

2023-2024 Canton Public Schools Student/Family Handbook Appendix

School Committee

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| Chairperson | Kendall O'Halloran |
| Vice Chairperson | Maureen Moran |
| Board Member/Clerk | Laura Arboleda |
| Board Member | Kristian Merenda |
| Board Member | Kimberly McCourt |

Central Office Administration

| | |
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| Superintendent of Schools | Derek Folan |
| Assistant Superintendent of Teaching and Learning | Sarah Shannon |
| Assistant Superintendent of Finance and Operations | Stephen Marshall |
| Director of Student Services | Meghan Byrne |
| Assistant Director of Student Services PreK-5 | Sarah Shaw |
| Assistant Director of Student Services 6-12 | William Kickham |
| Director of Curriculum, Instruction, and Assessment | Deborah Rooney |
| Director of Personnel Services | Julianne Shore |
| Director of Technology and Data Analytics | Josh Fogel |
| Facilities Director | Brian Lynch |
| Food Service Director | Martha Lawless |
| Nurse Leader | Lauren Pushard |

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Strategic Framework 2019 – 2024

CANTON PUBLIC SCHOOLS

Our Vision To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens

Our Mission Canton Public Schools is an educational community that seeks to blend academic growth with the social development of every child. Our goal for every child is to be a successful learner and to accept mistakes as a step in human growth.

Our Core Values Academic Excellence and Rigor; Inclusive and Engaged Community; Respectful and Responsible Relationships; Continuous Reflection and Improvement

Long-term Strategic Objectives

| | | | |
|---|---|--|---|
| <p>1 Achieving Educational Excellence & Ensuring Equity</p> <p>To attain educational excellence across all schools, in every classroom, every day, in support of consistently high growth and outcomes for every student</p> | <p>2 Cultivating School Climate & Culture</p> <p>To create and sustain a school climate and culture that support a rich educational environment for all students and staff</p> | <p>3 Transforming Teaching & Learning</p> <p>To create rigorous, relevant, and contemporary learning experiences so that the PreK-12 journey supports student development and prepares students for their futures</p> | <p>4 Achieving District Excellence</p> <p>To develop state-of-the-art operational systems that assure access to high-quality resources, including facilities, aligned to our educational vision, equitably distributed, and utilized efficiently</p> |
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Rationale for Long-term Strategic Objectives

| | | | |
|---|---|---|---|
| <p><i>Our commitment to educational equity requires that we identify unconscious and implicit biases and the impact they have on our students, families, and staff.</i></p> <p><i>Educational excellence is our expectation that every student will demonstrate high levels of growth and achievement.</i></p> <p><i>We foster educational excellence through high-quality teaching, strong systems of support and enrichment, and aligned, compelling curricula.</i></p> | <p><i>As student learning is inextricably linked to a school's social environment, adults have a collective responsibility to build a positive climate and culture in all of our schools.</i></p> <p><i>We must pay careful attention to, model, and provide explicit instruction in the social-emotional skills that contribute to a healthy climate and culture and support overall student well-being.</i></p> | <p><i>Public education exists not only within the context of our local Canton community but also within the larger context of our global society.</i></p> <p><i>As the world experiences rapid and dramatic changes in technology, the economy, and society, the traditional paradigm of teaching and learning is also changing.</i></p> <p><i>More than ever, we must teach our students to collaborate skillfully, to maintain a growth mindset, and to seek and make use of new knowledge.</i></p> | <p><i>The District serves as the overarching, mission-driven organization that creates the conditions necessary for educational excellence.</i></p> <p><i>As public servants, staff embody a professional culture that is notably responsive and respectful with the community and among each other.</i></p> <p><i>District staff oversee all system operations, including staffing, finances, and facilities. Effective management allows for a focus on our primary mission: teaching and learning.</i></p> |
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Long-term Strategic Objectives

| 1 Achieving Educational Excellence & Ensuring Equity | 2 Cultivating School Climate & Culture | 3 Transforming Teaching & Learning | 4 Achieving District Excellence |
|--|---|---|---|
| Strategic Areas of Focus | | | |
| <p>1.1 Educational Equity</p> <p>Identify and eliminate obstacles and barriers (ideological, institutional, interpersonal, and internal) to student learning and growth</p> <p>1.2 Educational Excellence & Continuous Improvement</p> <p>Establish targeted outcomes; comprehensively monitor and analyze growth and achievement; identify effective strategies for teaching and learning, including systems of support and extension</p> <p>1.3 Excellent Educators for Every Student, Every Day</p> <p>Ensure all adults have the skills and knowledge necessary to meet the academic and social emotional needs of every student through ongoing, differentiated adult learning; recruit and retain high-quality staff reflective of student demographics; utilize an evaluation system that promotes growth and accountability</p> <p>1.4 Equitable Access to High Quality Instruction</p> <p>Ensure every student, every day, receives high-quality instruction and support in the least restrictive environment possible; promote inclusive classrooms and school that benefit all students</p> | <p>2.1 Social Emotional Learning</p> <p>Develop PreK-12 SEL competencies and curricula as foundational support for student well-being in schools that are safe, welcoming, and inclusive</p> <p>2.2 Behavioral Intervention</p> <p>Develop PreK-12 behavioral intervention strategies that enrich school climate and culture; promote student self-management and self-awareness as a member of the school community</p> <p>2.3 Professional Culture</p> <p>Build adult professional communities committed to the district’s vision and mission by fostering educator voice and agency and by creating the conditions necessary for educators to learn with and from each other</p> <p>2.4 School Safety</p> <p>Provide safe facilities and appropriate learning environments that support a sense of security and comfort for students and staff; employ emergency/crisis management plans and practices</p> | <p>3.1 Designing Student Learning & Growth</p> <p>Design engaging and relevant instruction; integrate technology to create transformational learning experiences for every student</p> <p>3.2 Student Agency, Voice, and Ownership of Learning</p> <p>Implement organizational structures and processes that strengthen student agency, student voice, and student ownership of learning</p> <p>3.3 Educators’ Creativity & Innovation</p> <p>Nurture educators’ creativity, promote opportunities for innovation, and support the ongoing development of a growth mindset among educators; develop opportunities for teacher leaders to serve as catalysts for the advancement of teaching and learning</p> | <p>4.1 Indicators of Excellence</p> <p>Create our CPS identity, targets for improvement, and criteria for accountability by developing Indicators of Excellence with metrics, benchmarks and strategies; share with the public annually</p> <p>4.2 Facilities</p> <p>Complete facilities master plan and educational visioning; develop facilities that inspire widespread transformation in student learning; determine the immediate and short-term decisions, timeline, and resources needed for our long-term plan</p> <p>4.3 Financial Responsibilities</p> <p>Develop and implement processes and tools that ensure transparent budgeting and a comprehensive budget document; link fiscal resources to student outcomes</p> <p>4.4 Mission-Driven Organization & Operations</p> <p>Develop efficient operational systems and organizational structures that nurture a coherent, mission-driven organization that creates the conditions necessary for excellence across all schools and programs</p> |

Indicators of Excellence: Criteria that measure success toward meeting Strategic Framework objectives

Student Learning Outcomes Student School Experience District Responsibilities



GENERAL INFORMATION

Residency and Registration Policy (School Committee File JF-E)

A. Residency Requirements

Only children of school age who actually reside in the Town of Canton are entitled to attend the Canton Public Schools (M.G.L., c. 76, s. 5). “Residence” is the primary place where a person dwells permanently, and is the place that is the center of his or her domestic, social, and civic life. Temporary residence in the Town of Canton for the purpose of enrolling in the Canton Public Schools, shall not be considered residency. (M.G.L. c. 76, s. 6). Persons who are found to temporarily reside in Canton for the special purpose of enrolling in the Canton Public Schools will be dismissed immediately from the Canton Public Schools and the parent(s), guardian(s), or others may be jointly and severally liable to the school district for tuition and other costs and fees.

Before any student is assigned to or attends any Canton public school, the student’s parent or legal guardian must provide documents demonstrating proof of permanent residency in Canton. The student cannot be enrolled until residency is established. Residency can, and does, change for students and their families, therefore the Canton Public Schools reserves the right to request additional, updated information at any time, and to routinely verify the residency of students entering grades preschool, kindergarten, six and nine. The Canton Public Schools will implement administrative procedures consistent with this policy.

At the discretion of the Superintendent, exceptions to the residency requirements include:

- (1) students whose families move out of town during their senior year of high school;
- (2) students in any other grade whose families move out of town after April 1st, who would like to finish the current school year and who pay the daily per pupil cost to remain enrolled and any future costs the District incurs on student’s behalf;
- (3) students for whom another community or state agency may pay approved tuition rates; and

In addition, homeless students and students in foster care are permitted to attend the Canton Public Schools pursuant to and consistent with the McKinney-Vento Homeless Education Assistance Act, Every Student Succeeds Act, and School Committee Policy.

B. Investigation

Once the student has enrolled, school principals are required to investigate situations in which there is reason to believe that the residency information does not appear to be accurate. The principals will report questionable situations to the Superintendent or his/her designee.

The Canton Public Schools may conduct an investigation into the residency of any student at any time. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants

closer inspection, the Superintendent may authorize a home visit and/or utilize the Canton Police Department or private investigator to further investigate a residency concern.

C. Removal of Non-Resident Students

If it is discovered that a Canton student is a nonresident, the student's parent or legal guardian will be notified of the violation and instructed to enroll the student in the school district of the city or town where he or she actually lives. Failure to transfer the student out of the Canton Public Schools within five (5) school days will result in the student's immediate dismissal from the Canton Public Schools, unless there are fewer than ten (10) school days left in the marking period/school year; in which case, the student will be transferred at the end of the marking period/school year.

Subject to the Superintendent's approval, a student, who becomes a non-resident on or after April 1st, may elect to pay the daily per pupil tuition cost, plus any future costs the district incurs on student's behalf, and complete the rest of the school year in his/her present school.

D. Tuition

When a violation is determined, the Canton Public Schools will take action to recover tuition and other costs expended on behalf of the child during the period of non-residency. Parent(s), guardian(s), and other(s) may be jointly and severally liable to the Canton Public Schools for the student's tuition and other academic or related costs, as well as any investigation costs or legal fees incurred by the District as a result of any violations.

E. Elementary Neighborhood Schools

Students shall attend their neighborhood elementary school, space permitting, except as necessary, for special education programming, a bullying issue, or any Superintendent determined compelling reason.

Residency and Registration Procedures

- a. The procedure for registering students is as follows:

Proof of residency is required to enroll and to remain in the Canton Public Schools. All applicants must submit at least one document from each Category. Students over 18 years of age not residing with a parent or guardian/proxy must provide proof of residency as required below. Separate provisions are provided for students covered under the McKinney-Vento Homelessness Act

- b. All students new to the Canton Public Schools must register online at www.CantonMA.org/registration. Parents, guardians or state-agency appointed proxies are required to complete the online registration process. Building principals or an appointee will receive a copy of the registration form and verify home addresses and telephone numbers. Any parent/guardian experiencing difficulty registering online should contact the Superintendent's office.
- c. Any irregularities shall be reported to the Central Office for follow-up action. If any living arrangements change, it must be reported to the school department immediately.
- d. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case

warrants closer inspection, the Superintendent may further investigate a residency concern.

Required Categories for Proof of Residency

| Category 1 | Category 2 | Category 3 |
|--|--|---|
| <ul style="list-style-type: none"> ● Copy of most recent mortgage payment ● If you no longer pay a mortgage on your home, you must submit a copy of the property deed or a copy of the discharge of mortgage. ● Purchase and Sales Agreement ● Property tax bill ● Copy of Lease (including BHS and HUD leases, student name must be included on lease) <u>and</u> record of most recent rent payment.* <p>* You must submit both of these documents.</p> | <p>Utility bill or work order within the past 60 days:</p> <ul style="list-style-type: none"> ● Gas bill ● Oil bill ● Electric bill ● Cable bill <p>If you live in a household where all utilities are in someone else’s name, and if this is noted on your lease or affidavit, then you may submit a utility bill in the name of the homeowner.</p> | <ul style="list-style-type: none"> ● Copy of a valid government issued photo identification, e.g., Massachusetts driver’s license or state issued ID card with a valid Canton, MA address on it. <p>Dated within the past year:</p> <ul style="list-style-type: none"> ● W-2 form (private information may be blocked out) ● Vehicle registration ● Excise tax bill |



Student Record Regulations and FERPA

The *Family Educational Rights and Privacy Act (FERPA)* is a federal law that provides two basic rights to parents in regards to student records:

1. The right to inspect and review their child's education records
2. The right to prevent unauthorized persons from seeing the same records

The Commonwealth's student record regulations (603 CMR 23.00) are designed to ensure parents and students of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

To request records, please send a written request to your child's school and/or to the district's Director of Student Services, 960 Washington Street, Canton, MA 02021.

Student Records: Description Student records consist of all information kept by the school and organized in a manner such that a student may be individually identified. Student records include both the Permanent Record (transcript) and a Temporary Record. The transcript shall contain the minimum data necessary to reflect a student's educational progress. This data shall be limited to the student's name, address and phone number; birth date; the name, address, and phone number of parent/guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed. A Temporary Record contains the majority of a student's information maintained by the school. This record may include information such as standardized test results, MCAS scores, extracurricular activities, and evaluations by teachers, counselors or other school staff.

Student Records: Destruction of Records Following a student's withdrawal, transfer, or graduation from high school, the only document that will be kept on file in the Guidance Office will be the Transcript/ Permanent Record, which must be kept by the school system for at least sixty (60) years after students leave the system. Upon withdrawal, transfer, or graduation from high school, students will be given notice at that time of their right to obtain their Temporary Record and that, should a student not obtain it, it will be destroyed by a specified date (which by law must be within seven (7) years of withdrawal, transfer, or graduation). Since there may be some information contained within the folder, such as a student's Health Record, which may be of value in the future, it is suggested that students obtain their Temporary Record and make and keep duplicate copies. If a student received any special education services while enrolled in school, he/she/they may obtain those parts of their Temporary Record from the special education office.

Student Records: Access by Parents and Students A parent with physical custody of a student under 18 years of age or a student who has entered the ninth grade or is at least 14 years old ("eligible student"), has the right to inspect and/or copy all portions of the student record upon request. The record must be made available to the parent or eligible student no later than ten days after the request, unless the parent or eligible student consents to a delay or unless the request is made by a non-custodial parent. A reasonable fee may be charged for the cost of copying the record. The parent and eligible student also have the right to amend the student record or to request deletion of certain information. Instruction on how to do this may be obtained from the Registrar's office. The parent and eligible student may also request to have parts of the record interpreted by qualified school personnel or may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record

Student Records: Access Procedures for Non-Custodial Parents State law mandates standard procedures for making student records available to a non-custodial parent. Under M.G.L., Chapter 71, Section 34H, a non-custodial parent is one who does not have physical custody of their child. Such parent must submit a written request to the school principal annually in order to obtain a copy and/or access to their child's record. For more information about making this type of request, contact the Director of Student Services, 960 Washington Street, Canton, MA 02021.

Student Records: Access by Third Parties With a few exceptions, information in a student's record will not be released to a third party without the written consent of the eligible student and/or a parent having physical custody of a student under 18 years of age. These exceptions are set forth in the federal statute "FERPA", 20 U.S.C., § 1232g and 34 CFR Part 99, and in the Massachusetts regulations, 603 CMR 23.00. In addition, the following information will be released as a routine matter unless a student or parent follows the objection process set forth at the end of this section.

- i. Directory Information: A student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post high school plans.
- ii. Recruiting information for the Armed Forces and Post-Secondary Educational Institutions: Upon request from military recruiters and/or representatives of post-secondary educational institutions, the Canton Public Schools will provide the name, address and telephone listing for all secondary students. If an eligible student and/or parent does not want Directory Information or Recruiting Information released, he/she/they must notify the School Principal] in writing no later than September 15 of the year in which he/she/they first enroll in Canton Public Schools. Otherwise, said information will be released. A written objection received in accordance with this procedure shall be treated as continuing in effect during a student's enrollment at CPS until and unless the eligible student and/or parent notifies the School Principal in writing that the objection to release is removed.

Student Records: Amendment The eligible student and their parent, or either one, has the right to add information or other relevant material to the record. he/she/they also have the right to request the deletion or amendment of any information in the record. The school Principal or their designee is required to make a decision regarding such a request which may be appealed first to the Superintendent and then to the School Committee.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202



Protection of Pupil Rights Amendments

The Canton Public Schools adheres to the Protection of Pupil Rights Amendment (PPRA), a federal law that affords parents and eligible students (those who have reached the age of 18) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. An overview of these rights follows:

a. Consent to federally funded surveys concerning “protected information.” Schools must obtain written consent of the parent or eligible student prior to requiring the student to participate in a survey that is funded in whole or in part by a program of the United States Department of Education (USDOE) if the survey concerns one or more of the following protected areas of information (“protected information survey”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program).

b. Opt out of certain surveys and exams even if not federally funded. Parents and eligible students must receive notice of any of the following activities and have the right to opt out of them.

1. Any protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;¹

^{1/} Mass. Gen. Laws §71, §57 requires schools to conduct physical examinations of students “to ascertain defects in sight or hearing, postural or other physical defects tending to prevent his receiving the full benefits of his school work and to ascertain physical defects of the feet which might unfavorably influence the child’s health or physical efficiency.”

3. Activities involving collection, disclosure, or use of personal information^{2/} obtained from students for the purposes of marketing or selling or otherwise distributing the information to others.^{3/}

c. Inspect certain materials. Upon request, parents and eligible students have the right to inspect the following before the school district administers or uses them:

1. Protected information surveys of students;
2. Surveys created by a third party.
3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
4. Instructional materials^{4/} used as part of the educational curriculum

d. Receive notification of the district’s policies on the PPRA. After consultation with parents, the Canton Public Schools has adopted the following policies to implement the PPRA:

Notice of Rights The Superintendent will arrange for direct notice to parents/eligible students of this policy at the beginning of each school year, either through the U.S. Mail or e-mail, and will provide updates within a reasonable time period after any substantive changes. The Superintendent may also include notice of this policy along with other routine legal notices in one or more local newspapers.

Notice of Activities The Superintendent will arrange for direct notice to parents/eligible students at least annually at the beginning of the school year of the activities or surveys identified in the PPRA that the Canton Public Schools anticipates conducting. The Superintendent will provide parents/eligible students with consent forms or the opportunity to opt a child out of activities, if applicable.

Inspection of Materials Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the building principal. The building principal will respond to requests within ten calendar days. Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.

Protections of Student Privacy The Superintendent will insure that procedures are in place to protect student privacy in the administration of protected information surveys and in the collection, disclosure or use of personal information for marketing, selling or other distribution purposes.

^{2/} Personal information is defined as individually identifiable information including a student or parent’s first and last name; home address; telephone number; or social security number. 20 USC §1232h (c)(6)(E).

^{3/} The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: college or other postsecondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low-cost literacy products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide genitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student; the sale by students of products or services to raise funds for school-related or educational-related activities; student recognition programs.

^{4/} The term “instructional materials” is defined as instructional material that is provided to the student, regardless of format, including printed or representational materials, audio visual materials (such as materials accessible through the internet.) The term does not include academic tests or academic assessments. USC §1232h(c)(6)(A).

Parents or eligible students who believe their rights under the PPRA have been violated may file a complaint within the district by contacting Stephanie Shapiro at shapiros@cantonma.org or 781-821-5060 ext 2107. Complaints may also be filed with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605



ACADEMICS

Academic Freedom

The School Committee seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society as set forth in the Constitutions of the United States and the State Constitution of the Commonwealth of Massachusetts

Attendance- Pupil Absence Notification Program

MGL Chapter 76, Section 1

According to Chapter 76 section 1 of the Massachusetts General Laws, each school shall have a policy of notifying parents or guardians within 3 days of an absence if the school has not received notification of the absence from the parent or guardian. Additionally, parents or guardians will be notified of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year.

MGL Chapter 76, Section 2

Under Massachusetts State Law, Chapter 76, Section 2 provides for duties of parents as follows: “Every person in control of a child shall cause him to attend school as therein required, and, if he fails to do so for seven days sessions or fourteen half-day sessions within a period of six months, he shall, on complaint by a supervisor or attendance officer, be punished by a fine of not more than twenty dollars”.

The principal, or designee, will make reasonable effort to meet with the parents of any child who has 5 or more unexcused absences. The purpose of this meeting will be to develop action steps to improve the student’s attendance.

Philosophy

It is our expectation that students will be in attendance on a daily basis, unless they are ill. We firmly believe, and national educational data supports, that regular attendance and academic achievement go hand in hand. Students need to be in the classroom to benefit from instruction and from interaction and exchange of ideas with peers. The Canton Public Schools strive to build a community of learners and this community is hindered when students are absent.

Excessive absences or tardiness can lead to incomplete and unsatisfactory work, increased difficulty in meeting class and curricular standards, and lower course grades. Developing a positive attendance/school habit begins in Kindergarten.

Along with regular attendance, students need to be on time and prepared for the day. It is the legal responsibility of parent/guardians to ensure good attendance. It is not possible for the student to make up or duplicate the classroom learning experiences missed during absences. Because learning is an interactive process among students, their peers, and teachers, absences affect individual students and the class as a whole. Parents or guardians of those students displaying irregular attendance or frequent tardiness will be notified of our concerns by phone, mail and/or email.

Vacations and Absence Due to Non-Medical Reasons/Inclement Weather

It is important for children to receive continuous instruction on a daily basis while school is in session. Each day of instruction missed sets a child back and creates added pressure on the child and on the school. The school calendar is published far in advance of the school year to help parents plan family trips so that they can coincide with school vacations. Parents are urged to comply with the school calendar.

The district discourages families from planned absences/family vacations and reminds them that teachers are not required to provide advance homework when students and their families plan a vacation when school is in session. It is the student's responsibility to make up the missed work and he/she/they will have as many days as missed to make up work, plus one. Since assignments are based upon material which has been previously taught, work must be made up after a child returns as assignments cannot be sent home in advance.

English Language Education

The District shall provide suitable research-based language instructional programs for all identified English learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance.

The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Dept. of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with state and federal law.

If there is a request for translation, please contact your school's Student Services Department.

Electronic Devices

The technology mission of the Canton Public Schools is to ensure that technology is an integral component of our educational community, enhancing learning, instruction, communication and information management. To meet this mission, networked computers, wireless devices, non-networked computers, peripheral equipment, as well as other forms of technology are made available for student use. It is the goal of the district to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication for the purpose of encouraging educational excellence.

Technology use that is integrated into school curriculum fosters information retrieval skills, encourages critical thinking skills, collaboration and provides educational opportunities. Technology access is a privilege, not a right. Along with this privilege, come certain responsibilities for all users. The school district provides access to all electronic devices for educational purposes only. All users must conform to the terms and conditions established by the district. Students and parents/guardians are responsible to read and sign the Responsible Use Policy each year with the understanding that no technology access will be provided to any students who fail to sign and return the policy.

Responsible Use Policy (RUP) for Students

The Canton Public Schools (“CPS” or “District”) endeavors to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication, with the goal of encouraging educational excellence. Thus, the District seeks to ensure that technology is an integral component of our educational community. Equipment made available for student use includes networked computers and wireless devices with Internet/Intranet access, peripheral equipment, as well as other forms of technology. CPS technology access includes, but is not limited to, the CPS Network, the Internet, digital resources, student Google for Education accounts, instructional database subscriptions, wireless devices, networked equipment and other technologies that may become available for student use over time.

Purpose of the Responsible Use Guidelines: The purpose of the District’s Responsible Use Policy (RUP) Guidelines is to promote positive digital citizenship for our students, a citizenship that involves accessing appropriate resources and using electronic devices safely and effectively. It also seeks to avoid unauthorized access or disclosure of sensitive, confidential and proprietary information and avoid unlawful activities. The RUP applies to student use of computers, Internet, digital resources, student Google for Education accounts, wireless devices, instructional database subscriptions, electronic mail and all other forms of electronic equipment or communication provided by the District/network, regardless of the physical location of the user. Thus, the RUP applies even when a student uses District-provided equipment or accounts while not on school property and/or uses non-District devices to access the District network or databases.

CPS technology access for students in Canton is a privilege, not a right. With this privilege, come certain responsibilities for all users. All users must conform to the responsibilities established by this District policy.

Canton Public Schools Responsibilities:

The Responsible Use Policy (File: IJNDB) and subsequent RUP Guidelines are based on our requirement by Children’s Internet Protection Act (CIPA, 2017) to support our protection measures to block and filter internet access to obscene pictures and sites that are harmful to minors. In addition, our Access to Electronic Media Policy (File: IJND) and RUP Guidelines must include the monitoring of online activities of minors, we must provide education to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response (CIPA, 2017). Since students may be using the District’s technology at home more, a web filtering system will be deployed to each device used outside the school district. However, even with

the best of intentions to monitor and filter the internet and online material and content, there are no guarantees that your child might access, acquire or transmit inappropriate content. The Canton Public Schools cannot be held liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools' computer network and/or the internet.

The District's system network, computers, technology devices, and information technology is the property of the District and is subject to inspection at any time and without prior notice. **Users have no expectation of privacy in the use of the District's system network, computers, technology devices, and information technology.** Canton Public Schools reserves the right to monitor, inspect, copy, review and store any and all use of the Internet, the District's system network, computers, technology devices, and information technology, including, but not limited to a student's district provided Google account and all other software used for teaching and learning for the District.

CPS technology access for students in Canton is a privilege, not a right. With this privilege, come certain responsibilities for all users. All users must conform to the responsibilities established by this District policy.

Student Responsibilities:

I am responsible for practicing positive digital citizenship.

- I understand that CPS Technology is provided only for the purpose of my participation in CPS educational programs.
- I will ensure that my interactive contributions to websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technologies are designed to maintain a productive and appropriate educational environment for other students and staff.
- I will be honest in all digital communication, including accurately identifying my own postings and contributions.
- I understand that what I do and post online must be consistent with maintaining a safe and secure school environment for all.
- I understand when given permission to access another individual's personal accounts, I am still responsible for my actions when accessing these accounts.
- I will use school appropriate language in all electronic communications, including email, social media, audio recordings, video conferencing, and artistic works.
- I understand that the Canton Code of Conduct applies during video conferencing, virtual classroom sessions, and meetings.

I am responsible for keeping personal information private.

- I will not share personal information about myself or others including, but not limited to: name, home address, telephone numbers, birth dates, usernames, passwords or visuals such as pictures, videos, or drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of and adhere to privacy settings on websites that I visit.

I am responsible for my passwords and my actions on District accounts.

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others without permission.
- I will log out of my accounts and equipment to ensure my privacy and security.
- I will log out of unattended equipment and accounts if another student hasn't logged off in order to maintain their privacy and security.
- I understand that technology can be interrupted and unpredictable and will use multiple means to save and backup my information.

I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, harassing digital communication, or engage in inappropriate sharing of images.
- I understand that bullying and harassment in any form, including cyber bullying, is unacceptable.

I am responsible for accessing only educational content when using District technology.

- I will not seek out, display, or circulate material that is deemed hurtful, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network and equipment for illegal, political, or commercial purposes is strictly forbidden.
- I understand that the District has internet filters and will immediately notify District personnel if inappropriate content is accessed.

I am responsible for respecting and maintaining the security of the District electronic resources and networks.

- I will not gain unauthorized access or violate District security settings and filters, including the use of proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or applications on any District computers, tablets, chromebooks, smartphones, or other new technologies.
- I will not access my personal data plan on my own device during the school day to participate in classroom assignments or activities. Personal data plans do not have District filters.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling District equipment.

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will report any misuse of the CPS Network and all other technology. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his/her property.
- I will take care of the physical condition of the District equipment.
- I will only make modifications to system or software settings with District equipment when instructed by school personnel.

I am responsible for respecting the works of others.

- I will follow all copyright (<http://copyright.gov/title17/>) guidelines, and properly cite all sources.
- I will not copy the work of another person and represent it as my own.
- I will not download illegally obtained music, software, applications, and other works.

I am responsible for personal technology when I bring in my own device (BYOD) to the school's buildings.

- I understand that I am responsible to safeguard my own equipment.
- I will only use my equipment when the teacher has given me permission. At the elementary level, the use of cellphones is prohibited during the school day. Students who bring cellphones to school must keep them turned off, and cell phones must remain in their backpack at all times. Cell phones may be used for emergencies only under the direction of school personnel. When electronic devices are needed to access the curriculum, teachers will provide them. Elementary students do not need cell phones during the school day.
- I know that I am not to use any other student's equipment without permission of that specific student.
- I will only access the District wireless capabilities, not my personal data plan, when using my equipment because of the appropriate filtering for my educational research.
- I know that I am not to use any teacher or staff member's equipment without permission of that specific teacher or staff member.

Parent/Guardian and Student Responsibilities:

I am responsible for my actions and will refrain from recording any video conference remote lesson, or any virtual meeting involving Canton educators, staff, or students

- In accordance with state and federal laws, staff, students, and parents/guardians must refrain from recording any video conference remote lesson or any virtual meeting involving Canton educators, staff, or students.
- I acknowledge that it is a violation of the law to record without the consent of every participant.
- Anyone found in violation of this policy may result in suspension or revocation of their email account or independent access to the Internet, school disciplinary action and, if warranted, referral to law enforcement authorities.

Terms and Conditions of the CPS Technology Responsible Use Policy Guidelines:

The signature for this RUP Guidelines is included on the Canton Public Schools Student/Family Handbook signature page. By signing the CPS RUP guidelines on the handbook signature page, I am acknowledging my understanding of my responsibilities outlined above. I also agree to the following statements:

- *I give permission for my child to have access to the Internet that corresponds with their grade level. I have discussed with my child regarding the responsibilities with the use of the Canton Public Schools Internet access and materials.*
- *My child understands and agrees to follow the Responsible Use Policy for Canton Public Schools.*
- *I will not hold the Canton Public Schools liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools' computer network and/or the Internet.*
- *I understand that any violation by my child of the terms of the Responsible Use Policy may result in suspension or revocation of their email account or independent access to the Internet, school disciplinary action and, if warranted, referral to law enforcement authorities.*

The school district may not provide access to any student who fails to sign the Responsible Use Policy.

Canton Public Schools School-Issued Device Procedures and Guidelines

The information provided in the Canton Public Schools School-Issued Device Guidelines are an extension of the [Canton Public Schools Responsible Use Agreement](#) that is signed by students and parents/guardians each school year. These guidelines do not supersede that agreement.

Canton Public Schools has provided each student with a School-Issued Device {iPads for students in grades K-2 and a School-Issued Device for each student in grades 3-10}. Canton Public Schools also provided School-Issued Devices as requested to any student in grades 11-12. The School-Issued Devices are the sole property of the Canton Public Schools and will be loaned to students for use both in school and at home throughout the school year.

School Issued Devices Distribution

1. School-Issued Devices are distributed to new students as they enroll in Canton Public Schools and students entering into Kindergarten. Students entering Grade 3 will transition to a Chromebook from an iPad.
2. School-Issued Devices are only available to students enrolled in the Canton Public Schools.

School Issued Device Return

1. Students in Grades K-2 will keep their iPad until the conclusion of their Grade 2 year. The iPad will be returned by the last day of school of their Grade 2 year. Any 12th grade students with a School-Issued Device must return their Device prior to graduation as part of their senior close out requirements. Students in Grade 3 will keep their Chromebook until they leave the District or the Device is collected by the District.
2. Any student who withdraws from the Canton Public Schools must return his/hers/their School-Issued Device and charger to the main office BEFORE their last scheduled school in the District. If the Device is damaged, the charger is not returned or if the Device is not returned, the Device will be reported as lost or stolen and the student will be responsible for the full cost of a replacement Device and/or a fee may be assessed to the student if the student did not participate in the Optional Repair and Loss Accidental Plan.

School-Issued Device Care and Maintenance

- Students are responsible for the care and maintenance of their School-Issued Device
- Students will not alter the School-Issued Device appearance in any way with the use of tape, glue, markers, etc
- Students may use stickers to personalize their Chromebook only
- Students issued an iPad must keep the iPad in the case issued by the District
- Students will keep their School Issued Device away from food and liquid as spills will damage the Device
- Students will not place heavy objects on top of the School Issued Device as pressure can damage the screen
- Students will not leave their School Issued Device on the floor while at home or at school
- Students with a School Issued Device will make sure nothing is on the keyboard before closing the School-Issued Device in order to prevent damage to the screen
- While the School-Issued Device is off, you may clean the keyboard, trackpad, and screen with a damp cloth
- Do not spray the School-Issued Device directly with cleaners. Only use cleaners that are designed to clean LCD computer screens
- Always transport your School-Issued Device in a safe bag or backpack
- All School-Issued Devices are outfitted with an asset tag for inventory purposes. If the asset tag on your School-Issued Device is removed or altered, a fee equal to the cost of the School-Issued Device may be assessed

School-Issued Device Usage Expectations in School

- While using the School-Issued Device all students will follow the [Canton Public Schools Responsible Use Agreement](#). Violation of the Responsible Use Agreement may result in disciplinary action.
- School-Issued Devices are to be used solely by the student it is assigned to for educational purposes only
- School-Issued Devices are expected to come to school fully charged each day
- Students are expected to bring their School-Issued Device to each class unless otherwise instructed by their teacher or may remain in the classroom as instructed by their teacher
- The usage of School-Issued Devices in class is strictly at the teacher's discretion
- Students should have the School-Issued Device sound muted during class unless they are using headphones with the teacher's permission. The student must provide their own headphones
- Printing from School-Issued Devices will not be available at the school. Students are encouraged to share their work electronically with teachers or print from home

School-Issued Device Usage Expectations Outside of School

- Students may use their School-Issued Devices outside of school for educational purposes
- Students are required to use only their Canton Public Schools account to log into the School-Issued Device

- Students may print from their School-Issued Devices at home or other location (i.e. Canton Public Library) using compatible printers
- School-Issued Devices need to be kept in a safe, secure place when not in use
- School-Issued Devices should not be left unattended when traveling outside of the home.
- School-Issued Devices should not be exposed to extreme temperatures such as extreme cold or heat as that can cause damage to the Device

Student Usage Safety and Expectations

- All School-Issued Devices are content filtered both inside and outside of school for student safety and CIPA compliance reasons. Please click on this [link](#) for more about the [Children’s Internet Protection Act](#)
- Internet browsing and history are logged in the system and accessible by the school administration using a third party software called Securly.
- Students will not try to circumvent content filtering or try to alter the School Issued Device operating system in any way. Doing so will result in disciplinary consequences for the student
- All students agree to abide by the [Canton Public Schools Responsible Use Agreement](#) and as such will refrain from harmful or illegal activities using their School Issued Devices, their CPS school accounts or any Canton Public Schools technology resources. Failure to do this may result in disciplinary or legal consequences
- Students will protect their data and will not share any CPS school account credentials (i.e. usernames and passwords) with others for any reason
- Students have unlimited storage available in Google Drive; therefore, all content saved to the School-Issued Device should be saved to Google Drive and not to the School-Issued Device local drive. The Canton Public Schools are not responsible for lost data
- Students will use caution when connecting to an unsecured wireless network as unsecured networks can leave data unprotected
- Only approved School-Issued Device apps and extensions may be installed on the School Issued Devices. Students and teachers may request specific apps and extensions be made available for installation
- The School-Issued Devices will install all browser and security updates automatically. It is recommended that students properly shut down their School-Issued Device daily so updates are installed

School Issued Device Performance Issues

- Students experiencing a technical issue with their School-Issued Device must bring their School-Issued Device to the designated location in the school for troubleshooting and possible repair. Students and parents/guardians can email cpstechhelp@cantonma.org with any questions, concerns, or if you are having difficulty with your child’s School-Issued Device
- A loaner School-Issued Device will be provided to the student while their School-Issued Device is being diagnosed and repaired. Students are responsible for the same expectation of care of the loaner School-Issued Device as is outlined in these guidelines and the School Issued-Device loan agreement

Optional Repair and Loss Accidental Coverage Plan

- The District will be providing an [Optional Repair and Loss Accidental Coverage plan](#). This plan is optional to families. The cost is \$30 per student device per year. This fee is waived for students receiving free or reduced lunch. Families with 3 or more students will have a 50% reduction of the fee for the 3rd and each additional child enrolled in the Canton Public Schools. The Repair and Loss Accidental Coverage Plan will cover the School-Issued Device as described in the Plan.
- If the School-Issued Device has been stolen, the student must immediately contact the school administration.

OPTIONAL Canton Public Schools Repair and Loss Coverage Accidental Plan

The **OPTIONAL Canton Public Schools Repair and Loss Coverage Accidental Plan** is designed to offset costs associated with unintentional damage to School-Issued Devices for CPS students. To sign up for coverage, fill out this [form](#) which includes a link to pay at MySchoolBucks.

- This program does not cover intentional or malicious damage, as determined by the Director of Technology and Digital Learning
- Repetitive damage will be considered careless and not covered by this program
- Repetitive damage claims will be reviewed on a case-by-case basis to determine continued eligibility of coverage
- The fee schedule is as follows:
 - ***\$30 per device per year***
 - ***Students of Free/Reduced Lunch will be enrolled and the fee waived***
 - ***Families with 3 or more children enrolled in the Canton Public Schools will receive a 50% fee reduction for the third and additional children enrolled in CPS***
- Fees are not prorated (other than those noted above) and non-refundable
- Students may also face disciplinary action for intentional damage or negligent care

Examples of unintentional (covered) damage include, but are not limited to:

- Liquid spill damage
- Accidental drops or falls
- Accidentally closing objects in laptop
- Lightning Strikes/Power Surges
- Theft (Will be verified with Canton Police Department)
- Fire
- Natural Disasters

The process to start a claim within this program is:

- Report the damage to the Technology Department via email to cpstechhelp@cantonma.org with a detailed explanation of the damage and how it occurred
- The Technology Department will assess the damage, repair options and costs
- The Technology Department will charge repair costs to the Program fund when applicable

Should a family **decline coverage** they will be responsible for repair/warranty deductible cost for any needed repairs -- or if not repairable or lost, the full replacement cost as stated below.

Potential Fees Itemized, if Optional Coverage is declined

| | | | |
|---------------------|------|----------------------------------|-------|
| Chromebook Screen | \$40 | Full Chromebook Replacement cost | \$250 |
| Chromebook Keyboard | \$30 | Full iPad Replacement cost | \$325 |
| iPad Screen | \$49 | Replacement Charger | \$25 |

Canton Public Schools School-Issued Device Agreement

Canton Public Schools implemented a School Issued Device 1:1 program in 2020 to include all students in Grades K through 12. All students will be issued a School-Issued Device, a charger, and a case. For K-2, students will receive

an iPad, charger and case. Each School-Issued Device will be issued and registered to an individual student. Students are responsible for their device at all times.

Participation in the School-Issued Device 1:1 program is subject to the following terms and conditions:

- The student must be actively enrolled in the Canton Public Schools
- The School-Issued Device and its related items are on loan and remain the property of The Canton Public Schools
- Both the student and parent/guardian agree to adhere to the terms and conditions of the [Canton Public Schools School Issued Device Procedures and Guidelines](#).
- For all technology use, the student will adhere to the terms and conditions of the [Canton Public Schools Responsible Use Policy](#)
- The student shall be the exclusive user of this device and shall not grant access to any other individual; however, we recognize that some students may require adult assistance to access and use
- The student must comply with all applicable software license agreements
- School-Issued Device and its related items must be returned to the Canton Public Schools Technology Department no later than the time of transfer, withdrawal or graduation from the Canton Public Schools
- School-Issued Device and its related items will be returned in good condition with reasonable wear and tear, please refer to the [Canton Public Schools School Issued Device Procedures and Guidelines](#) for information regarding keeping your School-Issued Device appropriately maintained
- Canton Public Schools may charge a late fee and/or take disciplinary measures if the School-Issued Device and related items are not returned on or before the return date
- The care and maintenance of the School-Issued Device and related items are the responsibility of the student and parent/guardian while in his/hers/their care. There will be a fee assessed if the School-Issued Device and related items are broken, lost or damaged in cases where the equipment is not covered by the [Optional Canton Public Schools Repair and Loss Coverage Plan](#). Full replacement cost is \$250 for a Chromebook, \$325 for an iPad, \$25 for the charger.
- An Optional [Canton Public Schools Repair and Loss Coverage Plan](#) is available for \$30 per year through the Canton Public Schools and covers any broken, stolen, or damaged equipment. Otherwise, replacement costs will be the responsibility of the student and parent/guardian as stated in the [Canton Public Schools School Issued Device Procedures and Guidelines](#).

Field Trips

Students participating in a school-sanctioned trip are required to have the school permission form completed, signed by a parent or guardian, and returned to the faculty supervisor as directed. At this time, students are also required to submit any money necessary to meet expenses. Financial Assistance is available upon request.

1. Students will not be allowed to participate in a field trip if it is felt that their participation will be detrimental to the successful completion of any assigned school work unless otherwise addressed with their teacher(s).
2. Students attending field trips are not only responsible for all class material presented the day of the field trip in all of the classes that they miss, but are also responsible for submitting, before leaving the school, any previously assigned work due that day.
3. The right of a student to participate in any school-sponsored field trip is not infringed upon or impaired because of gender, race, ethnicity, color, national origin, ancestry, religion, sexual orientation, or disability group, or any other reason not related to his/her individual capacities.
4. All school rules remain in effect during a field trip.
5. A list of students attending the field trip will be submitted to three weeks for day trips and 45 days to overnight trip prior to the trip to determine if medication or accommodations are needed. The school

nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parents(s) of students with certain health care needs may be offered preferential attendance as a chaperone on a field trip.

6. If medication is needed or may be required on a field trip, the medication administration plan must be completed by the student's parents/guardians and physician and be on file in the nurse's office. If appropriate documentation and medication are not on file he/she/they will not be allowed to attend the field trip. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip.
7. Students going on a field trip must be in school at the start of the school day. Any student who is tardy to school may lose their opportunity to attend the field trip.
8. Chaperones must complete a satisfactory Criminal Offender Record Information (CORI) prior to attending any field trip as a chaperone. A chaperone is any person, other than a teacher and/or instructional assistant, who accompanies and/or supervises the students on a field trip.
9. Student and staff safety are always considered in the approval, planning and conduct of all school-sponsored field trips.

Overnight Field Trips

All student trips which include overnight travel must have prior approval of the School Committee. Initial approval by the Committee is required before engaging students in fundraising activities. The Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The Committee requires that final approval be sought no less than 60 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the District and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

Temporary Home or Hospital Education for Medically Necessary Reasons [link here](#)

Upon receipt of a physician's written order ([link](#)) verifying that a student must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons for a period of not less than fourteen school days during any school year the principal or designee will arrange for the provision of educational services in the home or hospital. The physician's written order must include, at a minimum, the physician's signature, the date the student was admitted to a hospital or confined to home, the medical reason and expected duration of the confinement, and what medical needs should be considered in planning the student's educational services.

The services will be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal will coordinate such services with the Special Education Administrator for students who are eligible for special education. Home/hospital services are not considered special education unless the student has been determined eligible for such services, and the services are included on the student's IEP.

If, in the opinion of the student's physician, a student eligible for special education services is likely to remain at home, in a hospital, or in a pediatric nursing home for medical reasons and for more than 60 school days in any school year, the Special Education Administrator will without undue delay convene a Team to consider evaluation needs, and, if appropriate, to amend the existing IEP or develop a new IEP suited to the student's unique circumstances.

Homeschooling

The Massachusetts General Laws require the school district to determine that a Homeschooling program meets the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent/guardian of a student below the age of 16 wishes to establish a home-based educational program, the procedures set forth below must be followed. Prior to removing the child from public school, the parent/guardian must submit written notification of establishment of the home-based program to the Superintendent or Superintendent's designee at least 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment. The parents/guardians shall submit the following in writing:

1. The name, age, place of residence, and number of hours of attendance of each child in the home program;
2. The competency of the parents to teach the children; The proposed curriculum and the number of hours of instruction in each of the proposed subjects;
3. Names and description of textbooks, workbooks and other instructional aides to be used by the children, and the lesson plan and teaching manuals to be used by the parents/guardians.
4. Proposed method of assessing each child's progress, to include periodic testing or, in the alternative, an agreed upon form of evaluation, and plans for providing the required portfolio of learning at the end of the school year.

A student being educated in a home-based program within the district may participate in after school athletics, clubs, and any other optional activities, subject to the same enrollment and behavioral criteria as other students. Any student who participates in athletics through the public schools is required to provide requested records of health and immunization and to purchase accident insurance.

Students in a home-based program are not able to participate in academic or enrichment activities scheduled to occur within the regular school day. (M.G.L. 69:1D; 76:1)

Pregnant Students

The Canton Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Canton Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

(M.G.L. 71:84, Title IX: 20 U.S.C. § 1681, 34 CFR §106.40(b))

Promotion and Retention of Students

The School Committee is dedicated to the 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, portfolios of student work, 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.

In the K-5 and middle schools, the final decision with respect to promotion will rest with the building Principal. Policies for promotion in the high school will be printed in Student Handbooks, after approval by the School Committee.

Students Who Permanently Leave School

No student who has not graduated from high school shall be considered to have permanently left school unless an administrator of the school which the student last attended has sent notice within a period of 5 days of the student's 10th consecutive absence to the student and the parent/guardian of the student in both the primary language of the parent or guardian, to the extent practicable, and English.

The notice will offer at least 2 dates and times prior to the student permanently leaving school for an exit interview between the Superintendent or a designee, and the student and the parent/guardian of the student. The exit interview should include the contact information for scheduling the exit interview. The parties must agree upon the date and time for the exit interview, but it must occur within 10 days after the sending of the notice. The timeline may be extended at the request of the parent/guardian, but cannot be longer than 14 days. The meeting may proceed without a parent/guardian if the Superintendent or designee makes a good faith effort to include the parent/guardian. The purpose of the exit interview will be to discuss the reasons for the student permanently leaving school and to consider alternative education or other placements.

The exit interview should include a team of school personnel, such as the principal, guidance counselor, teachers, attendance officer, and other relevant school staff. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

Transfers and Withdrawals

Students who are transferring to another school at any point throughout the school year must let the building administration know and submit a [Release of Student Information Form](#) and provide the contact information for which to send their records. Consistent with the 603 CMR 23.07 (4)(g), Canton Public School will forward the student's student record to the school the student seeks or intends to enroll. Students must clean out their personal spaces and return all of their textbooks to their respective teachers.

For students transferring to the Canton Public Schools, a request for a copy of the student's student record will be made to the student's former school at the time of registration. Incoming students and their families must submit a [Release of Student Information Form](#) to avoid any delay in Canton's receipt of these records.

Parents and Guardians: Please note that the school has the authority to release relevant student record information without your prior consent, or the consent of the eligible student, in certain circumstances including:

- To the Department of Children and Families: in cases of suspected child abuse or neglect (603 CMR 23.07(4)(c));
- To federal, state and local education officials: whose duties require access (603 CMR 23.07(4)(d));
- To appropriate parties in connection with a health or safety emergency: including weapons reports (Mass. Gen. Laws, Chapter 71, Section 37L; 603 CMR 23.07(4)(e)); or
- To a student's new school: consistent with FERPA and Massachusetts Records Regulations, schools have the authority to transfer a student's complete record to the new school, without prior consent, as long as notice is provided that the school the student is leaving forwards student records. (603 CMR 23.07(4)(g)).

This document is your notice that the Canton Public School District forwards student records to schools in which a current or former student seeks or intends to enroll.

Wellness Education

Wellness education includes classes in Physical Education, Health, and Family and Consumer Sciences. The Canton community recognizes that lifetime wellness, social/emotional skills, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. Our Wellness curriculum is aligned with the Massachusetts Comprehensive Health Curriculum Frameworks, National Health Education Standards and the National Physical Education Standards. Contact the K-12 Wellness Coordinator if you have any questions regarding our curriculum at 781-821-5050 ext. 2901.

Physical Education

All K-12 Canton Public School students are required to take Physical Education each year. The amount of time dedicated for PE varies at each level. Elementary students have PE for forty-five minutes each week. Middle school students have PE twice in their seven-day schedule for the entire school year. All 9-12 high school students are assigned PE three times in their seven-day schedule for one semester. Each PE teacher will inform students of the proper footwear and clothing required for their grade level. When weather permits, PE classes are held outside and students are expected to come to class prepared for the outdoors.

Excused Physical Activity during Physical Education

Students may be excused from participating in physical activity during Physical Education classes for an illness or injury, by providing the **school nurse** with a note from their physician or their parent/guardian that explains the reason for the excuse. Notes must not be submitted to the Physical Education teacher. For any excused participation in physical activity during Physical Education classes beyond one class period, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note. In grades 6-12, students who are medically excused from physical activity during Physical Education will be given appropriate alternative work to complete and will count towards their term grade. Students with Concussions: Students who are medically excused from participating in physical education due to a concussion will report directly to the nurse's office during their scheduled PE class periods and will not be given alternative work to complete. These students' report card grades will not be impacted by the missed P.E. classes.

Health

Students in grades K-10 are assigned Health Education each year. Elementary students have Health once each week, middle school students twice in their seven-day schedule for a full school year, and grades 9 & 10 students will have Health three times in their seven-day schedule for one semester. Grade 11 and 12 students may select Health courses as a part of their Wellness choice options. Health Education curriculum is skills-based and include instruction in the areas of growth and development, nutrition, reproduction/sexuality, mental health, family life, interpersonal relationships, disease prevention and control, safety and injury prevention, substance use/abuse prevention, violence prevention, consumer health and resource management, and community and public health.

Notification of Human Sexuality Education

Beginning in grade 4, age appropriate topics in human sexuality are taught in Health Education. Grades 4 and 5 health classes include units covering physical and emotional changes that occur during puberty. Parents of 4th and 5th grade students will be provided an opportunity to review the puberty units prior to implementation through an evening presentation conducted by Wellness staff. Grades 6-8 students have additional instruction in puberty, safe dating, and human reproduction. In grades 9 & 10, students will be instructed on the functions of the reproductive system, human reproduction, reducing the risk for an unintended pregnancy and sexually transmitted diseases and infections, and safe dating. Family and Child Studies, Safety and Self Defense, and Life After Canton are some of the grade 11 & 12 Wellness choice courses that may include units that specifically address human sexuality. We encourage all parents to participate in the education of their children. Parents may contact the K-12 Wellness Coordinator for information regarding the human sexuality units of instruction. It is strongly recommended that all students participate in the lessons scheduled for their grade level. Parents choosing to exempt their son/daughter from the health lessons that specifically address human sexuality must forward written notification to the Principal and Wellness Coordinator. Students who are exempted from the lessons will not be penalized and will be provided with alternative work. M.G.L. c. 71, §32A.



CODE OF CONDUCT

A safe, inclusive, and engaging learning environment is essential to the academic and social-emotional development of all students. A comprehensive education should endow students with the skills to develop and maintain respectful, healthy, and productive relationships among themselves and with faculty members, and should prioritize citizenship and responsible behavior at school and at school-sponsored events.

The purpose of this Code of Conduct is to 1) outline expectations for maintaining positive relationships and upholding the fundamentals of good citizenship within the Canton Public Schools community and 2) establish accountability for students who fail to act as safe, respectful, and responsible community members at school and during school-sponsored events.

The Canton Public Schools Code of Conduct and the potential approaches to accountability for violations of the Code of Conduct apply to students during the school day, when students are on Canton Public Schools grounds, while students are engaged in or attending school-sponsored activities, and while students are traveling to and from school or a school-sponsored activity, whether that be on a school bus, in a personally owned vehicle, walking, riding a bike, or any other individual method of transportation. Students may be held accountable for violations of the Code of Conduct while away from school at other times if the conduct or incident is related to school, adversely impacts the school community, disrupts the school environment, or creates an unsafe environment at school.

1. Process for Responding to Code of Conduct violations

- a. All staff members are responsible for upholding the Code of Conduct, and are encouraged to address concerns about potential violations of the Code of Conduct directly with students and their parents.
- b. In the event that students fail to correct their behavior after a staff member's intervention, potential violations of the Code of Conduct should be reported to the appropriate grade level Assistant Principal, or other staff member in the event that Assistant Principal is not available. This includes staff in the Main Office, the Principal, school counselors, school adjustment counselors, or individual department coordinators. All students will have the opportunity to discuss incidents with their Assistant Principal before any school-based accountability measures are determined.
- c. The reporting staff member will be notified as to the outcome and additional interventions or supports may be implemented to assist the student in refraining from such behaviors in the future.

2. Accountability. An essential part of learning is the expectation that students be required to account for the decisions they make and behaviors they engage in. The Canton Public Schools Code of Conduct is rooted in the theory of restorative and progressive accountability and attempts to limit the use of exclusionary accountability practices (i.e. suspension) when appropriate.

- a. Restorative Accountability: Either in lieu of or in conjunction with traditional, progressive accountability practices, the school administration may recommend restorative approaches to

accountability, especially when incidents arise as the result of conflict between Canton Public Schools community members.

- i. Any restorative approach to an incident or conflict will be with the intent to assist a student or students to accept accountability by working with them to 1) acknowledge responsibility, 2) directly engage with the person or people impacted, and 3) agree to a plan to avoid similar incidents or behavior moving forward.
- ii. A restorative resolution to an incident will also be with the intent to restore a sense of safety and belonging for any Canton Public Schools community member impacted by an interaction or incident.
- iii. Prior to facilitating any restorative response to an incident, the administration will confirm that all parties are willing participants, and have been oriented to the restorative response protocols. Additionally, when possible, the administration will enlist the support of the school counseling faculty, or other sources of student support, to assist with the process.
- iv. Restorative accountability interventions may consist of but are not limited to:
 - Restorative conferences
 - School or community conferences
 - Restorative community service
 - Additional supports for community members in need
 - Restitution
 - Academic and social-emotional support upon reentry/return to school

b. Progressive Accountability:

- i. When requiring students to account for their behavior or decisions, the staff may consider consequences that consist of, but are not limited to:

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| Parental Outreach | The school faculty will prioritize parental engagement when requiring a student to account for violations of the Code of Conduct. This engagement may be in the form of email communication, a phone call, or a meeting. Parents may be required to meet with the school administration when students repeatedly violate the Code of Conduct. This includes violations of the Attendance Policy. |
| Teacher Detention | Assigned by a classroom teacher and held in their classroom after school; will usually last from 15-60 minutes. |
| Office Detention | Assigned by an administrator or their designee; will be held in a designated classroom; will be supervised by a designated supervisor; will run between 2:35-3:10pm after school. |
| Administrative Detention | Assigned by an administrator or their designee; held in a designated classroom; will be supervised by a designated supervisor; will run between 2:35-4:00pm after school. |

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| Confiscation of belongings | If the administration determines that a student has something in their possession that either violates the law or substantially disrupts the learning process for that student or for other students, the administration may confiscate those items. |
| Withholding of Privileges | This will be determined by an administrator and may include the withholding of privileges during scheduled study halls or participation in extracurricular activities, which may include participation in after school athletics. When appropriate this may also include the suspension or termination of a student's parking pass. |
| Referral to the School Resource Officer (SRO) | Serving as a liaison between Canton High School and the Canton Police Department, the SRO is a valuable resource in the Canton High School community. The administration may refer students to the SRO when students engage in unsafe or unlawful behavior, or when the administration worries that a student's attendance may be the result of unsafe or unlawful behavior or truancy. |
| Short term Suspension | Will be determined by an administrator; will result in a student's removal from school for no more than ten (10) school days. |
| Long term Suspension | Will be determined by an administrator; will result in a student's removal from school for more than ten (10) school days. |
| Emergency Removal | Will be determined by an administrator; will result in a student's temporary removal from school for no more than two (2) school days. |
| Expulsion | Will be determined by an administrator; will result in a student's enrollment being terminated. |

- ii. When considering progressive accountability measures, the administration will consider all relevant facts, which include, but are not limited to 1) previous incidents involving the student, 2) the severity of the disruption caused by a student's actions, 3) the degree of the safety risk or the harm to a student or other students or staff members, and 4) the degree to which a student is willing to change their behavior, or has been willing and able to change their behavior in the past.
- iii. When school administrators consider suspending students from school, as the result of an inappropriate exchange, incident, or behavior, they will adhere to the notification protocols and due process requirements contained in Massachusetts General Law Ch. 71, Sections 37H, 37H1/2, and 37H3/4.

3. Behavioral Expectations: The physical and emotional safety of all students and Canton Public Schools community members is a top priority of the Code of Conduct. Additionally, in keeping with the Core Values and Beliefs of the Canton Public Schools, Canton Public Schools community members are expected to foster respectful and responsible relationships and contribute positively to a diverse and inclusive learning environment. Students who detract from these community goals, or fail to act as positive community

members, will be required to account for their behavior in accordance with the school's restorative or progressive approach to accountability. Students will not engage in the following list of behaviors.

- Discrimination against a student based on that student's race, color, religion, national origin, ethnic background, gender, sexual orientation, gender identity, or disability status.
- Targeting, ridiculing, or using as a source of humor another student's race, color, religion, national origin, ethnic background, gender, sexual orientation, gender identity, or disability status.
- Create, post, or inappropriately comment on any online or social media item that harasses, threatens, intimidates, abuses, or demeans individuals or groups on the basis of race, ethnicity, religion, gender, gender identity, sexual orientation, creed, national origin, or disability status.
- Possession, intent to possess, consumption, distribution, selling, purchasing, or being under the influence of any drug or drug paraphernalia, alcoholic beverage, or intoxicant of any kind, to include the possession, use, or distribution of tobacco related products, electronic cigarettes, vaping products, and vaping paraphernalia.
- Possession of a weapon of any kind, including, but not limited to knives, blades, guns, or other dangerous instruments such as lighters and pepper spray. This includes the possession of mock weapons.
- Sexually harrasing another person, either by words or actions. This includes words, expressions, or images posted online or on social media platforms.
- The issuance of a criminal complaint charging a student with a felony or the issuance of a felony delinquent complaint.
- Assaulting, fighting, or striking another person, or threatening to assault, fight, or strike another person.
- Profanity, obscenity, discourtesy, or disrespect directed toward school staff members.
- Insubordination, or failure to comply with, or ignoring the requests of a staff member. This includes a student's failure to properly identify themselves when asked by a staff member for their name. It is the expectation of all students that they comply with staff members' directives. If a student disagrees with a directive, they should at first comply and then appeal to their counselor or assistant principal for support.
- Dishonesty, which includes, but is not limited to academic dishonesty (i.e. cheating and/or plagiarism), forgery, and dishonesty about incidents or behavior.
- Theft, or attempts to steal, the belongings of another. This includes the theft or attempt to steal school equipment, materials, or supplies.
- Vandalism or the destruction or attempt to destroy school property or the property of others. This includes the misuse of lockers.
- Leaving the building, school property, or a mandatory school sponsored event without permission.
- Being present in an unauthorized area of the building or the Canton High School campus. This includes, but is not limited to, loitering in bathrooms, unsupervised use of the athletic facilities before, during, and after school, parking in unauthorized (i.e. faculty) parking spaces, and being in the lower parking lot during school hours.

- Failure to report to an assigned detention, to include assigned teacher detentions.
- Ordering food and having it delivered to school during school hours.
- Disrupting school by pulling a fire alarm or falsely reporting a risk that leads to an emergency response (i.e. a bomb threat).
- Inciting or provoking another student to violate school rules, disrupt school or a school-related event, or engage in dangerous or inappropriate behavior.
- Any behavior not listed above that compromises the discipline and routine of the school day or a school-sponsored event or a person's physical or emotional safety, or that the administration determines is inappropriate for the school environment.

When working with students to account for attendance specific violations, the administration will make every effort to avoid exclusionary accountability (i.e. suspension). However, there may be occasions when a student's poor classroom attendance disrupts the school learning environment and compromises the experience of other students. Additionally, there may be cases when students continually fail to account for or improve their poor attendance or tardiness. In these instances, the administration may consider exclusionary accountability.

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

- If students are to learn to the maximum of their capacity and feel content in their environment,
- If good relations with the community are to be upheld, and
- If the total school operation is to be carried out in the best manner possible.

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

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

Removal from Extracurricular Activities and Attendance at school sponsored events

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in M.G.L. c. 71, § 37H^{3/4} or 603 CMR 53.00.

Opportunity for Academic Progress During Suspension/Expulsion

Any student receiving in-school suspension, short-term suspension, or long-term suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school.

Any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan.

Student due process rights

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

1. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF AND/OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½).

Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal or designee determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is excluded in accordance with M.G.L. c. 71, §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c. 71, §37H ½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76, §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76, §17, M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½.

2. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, §37H ¾)

Notice and principal's meeting:

For any suspension under this section, the principal or a designee shall provide notice of the charges and the reason for the suspension or expulsion to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive written notice of the charges and the opportunity to meet with the principal or designee to discuss charges and reasons for the suspension and/or exclusion prior to suspension/exclusion taking effect.

The principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/guardian(s) so long as if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The purpose of the principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. The Principal shall not suspend a student unless the school has first used alternative remedies and documented the use of and the results of the alternative remedies employed. Alternative remedies do not have to first be used if alternative remedies are unsuitable or counter-productive, or the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily

injury or other serious harm upon another person while in school. The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense.

a. Short-term Suspension

The principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed. The Principal shall not suspend a student unless the school has first used alternative remedies and documented the use of and the results of the alternative remedies employed. Alternative remedies do not have to first be used if alternative remedies are unsuitable or counter-productive, or the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

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

b. Long Term Suspension

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

If present, the Parent shall have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, which the principal should consider in determining consequences for the student.

Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall not suspend a student unless the school has first used alternative remedies and documented the use of and the results of the alternative remedies employed. Alternative remedies do not have to first be used if alternative remedies are unsuitable or counter-productive, or the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

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

If the student is suspended for more than 10 days for a single infraction or for more than 10 days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing in English and the primary language spoken in the student's home. No student will be suspended for greater than 90 days, beginning on the first day the student is removed from the building.

Emergency Removal:

The principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal. The principal shall provide written notice to the student and parent as provided above, and provide the student an opportunity for a hearing with the principal as provided above, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

The principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

In the event of an emergency removal from school, the principal will not release the student until adequate provisions have been made for the student's safety and transportation.

Superintendent's hearing:

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days or the student's request for an appeal. The time may be extended up to 7 calendar days if requested by the

parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the principal's hearing for long-term suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The Superintendent's decision is the final decision of the district.

Discipline of Students with Disabilities [Includes students currently on 504 accommodation plans or Individual Educational Programs.]

All students are expected to meet the requirements for behavior as set for the in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations required that additional provisions be made for:

- Students who have been found eligible for special education services.
- Student who the school district knows or has reason to know might be eligible for special education services. The school is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred: (1) the student's parent expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services; (2) the student's parent requested an evaluation of the child; or (3) the student's teacher, or other school personnel, expressed specific concerns directly to the direct of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student. The school is not deemed to have knowledge of a disability if (1) the parent has not allowed an evaluation or has refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability. If a request for an evaluation is made during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.
- Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act.

These students are generally entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceed ten (10) school days in a given year.

The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the

student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her with a free appropriate public education during the period of exclusion.

3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardians consent to, a new placement, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.
5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

General Information Regarding Discipline

1. Parents and legal guardians are strongly urged to accompany their child upon returning to school following a suspension.
2. The Principal shall notify the Canton Police Department whenever a student has committed an assault/assault and battery upon a school staff member, an assault/assault and battery by means of a dangerous weapon, is in possession of a dangerous weapon, distributes a controlled substance, including alcohol, or is in possession of a controlled substance, including alcohol, for the second/subsequent time.
3. The Principal may, at his/her discretion, notify the Canton Police Department whenever a student is in possession of a controlled substance, including alcohol, for the first time, or commits a delinquent/criminal act in violation of federal or Massachusetts law not specified in the above paragraph.
4. All discipline reports and records are confidential and cannot be disclosed to other parents.

Policies That Address Particular Conduct

Drug and Alcohol Abuse Policy

The use, possession, or sale or distribution of alcoholic beverages or controlled substances in school or on school grounds is forbidden by state law.

1. Any student found using, selling or distributing prescription or illegal drugs or alcohol, or possessing any type of drug paraphernalia, including vaping products, in school, on school

grounds, or at a school-sponsored event, will be immediately turned over to the police and **will be subject to suspension from school. Students in possession of a controlled substance are subject to expulsion by the Principal.**

2. Any teacher who believes that a student may be using drugs, alcohol or vaping will report the matter immediately to the school administration. If, after an assessment by the school nurse, the administration believes that the student may be using drugs, alcohol or vaping, the student's parent(s) will be notified.
3. The Principal will take appropriate actions against any student found to be in possession of, consuming, or under the influence of drugs, alcohol or vaping, on school property, or at a school-sponsored event. (Note: It is not a violation of this policy for a student to take a medication specifically prescribed for the student's own use by his/her doctor.) Students must take such medication in the nurse's office.)

Although the Principal has the authority to expel students for possession of prescription or illegal drugs, the Principal will consider taking steps in following the protocol in making his/her determination.

First violation:

1. A ten (10) day out-of-school suspension or a five (5) day out-of-school suspension and successful completion of a school-approved drug/alcohol counseling program may be considered. If the student does not enroll and participate in the counseling program within the first five (5) days of his/her suspension, the Principal may consider a ten-day out-of-school suspension will be applied.
2. The student will also be unable to participate in or attend any after-school or extra-curricular programs or school-sponsored events for a ten (10) consecutive school week period. (Consequences for participation in interscholastic athletics are outlined in the CHS Athletic Code of Conduct and any appropriate document in the event of any GMS sport being added.) If the student becomes a participant in an approved counseling program, and is successful in completing the program, the student may be certified for reinstatement to activities after a minimum period of five (5) weeks. Official documentation of attendance and proof of the successful completion of the counseling program must be submitted to the Principal's office at the end of the program. Once the student is enrolled in an approved counseling program, he/she/they may be allowed by the Principal to attend practice, but not dress or participate in official games, meets, performances, etc. during this five (5) week period.
3. If the student holds a class office, student council office, athletic team captain (including captain-elect), or activity office or other leadership role at the time of the infraction, that position will be lost.

Second violation:

1. A ten (10) day out-of-school suspension may be imposed and a ten (10) consecutive school month period of ineligibility may be applied for all athletic and extra-curricular activities. If the student, of his/her own volition, becomes a participant in an approved drug and alcohol program the student may be certified for reinstatement in all school programs after a minimum period of five (5) consecutive school months. Such certification must be issued by the director or a counselor of the drug and alcohol program.
2. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Searches

Students' personal belongings, desks, lockers, and vehicles may be subject to search by school personnel when school administrators have reasonable grounds to believe that a search will reveal evidence that a student has

violated the law and/or the school rules. Ordinarily, searches will be conducted by a member of the school administration in the presence of another adult. As soon as is practicable after the conclusion of a search, the parents/guardians of the student will be notified. Similarly, if a search uncovers objects prohibited by school rules, or which may be otherwise disruptive to the educational environment, these objects may be retained by school officials and returned later to the student or his/her parents/guardians. Searches may include the use of canines.

Search Procedures

1. It is prohibited to store any illegal items/substances in violation of any school rule in a locker. Items/substances prohibited from being in lockers include: guns, knives, weapons (real or fake), illegal drugs, alcoholic beverages, fireworks, explosives, fire/smoke/odor producing products, and any other article not permitted in school.
2. At the discretion of a School Administrator, a student's locker, backpack, and personal belongings may be searched when there is reasonable grounds to believe that prohibited items/substances may be found and when the student is on school grounds, or at a school-sponsored or school-related event. Should prohibited items/substances be found, they will be seized.
3. A search of a student's belongings and/or vehicle will be performed and seizure of prohibited items/substances discovered in the course of such a search will occur only if there exist reasonable grounds for suspecting that the student has violated, or is violating, either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives, and will not be excessively intrusive in light of the age and the gender of the student and the nature of the infraction.
4. When possible, within reason, a search of a student will be made in the presence of a School Administrator accompanied by another adult.
5. When possible, within reason, a search of a student's automobile parked on school grounds will be in the presence of the student(s) whose conduct is under scrutiny and in the presence of a school official.
6. Should a search reveal objects or substances, the possession of which may give rise to a crime, notice will be given to the police. In the event of the questioning, custody or arrest of students by law enforcement officials, the school Principal, or his/her designee, will be present when possible. The Principal will request that all procedural safeguards are observed and that parents are notified.

General Statement for all events (athletic and other)

Canton Public Schools is proud to welcome spectators and attendees to our school-sponsored events to support our students and staff on campus and at other venues. We are committed to ensuring all events are safe and supportive environments for the participants as well as spectators. If any attendee behaves in a manner that goes against our core values, expectations and behavioral standards, CPS event staff reserves the right to remove those attendees from the school-sponsored event.

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set for the in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations required that additional provisions be made for:

- Students who have been found eligible for special education services.

- Student who the school district knows or has reason to know might be eligible for special education services. The school is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred: (1) the student's parent expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services; (2) the student's parent requested an evaluation of the child; or (3) the student's teacher, or other school personnel, expressed specific concerns directly to the direct of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student. The school is not deemed to have knowledge of a disability if (1) the parent has not allowed an evaluation or has refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability. If a request for an evaluation is made during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.
- Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act.

These students are generally entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceed ten (10) school days in a given year.

The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive days in a given school year or subjected to a pattern of removal constituting a "change of placement," building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her/their with a free appropriate public education during the period of exclusion.
3. If building administrators, the parent/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current education program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parents/guardians consent to, a new placement, or unless the District obtains an order from a court of from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall

also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Tobacco/Electronic Cigarette Policy

Smoking, chewing, or other use of tobacco products or nicotine delivery systems, such as e-cigarettes by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. Tobacco use by students is banned at all school-sponsored events, even if this use does not take place on school grounds. It is unacceptable for any student in either primary or secondary public school buildings in the commonwealth to use or to possess tobacco products (including chewing tobacco) of any type on school grounds or at any school function or activity.

Transportation/Bus/Van Behavior

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Students are to board the bus at their assigned bus stop, and students are not to be driven to alternate bus stops to board the bus. Regular student transportation is a privilege, not a right, and is dependent upon the student's behavior while on the bus.

The principal or his/her designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the student has previously been involved in misbehavior on the bus, and other circumstances. The following general guidelines, however, will be used by principals in determining penalties for disobedience or misbehavior.

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

There are no refunds of bus fees for the situations described above. Other penalties, including suspension from school, may also apply.

Hazing Policy

Definition of Hazing

The Canton Public Schools defines hazing as any conduct or method of initiation into any student group, whether on or off school premises, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. (M.G.L. c. 269, Sections 17, 18, 19).

Discipline Action

Anyone involved in any act of hazing may be subject to suspension or removal from the team or activity.

If during the investigation of a potential hazing case, it is determined that the actions are deemed to involve other violations, such as harassment, bullying or a lack of Title IX compliance, the CPS policies dealing with those areas will be followed as well. Law enforcement will be contacted as appropriate.

All students should be aware of the provisions of Massachusetts General Law Chapter 269, Sections 17-19, An Act Prohibiting the Practice of Hazing. A summary of this law is as follows: Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Anyone who is a principal organizer or participant in the crime of hazing shall be punished by a fine of not more than one thousand dollars or by imprisonment in a House of Correction for not more than one hundred days or by both a fine and imprisonment. Anyone who knows of another person being the victim of hazing and who has witness to, and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such to an appropriate law enforcement official as soon as reasonably practicable. Failure to do so shall be punished by a fine of not more than five hundred dollars.

School Disruptions

Students are prohibited from participating in disruptive demonstrations and protests that result in destruction of property, violation of school rules, or any other unlawful activities. Disruptive assemblies may include:

- Assembly of large groups of students called for the specific purpose of disrupting the school day
- Demonstrations that deprive other students of their rights to pursue their education in an orderly environment or obstruct corridors or prevent free movement among students who are not participants.

Bullying Prevention and Intervention

The School Committee is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to themselves, or of damage to their property;

- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or,
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a: wire; radio; electromagnetic; or, 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 the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of 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 in the definition of bullying. Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected. For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs, whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased, or used by the school district; or,
- Through the use of technology or an electronic device owned, leased, or used by the school district;

Bullying and cyber-bullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or,
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or their designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school. Reporting Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report. Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action. Parents or guardians, or

members of the community, are encouraged to report an incident of bullying as soon as possible. A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed. The school Principal or a designee shall promptly investigate the report of bullying using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students, and/or witnesses. Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student. Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying. If the school Principal or a designee determines that bullying has occurred, he/she/they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified. The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum, the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis. Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy, and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent. Confidentiality shall be maintained to the extent consistent with the school's obligations under the law. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary. Training and Assessment Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians in age-appropriate terms. Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school. Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended Federal Regulation 74676 issued by EEO Commission Title IX of the Education Amendments of 1972 603 CMR 26:00 M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan CROSS REFS.: AC, Nondiscrimination ACAB, Sexual Harassment JBA, Student-to-Student Harassment JIC, Student Discipline JICFA, Prohibition of Hazing SOURCE: MASC August 2013

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying. As part of this law, the District was required to create a [Bullying Prevention and Intervention Plan \(BPIP\)](#) with information about the policies and procedures the District will follow to prevent bullying and retaliation, or to respond to it when it occurs. The BPIP also includes information on staff development and training, resources for students and parents, and community involvement. A copy of the District's BPIP is available online, on the District's [website](#). The parts of the law (M.G.L. 71, § 37O) that are important for students and parents/guardians to know are described below.

CPS is committed to providing a safe and encouraging learning environment for all of our students. Anyone with questions regarding bullying or the District's BPIP is encouraged to contact their building principal.

Prohibition Against Bullying

The CPS strictly enforces a prohibition against bullying, including without limitation, cyberbullying, of any of its students by anyone, including school staff, and also strictly enforces a prohibition against retaliation of any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Acts of bullying, which include cyberbullying, are prohibited:

- a)** On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- b)** At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

CPS recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, and/or knowledge and strategies to respond to bullying or harassment.

Definitions

Aggressor is a student or member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or 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 of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. Causes physical or emotional harm to the target or damage to the target's property;
- ii. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. Creates a hostile environment at school for the target;
- iv. Infringes on the rights of the target at school; or
- v. Materially and substantially disrupts the education process or the orderly operation of a school.

Bystander is a student(s) or staff member who participates in the bullying incident(s) via observation or spectatorship.

Cyberbullying, as defined in M.G.L. c. 71, § 37O, is bullying through the use of technology or electronic devices, which shall include, but shall not be limited to, any transfer of 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 in clauses (i) to (v) 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 person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, 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 a student's education.

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

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Upstander is a student(s) or staff member who actively chooses to remove or support the target in some form during a bullying incident.

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. **All school staff (including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals) are required to immediately report any instance of bullying or retaliation he/she/they witness or become aware of to their building principal using the CPS Suspicion of Bullying Reporting**

Form. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

The District has made a variety of reporting resources available to the school community including a [Suspicion of Bullying Reporting Form](#). This form is available on the District’s website and at each school in the district. In addition, each building principal will identify and publicize to students, staff and parents/guardians, any additional reporting resources available in his or her building.

Use of the District’s Suspicion of Bullying Reporting Form is NOT required as a condition of making a report. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents/guardians, and others may request assistance from any staff member to complete a written report. Students will be provided with practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

In the event of an allegation against the principal, the matter should be reported to the superintendent and if against the superintendent, to the chair of the school committee.

Pre-Investigation/Ensuring Student Safety

Before fully investigating the allegations of alleged bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the alleged aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will also take steps to implement appropriate strategies for protecting from bullying or retaliation, a student who has reported alleged bullying or retaliation, a student who provides information during an investigation of alleged bullying or retaliation, or a student who witnesses or has reliable information about a reported act of alleged bullying or retaliation.

Any student who reports suspicion of bullying from a member of the school staff will be extended protections during and after the investigation. This may include but is not limited to a safety plan, access to school counseling, schedule adjustments, and access to a safe space for support throughout the school day as needed.

Complaint Investigation

When the school principal or designee receives a complaint of bullying or retaliation, he or she shall promptly conduct an investigation. The investigation may include an interview with the student, parent/guardian, staff members or community member who filed the complaint, the student alleged to be a victim of bullying or retaliation, the student(s) or staff member(s) alleged to have committed the bullying or retaliation, witnesses to any alleged incidents or others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful, and that retaliation is strictly prohibited and will result in disciplinary action. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process.

Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will:

- a) Determine what remedial action is required, if any, and
- b) Determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the appropriate personnel, and the target's or aggressor's parents or guardians, if the aggressor is a student, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development. In addition, it will be determined if a referral needs to be made to the Title IX Compliance Officer.

Obligations to Notify Others

If the principal or designee determines that bullying or retaliation has occurred, he or she shall:

- (1) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation;
- (2) notify the parents or guardians of the aggressor, if the aggressor is a student;
- (3) notify another school or school district if the incident involves students from more than one school or school district; and
- (4) notify the local law enforcement agency if the principal or designee believes that criminal charges may be pursued against the aggressor. This notice may be given at any point after receiving a report of bullying or retaliation, including after an investigation.

There may be circumstances in which the principal or designee contacts parents/guardians prior to any investigation. All notices will be consistent with state regulations at 603 CMR 49.00.

Disciplinary Action and Response To Bullying

If it is determined that bullying or other inappropriate conduct has been committed, the principal or designee will take action that is appropriate under the circumstances. When a student is determined to have engaged in bullying or retaliation and the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline may include: requiring the aggressor to work with school personnel on improving behavior; a recommendation for counseling or other therapeutic interventions; disciplinary consequences up to and including court involvement; or disciplinary consequences consistent with the school's policies and code of conduct up to and including expulsion.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

As part of the District's efforts to balance the need for accountability with the need to teach appropriate behavior, the principal or designee may consider the use of skill-building approaches with students who have been victims of bullying or in lieu of or in addition to discipline for student who are found to have engaged in bullying or retaliation. These approaches include:

- Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- Providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- Implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- Adopting behavioral plans to include a focus on developing specific social skills; and
- Making a referral for evaluation.

Promoting Safety for the Target and Others

Following an investigation, the principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement those supportive measures immediately.

False Accusations

If the principal or designee determines that a student or staff member knowingly made a false allegation of bullying or retaliation, that student or staff person may be subject to disciplinary action.

Problem Resolution System

Any parent/guardian wishing to file a claim/concern or seeking assistance outside of the District may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

Harassment

Equal Opportunity and Nondiscrimination Notice

The Canton Public Schools is committed to equal education opportunity for all students. It is the goal of the Canton Public Schools to maintain a school environment free of harassment and/or discrimination based on race, color, religious creed, national origin, ethnicity, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status, genetic information, homelessness or any other class protected by state or federal law. The Canton Public Schools will not tolerate discrimination or harassment in any of its schools, including any school programs, services or activities. The Canton Public Schools is committed to equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities. The Canton Public Schools does not discriminate in admission to its schools, access or treatment in its services, programs and activities for any student.

To file a complaint alleging discrimination or harassment by the Canton Public Schools on the basis of any protected class, please contact:

Meghan Byrne
Director of Student Services

Civil Rights and Title IX Coordinator
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060
byrneme@cantonma.org

Nondiscrimination on the Basis of Sex

The Canton Public Schools, in accordance with Title IX of the Education Amendments of 1972, does not discriminate on the basis of sex in the educational programs and activities in its schools. This policy extends not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The Canton Public Schools will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Canton Public Schools designates an individual to act as the school district's Title IX compliance officer. Accordingly, any inquiries and/or complaints regarding compliance with Title IX may be directed to:

Meghan Byrne
Director of Student Services
Civil Rights and Title IX Coordinator
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060
byrneme@cantonma.org

Discrimination/Harassment Complaint Procedures

I. Where to File a Complaint

Any Canton Public Schools student, employee, or third party who believes that a Canton Public School student, employee, or third party has discriminated against or harassed them because of their race, color, national origin, sex, disability, or age in admission to, access to, treatment in, or employment in its services, programs, or activities may file a complaint with:

Superintendent of Schools
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060

Meghan Byrne
Director of Student Services
Civil Rights and Title IX Coordinator

Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060
byrneme@cantonma.org

The Superintendent, Superintendent's designee, or Civil Rights/Title IX Coordinator will serve as the grievance officer in such matters as appropriate.

II. Contents of Complaints and Timelines for Filing

Complaints under this procedure must be filed within twenty (20) days of the alleged discrimination or harassment. Complaints filed after this 20 day period will be accepted, however, the investigation may be impacted due to the passage of time. Complaints may be submitted orally or in writing. The complainant may select another person to help with the filing of the complaint. Any responsible employee who receives an oral complaint will memorialize the allegations in writing and forward the written allegations to the Office of the Superintendent or the Superintendent's designee by the following school day. The written complaint should include the following information:

1. The name and grade level (or address and telephone number if not a student or employee) of the complainant;
2. The name (and address and telephone number if not a student or employee) of the complainant's representative, if any;
3. The name(s) of the person(s) alleged to have committed or caused the discriminatory or harassing action, or event (respondent);
4. A description, in as much detail as possible, of the alleged discrimination or harassment;
5. The date(s), time(s), and location(s) of the alleged discrimination or harassment;
6. The names of all persons who have knowledge about the alleged discrimination or harassment (witnesses) as can be reasonably determined; and
7. A description, in as much detail as possible, of how the complainant wishes to see the matter resolved.

III. Investigations and Resolution of the Complaint

Complaints will be investigated promptly and resolved as quickly as possible.

The Discrimination/Harassment Complaint Procedure applies to issues of disability discrimination and harassment. Due process procedures apply to issues of identification, evaluation, and placement under Section 504. Any person who alleges discrimination on the basis of a disability relative to the identification, evaluation, or educational placement of a person, who because of a disability is believed to need regular or special instruction and related aids or services, pursuant to Section 504 of the Rehabilitation Act of 1973, Massachusetts General Law chapter 71B, and/or the Individuals with Disabilities Education Act, may use the procedure outlined in the Massachusetts Department of Elementary and Secondary Education's Parents' Rights Brochure, rather than this procedure. Information on this alternative process may be obtained from the Director of Student Services for the Canton Public Schools.

Respondents will be informed of the charges as soon as the grievance officer deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated, and in no case later than

fifteen (15) school days following receipt of the complaint. The grievance officer will interview witnesses who are deemed to be necessary and appropriate to determine the facts relevant to the complaint, and will gather other pertinent information. Interviews of students will be conducted in such a way as to reflect the age and emotional condition of the student. The complainant(s) and respondent(s) shall have an equal opportunity to present witnesses and other evidence. Such interviews and gathering of information will be completed within fifteen (15) school days of the receipt of the complaint.

Within twenty (20) school days of receiving the complaint, the grievance officer will meet with the complainant and/or his/her representative and the respondent and/or his/her representative to review information gathered and, if appropriate, to propose a resolution designed to stop the discrimination or harassment, prevent its recurrence and to correct its effect.

Within ten (10) school days of meeting with the complainant and/or his/her representative and the respondent and/or his/her representative, the grievance officer will provide written disposition of the complaint to the complainant and/or his/her representative and to the respondent(s) and/or his/her representative, including a statement regarding whether the complaint was found to be credible and whether discrimination was found to have occurred. Where the grievance officer finds that discrimination has occurred, Canton Public Schools will take steps that are reasonably calculated to end discrimination that has been found; prevent recurrence of any discrimination, and correct its discriminatory effects on the complainant and others, if appropriate. The grievance officer will contact the complainant within 10 school days following conclusion of the investigation to assess whether there has been on-going discrimination or retaliation, and to determine whether additional supportive measures are needed. If the grievance officer determines that additional supportive measures are needed, he or she shall offer such measures to the complainant within fifteen school days following conclusion of the investigation.

Notwithstanding the above, it is understood that in the event a resolution contemplated by the grievance officer involves disciplinary action against an individual, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (e.g., a directive to “stay away” from the complainant, as might occur as a result of a complaint of harassment). Any disciplinary action imposed upon an individual will be subject to applicable procedural requirements. All the timelines indicated above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation in which case the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented.

Confidentiality of complainants/respondents and witnesses will be maintained, to the extent consistent with the obligations of the Canton Public Schools relating to the investigation of complaints and the due process rights of individuals affected.

IV. Retaliation Prohibited

Retaliation against someone because he/she/they has filed a complaint under this procedure is strictly forbidden. Retaliation against someone who has participated in an investigation is strictly prohibited. Canton Public Schools will take appropriate steps as necessary to prevent retaliation. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Upon request, the grievance officer will provide the complainant with the names and addresses of those state and federal agencies which handle discrimination and harassment matters.

Title IX Notice and Procedures

Title IX of the Education Amendments of 1972 states:

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 educational program or activity receiving Federal financial assistance. 20 USC §1681.

Sexual harassment, including sexual violence, is unlawful sex discrimination. As required by Title IX and in compliance with Title IX, the Canton Public Schools does not discriminate on the basis of sex in its education programs or activities including in its admission or employment practices. Inquiries regarding the application of Title IX to the Canton Public Schools' education program and activities are directed to the Title IX Coordinator.

The following conduct constitutes sexual harassment:

- A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

How to Report Sex Discrimination, including Sexual Harassment

Any person may report sex discrimination, including sexual harassment in person, by mail, by telephone, or by electronic mail, to the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made at any time by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinators.

Meghan Byrne
Director of Student Services
Civil Rights and Title IX Coordinator
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060

Julianne Shore
Title IX Coordinator for Staff and Third Parties
Director of Personnel Services
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060

How to File a Formal Complaint of Sexual Harassment

A complainant may file a formal complaint with the Title IX Coordinator by mail, email, telephone or in person. The Title IX Coordinator may also initiate a formal complaint.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Canton Public Schools investigate the allegation.

How Canton Public Schools will respond:

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive measures are offered whether or not the complainant files a formal complaint and are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The Title IX Coordinator must treat complainants and respondents equitably and offer supportive measures to the complainant and respondent.

The Canton Public Schools may remove a respondent from school or an activity on an emergency basis, provided that the an individualized safety and risk analysis determines that there is an immediate threat to the physical health or safety of any student or other individual. Respondents removed on an emergency basis will receive notice and an opportunity to challenge the decision immediately following the removal. This provision may not modify any rights for students with disabilities.

Title IX Grievance Process

In response to a formal complaint, Canton Public Schools will adhere to the following grievance process.

Written Notice:

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to the parties who are known. The written notice shall include:

- Notice of the grievance process, including notice of informal resolution process;
- Notice of the allegations that includes sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice and may inspect and review evidence; and
- Notice that the Canton Public Schools code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If any new allegations arise during the grievance process, the Title IX Coordinator will provide written notice of the additional allegations to the parties whose identities are known.

Investigation:

The Canton Public Schools will investigate the allegations in the formal complaint. CPS will use trained personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party.

The CPS may dismiss the formal complaint if:

- The conduct alleged would not constitute sexual harassment even if proved, did not occur in a Canton Public Schools' education program or activity, or did not occur in the United States.

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint of any of the allegations in the formal complaint, or if the respondent is no longer enrolled or employed by the CPS; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint.

Upon a dismissal, the Title IX Coordinator will promptly send written notice for the dismissal and reason(s) therefor simultaneously to the parties.

When investigating a formal complaint and throughout the grievance process, the CPS will:

- Apply a presumption of innocence, and ensure that the burden of proof and the burden of gathering evidence rests on the CPS and not on the parties;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Protect parties' privacy by requiring a party's written consent before using the party's medical, psychological or similar treatment records during the grievance process;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;
- Prior to the completion of an investigative report, send to each party and the party's advisor, the evidence subject to inspection and review and provide the parties at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- Create an investigative report that fairly summarizes relevant evidence for their review and written response.

Determination regarding responsibility:

- The decision-maker, who shall not be the investigator or the Title IX Coordinator, will provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Complainants may not be asked inappropriate questions about prior sexual history. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.
- The decision-maker must issue a written determination regarding responsibility. To reach this determination, the decision maker shall apply a preponderance of the evidence standard. A preponderance of the evidence means that it is more likely than not that the alleged conduct occurred.
- The decision maker shall review all of the evidence and issue a written determination within fifteen (15) school days of receipt of the matter from the investigator, absent extenuating circumstances.
- The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals:

Either party may appeal the determination regarding responsibility (or from a dismissal) on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the complainant or respondents generally or the individually that affected the outcome of the matter.

Appeals must be submitted to the Title IX Coordinator within five (5) school days of receipt of the written determination and contain a written statement in support or challenge of the outcome. In the event of an appeal, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

Informal resolution:

An informal resolution process is available when a formal complaint is filed. Informal resolution process is available without a full investigation and nothing in the informal process shall preclude the parties from resuming a formal complaint process. Participation is voluntary and written consent is required. An informal resolution process is not permitted to resolve allegations that an employee sexually harassed a student.

Record Keeping

The Canton Public Schools will maintain records regarding sexual harassment reports and complaints for a period of seven years.

Retaliation Prohibited

Retaliation is prohibited against any individual, including complainants, respondents, and witnesses for reporting sexual harassment, participating (or refusing to participate) in any investigation/grievance process. Individuals may report retaliation to the Title IX Coordinator who will investigate and take measures to protect individuals from retaliation.

Complaints of Discrimination and/or Harassment on the basis of sex may also be reported to:

The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150
Electronic Mail: OCR.Boston@ed.gov



COMMUNICATION

It is the general goal of the District to foster relationships with parents that encourage cooperation between the home and school in establishing and achieving common educational goals for students. As appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction. Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the

parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

Blackboard Connect

Blackboard Connect is the telephone and email notification system that Canton Public Schools utilizes to reach our community for time-sensitive situations, outreach for events and daily attendance notifications. It is the most efficient way to keep our district and community more secure, informed, and involved. It is the parent/guardians responsibility to keep their child's information up-to-date in regards to telephone numbers, addresses and email address changes. Please contact your child's main office to update your information in the event that personal information changes at your household after the student demographic verifications are sent out at the beginning of each school year.

Chain of Communication

Students and their parents/guardians are encouraged to initiate communication with staff members regarding their own or their child's academic or behavioral progress as well as to address concerns. The procedure for discussing concerns is to contact the following in this order: Teacher; Counselor; Team Leader or Department Coordinator; Dean of Students, Student Services Coordinator or Assistant Principal; Principal; Assistant Superintendent; and lastly, the Superintendent.

Each staff member should acknowledge and respond to all parent/guardian communication, i.e., telephone calls, emails, etc., within approximately forty-eight hours of its receipt unless there is an emergency. If the staff member contacted does not respond within that time frame, please leave a reminder voicemail or send a reminder email. If a response is not received within approximately twenty-four hours of the reminder, please contact the next staff member in the order outlined above. If a parent or guardian wishes to proceed in a more formal manner in addressing the concern, the parent or guardian should first consult with the teacher (or other staff member) most directly involved whenever appropriate. If the problem is not resolved at the teacher/parent level, then an additional meeting can be arranged with the principal, parents, and the teacher (or other staff member), as appropriate. If needed, further concerns may be addressed to the central office administration.

Campus Suite

Campus Suite is the current company that hosts our public websites that all of the Canton Public Schools use for posting information about the district and school on the internet. Campus Suite is designed to keep teachers, students, parents and the educational community informed about events occurring in the Canton Community.

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|--|---|
| District--Public Website Only* | https://www.cantonma.org |
| Early Childhood Program--Public Website Only* | https://www.cantonma.org/preschool |
| Hansen Elementary School--Public Website Only* | https://www.cantonma.org/hansen |
| JFK Elementary School--Public Website Only* | https://www.cantonma.org/kennedy |
| Luce Elementary School--Public Website Only* | https://www.cantonma.org/luce |
| Galvin Middle School--Public Website Only* | https://www.cantonma.org/gms |
| Canton High School--Public Website Only* | https://www.cantonma.org/chs |

Rediker Portals

The Rediker (Student Management System) will host the GMS and CHS private portals (called PortalPlus) for the school year. Activation codes will be sent to parents, guardians and students AFTER school starts to allow our educators to post information for their new classes. The GMS and CHS portal login will allow access to private reports that include: Attendance, demographics, transcripts and schedules. If you need your access code, please contact the main office.

The preschool and elementary schools currently do not have a private portal for students. All reports are emailed individually to the parent/guardians.

Media Release/Directory Information

Throughout the course of the school year, opportunities often arise for placing student work, names and or photos/video/audio in newsletters, on local cable television in local newspapers such as the Canton Citizen and the Canton Journal, and on the Canton Public Schools' website, individual school websites, external websites (e.g., Kidblog) and other forms of social media (e.g., Twitter). The Media Release can be found on the Handbook Signature Page.

All Canton Public School students are included in Directory Information. If you do not want your child included, you may opt out. Please contact your school directly.

Relations with Parent Organizations

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.

4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations at each school building. For this purpose the Committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization makes the request.

School Cancellation, Delays, or Closing Due to Inclement Weather or Other Emergency

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

Cancellation

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

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

Occasionally, weather conditions may make it necessary to delay the opening of school. Morning bus pickups and the start of classes will be postponed accordingly. All other school activities (meals, dismissals, etc.) will take place at their regularly scheduled times. The Superintendent will generate an automated telephone message, notification will be posted on the website, and the stations listed above will announce delayed openings for the Canton Schools beginning at 6:30 A.M.

Please do not telephone the Police Department, Fire Department or the Department of Public Works to ask about NO SCHOOL, or DELAYED OPENING announcements.

Each of the foregoing must make and receive many important telephone calls of an emergency nature, and your telephone call only interferes with the performance of their duties at a critical time in the morning. Please wait for the phone call from the Superintendent, check the website, listen to the radio stations, or watch the morning news stations listed above.

Early Closing

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

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

Any **school cancellations due to COVID-19** or other public health related issues will be communicated in a similar fashion as stated above for inclement weather, *and* will also include a letter home to families describing the issue in greater detail and the duration of the school closing.

Student Complaints

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner. In order to keep such discussions within a practical size, student representatives will be permitted to participate with the Principal, staff members, or School Committee members who may be involved. (M.G.L. 76:17)



FACILITIES

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

As a requirement of the A.H.E.R.A. (Asbestos Hazard Emergency Response Act) regulations, it becomes necessary to inform all persons in the Town of Canton that the Asbestos Management Plan for all schools is located in the main office of each individual school and a copy of each is also located at the Maintenance Department office.

For any questions, please contact:

Brian Lynch
Facilities Director
Canton Public Schools
lynchb@cantonma.org
781-821-5060 Ext: 1130



FINANCIAL--FEES AND PAYMENTS

Building Rental

Information about renting space in a Canton Public School Building can be found on the website, or by clicking here. [District Forms Webpage](#)

Lunch Payments

See [Food Services Section](#) page 55 below.

Online Payments

The Canton Public Schools accepts payments and fees online, through an online payment vendor, MySchoolsBucks.com. Examples of payments include transportation fees, kindergarten and preschool tuition, lunch payments and athletic fees. Payments can be made by two methods:

- ACH (E-Check) Payments \$0.25 now being accepted for all purchases except Food Services. The \$0.25 program fee will be added to your total at the time of checkout and paid directly to myschoolbucks. The \$0.25 program fee is per \$500.00 in total transactions. If your transaction exceeds \$500.00, you will be charged an additional \$0.25 and your bank statement will show two transactions.
- Credit Card Payments: There will be a 3.95% program fee added to your total purchase at the time of checkout and paid directly to myschoolbucks.
- Food Services Payments Only: There will be a \$2.75 program fee added to your purchase at the time of checkout and paid directly to myschoolbucks. Maximum addition to your student's meal account is \$120.00 per transaction. ACH (E-Check) fee for payments is \$2.49

More information can be found on the district and school websites.

Student Fees, Fines and Changes

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these school fees.

A school may exact a fee or charge only upon Committee approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

Student Fundraising Activities

The school committee fundraising policy will be reviewed in an upcoming school year.

Student Gifts and Solicitations

Students will be discouraged from giving gifts to classroom teachers and other school personnel. There will be no formal exchange of gifts between students in the classroom in accordance with the Massachusetts Ethics Commission Conflict of Interest advisory. Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the building administrator or Superintendent of Schools.

Any organization desiring to distribute flyers or other materials to students may do so only with the approval of the Superintendent.

Transportation Fees

See Transportation Section.



FOOD SERVICES

General Information

The Food Service Department of Canton Public Schools recognizes the importance of sound nutrition in academic achievement and is committed to offering a variety of healthy foods to children through the school breakfast and lunch program. Over 300,000 meals are served each year at the Canton Schools. We proudly participate in the National School Lunch Program. All meals served meet or exceed the nutritional guidelines set by the USDA.

All schools use the Nutrikids Point of Sale System and [MySchoolBucks](#) for student account funds. Cash is also acceptable at all registers.

Each student has an 8 digit student ID number and 4 digit PIN number.

- **Breakfast Program:** Breakfast is served every day at the following schools: Rodman Early Childhood Program, Canton High, William H. Galvin, Lt. Peter M. Hansen, J.F. Kennedy and Dean S. Luce School.
- **Lunch Program:** Lunch is served daily at the following schools: Rodman Early Childhood Program, Canton High, William H. Galvin, Lt. Peter Hansen, J.F.Kennedy and Dean S. Luce School.

Free and Reduced Price Meals Applications

Students may be eligible for free or reduced price meals. During the first week of school a Free and Reduced Meal Application is given to every student. Applications are available in the main office at all schools, the Food Service Department Office, 960 Washington St, Canton and [on the district's website](#).

Purchasing School Meals

Free Meals until June 30, 2023

The Commonwealth of Massachusetts has extended Free Meals for all children through June 30, 2023. Each child may receive one free school breakfast and one free school lunch every day. Second meals may be purchased at the priced indicated in the chart below:

Current Menus available on the Food Service Department [website](#).

School Meals may be purchased as follows:

- Pre Paying your child's account online using [MySchoolBucks](#). The service fee is \$2.49 or \$2.75, depending on the method of payment. The link and instructions are available on the Food Service Department [website](#).
- Pre paying your child's account by sending a check in to your child's school or to the Food Service Department at 960 Washington St. Canton, MA 02021
- Paying with cash to make a purchase.

| Schools | Breakfast-- Full Price | Breakfast--Reduced Price | Lunch Full Price | Lunch--Reduced Price |
|------------|------------------------|--------------------------|------------------|----------------------|
| CHS | \$2.00 | \$0.30 | \$3.30-\$3.50 | \$0.40 |
| GMS | \$2.00 | \$0.30 | \$3.30 | \$0.40 |
| Elementary | \$2.00 | \$0.30 | \$3.00 | \$0.40 |
| Rodman | \$2.00 | \$0.30 | \$2.75 | \$0.40 |

Food Allergies and Medical Conditions

Please contact your child’s School Nurse and the School Food Service Director, Martha Lawless at lawlessm@cantonma.org or 781-821-5060 extension 1246.

Charge Lunch Policy

If your child forgets their lunch, lunch money, or does not have money in their MySchoolBucks account we will provide your child with a breakfast or lunch. A maximum of four charged breakfasts or lunches will be provided. Charged meals will result in a negative balance. The parent/guardians is responsible for payment of the charged meals. Charging a-la-carte foods will not be allowed.



HEALTH SERVICES

HEALTH SERVICES

District Nurse Leader, Lauren Pushard, RN

781-821-5060 ext 1113

District Resource Nurse, Irene Keefe, RN

781-821-5060 ext 1174

Home School Nurse Interventionist, Melissa Silverman, RN

781-821-5060 ext 1176

| Canton High School | Galvin Middle School | Hansen Elementary | JFK Elementary | Luce Elementary | Rodman Preschool |
|---|--|---|--------------------------------|--------------------------------|--------------------------------|
| (781) 821-5050 x2110 | (781) 821-5070 x3110 | (781) 821-5085 x4102 | (781) 821-5080 x5102 | (781) 821-5075 x6109 | (781) 821-5060 x1508 |
| Maureen Campbel, RN Christine Trendell, RN | Lindsey Coppola, RN Tara Medeiros, RN | Bethany Glennon, RN Denise Shepard, RN | Ellen Stenmon, RN | Cindy Bonner, RN | Bailey Hewit, RN |

Canton School Nursing Team

Members of the Canton School Nursing Team are essential members of the school’s multidisciplinary team in advocating for the student’s health needs in relation to the entire school community. The school nurses teach individual students, parents/guardians and staff about health and wellness issues and strive to promote an understanding of student health needs that impact learning. Members of the Canton Nursing Team may conduct or assist in teaching lessons on age appropriate health topics such as hand hygiene, nutrition, mental wellness, and growth and development. The team works in collaboration with the town physician, the Board of Health, and wellness and guidance staff to provide information and assist in presentations based on the needs of the student population.

The role of the school nurse

In the school Health Office school nurses provide wellness, advisory, and emergency care only; it is not a diagnostic clinic. After first aid has been administered, parents are responsible for contacting their physician for diagnosis and treatment. The following are health services provided by the school nurse:

- Immunization surveillance
- Mandated health screenings
- Basic first aid
- Medication administration
- Disease management
- Symptomatic Covid-19 testing

- Health education/resource
- Skilled nursing care and management of students with special health care needs
- Referral for health care and health insurance
- Consultant for student health issues
- Health assessments for special education evaluations
- Liaison between home, school, and community resources

Confidential Health Information/Medical Services/Special Health Care Needs

Canton Public Schools’ nursing staff work collaboratively with the District’s Student Services department regarding students’ individualized healthcare needs consistent with the requirement of state and federal law.

Please contact the school nurse if your child is under the care of a physician or if there have been any changes in health status. Information is shared with faculty, staff, the Student Services department, and Emergency Services only on a need-to-know basis to maintain the health and safety of your child.

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

Students with an acute injury (fracture, sprain or other condition) that requires the use of crutches, or a wheelchair, require a doctor’s note/certificate upon return, including when a student can return to PE class. This is required for any student returning to school under the following conditions: a prolonged illness, a surgery, an accident, and any restrictions on activity such as slings, casts, or crutches or an absence of five or more consecutive days.

Parents should notify the school nurse prior to the student’s return to school. The school nurse will work with parents/guardians, and the Student Services department to develop and document appropriate accommodations and notify appropriate personnel.

Communicable Disease Guidelines

Any concern or diagnosis of a communicable disease, please notify the school nurse, immediately. The school nurse will assist with the procedures needed, regarding the return to school policies.

| <u>Disease</u> | <u>Recommended Minimum Absence From School</u> |
|--|---|
| Chicken Pox | From first eruption until lesions are crusted over, child is fever free for 24 hours, and until a doctor’s note provided for re-entry |
| Streptococcal Infections (“Strep Throat”, “Scarlet Fever”) | From diagnosis until 24 - 48 hours after first dose of medicine, fever free for 24 hours, and until doctor’s note provided, clearing for re-entry. |
| Pneumonia | From diagnosis until doctor's note provided for re-entry, and fever free for 24 hours |
| Impetigo | From diagnosis until 24 hours after medical treatment has begun, lesions must be covered in school, and until doctor’s note provided, clearing for re-entry |

| | |
|----------------|---|
| Ringworm | From diagnosis until 24 - 48 hours after first treatment and until doctor's note provided, clearing for re-entry. |
| Scabies | From diagnosis until 24 - 48 hours after first treatment and doctor's note provided, clearing for re-entry |
| Conjunctivitis | From diagnosis until 24 - 48 hours after the first dose of medicine, no eye drainage evident, and doctor's note provided, clearing for re-entry |
| Pinworm | From diagnosis until 24 - 48 hours after treatment and doctor's note provided, clearing for re-entry |
| Head Lice | From diagnosis, until first treatment - student must be checked by school nurse and cleared for re-entry |

| | |
|--------------------------|--|
| Gastrointestinal viruses | From the first episode of vomiting or diarrhea until 24 hours with no episodes and fever free for 24 hours before returning to school. |
| Flu | From diagnosis until 24 hours fever free with no medication and symptoms mostly resolved. |
| Covid-19 | From diagnosis or from the first day of symptom onset, students should isolate at home for 5 days returning on day 6 only if symptoms have mostly resolved and the child is fever free with no medications for 24 hours. School nurse clearance required for re-entry. |

Covid-19 Return to Sport protocol

In conjunction with our school physician and the recommendations of the Academy of Pediatrics, we have developed a Return to Sport protocol for all Covid-19 positive athletes due to the risk of myocarditis after the diagnosis of Covid-19. All Canton High School students participating in a sport after having Covid-19 will be required to have an in person visit with a physician that completes a cardiac screen. Students may return to sports with physician clearance.

Concussion Policy

Canton Public Schools, in order to protect the health and safety of students and to comply with 105 CMR 201.000 enacted in June 2011, has developed a Concussion Management Policy to provide standardized procedures for persons involved in the prevention, training, management and return to academics, learning, and play decisions regarding students who incur head injuries. The intent of this policy is to assist a student, diagnosed with a concussion so he/she/they are identified, treated, referred appropriately and receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

Elevator

The elevator is available exclusively for students with a physical disability or injury. The school nurse will meet with the students to discuss guidelines for use of the elevator and to issue a key or elevator pass if necessary. Any student using an elevator without permission will be subject to disciplinary action.

Field Trips

The school nurse will work with parents/guardians and Student Services staff to ensure that students with special health care needs or medications are able to attend field trips. Any students self-administering

medication on field trips must have signed permission from a parent/guardian and be signed off by their physician and school nurse for competency. School nurses can assist with this process.

Food Allergy Management

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

Forms

All health and medication forms are available from the school nurse or may be downloaded from the web at <http://www.cantonma.org/pages/CantonPublicSchools/AboutCantonPublicSchools/DistrictForms>

Healthy Decision Making

The Canton community recognizes that lifetime wellness, social/emotional well being, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. The district has implemented, and continues to modify, a Pre K-12 Comprehensive School Wellness Program. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy lifetime habits. We will teach, encourage, and support healthy eating choices and daily physical activity for our students. With this in mind, **all foods made available on school campuses during school hours should offer children nutritious choices.** **Cupcakes, cakes and other food treats of this sort are strongly discouraged in order to comply with our Wellness Policy and concerns around food allergies.**

Illness/Injury at School

Students who become ill or injured during the school day should notify their teacher before going to the Health Office. Students should obtain a written pass to see the school nurse except in an emergency situation.-All accidents that occur on school property must be reported to the teacher and the school nurse. Students with minor health concerns will be assessed and treated by the school nurse and sent back to class. The school nurse does not contact the parent/guardian every time a student visits the Health Office. The school nurse will make the determination of parental contact based on their professional assessment as well as the need for observation and/or follow-up. More serious health conditions will be referred to a parent/guardian, physician or counselor. Parents/Guardians are responsible for contacting their physician for diagnosis and treatment as well as for care and transportation of their child, who cannot stay in school. The school nurse will determine if the student requires dismissal for an illness or injury and will call the parent/guardian to make transportation arrangements. Students needing to be dismissed must be picked up in a timely manner for health and safety reasons. If ill, students should not call parents/guardians to be picked up from school without seeing the school nurse for a health assessment. Students not assessed by the nurse should be dismissed through their school's main office.

Emergency Contact Information

Parents/guardians are asked to provide emergency contact information to their student's school. Please be aware that this information is critical to the school nurse being able to reach you in an emergency. Please list all correct cell phone and office numbers where you can be reached. When listing alternate emergency contacts, list only those people that live close to Canton and have access to transportation. Please update contact information as needed. Children who require emergency care will be transported by ambulance to the nearest hospital for treatment.

Illness Requiring Absence from School

Upon return from any absence, students must provide a note describing the reason for the absence. If your child is out of school for five days or more you should notify the school nurse. Any school absence for five or more consecutive days requires a note from a health care provider which should be presented to the school nurse before the student returns to school. Without medical documentation these are considered unexcused absences. When you call the absentee line of your school, please specify the nature of the illness. Here are some guidelines to follow:

Keep your child home if he/she/they:

- Has evidence of a newly developed cold (runny, stuffy nose, coughing, sneezing). The greatest period of contagion is the first 2-3 days after onset of symptoms.
- Has Covid-19 or Covid-19 symptoms.
- Has the flu or flu symptoms.
- Has an elevated temperature, over 100° (degrees) within the past 24 hours.
- Has a suspicious rash.
- Has pain or discharge from eye(s) or ear(s).
- Has had an upset stomach, vomiting or diarrhea within the past 24 hours.
- Has a contagious disease (i.e. strep throat, tonsillitis, bronchitis, conjunctivitis, etc.) until he/she/they has been seen and treated by a doctor with **at least 24 - 48 hours of treatment**, is fever free for 24 hours, and feels well enough to be able to participate in school activities.

If your child should develop any of these or other symptoms hindering the child's ability to learn during school hours, the school nurse will notify you and the child will be dismissed.

Immunizations

No student will be allowed to attend school until health records have been reviewed and the student has been cleared by the school nurse.

No student, as defined by the Department of Public Health in 105 CMR 220.400-500, is allowed to attend a preschool, or kindergarten through grade 12 without a certificate of immunizations documenting that the child has been immunized in accordance with current DPH recommended schedules for preschool, elementary, middle and high school students.

<http://www.cantonma.org/pages/CantonPublicSchools/Departments/HealthServices/SchoolEntryRequirements>

There are specific exceptions to the DPH immunization requirements which may be discussed with the school nurse as needed.

Insurance

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

Latex Products

The use of latex balloons and other latex products are not allowed in the District's school buildings.

Medication Policy

Prescription Medication: Medications should be administered at home before and after school unless it has been deemed medically necessary by a physician to have medication administered during the school day. Students requiring prescription medications, including inhalers and EpiPens, during the school day must have signed medical orders from a physician and permission from the parent/guardian on file in the health office

before medications can be administered by the school nurse. Any students with asthma or a prescription for an EpiPen for allergies are required to have Emergency Action Plans signed by the child's parent/guardian and physician. Medication must be delivered to the nurse in a pharmacy or manufacturer labeled container by the parent, guardian, or a responsible adult. No medication is to be left in the main office. When the medication is delivered to the nurse it will be counted and the nurse and parent/guardian will sign that the medication was received. The nurse is only allowed to keep a 30-day supply of medication at a time. Students are not permitted to carry any medication including over-the-counter medication with the exception of an insulin pump for treatment of diabetes, emergency epinephrine for a life threatening allergy and/or an inhaler for asthma as long as the nurse has received written physician orders, Emergency Action Plans, signed parental permission, and the student has been signed off as competent to self-administer the medication. There is additional planning and paperwork required for a student to self-administer an inhaler. Please notify the nurse to assist with the planning process.

No child is permitted to bring medications to and from school. All medications must be picked up by the last day of school. Any medication not picked up will be disposed of appropriately.

Non-Prescription Medication: Acetaminophen (Tylenol) and Ibuprofen (Advil) may be administered with written parental/guardian permission in accordance with the protocol approved by the school physician. Parents/guardians of elementary school students will still be called by the nurse before Acetaminophen or Ibuprofen is administered even with written consent. At the middle school and high school levels, a written letter will be sent home notifying parents/guardians after the 10th dose of Acetaminophen or Ibuprofen is administered. All other non-prescription medications require an order from a health care provider. The Health Office also has a list of Standing Orders from the school physician for treatment of minor injuries and/or illnesses.

Nutrition

Parents/guardians are encouraged to ensure that students eat breakfast before coming to school. A well-balanced diet, including three meals and two snacks a day, will improve academic performance. The school nurse is available to help students with any nutritional problems including obesity, failure to thrive, and eating disorders. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy lifestyle. We will teach, encourage, and support healthy eating choices for our students. Please notify the school nurse if you or your child need any assistance with nutritional needs.

With this in mind, **all foods made available on school campuses during school hours should offer children nutritious choices.** Food is no longer encouraged at any of our celebrations.

The "Act Relative to School Nutrition" was signed into law on July 30, 2010 and required that schools participating in the National School Lunch Program must comply with the nutrition standards as of August 1, 2012. The goal of the law was to establish standards for competitive foods and beverages sold or provided in public schools during the school day to ensure that schools offer students food and beverage choices that will enhance learning, contribute to their healthy growth and development, and cultivate life-long healthy eating behaviors.

Physical Activity Exclusion

Students may be excused from participating in physical education classes for an illness or injury, only if a physician note is provided to the school nurse.

Physical Examinations

All new students, and students entering grade 1, 4, 7, and 10, are required to submit a record of a complete physical exam before the start of school each year. Students participating in athletics must have a completed physical examination within 12 months of the start of their pre-season or try-outs.

Rest

All students should arrive at school well-rested and ready to learn. Depending on age, students generally require between 8-12 hours of sleep each night.

School Entry Requirements

All new incoming students registering with the Canton Public School District are required to submit updated immunization records, consistent with MA state requirements and documentation of a complete physical exam by a licensed physician, nurse practitioner or physician's assistant within one year prior to entrance to school or within 30 days after school entry. Immunization records must accompany the physical exam. A student transferred from another school system will be directed to the pre enrollment nurse for determination of medical clearance for enrollment. There are specific exceptions to the DPH immunization requirements which may be discussed with the school nurse as needed.

Students participating in athletics and those requesting a work permit must have a complete physical annually.

Screenings

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

| | | |
|-------------------------|---------------------------|----------------------------|
| ● Vision: K-5, 7 and 10 | ● Hearing: K-3, 7 and 10 | ● Height and Weight: K- 12 |
| ● BMI: 1, 4, 7 and 10 | ● Postural Screening: 5-9 | ● SBIRT Screening: 9 |

*If a parent wishes to waive the state mandated screening for BMI, postural or SBIRT screening, a request in writing must be submitted to the school nurse prior to the scheduled time for those screenings. Notification of screening dates will be sent out to families ahead of time.

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

BMI: Body Mass Index is a measure of body fat based on height and weight.

SBIRT: Screening, Brief Intervention, and Referral to Treatment is an evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and illicit drugs.



SAFETY AND SECURITY

Evacuation/Fire Drills and Lockdowns

Evacuation or Fire drills are held periodically during the school year. During these drills students exit the building and stand in designated areas where they will be accounted for.

When the alarm sounds, students are to follow the exit directions posted in each room. Students are expected to pass quickly in an orderly manner, forming into double lines on each stairway. Talking is not allowed at any time during an evacuation. If it is necessary to receive vital directions or information during a real fire, it is of great importance that these can be heard by all. If a student is not with their class when an alarm sounds, he/she/they should leave by the nearest exit and not attempt to join their class in the building. Students must then rejoin their class outside the building. All classes and students must move away from the building and wait silently for the “all clear” announcement before returning to the building.

Enhanced lockdown procedures are in place and practiced in the event of an emergency situation. These include: Shelter in Place, Lockdown and Evacuation. All drills are conducted in collaboration with Canton safety officials. There may be times when safety requires students to remain in their classrooms or other locations in the school. Students will receive instructions about lockdown procedures and must take these directions seriously. There may be lockdown practice drills to insure that everyone understands the procedures of a lockdown. For the safety of all, it is important that students follow all directions of adults during lockdown drills or announcements. Students who do not follow the directions given by staff will be subject to disciplinary action.

Michael’s Law

Canton Public Schools has developed a District-wide Medical Emergency Response Plan in consultation with members of the school community, including administrators, school nurses, athletic team trainer, coaches, local medical and other emergency responders, and other community providers. The purpose of the plan is to reduce the incidence of life-threatening emergencies and promote efficient responses to such emergencies.

Components of the Response Plan include, but are not limited to:

1. Safety Assessments on school property to prevent injuries and accidents.
2. Ongoing relationships of Canton School Administrators with fire and police chiefs as required under the Multi-Hazard Evacuation Plan.
3. Accessibility to 911 Emergency Response and associated protocols.
4. Contact information for each school’s Crisis Team members and a Canton Crisis Phone Tree, each with telephone and extensions, and cell phone numbers for rapid accessibility.

5. Medical Emergency Protocols posted in all public areas on campus with instructions on how to activate the local emergency medical services (EMS).
6. Cardiopulmonary Resuscitation (CPR) and First Aid Training.
7. Medical Emergency Response Drills.
8. Presence of Automated External Defibrillators (AEDs) in all school buildings.

Policy on Restraint of Students

All schools and programs within the Canton Public Schools are committed to maintaining an orderly, safe environment conducive to learning for all students and staff. It is the policy of the Canton Public Schools that physical restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate in accordance with 603 CMR 46.00 et seq.

The use of mechanical restraint, medical restraint, prone restraint unless permitted pursuant to 603 CMR 46.03(1)(b); the use of restraint inconsistent with 603 CMR 46.03, and seclusion is prohibited. The use of “timeout” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint.”

Notwithstanding the above, in the event of an emergency in which physical restraint is deemed the only appropriate option to prevent injury to students and/or staff, nothing shall preclude a teacher or District employee from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The Superintendent or designee will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school’s method of physical restraint for use in emergency situations;
- Descriptions of the school’s training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to notify a parent of the use of restraint orally within 24 hours of its imposition and in writing within 72 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Procedures for conducting periodic review of data and documentation on the use of physical restraints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A process for obtaining Principal approval for a time out exceeding 30 minutes.
- A process for obtaining Principal approval for a restraint exceeding 20 minutes.

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 a training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's restraint prevention and behavior support policy and accompanying procedures. 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 discipline or punishment, or as a response to the 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 assault or imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting.

No written individual behavior plan or individual education program (IEP) may include the use of physical restraint as a standard response to any behavior.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

School Resource Officers

A School Resource Officer (SRO) is a law enforcement officer who works in a school system. The main goal of the SRO is to prevent juvenile delinquency by promoting positive relations between youth and law enforcement. he/she/they assist administration with concerns surrounding bus safety and behavior, discipline referrals and attendance, and participate in both regular education and special education meetings as necessary. In addition, school resource officers may conduct wellness checks at a student's place of residence if the school determines the child's safety is in jeopardy. The school resource officers also work with teachers and counselors to educate students in bullying and cyberbullying, drug and alcohol awareness, the transition to high school and other topics that involve the safety and well-being of our students.

Volunteers and Chaperones

To support student safety, all school volunteers, including field trip chaperones, must submit a CORI form and get fingerprinted. If you anticipate volunteering, you are strongly encouraged to complete these requirements early in the school year, as there may be delays. CORI forms must be updated every three years. [Click here to access the District Forms.](#)



Student Services

Programs for Students with Disabilities

Students with disabilities must be provided with a free appropriate public education, regardless of the nature or severity of their disabilities. Students with disabilities must be educated with non-disabled students to the maximum extent appropriate to their needs. School districts must identify students who may be eligible for special education or related services under the Individuals with Disabilities Education Act. Evaluation procedures must avoid inappropriate education resulting from the misclassification of students. Procedural safeguards must be established to enable parents/guardians to participate in educational decision making regarding the evaluation and placement of students. School Districts must ensure that no otherwise qualified individual with a disability shall, solely by reason of his/her/their disability, be excluded from, participate in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The District is responsible for locating and identifying students who because of a disability, need or are believed to need special education and/or related services and/or accommodations.

20 USC 1400, et seq.
34 CFR Part 104
MGL c. 71B

A referral for an evaluation to determine eligibility for special education or under Section 504 may be made to the Student Services department.

Meghan Byrne
Director of Student Services
Civil Rights and Title IX Coordinator
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060 x1121
byrneme@cantonma.org

Observations of Special Education Programs

Parents' request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Director of Student Services or designee and/or Principal.

1. The Director of Student Services or designee shall contact the parent(s) for initial scheduling conversation within approximately five (5) days of receipt of the parents' request.
2. When a parent requests an observation of a special needs student or program, the Director of Student Services or designee will seek approval from the Director of Special Education and the building principal before it is processed. The District shall provide timely access to the program and such approval may only be withheld for those reasons outlined within law and DESE regulation.

3. The Director of Student Services or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom). The District will permit access that is of sufficient duration and extent to accomplish the purpose of the visit.
4. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption.
5. If the observer is not the parent, the parent must sign a release for the individual to observe.
6. The number of observers at any one time may be limited.
7. The observer will be informed that he/she/they is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she/they will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
8. The observer will be informed that he/she/they is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she/they is not there to evaluate a teacher's ability to perform his or her contractual job duties.
9. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.
10. A school administrator, or designee, also will observe at the same time and may take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period.

(MGL 71B:3) Massachusetts Department of Elementary and Secondary Education Technical Assistance Advisory SPED 2009-2 dated January 8, 2009

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

The McKinney-Vento Homeless Assistance Act requires school districts, through their homeless student liaisons, to provide public notice of the education rights of the homeless students enrolled in their districts. As required by law, Canton Public Schools will work with homeless children and youth and unaccompanied youth (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs, summer programming and extracurricular activities.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;

5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
7. Migratory children living in conditions described in the previous examples.

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The Homeless Liaison is Stephanie Shapiro.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district. If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

Educational Stability for Students in Foster Care

Federal law, *Every Student Succeeds Act* (ESSA), ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. Educational stability has a lasting impact on students' academic achievement and

wellbeing, and the District is committed to supporting efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

Students in Foster Care are defined as students placed by the Department of Children and Families (DCF) into 24-hour out-of-home care, away from his/her parents or guardians. These placements include, among others:

- foster family homes;
- foster homes of relatives;
- emergency shelters (including STARR programs and Transitional Care units);
- residential facilities;
- child care institutions;
- group homes; and
- pre-adoptive homes.

Foster care students may continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). ESSA also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced.

The Superintendent shall designate an appropriate staff person to be the District's Point of Contact to help ensure the educational stability of students in foster care.

The POC is responsible for the following:

- Participating in the process for making best interest determinations in collaboration with DCF representatives, and documenting those determinations;
- Ensuring school enrollment and attendance of students in foster care and timely transfer of records, as needed;
- Developing and implementing procedures for providing and coordinating cost-effective transportation, as needed; and
- Facilitating professional development for district staff as needed to promote educational stability for students in foster care.

Additionally, the POC will help ensure that students in foster care:

- Are identified and supported through coordination between districts and DCF;
- Are enrolled in and regularly attending school; and
- Have full and equal opportunity to succeed in school and to meet the same challenging state academic standards as other students, and to receive educational services for which they are eligible.

Decisions about whether a student in foster care should continue to attend the school of origin are made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed, and these parties should have the opportunity to participate meaningfully in the decision-making process. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination. When DCF and the involved district(s) cannot agree about whether it is in the student's best interest to remain in the school of origin or to enroll and attend locally, and DCF makes a final decision that the district cannot accept, the district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by ESE and DCF. Decisions made through this process are not subject

to review. Under ESSA, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

LEGAL REF.: Every Student Succeeds Act (ESSA).



TRANSPORTATION

General

The Canton Public Schools will transport K-12 students on a daily basis according to the guidelines listed below.

- The purpose of student busing is to provide safe transportation for those students who live beyond a reasonable walking distance from their schools. In fulfilling this purpose the School Department will try to ensure that student transportation is reasonably convenient. Parents and students should keep in mind, however, that buses are used to transport high school, middle school and elementary students in close succession, and that they must, therefore, be tightly scheduled. Plus, there are a limited number of buses at our disposal.
- Student handbooks for elementary, middle and high schools outline the responsibilities of the students with regard to their conduct on the bus. Violations of the rules or conduct outlined in the handbook may result in temporary or permanent suspension of the bus riding privileges. No refunds will be issued for students suspended from bus service.
- Transportation applications are sent out via email at the end of April each year. All forms must be returned whether or not your student requires transportation. All students must submit forms even if they are not required to pay the fee. Deadlines for payment are clearly delineated. If space is available, applications received after the deadline will be processed on approximately October 1st and/or placed on a waiting list.
- Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus.
- Regular student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus.
- Parents should not expect buses to operate over roads that are not properly maintained, on private lanes or driveways, or on dead ends or cul-du-sacs. School buses are not permitted to back up in order to make a turn around.
- Buses try to maintain a schedule but due to traffic considerations and weather conditions, times may vary.

Eligibility for Bus Transportation

The Canton Public Schools follow the State of Massachusetts requirements for transporting students, which is any student in grades kindergarten through sixth, who lives more than 2 miles from the school he/she/they are entitled to attend, shall be eligible for transportation at no cost. (MGL., c71, sec 68)

- A. All special needs in-town preschool students may receive transportation at no cost to the family if required by IEP.
- B. Grades K – 6: Students who live over two miles from their school OR must cross or walk along Route 138, receive transportation at no cost to the family.
- C. Grades K – 6: Students who live under two miles have the option of receiving transportation for a fee.
- D. All students grades 7 – 12, regardless of distance or location, have the option of receiving transportation for a fee.
- E. By law, children who receive free or reduced lunch, do not have to pay for transportation but must still apply each year for both transportation and free or reduced lunch.

Notes:

1. Mileage is determined by the “Transfinder Pro” transportation software system. This is a scheduling and routing package that contains a GPS (Global Positioning System) and the Town of Canton map provided by the assessor’s office. Measurements are made from the end of the student’s driveway to the beginning of the driveway at the school, not door-to-door.
2. Massachusetts General Law and the Department of Elementary & Secondary Education define the route to a school as a “commonly traveled route”. The route between the residence and the school is a “walkable distance” not necessarily the route the bus may take.
3. Serious safety hazards: the Transportation Manager will investigate all requests for bus transportation because of safety hazards. Where necessary, school officials will consult with the Canton Police before making a judgment as to whether a particular situation warrants busing.

Routing of Busses

- A. All kindergarten children will be picked up in the morning and dropped off in the afternoon at either their neighborhood bus stop or their homes, wherever is more feasible. There is no guarantee of door-to-door pick up or drop off. Kindergarten students will not be dropped off at a bus stop unless a parent, responsible adult or older student is there to escort them home. If no one is present to meet the students, they will be returned to their school.
- B. The Transportation Manager will make every effort to ensure that no student has to walk more than one half (1/2) mile to the bus stop.
- C. Maintaining the sidewalks and roadways is the responsibility of the Public Works Department, and they should be notified for repairs or maintenance.
- D. For the purpose of busing, special needs students will be subject to the same policies as all students unless the Director of Student Services recommends special arrangements or the student’s IEP specifically requires transportation modifications.
- E. If a medical need arises, where a student may need temporary transportation, the parent needs to contact the child’s school nurse.
- F. Children on crutches, who can still ride the bus, should sit near the front of the bus for safety reasons.
- G. Students are to be transported from their assigned bus stop. Students are not permitted to ride on any bus except the one to which they are assigned, unless prior approval has been granted.
- H. If an elementary school child requires before or after school care from a different location than their home location, the request must be made, in writing, to the Transportation Manager. Locations will only be considered that are within Canton town limits and within the child’s elementary school district.
- I. Bus drivers do not determine stops, nor can they change stops. Drivers cannot, by law, drive a bus with student numbers greater than its capacity, except in a very specific case of emergency and then only at the direction of the School Department. Drivers cannot allow non-students (including parents) onto the buses.
- J. Routes will be considered “full” when 47 secondary students or 65 elementary students are assigned to them. Applications that arrive after the buses have reached capacity will be put on a waitlist.

Regulations for School Bus Use for All Students

- A. STUDENTS Loading and Unloading at the bus stop and at the school
 1. Be on time at the designated bus stop – buses will not stop if a child is not waiting at the stop. Waiting inside the house until the bus arrives is not acceptable. Children should be waiting at their stop at least five minutes prior to the bus arrival.
 2. Bus riders should conduct themselves in a safe manner while waiting. This means staying off the road and away from other people’s property.
 3. Wait until the bus comes to a complete stop before moving toward the bus and attempting to board the bus.

4. Board or leave the bus by crossing the street in front of the bus at a distance of about ten feet and only cross the street upon the signal of the bus driver.
5. Bus riders will not crowd or push while boarding the bus.
6. Bus riders will sit on the bus according to grade i.e. fifth graders in the back to kindergarten in the front OR eighth graders in the back to sixth graders in the front. There is no seating plan for high school students.
7. Students cannot ride a bus without a bus pass. If a student loses or misplaces his/her bus pass, s/he must obtain a new pass from the Transportation Manager. Replacement passes are available from the Transportation Office for a fee.

B. STUDENTS – Riding the bus

1. All parts of the body i.e. hands, arms, head, feet, legs, etc must be kept inside the bus at all times. Permission from the driver should be given before any windows are opened or closed.
2. No eating or drinking is permitted on the bus, including candy and gum.
3. Children must keep the bus clean – remove all trash and belongings.
4. Talking shall be conducted in a low tone, i.e. no shouting, screaming, yelling or unnecessary distractions. Profane, derogatory or disturbing language shall not be used.
5. Cell phones, games and iPods can only be used with headphones. Video recording by students, parents, or guardians is not permitted on any bus. Canton schools and the bus company will not take responsibility for any item brought on or left on the bus.
6. Bus riders must remain seated at all times. For elementary students, there could be three students to a seat and for GMS and CHS, there should be two students to a seat.
7. No items can be in the aisle or blocking an exit. Instruments and projects can only go on the bus if the items can fit securely on the student's lap with room for another student in the seat.
8. School buses are an extension of the school day – all rules concerning discipline apply to the behaviors on the bus. The driver is responsible for the safety of the children and can enforce rules on the bus.
9. Student's misbehavior may be documented by the bus drivers who have discipline forms that should be completed and submitted to the Principals at each school. Children may be suspended from the bus for a period of time or completely removed from transportation. No refunds will be given.
10. If a student damages any part of the bus (e.g. tearing seats), the parent is responsible for paying for the damage.

Payments

- A. Fees for the Pay and Ride program are set by the School Committee each year. Payment is due on or before a date determined by the School Committee.
- B. Payments can be made by credit card or ACH - log onto www.myschoolbucks.com. If you already have an account in "My School Bucks" that you use to pay for your child's school lunches, you will automatically find the Transportation Program in your School Store. If you don't not have an account in "My School Bucks" you will need to register as a new user. You will be asked to create a username and password and will be given the opportunity to add any number of children to your account. When adding a child, you will be asked for his/her Student ID. Please reference your Pay and Ride Program Application for the unique identification number. *Please note that during checkout there will be a 3.95% transaction fee added to your total transportation credit card purchase or twenty-five cents (\$0.25) for ACH transactions. This fee is paid directly to myschoolbucks.*
- C. If you pay online, Pay and Ride applications must be completed and submitted in order for students to be assigned a bus.

- D. If you are eligible for free or reduced lunch, you do not need to make a payment, but you are required to submit the Pay and Ride Application each year. You must fill out a new Free or Reduced Lunch form each year as soon as they become available in the summer. If you are no longer eligible for free or reduced lunch, you will be contacted by the Transportation Office to make full payment before your child will be assigned a bus. All transportation procedures apply even if you do not have to make a payment.
- E. No payments will be refunded without approval from the Business Administrator.

Transportation Behavior (also found under Code of Conduct)

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Canton Public Schools and/or contracted transportation vendors may utilize audio and video surveillance on all student transportation vehicles. Regular student transportation is a privilege, not a right, and is dependent upon the student’s good behavior while on the bus.

The principal or his/her designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the student has previously been involved in misbehavior on the bus, and other circumstances. The following general guidelines, however, will be used by principals in determining penalties for disobedience or misbehavior.

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

There are no refunds of bus fees for the situations described above. Other penalties, including suspension from school, may also apply.

Transportation

Transportation to alternate addresses, including daycare centers and afterschool programs for those students who are not regular riders of the bus in question, can be provided only if the daycare or afterschool provider is located in the same school district and those students have the same transportation schedule consistently every day of the week for the entire year without variations or deviations. For instance, students could be transported Monday, Wednesday, and Friday to daycare and Tuesday and Thursday to their home, but this would have to remain the same all year. Students can only ride the bus that has been assigned to them.