose**

The Georgetown Public Schools shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. *Educational purposes* shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

### Availability

The Superintendent or designee shall implement, monitor, and evaluate the District's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Georgetown Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Georgetown Public Schools.

### Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Georgetown Public Schools as well as with law and policy governing copyright.

The use of personal iPods, iPhones, cell phones, MP3 players, Game boys, PSPs, and laser pens during school hours is prohibited. Cell phones and beepers must be concealed and turned off and not used at any time during the school day. The intent of this policy is to allow students to use these devices while they are coming to school and/or after school, but not during the school day. **The first time a student uses a personal device, a warning will be issued. Should the device be used a second time, the item will be taken from the student and held in the office until a parent/guardian is notified. The parent/guardian must then pick the device up at school.**

### Monitored Use

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

### Liability

The Georgetown Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Georgetown Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Adopted on: April 24, 2008

## **PENN BROOK EXTENDED DAY**

The Penn Brook Extended Day Program offers quality after school care for children in grades K-6 attending Penn Brook School. The program offers a variety of activities including recreational games, homework time, arts and crafts and free choice time.

The morning program offers a 7:00am drop off and the afternoon program runs from 3:00-6:00 pm Monday through Friday. Convenience Hour 3:00-3:45 pm is available at a reduced tuition rate. The children are served a daily snack.

Enrollment is on a first-come, first-serve basis. Children must register for a minimum of two days per week. All payments for the program are due on the first day of each month. Payments will be applied to the following month.

A \$5.00 late fee will be charged for every week after the payment due date.  
For further information, please contact **Elizabeth Carroll**, Penn Brook School at 978-352-5785 ext. 2013.

### **Closing- Extended Day Program**

If the Georgetown Schools are closed due to the weather, the Penn Brook Extended Day Program will also be closed and children should take the bus home.

### **Penn Brook Enrichment**

Penn Brook after School Enrichment program strives to offer diverse quality activities for our K-6 students throughout the school year.

- Each session holds single day classes that meet for 6 weeks based on our school calendar.
- Classes run from 3-4pm
- Parents should pick up children at 4pm at the front door to the Penn Brook School.
- Classes only run on FULL SCHOOL DAYS

Information on upcoming Enrichment Classes will be sent home with your child and also available on the Penn Brook website.

\* Tuition and fees subject to change

## Appendix A

### Summary of Massachusetts Laws – Student Behavior and Discipline

#### **Massachusetts General Laws Chapter 71, Section 37H**

In accordance with Massachusetts General Laws Chapter 71, Section 37H:

(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 or a knife; or a controlled substance as defined in chapter ninety-four 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 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 said hearing before the principal.

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

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

#### **Chapter 71, Section 37H½**

(1) 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.

#### **Chapter 71, Section 37H3/4.**

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the



charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

#### **Chapter 76, Section 21**

Any student who is suspended from school in accordance with M.G.L. c.71, Section 37H or 37H1/2 shall have the right to make academic progress and to obtain academic credit during the period of disciplinary exclusion. Student's excluded from school for more than ten (10) consecutive school days shall have the right to services available through the School's Education Services Plan during the student's disciplinary exclusion.

#### **Chapter 622 of the Acts of 1971 of the Massachusetts General Laws:**

"No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, natural origin or sexual orientation."

**Title IX of the Federal Education Amendments of 1972:**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

In compliance with the above regulations, Joan Liporto, Director of Finance and Operations has been designated as Coordinator of Title IX and Chapter 622 for the school system. If you have any questions as to Georgetown’s compliance with these regulations, you may write or call:

*Joan Liporto, Director of Finance & Operations*

*51 North Street, Georgetown, MA 01833*

*Telephone 978-352-5777 Ext. 541*

The following grievance procedure has been established in the event that any student, parent or school employee feels that he/she has been discriminated against:

1. Students or employees should submit any allegations of discrimination in writing to their building principal for consideration.
2. The principal will investigate the allegations and respond to the complainant through personal interview and in writing within ten (10) school days of receipt of the written complaint.
3. If the matter is not resolved, the complainant may appeal in writing to the Title IX Coordinator. The Title IX Coordinator will meet with the complainant and respond in writing within ten (10) school days of receipt of the written complaint.
4. If, at the end of ten (10) school days following the written response from the Title IX Coordinator the matter remains unresolved, the complainant has the right to appeal to the Superintendent of Schools. All allegations of discrimination are to be communicated to the Superintendent of Schools in writing.
5. The Superintendent will investigate the complaint and respond in writing to the complainant no longer than ten (10) school days after receiving the complaint.
6. If the matter still remains unresolved, the complainant has the right to invoke the complaint procedure with the Department of Instruction and Curricula Services, Massachusetts Department of Education, and/or with the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Georgetown is an equal opportunity employer that complies with the provisions of Chapter 622, Title IX and the Student Records Law. Copies of the laws and regulations may be obtained from Instruction & Curricula Services, Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148-5023, telephone 781-338-3000.

