

Canton Public Schools

Lt. Peter M. Hansen School
25 Pecunit Street
Canton, MA 02021
(781) 821-5085



Student Handbook

2007-2008

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Lieutenant Peter Mykal Hansen 1945-1967

As a boy, Peter Hansen attended the Dean S. Luce School, the Canton Junior High and graduated from Canton High School in 1963.

In 1965, he enlisted in the Army and received his basic training at Fort Dix, New Jersey. He graduated from Officers Candidate School at Fort Knox, Kentucky.

He volunteered for duty in Vietnam and served there from August, 1967, until his death in November, 1967.

Lt. Hansen was mounted on his tank and moving his platoon on a Search and Destroy mission. An anti-tank rocket was fired at his tank and he was killed instantly.

Lt. Colonel Rhyne, Commanding Officer at Lt. Hansen's Battalion, in notifying his parents of his death he wrote, "Peter was an outstanding soldier and an exemplary leader. His courage on the battlefield was known to all. But more important than this, he was a friend to all who knew him. His warm personality and genuine concern for all men will long be remembered by both officers and enlisted men alike."

Lt. Peter M. Hansen Elementary School
25 Pecunit Street Canton, MA 02021
781-821-5085



William Griffin, Principal

Mary Cawley, Ass't. Prin.

Welcome to the Hansen School for the 2007-2008 school year. Whether this is your first year with us or you're a veteran of long standing, I hope you will involve yourself in our school in every way possible. While there is much contradictory educational research, there is one point upon which all the experts agree: When the home and school work together, student achievement increases. A good place for that collaboration to begin is with the student handbook. Please review it with your child, stressing key points from each section. Discuss them with your child, engaging him/her in conversation about the need for such regulations. Help them understand the legalistic language some portions contain and the importance of such language.

A continuing goal for our staff is to establish open lines of communication with parents. All of us, including your children, will be more effective in our respective roles when we hear the story directly. Tales told over the fence or at the soccer field often bear little resemblance to the actual event. If you have a question or concern – ask. A brief phone call or an email message right away could save a good deal of anguish and/or anger later.

The beginning of a new school year is always a time filled with anticipation – excitement over new learning and new friends coupled with a bit of unease over the uncertainty such a new beginning entails. Our staff faces these same issues. Be assured that we will do all we can to provide a challenging academic program in a nurturing, safe environment. Working together will bring about the best educational possibilities for your child. I look forward to partnering with you in that dynamic process.

Sincerely,

William M. Griffin
Principal

VISION STATEMENT

We believe that the home and school are partners in the education of our children. This poem illustrates the Vision we have for the Hansen School:

Unity

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher, the tools he used
Were books and music and art;
One a parent with a guiding hand
And a gentle loving, heart.
Day after day the teacher toiled,
With touch that was deft and sure.
While the parent labored by his side
And polished and smoothed it o'er.
They were proud of what they had wrought.
For the things they molded into the child
Could neither be sold nor bought.
And each had agreed he would have failed
If he had worked alone.
For behind the parent stood the school,
And behind the teacher, the home.

Author Unknown

MISSION STATEMENT

To prepare and develop an educational environment that is progressive, sound and responsive to the unique educational needs of all children at the Hansen in their first steps as life long learners.

HANSEN SCHOOL STAFF, 2007-2008

	Classroom Teachers	Room #	Phone Ext.	Email
Grade 1:	Cheryl Belvin	109	119	belvinc@cantonma.org
	Claire Lund	110	120	lundc@cantonma.org
	Carol Rogers	111	121	rogersc@cantonma.org
Grade 2:	Ann Walsh	205	145	walsha@cantonma.org
	Dianne O'Brien	208	128	obriend@cantonma.org
	Patricia Willis	207	127	willisp@cantonma.org
	Denise Arsenault	206	126	arsenaultd@cantonma.org
Grade 3:	Ryan O'Hare	209	129	oharer@cantonma.org
	Pat Phalan	210	130	phalanp@cantonma.org
	Kathy Welch	211	131	welchk@cantonma.org
Grade 4:	Lauren Mahan	201	141	mahanl@cantonma.org
	Lisa Hansen	202	142	hansenl@cantonma.org
	Joan White	204	144	whitej@cantonma.org
Grade 5	Mary Cawley	103	123	cawleym@cantonma.org
	Lori Mooney	114	115	mooneyl@cantonma.org
	Liz Lydon	115	113	lydonl@cantonma.org
SPED Resource	Lauren Archibald	102	122	archibalddl@cantonma.org
	Sue Harrington	101	139	harringtons@cantonma.org
	Marie Mullen	213	133	mullenm@cantonma.org

SUPPORT STAFF	Room #	Phone Ext.		Email
Secretary	Barbara Cavanagh	Office	100	cavanaghb@cantonma.org
Office Aide	Nancy Feeney	Office	106	feeneyn@cantonma.org
Nurse	Jane Thornton	Nurse	102	thorntonj@cantonma.org
Reading				
Adj. Counselor	Leanne Kaplan		103	kaplanl@cantonma.org
Speech/Lang.	Christine Lyons		137	lyonsc@cantonma.org
Math	Maryanna Biedermann	112	112	biedermanm@cantonma.org
SPED Chair	Rosalie O'Connell		136	oconnellr@cantonma.org
Library	Stephanie McClellan		104	mcclellans@cantonma.org
Phys. Ed.	Dave Bohane		314	bohaned@cantonma.org
Music	Annelise Lesser	106	116	lessera@cantonma.org
Art	Stephanie Krokidas	107	117	krokidass@cantonma.org
Health				
Phys. Therapy	Lisa Vanston		321	
Occ. Therapy	Jane McNamara	112	140	
ELL	Carla Dumont			dumontc@cantonma.org
Custodial Staff (Head Custodian)	Timothy Stock Steve McCarthy Peter Gandolfo		150	stockt@cantonma.org
Cafeteria Staff (Manager)	Debbie Gray		105	dgray@cantonma.org
	Karen McCourt		105	
			105	

BELL SCHEDULE

8:05 A.M. Adult Supervision Begins. Children are NOT to be dropped off at school prior to this time due to safety concerns.

8:20 A.M. Children Enter Building

8:25 A.M. Tardy Bell – Opening Homeroom Exercises

10:00A.M. Recess Begins

10:10A.M. Recess Ends

11:00 A.M. Recess Begins Grade 2

11:20 A.M. Recess Ends / Lunch I Begins Grade 2

11:30 A.M. Recess Begins Grades 1 and 5

11:45 A.M. Lunch I Ends Grade 2

11:50 A.M. Recess Ends / Lunch II Begins Grade 1 and 5

12:00 P.M. Recess Begins Grades 3 and 4

12:15 P.M. Lunch II Ends Grades 1 and 5

12:20 P.M. Recess Ends / Lunch III Begins Grades 3 and 4

12:45 P.M. Lunch III Ends Grades 3 and 4

1:20 P.M. Recess Begins

1:30 P.M. Recess Ends

2:40 P.M. Student Dismissal

LUNCH AND SNACK

Students eat lunch at school in the cafeteria. Lunches may be brought from home or hot lunches may be purchased on a daily basis. Lunch menus are given to each student monthly. The students have 25 minutes for lunch, along with a 20 minute recess. First and second grade may bring in a small snack and drink for their snack time.

Lunch tickets for use in the cafeteria will be available in September or children may bring cash to buy lunch.

Prices: Student Lunch (including drink) \$1.75

If student chooses to bring his/her lunch, a beverage can be purchased. Those prices are:

Milk \$.50

100% OJ – 8 oz. \$.50

Bottled Water \$.75

Ice Cream can also be purchased daily. The cost is \$.75

Lunch on the Go: Lunches are available for field trips. Information is given on the lunch menu.

Menus: There are varied menus plus a daily alternative menu. Fresh fruit is served daily and milk is served with all meals.

The Food Service Department welcomes any questions/comments. Martha Lawless, Director of Food Services can be reached at (781) 821-5073.

POLICIES/PROCEDURES

ADDRESSING CONCERNS:

Please refer to the District Student Handbook for further information regarding concerns.

Classroom - If a concern arises from a classroom situation, the student or parent should first discuss it with the teaching staff member most directly involved. If the discussion does not lead to a satisfactory resolution, the matter should then be brought to the attention of the principal.

System-Wide Policies - These issues should be referred to Dr. D'Auria, Superintendent of Schools at 781-821-5060, extension 134.

Bus Travel - Please call Barbara Stephens at 781-821-5060, extension 131 with any concerns about scheduled drop-offs, pick-ups or bus stop locations. Mrs. Stephens will forward messages to Stephen Connolly, and/or the Connolly Bus Company.

Calling the School - We ask that you minimize calls to the school by sending a note whenever possible. This practice will free phone lines for urgent or emergency calls to the school. Please **do not** call about your child's after school plans. Send a note, unless it is an emergency or a last minute change of plans.

COMMUNICATION:

One of the major forms of home-school communication is the monthly newsletter from the Principal. This newsletter is sent home during the first week of each month, usually on the Thursday of that week. This newsletter will present information regarding upcoming events, special programs, field trips, and other news of importance for the upcoming month. Please be sure to look for the newsletter each month and browse through. It is another way you can keep current with school events and show your children that school is important to you. Additionally, the CAPT publishes a newsletter in the middle of each month.

VISITATION:

All visitors to the school must report to the office and sign in on our Visitor's Log. Even those who are regular volunteers are expected to follow this procedure. Additionally, all exterior doors to the building will be locked at all times. When arriving at the school please park in the proper spaces and turn off engines when you are not in the vehicle.

PARKING:

Parking is not permitted in the inside circle during pickup and drop off times (8:05 a.m. – 8:35 a.m.; 2:20 p.m. – 2:50 p.m.) Please use visitor parking spaces in the outer driveway.

VOLUNTEERISM

Parents and guardians are always welcome to volunteer in many areas at the school. Some of these include: C.A.P.T. (Canton Association of Parents and Teachers), Room Parents, Book Fairs, Hansen Carnival, etc. In addition, there is need for help in the classroom with computer and reading programs. Parents are also encouraged to come into the classroom to put on special presentations that are subject related.

FIELD TRIPS

Field trips are planned annually by the teachers at the various grade levels. Wherever possible they are linked directly to curricular goals. They serve as enrichment and enhancement of student learning and the curriculum itself. The Hansen C.A.P.T. sponsors the cost of most of these trips and provides various other “in-school” enrichment activities as well.

ATTENDANCE POLICY:

In addition to the law on school attendance, we share your concerns relative to your children’s safe arrival at school. In order to ensure that your child has arrived at school safely, and that he/she has a legitimate reason for being absent, we ask your cooperation on the following procedures outlined below:

1. Parents or guardians are strongly urged to contact the school before 8:30 a.m. on the morning of the day the child is absent.
2. If children are unaccounted for, the school will make every attempt to contact a family member.
3. In all cases relative to absence, a note of explanation from the parent or guardian must be sent in on the first day of attendance following an absence.
4. If the child is to be absent for a period longer than was originally discussed with the school authorities, a second phone call from the parent or guardian should be made to the school.

It is our expectation that students will be in attendance on a daily basis, unless they are ill. We firmly believe that regular attendance and academic achievement go hand in hand. Developing the school habit begins in Grade One. Along with regular attendance goes punctuality. Students need to be present, on time and prepared for the day. The parents of those students displaying irregular attendance or frequent tardiness will be notified of our concerns by mail.

When a student is tardy, a note of explanation must be presented to their teacher upon their arrival. This is critical in order to verify that the student was late with

your knowledge.

Please note that if a student is absent more than five days, a doctor's note is required.

DISMISSAL POLICY:

If a student is to be dismissed early, the parents must send in a note to that effect at the start of the school day. Parents may then pick up their child at the school office. In unexpected or emergency situations, parents may come directly to the office, whereupon we will summon their child for dismissal. No child will be dismissed early without a parent being present unless some other arrangement has been worked out prior to the dismissal.

Any child not following their normal dismissal procedure (whether that be riding the bus or walking) must present a note to that effect to their teacher. A child without a note will not be allowed to change their dismissal routine.

LOST AND FOUND

It is most helpful if jackets, sweaters, lunch boxes, etc., are labeled with your child's name. Lost clothing or personal items that are found anywhere in the building or on school grounds can be taken to the office. These items are placed in the Lost & Found box located outside the office. Students and parents are urged to check this box periodically. About 3-4 times a year, the items are displayed so that the children can claim them. Students should refrain from bringing valuables to the school.

LUNCH RULES:

Students should file to the cafeteria with their classroom teacher. Upon entering the cafeteria, they may proceed to the food purchasing lines. If they bring lunch, they should go directly to their assigned table.

Students are called by table to purchase ice cream and at that time may throw their trash away. About 5 minutes before lunch time ends, the School Aide will raise his/her hand and the children are to finish their lunch at this time. They are dismissed by table by the School Aide.

RECESS/PLAYGROUND RULES:

Students have two supervised outdoor play periods each day. A 10 minute recess in the morning or the afternoon, and a 25 minute recess at lunchtime. On extremely wet or cold days, the students spend their recess periods in their classrooms. Any injuries should be reported immediately to one of the School Aides or Teachers on duty. A student may lose his/her recess time if any of the following rules are violated.

1. Listen to the School Aide's or Teacher's directions.
2. Play safely. Do not do anything that could hurt yourself or others.
3. Be a good sport in any game you play.
4. Slide **down** the slides.
5. Swing on the swings.
6. Swing on the monkey bars.
7. Stay in the boundaries of the play area.
8. You may bring nerf/vortex balls from home.
9. Do not jump from high equipment.
10. Do not bring any hard balls, plastic/vinyl/leather footballs.
11. Play catch, football and soccer away from the gate.
12. Do not throw any rocks, sticks or snowballs

SPECIAL EVENTS

Each year, a number of special activities or events are held. Among these are the following:

Orientation Night – for families new to the Hansen School, a special program is held in late August, prior to the opening of school.

Get Acquainted Night – an evening program where students have the opportunity to bring their parents to school to see their classroom and meet their teacher.

Grade 5 Flashback – another Hansen tradition for fifth graders, this program is a major fundraiser to defray costs for the overnight camp in June. Students perform lip sync routines and coordinated dances to accompany hit songs from the 60's and 70's. The evening presentation is always a smash success.

Grade 5 Play – an annual event held at Canton High School in which our 5th grade students present a skilled stage performance of one of the world's most beloved plays. This show is the culmination of months of practice and is well worth seeing.

Flag Day Assembly – held on June 14, this special ceremony features a flag raising by a local Veteran's Group, patriotic music by our students, and a visit to the Veteran's section of the Canton Cemetery.

Field Day – each grade participates in an outdoor extravaganza of activities and games in the spring. These include a series of events organized and supervised by Mr. Bohane and a band of volunteer parents. Many parents make time in their schedules to attend this event.

Fifth Grade Overnight – the fifth grade students attend an overnight at the Camp Wing in Duxbury. This is a two-day, one night action packed program which the kids love and which is a valuable learning experience.

This list is by no means all-inclusive. Numerous other events, such as performing groups, plays, sporting events, and academic presentations take place each year. The monthly calendar is a good reference point for all events.

C.A.P.T.
(Canton Association of Parents and Teachers)

The Hansen School's parent/teacher association is known as the C.A.P.T. The purpose of the C.A.P.T. is to promote the well-being and the enrichment of the children at the Hansen and to encourage close relationships between school and home.

The C.A.P.T. through membership and various fundraisers, supports field trips at every grade level, provides many educational in-house programs/assemblies, and gifts for the school.

Membership is made available to all parents/guardians of children attending the Hansen School, and to all teachers and administrators of the school.

Dues are \$15 per family, and dues paying members of the C.A.P.T. are eligible to serve in its elective or appointive offices and vote at General Membership meetings.

The C.A.P.T. meets every second Tuesday of the month from September through June (excluding December) at 7:00 p.m. in the Hansen School Library. All parents and staff are invited to attend.

Lt. Peter M. Hansen School C.A.P.T. 2007-2008 Board Members

	Name	Telephone #	Email Address
PRESIDENT	Melinda McLaughlin	781-828-2724	memjpm@juno.com
FIRST VICE PRESIDENT PROGRAMMING	Jackie Sly	781-828-8926	Jacquelinesyl@comcast.net
Assist	Liz Waterhouse	781-821-4587	slwater@comcast.net
Assist	Stacey Drew	781-575-0784	drew_sockett@yahoo.com
Assist			
SECOND VICE PRESIDENT FUNDRAISING	Rose O'Mahony	781-828-0269	omahony@comcast.net
FUNDRAISING Co-Chair			

Innisbrook Chair	Kate DeLello	781-828-3570	KRDeLello@verizon.net
Assist	Carol Ciffolillo	781-828-3417	cciffolillo@aol.com
Carnival Chair			
Assist	Trish Francescon	781-575-1419	trishboyden@yahoo.,com
Assist	Julie Gelerman	781-821-3423	jgelerman@verizon.net
Assist – Silent Auction	Nancy Milton	781-821-3919	nancymilton@comcast.net
Assist – Arts & Crafts	Karen Matthews	781-575-9989	jkgcmatt@verizon.net
Assist - Raffle			
Assist – Hair, nails, tattoos			
Assist - Refreshments			
Assist – Children’s Games			
Holiday Shoppe Chair	Carol Ciffolillo	781-828-3417	cciffolillo@aol.com
Assist	Trish Francescon	781-575-1419	trishboyden@yahoo.,com
Assist	Karen Agnitti	781-821-5716	kagnitti@cannoncorp.com
Book Fair Chair	Melinda McLaughlin	781-828-2724	memjpm@juno.com
Assist	Karen Matthews	781-575-9989	
Scrip Chair	Cheryl Cunningham	781-821-0979	mjc1570@comcast.net
Lisa Hull Chair	Nancy Curtin	781-828-4121	curtinfamily@comcast.net
SECRETARY	Julie Gelerman	781-821-3423	gelerman@verizon.net
Assist			j
TREASURER	Cam Reese	781-821-5957	creese@eifgroup.com
Assist			
MEMBERSHIP/PLAYGROUND	Christine Lavoie	781-828-8162	cmlavoie@aol.com
Assist	Laurene Demoy	781-828-2454	lmdemoy@comcast.net

Assist	Nancy Barry	781-575-9382	Nbarr@Partners.org
VOLUNTEER COORDINATOR	Kathy DiTullio	617-835-2417	kathyditullio@comcast.net
Assist	Cheryl Cunningham	781-821-0979	mjc1570@comcast.net
ROOM PARENTS	Maura Proctor	781-575-9234	Dpbulldogs9@verizon.net
Assist - 2 nd Grade	Nancy Barry	781-575-9382	Nbarr@Partners.org
Assist - 4 th Grade	Christine Lavoie	781-828-8162	cmlavoie@aol.com
Assist - 3 rd Grade	June Scott	781-575-0182	Jiar75@verizon.net
Assist - 5 th Grade	Christine Lavoie	781-828-8162	cmlavoie@aol.com
Assist - 1 st Grade	Lori Pigeon	781-828-4099	
PUBLICITY	Karen Agnitti	781-821-5716	kagnitti@cannoncorp.com
Assist	Nancy Curtin	782-828-4121	curtinfamily@comcast.net
FIFTH GRADE PLAY	Polly Wing	781-828-8604	wing888@comcast.net
Assist	Vanessa Kenefick	781-828-8511	vkenefick@comcast.net
Assist	Valerie Kilduff		Valerie.e.kilduff@verizon.com
FIFTH GRADE FLASHBACK	Laurene Demoy	781-828-2454	lmdemoy@comcast.net
Assist	Valerie Kilduff		Valerie.e.kilduff@verizon.com
Assist	Melinda McLaughlin	781-828-2724	memjpm@juno.com
PUBLISHING CENTER	Beth Rosenblatt		brosenblatt@meditech.com
Assist	Polly Wing	781-828-8604	wing888@comcast.net
TEACHER REPRESENTATIVE	Diane O'Brien	781-821.5085	obriend@cantonma.org
TEACHER REPRESENTATIVE	Lauren Mahan	781-821-5085	mahanl@cantonma.org
PRINCIPAL	William Griffin	781-821-5085	griffinw@cantonma.org

PUBLISHING CENTER	Beth Rosenblatt		brosenblatt@meditech.com
TEACHER REPRESENTATIVE	Diane O'Brien	781- 821.5085	obriend@cantonma.org
TEACHER REPRESENTATIVE	Lauren Mahan	781-821- 5085	mahanl@cantonma.org
PRINCIPAL	William Griffin	781-821- 5085	griffinw@cantonma.org

Hansen School Council

This group, made mandatory by the State Legislature, is composed of four parents, three teachers, the Principal, and an at-large community member. Parent members are elected at the September “Get Acquainted Night” and serve two-year terms. This group reviews the annual school budget, advises the Principal, and develops an annual school improvement plan which it submits to the School Committee. Their monthly meetings are open to any interested members of the school community.

Hansen School Council Board Members 2007-2008

Parent Representatives:

Julie Gelerman jgelerman@verizon.net
Melinda McLaughlin memjpm@juno.com
Cam Reese CReese@EIFGroup.com

Teacher Representatives:

Lisa Hansen hansenl@cantonma.org
Lauren Mahan mahanl@cantonma.org

Community Member:

Barbara Stanwood bjs02021@aol.com

Principal

William Griffin griffinw@cantonma.org

Canton Public Schools



ELEMENTARY SCHOOL

APPENDIX OF RULES AND REGULATIONS

2007-2008



CANTON PUBLIC SCHOOLS CANTON, MA

CANTON SCHOOL COMMITTEE

Mr. John Bonnanzio, Chair
Ms. Reuki Schutt, Vice-Chair
Ms. Laura Hallowell, Secretary
Dr. Robert Barker
Mr. Paul Matthews

CENTRAL OFFICE ADMINISTRATORS

Dr. John D'Auria, Superintendent of Schools
Mr. Alan Dewey, Assistant Superintendent of Student Services
Mr. Ken Leon, School Business Administrator
Dr. Robin Billing, Director of Curriculum and Educational Technology
Mr. Dana Cotto, Facilities Director
Ms. Martha Lawless, Food Service Director

The Canton Public Schools do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, homelessness, or disability.

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September 2007

Dear Parents or Guardians,

All families receive a copy of this handbook early in the new school year. Please note that since new editions will be sent home only once a year, this copy should be retained at home until a replacement is sent. Please discuss all the information with your children, sign the page found at the end of the booklet, and promptly return only the signed page to school.

It is important to revisit the rules from time to time throughout the year to

help reinforce your children's understanding. In addition all children should be encouraged to demonstrate their understanding by behaving cooperatively and treating others with respect (as they would like to be treated themselves).

Although this Handbook is of necessity written in a quasi-legalistic fashion, it is hoped that the information will promote clear expectations for your child's social and academic development at school. Even the youngest student may understand the rules more clearly - if the following is explained first:

I must respect my own person and rights.
I must respect every other person and his/her rights.
I must respect school property and the personal property of others.

Please contact the school if you have any questions regarding the information contained in this Handbook.

Sincerely,

Jennifer Henderson
Principal, Kennedy
School

Robi Peter
Principal, Luce School

William Griffin
Principal, Hansen
School

The Canton Public Schools do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, homelessness, or disability.

INTRODUCTION

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

for students to learn to the maximum of their capacity and feel content in their environment,

for teachers to do their best,

for good relations with the community to be upheld, and

for the total school operation to be carried on 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.

Participation in Elementary Extra-Curricular Activities: No student will be prohibited from participation in elementary school-sponsored extra-curricular activities and field trips due to financial hardship.

Chapter 71, Section 37H of the Massachusetts General Laws (Chapter 467) requires that the school committee of every town or district publish its rules or regulations pertaining to the conduct of students or teachers which have been adopted. The law also provides that copies of the rules or regulations be made available.

STATE AND FEDERAL REGULATIONS

NONDISCRIMINATION -TITLE IX CHAPTER 622. SECI

Title IX states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Chapter 622 states "No person shall be excluded from or discriminated against in admission to a public school in any town or in obtaining the advantages, privileges and courses of study of such public school on accounts of race, color, sex, religion, national origin or sexual orientation." Section 504 of the Rehabilitation Act of 1978 states "No person shall be excluded

from or discriminated against in any educational programs or activities or in employment on the basis of handicap."

Any person who feels his or her rights have been violated under any of these provisions may forward complaints/concerns to: Title IX and Chapter 622 Compliance Officer, Donna Creed Bauman, by phone at 781-821-5050 ext. 707 or in writing to her at Canton High School, 960 Washington Street, Canton, MA 02021. Section 504 violations should be reported to Alan Dewey by phone at (781) 821-5060 ext.244 or in writing to him at Canton Public Schools, 960 Washington Street, Canton, MA 02021. Questions regarding our policy for homeless students can be directed to Jane Thornton, Homeless Coordinator, at (781) 821-5085, ext. 102.

Any Principals who receive reports of alleged violations of these laws either verbal or written shall put them in writing within 48 hours and forward them to the appropriate compliance officer and the Superintendent of Schools for resolution.

The compliance officer shall investigate all complaints within ten (10) school days with care taken during the investigation to insure that due process is observed.

The compliance officer shall submit a written report to the Superintendent upon completion of the investigation. If a complaint is deemed actionable, the Superintendent shall take steps to correct the violation.

The right to confidentiality both of the complainant and of the accused will be respected during any investigation and the Canton Public Schools will not tolerate retaliation against any person who reports an alleged violation of Title IX, Chapter 622 or Section 504.

HUMAN SEXUALITY NOTIFICATION

Human Sexuality Curriculum Notification (M.G.L. Chapter 71, Section 32A)

Canton has implemented a K-12 comprehensive Health Education Program with human sexuality components in grades 5-12. The school system has approved the curriculum to ensure your children receive age appropriate information. We encourage all parents to participate in the education of their children. You are welcome to review the curriculum at any time by calling the Wellness Coordinator for an appointment.

We strongly recommend that all students participate in the lessons scheduled for their grade level. However, if you wish to exclude your son/daughter from human sexuality education, please forward written notification to the Principal.

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.

ATTENDANCE POLICY

Under Massachusetts State Law – as of January 1, 1974, Chapter 76, Section 2:

Duties of Parents: Penalty

“Every person in control of a child shall cause him to attend school on a daily basis and, if he fails to do so for seven day sessions or fourteen half-day sessions, within a period of six months, he shall, on complaint by a supervisor or attendance, be punished by a fine of not more than twenty dollars.”

Excused absences are those for which the school has received a written communication from the parent or guardian. Excused absences include, but are not limited to: illness, religious observation, and court appearances. Truancies are defined as any absence that is not excused. Excessive absences adversely impact a student’s learning and may result in intervention by the Department of Social Services and / or the court system.

CANTON PUBLIC SCHOOLS

HARASSMENT/DISCRIMINATION POLICY

General Statement of Policy

The Canton Public Schools maintains a firm policy to provide a safe learning environment that is free from any form of harassment or discrimination. Harassment is “conduct or speech which is unwelcome, intimidating, derogatory, hostile and/or offensive; and has the purpose, or effect, of unreasonably interfering with a student’s ability to learn or a staff member’s ability to work.” Harassment or discrimination because of an individual’s race, color, gender, sexual orientation, religion, national origin, homelessness or disability that disrupts the educational process will not be tolerated under any circumstances. Examples of harassment include sexual harassment, bullying, hazing, fighting, taunting, use of profanity, misuse of the Internet, racial, ethnic, or religious slurs, and threats of violence in any form. Discrimination is the exclusion of admission to the Canton Public Schools or the denial “of the advantages, privileges, and

course of study of the Canton Schools on account of race, color, sex, religion, national origin or sexual orientation.” Canton Public Schools affirms a nondiscrimination policy consistent with M.G.L.c.76, s.5, adding protections for disability and homelessness.

The Canton Public Schools will act promptly to investigate all complaints. The appropriate disciplinary action will be taken to end the harassment or discrimination and prevent its recurrence. This may include detention, counseling, anger management education, suspension, or expulsion to stop the harassment and prevent its recurrence.

The Canton Public Schools will discipline any individual who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing related to a harassment or discrimination complaint. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment. Testifying, assisting, or participating in any investigation will not affect the individual’s future employment, grades, or work assignments.

Definitions

Examples given below are for illustration and are not an exclusive list of the ways in which prohibited harassment or discrimination can occur. Harassing behavior can lead to discrimination by preventing full participation in the school program.

SEXUAL HARASSMENT/DISCRIMINATION – Sexual

harassment/discrimination consists of unwelcome sexual advances, requests for sexual favors. Sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Examples of conduct that may constitute sexual harassment include:

1. verbal harassment or abuse of a sexual nature
2. subtle pressure for sexual activity
3. inappropriate patting or pinching; unwelcome leering, whistling or sexual gestures
4. intentional brushing against a student’s or employee’s body
5. demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment or educational status
6. displaying any sexually suggestive objects, pictures, cartoons, photos, videos or films
7. any sexually motivated unwelcome advances, whether they involve physical touching or not
8. inquiries into one’s sexual experiences or activities
9. inappropriate epithets, jokes, gossip, written or oral references to sexual conduct or comments regarding an individual’s sex life or

body

Racial Harassment, Discrimination, or harassment/discrimination on the Basis of Color – Racial harassment/discrimination of an individual consists of verbal or physical conduct relating to an individual's race or color.

Harassment/Discrimination on the Basis of Sexual Orientation – Harassment/discrimination based upon sexual orientation of an individual consists of verbal or physical conduct relating to an individual's actual, asserted or perceived sexual orientation.

Harassment/Discrimination Based on Religion, National Origin or Ethnicity – Harassment/discrimination based on religious, ethnic or national origin of an individual consists of verbal or physical conduct relating to an individual's national origin, religion, ethnicity, the religion or national origin of the individual's parents, family members, or ancestors.

Harassment/Discrimination Based on Disability – Harassment/discrimination of an individual with a disability consists of verbal or physical conduct relating to a physical or mental impairment that substantially limits a major life activity of the individual, an individual's history or record of such an impairment, the perception of such an impairment, or an individual's association with another person who has such an impairment.

Examples of conduct that may constitute any form of harassment include:

1. graffiti or written materials that contain offensive language
2. name calling, jokes or rumors
3. threatening or intimidating conduct directed at another
4. any slurs, negative stereotypes, or hostile acts
5. written or graphic material containing offensive comments or stereotypes which is posted or circulated
6. a physical act of aggression or assault
7. threat or damage to property

BULLYING – The Canton Public Schools recognizes that bullying behaviors often lead to greater and prolonged violence. We expect all individuals to treat each other with respect. Bullying behaviors will not be tolerated under any circumstances. Our school community relies on a partnership among students, staff and families to create a healthy and safe environment.

Bullying is defined as intentional, repeated, hurtful acts, words or other behaviors when someone uses real or perceived power to hurt or scare others. Bullying may be physical, verbal, social/emotional, or sexual.

BULLYING MAY INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING:

Physical bullying includes punching, poking, fighting, tripping, hair pulling, spitting, biting, body language, and excessive tickling.

Verbal bullying includes such acts as hurtful name-calling, teasing, gossip, rumors, sarcasm, and threats.

Social/Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating or ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing, and peer pressure.

Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault.

HAZING – The Canton Public Schools defines hazing as any intentional action taken or situation created, whether on or off school premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. This would include any action intended as an initiation ritual (MGL Chapter 269; Section 17, 18, and 19).

Reporting Procedure

In responding to and resolving complaints, administrators will be guided by five goals:

1. Focus on changing behavior rather than simply punishing the offender.
2. Engage students and staff in dialogue so that they may learn more about the impacts of behaviors and attitudes.
3. Maintain, as much as practicable, the confidentiality of the alleged victims and offenders by involving as few people as possible in the resolution of the problem.
4. Protect the complainant from retaliation.
5. Ensure prompt and thorough attention to all complaints.

If a student or employee believes that he/she has experienced any form of harassment, bullying, or hazing, or has witnessed such behaviors, he/she shall take the following steps:

1. He/she should verbally tell the individual(s) to stop the offensive behavior, that he/she feels he/she has experienced.
2. If the individual(s) does not stop the offensive behavior, he/she should file a complaint (using the form printed on page 7) with the Principal
3. If a student or employee is told about a complaint, that individual must notify the Principal

Reports of incidents of harassment and discrimination must be reported to the Principal. The Principal will either handle the complaint personally or designate an individual of the appropriate gender if it is a sexual harassment complaint. Upon investigation of the harassment or discrimination complaint, the Principal shall determine if sufficient grounds exist for a more thorough investigation. If the Principal finds sufficient grounds for the harassment or discrimination complaint, the Principal will contact the Title IX Compliance Officer and report the complaint. The Title IX Compliance Officer will conduct a thorough investigation within 10 (ten) working days. If all the parties involved within the complaint process agree to extend the days for investigation, the 10 (ten) working-day process may be waived. In all cases involving harassment or discrimination, all parties involved will be given the utmost protection of privacy and the assurance of due process. If the student or parent disagrees with the Principal's initial finding of no grounds for the harassment or discrimination complaint, the student or parent may appeal directly to the Title IX Compliance Officer for an investigation.

The investigation shall consist of interviewing both the complainant and the alleged offender, individually and privately. The investigator shall document the statements of both the complainant and the offender.

The alleged offender shall be informed of the complainant's identity. The alleged offender will also be informed verbally and in written form that recrimination/reprisals against the complainant shall not be tolerated and are unlawful.

If there are any witnesses to the incident of harassment or discrimination, they shall be interviewed, individually or privately, without either the complainant or the alleged offender present. The investigator shall document the statements of the witnesses. It is unlawful to retaliate against any witness for cooperating in the investigation.

The Compliance Officer shall make a written report to the principal and the Superintendent or designee upon the completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of the district's policy.

If it has been determined by the investigation that harassment or discrimination has occurred, the offender shall be subject to disciplinary action. The action taken for the employee will be through the progressive discipline procedure, and for the student as noted in the student handbook.

If the investigation does not substantiate the complaint of harassment or discrimination, no record of the incident will be placed in the alleged offender's personnel file unless requested by the alleged offender. Retaliation or reprisal against any individual for filing a complaint under this procedure or with any state or federal agency, for providing evidence during the investigation or for cooperating in the investigation is unlawful and shall constitute a separate violation of the provisions of this policy for which discipline shall be imposed.

Both parties shall be provided with a copy of the results of the investigator's

report, after review by the Superintendent.

If either party is dissatisfied with the results of the investigation of the harassment or discrimination charge, he/she may direct his/her dissatisfaction in writing to the Superintendent or designee for further action.

CANTON PUBLIC SCHOOLS HARASSMENT/DISCRIMINATION COMPLAINT FORM

The Canton Public School System maintains a firm policy prohibiting all forms of harassment or discrimination. All persons are to be treated with dignity and respect. Any form of harassment or discrimination by any person because of an individual's race, color, gender, sexual orientation, religion, national origin, homelessness or disability that disrupts the educational process, or creates an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Name of Complainant _____

Home Address _____

School Address _____

Home Phone _____ School Phone _____

Date of Alleged Incident(s) _____

Name of person(s) you believe harassed/discriminated against you

List any witnesses that were present

Where did the incident(s) occur?

Please describe the incident(s) as clearly as possible, including such things as: what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what you did to avoid the situation, and whom did you contact regarding the incident? (Attach additional pages, if necessary.)

This complaint is filed with my honest belief that I have been harassed or discriminated against. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant Signature Date

Received By Date

RESPONSIBILITY OF PARENTS

Parents are the first and foremost educators of their children. Their role as educators is so critical to the development of positive attitudes toward school that scarcely anything can compensate for their failure in it. Parents retain their right and duty to educate, and only delegate a part of their responsibility to the school. We, therefore, ask parents:

1. To become familiar with the Student Handbook and its policies
2. To discuss the contents of the Handbook with their children
3. To sign and promptly return the signature form
4. To work with the school personnel to assist their children in developing self - discipline
5. To contact their child's teacher or building principal should a concern arise
6. To help in the enforcement of any disciplinary procedure mutually agreed upon by parent, teacher, and administrator
7. To make appointments when a conference is needed
8. To ensure their child's consistent attendance and punctuality

RESPONSIBILITY OF ADMINISTRATION

1. To set a climate of mutual respect, tolerance for individual differences, and positive support for all learners.
2. To record all major violations brought to the administrator's attention.
3. To contact parents on each major violation.
 4. To take all steps deemed necessary and proper to deal with habitual offenders.
5. To give direction and support to all staff members as problems arise.

RESPONSIBILITY OF ALL TEACHERS

1. To conscientiously and fairly enforce all rules at all times. Monitoring discipline is every teacher's responsibility.
2. To properly supervise their students between classes and at dismissal according to building policy
3. To keep accurate records of offenses by their homeroom students and to monitor the frequency of occurrences. Effort should be made to call attention to positive behavior
4. To accompany classes to special classes, the lunchroom, recess, and any other major event, at the designated times
5. To maintain discipline, teachers may use a variety of measures including:
 - a. Personal interview with the pupil
 - b. Isolation from the group
 - c. Parent, teacher, pupil conference
 - d. Note home
 - e. After school detention
 - f. After contacting parent, request help from the principal
 - g. Work with counselor on behavior modification plan

RESPONSIBILITY OF STUDENTS

1. To walk quietly and politely in corridors, including going to and from buses
2. To answer teachers, aides, supervisors, other school staff and other students politely
 3. To keep the school clean and neat by using wastebaskets and other trash containers
 4. To be responsible for the care of all books and school supplies issued, and to cover all books that go home.
5. To use the lavatories quickly, properly, and return to class
6. To avoid situations, which could result in injury, such as fighting, pushing or throwing objects
7. To check with their teachers for make-up work following absences from school
8. To be orderly during emergency procedures (evacuation and lockdown drills) and follow the directions of the adult in charge
9. To follow the classroom rules set up by the teacher
10. To use appropriate language at all times
11. To treat other students with respect and courtesy

RESPONSIBILITY OF PLAYGROUND SUPERVISORS

Supervisors play a vital role in maintaining order in the lunchroom and on the playground. They are:

1. To properly supervise students
2. To conscientiously and fairly enforce all rules at all times
3. To maintain discipline through the use of the following measures:
 - a. Communication with students
 - b. Isolation from the group
 - c. Referral of a problem first to the homeroom teacher and then the principal

CLASSROOM RULES

Classroom rules, which may vary from grade level to grade level, are made with student input. Every classroom rule, however, stems from these overall statements:

1. Students should complete their work to their full capacity.
2. Students have the right to an educational environment free from unnecessary disruption.
3. All behavior must reflect an understanding of and an appreciation for the safety of one's self and others.

CAFETERIA BEHAVIOR

1. Orderly behavior is expected at all times.
2. Students are expected to be polite, use table manners, and clean up after themselves.
3. Students are to use a normal tone of conversation and respond promptly to cafeteria aides' call for quiet.
4. Cafeteria supervisors and students are to be shown respect and listened to carefully.
5. Students who are uncooperative may be placed in a "time out" area away from other students, or lose their recess time.

PLAYGROUND BEHAVIOR

We realize that time on the playground is an important part of the child's day. Students should view the playground as a privilege and act accordingly. **SAFETY is the keyword.**

PERSONAL DRESS

Although personal dress is at the discretion of each family, clothing that is worn to school must take appropriateness, weather, and safety into consideration. For example, a top that resembles a bathing suit (spaghetti straps) is generally not considered appropriate for school. In addition, clothing with language or graphics that distract students from learning may be deemed inappropriate. Since we go outdoors for recess, students should be dressed for the weather. For safety, we strongly advise students not to wear backless shoes (any shoe that does not have laces or heel straps, which would secure the shoe to the foot such as flip-flops). Sneakers or other suitable footwear are required for physical education class. Hats or hoods must be removed upon entering the school building.

GENERAL CONSEQUENCES FOR MISBEHAVIOR

Unfortunately, when we introduce rules, we must come to a discussion of consequences should one of the rules be violated. Obviously, each act of misbehavior must be dealt with individually and blanket statements as to consequences for actions cannot always be made. Below is a listing of possible alternatives at the school's disposal. Please note that these are not the sole actions available, and in fact, parent, teacher, and principal can often arrive at a more meaningful alternative when all sit down together to explore the misbehavior.

Also, please be aware that we are not suggesting that the list below is applicable to all grade levels. Consequences are to be determined and acted upon judiciously.

1. Missing a portion or all of a recess
2. Removal from the situation
3. Discipline report or note to parents with possible after-school detention given with one day's notice
4. After due process*, **suspension will be considered** for the following serious offenses:

Misconduct (Disrespect, Disobedience)

Failing to comply with directions from teachers, administrators, or school employees on school grounds, at school crossings, or at school-related activities

Disruptive Conduct

Engaging in conduct which interferes with the educational process

Leaving School Grounds

Exiting the school or playground without the permission of the adult supervisor

Truancy

Being absent from school without just cause

Violation of Fire Laws

Setting a fire

Using fireworks (or other related items) on school property

Sounding false alarms (fire or bomb threats) and/or tampering with call boxes

Assault and Battery

Physically threatening or attempting to commit an offensive contact with another person or applying unnecessary force to the person of another

Fighting

Engaging in an encounter with blows or other personal violence between two or more persons

Alcohol and Drugs

The distribution, possession or use of alcohol or illegal drugs are subject to a course of action which may include counseling as well as contact with legal authorities, in addition to possible suspension.

Property Damage

Willfully destroying, damaging, or defacing school property or the property of others

Robbery / Larceny

Stealing from an individual by force or threat of force

Stealing property belonging to the Canton Public Schools.

Smoking

Smoking is strictly prohibited on all school property and school buses at all times.

Dangerous Weapons

Carrying firearms, knives, or any other materials capable of inflicting bodily harm, as well as toys that resemble these weapons, may be subject to suspension or expulsion as per state law.

Vandalism

Vandalism is illegal as stated in the Directory of Massachusetts Education Laws, under Chapter 266, Section 98. The school will view the willful destruction of school property (school building, fence, furniture apparatus, or property belonging thereto or connected therewith) in any way as a serious offense and will deal with it accordingly.

The following process will be used concerning major acts of vandalism:

1. Hearing with school committee and parent
2. Reimbursement in full for destruction caused by vandalism

* Due process rights for students facing suspension include:

1. Oral or written notice of the charges against him/her;
2. An explanation of the evidence against him/her;
3. The opportunity to present his/her side of the story to the school principal or his/her designee

RIGHT TO EDUCATION AND POLICY AGAINST EXCLUSION

All students have the right to a full and adequate education which enables them to develop an active understanding of themselves and their social and physical environments and to acquire the basic skills with which to shape their lives in accordance with that understanding. Therefore, it shall be the policy of this school to avoid, wherever possible, excluding students from their usual classroom instruction for disciplinary or academic problems.

DISCIPLINE OF SPECIAL NEEDS STUDENTS and STUDENTS WITH SECTION 504 ACCOMMODATION PLANS

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Education Plan (IEP) or a Section 504 Accommodation Plan. The following additional requirements apply to the discipline of special needs students:

1. The IEP for every special student will indicate whether the student can be expected to meet the regular code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.

2. The Principal (or designee) will notify the Office of Student Services of the suspendable offense of a special needs student and a record will be kept of such notices.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
 - a. design a modified program for the student, or
 - b. write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to the discipline code expectations.

In addition, the Department of Education will be notified as required by law and the procedure promulgated by the Department of Education for requesting approval of the alternative plan be followed.

Adopted: November 21, 1996

RESTRAINT POLICY

The Canton Public Schools complies with the provisions of 603 CMR Section 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the Principal, the Administrator of Student Services and the Superintendent's office. Further, the policy is posted in the main bulletin board of the school near the office.

RULES FOR GOING TO AND FROM SCHOOL

All students must:

1. Arrive at school no earlier than 8:05 at JFK and Hansen or at 8:40 Luce (when adult supervision begins).
2. Not bring valuable toys such as hand-held electronic games, card collections, or Walkman or other CD players or radios.
3. Keep cell phones turned off and in their backpacks throughout the school day.

Walkers must:

1. Walk on designated walkways.
2. Walk far from the edge of the sidewalk and not walk in the roadway.
3. Cross only at crosswalks and, when possible, where there is a crossing guard.
4. Respect private property on the way to and from school.

Bicycle riders must:

1. Obey the rules for walkers (above)
2. Walk bicycles on school property unless otherwise directed by the school principal.
3. Wear a bicycle helmet as required by law and lock bicycle in bike rack.

SCHOOL BUS POLICY FOR SCHOOL TRANSPORTATION

Many people have responsibilities for safety when students ride buses.

The bus contractor maintains equipment, and hires and trains drivers.

The driver is in charge of the bus and the pupils and may report children to the principal for any action that might cause harm.

Parents should assist school personnel in encouraging safe riding habits.

Students assume the responsibility of behaving in a manner conducive to the safety of all passengers.

If questions arise, parents are encouraged to contact the school principal or bus coordinator regarding school transportation policies.

Riders are expected to:

1. Arrive at the bus stop five minutes before pickup time.
2. Wait on the sidewalk. If there is no sidewalk, stand well off the road.
3. Respect private property at the bus stop and on the way to the bus stop.
4. Wait until the bus stops and doors are opened before moving toward the bus.
 5. 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.
6. Enter the bus in an orderly fashion.
7. Take a seat and remain seated until the bus reaches its destination.
8. Board and leave buses only at their designated stops.
9. Immediately move away from the bus and proceed directly home.
10. Ride assigned bus only. Because of crowded buses and safety concerns, no student will be allowed to ride a different bus from his/her own. Transportation for play dates or birthday parties must be provided by parents.
11. Refrain from throwing snow while waiting for or disembarking from the bus.
 12. Have written permission from home in order to be excused from riding the bus.
13. Understand that all exceptions to regular transportation must be requested in writing and are subject to building principal's approval.
14. Maintain conduct and courtesy expected in any school situation.

Riders do not:

1. Use profane or abusive language.
2. Use tobacco in any form.
3. Carry or use intoxicants.
4. Eat on the bus.

5. Extend any part of body or any object out of the windows.
6. Throw anything on the bus or out of the windows.
 7. Damage the bus in any way or tamper with bus equipment (anyone damaging the bus pays for said damage).
8. Spit on the bus or out of the bus windows.
9. Carry animals, other live objects or potentially dangerous articles (including toy guns).

Penalties for disobedience and misbehavior

School principals or designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the pupil 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 (including fighting, creating a disturbance, vandalism, smoking, etc.):

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

Transportation to Alternate Addresses

Transportation to alternate addresses, including daycare centers and after school programs for those students who are not regular riders of the bus(es) in question, can be provided only if the daycare or after school 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 with no 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 remain the same all year.

RESOLUTION OF PROBLEMS

Informal

Although we have specific rules, it should be understood that no two infractions of a rule have exactly the same circumstances surrounding them. Therefore, the authority handling the infractions may not always handle each infraction alike. Teachers and staff shall make every effort first to resolve problems informally through discussion and counseling.

Parents are encouraged to call the teacher(s), school counselor, or school administrator(s) to initiate conferences, receive updates of

their children's progress, or voice a concern.

Formal

In an attempt to solve educational and disciplinary problems at the teacher/parent level, any parent or guardian with a concern should first consult with the teacher most directly involved.

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.

Further appeals, if needed, would be to the Central Office Administration.

SCHOOL HEALTH SERVICES

School Nurses

The school nurses collaborate with other members of the educational team and parents/guardians to support the academic success of students. School nurses seek to prevent or identify student health related problems and intervene to modify or remediate these problems.

Absence from School

If your child is out of school for an extended period of time please 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.

Confidential Health Information/Medical Concerns/ Special Health Care Needs
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 and staff when appropriate 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.

Students with an acute injury (fracture, sprain) that requires the use of crutches, wheelchair, or an ace bandage must be seen by the school nurse before returning to school. A written note from the health care provider regarding the injury is required. The school nurse will work with parents/guardians to develop appropriate accommodations so that the student can attend school.

Elevator

The elevator is available exclusively for students with a physical disability. A written note from the health care provider and the parent/guardian is required.

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

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 &/or medical procedures on field trips will be written in the student's medication plan. In some circumstances parents may be responsible for attending the field trip to provide medical coverage for their child.

Forms

All health and medication forms are available from the school nurse or may be downloaded from the web at www.cantonma.org. Click on "Health Services".

Guidelines for Staying Home From School

- Contagious illness (i.e. strep throat, flu, chicken pox)
- Elevated temperature (101 or higher within the past 24 hours)
- Discharge from the eyes or ears
- Vomiting or diarrhea
- Suspicious rash or sore with discharge

Health Insurance

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

Health Screenings

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

Vision: K-5, 6, and 10

Hearing: K-3, 6, and 10

Height, Weight and BMI: K- 11

Postural Screening: 5-9

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

Illness/Injury at School

Students who become ill or injured during the school day must notify their teacher before going to the health office. Middle and high school students must obtain a written pass to see the school nurse except in an emergency. All accidents that occur on school property must be reported to the teacher and the school nurse. Students with minor medical/mental health concerns will be treated and sent back to class. More serious conditions may be referred to a

parent/guardian, physician or counselor. Parents/Guardians are responsible for the care of children who cannot stay in school; the school does not provide infirmary services.

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 are not allowed to call parents/guardians to be picked up from school without the approval of the school nurse or a school administrator.

In the event of an apparent serious injury or illness, the school nurse will call 911 and the student will be transported to a nearby hospital. School staff will call all emergency contact numbers provided by the parent/guardian to notify them promptly about the emergency.

Immunizations

Massachusetts State Law requires immunizations. Students are required to provide documentation of current immunization consistent with the Mass. Department of Public Health requirements. Visit the "Health Services" web page for a list of required immunizations.

Medication Policy

a. Prescription Medication

Students requiring prescription medications, including inhalers, during the school day must have signed forms from a health care provider and the parent/guardian on file in the health office before medications can be administered. Medication must be delivered to the school in a pharmacy or manufacturer labeled container by the parent, guardian, or a responsible adult. **No child is permitted to bring medications to school.**

Medications should be administered before and after school whenever possible. All medication must be taken in the Health Office except for inhalers which may be carried by the student with parental/guardian and physician authorization.

b. Non-Prescription Medication

Acetaminophen (Tylenol) may be administered with written parental/guardian permission in accordance with the protocol approved by the school physician. All other non-prescription medications require an order from a health care provider.

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. Students with barriers to obtaining good nutrition, including financial difficulties, should see the school nurse for confidential assistance.

Physical Education Exclusion

Students may be excused from 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 exclusion. For any PE exclusion over five days, 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.

Physical Exams

All new students and students entering grade 4, 7, and 10 are required to submit a record of a complete physical exam before the start of school in September. Students participating in athletics at the high school and those requesting a work permit must have a complete physical annually. Students in grades 4 and 10 have the option of completing a Health History form instead of a physical exam form.

Rest

Student should arrive at school well rested. Depending on age, students generally require between 8-12 hours of sleep each night.

School Entry

Massachusetts State Law requires documentation of current immunization status and a recent physical exam before entry into school. New students may meet with guidance to select classes but will not be allowed to attend school until health records have been reviewed and approved by the school nurse.

HOMEWORK

The major portion of an individual's learning is accomplished in the classroom. Homework is an extension of activities begun in the school by the student under the guidance of his/her teachers.

The student is responsible for making certain he/she has the assignments, books, and materials needed to complete the homework; asking the teacher to answer any questions he/she may have about the assignment before leaving school; allowing plenty of time to complete assignments; and returning completed work to his/her teacher.

The parents or guardians are responsible to provide a suitable place for study; to show an interest in the work being done, but not to do the work; to encourage discussion of topics that interest the student; to recognize the reading assignments are an essential, often the most important part of a homework

program; to discuss with the teacher other ways in which they can help the student; and to make arrangements to pick up assignments when a student is absent.

The teacher is responsible to teach new work as thoroughly as possible before assigning homework; and to stimulate initiative, responsibility, and self-direction on the part of the student.

The Canton Public School System has a policy limiting the total amount of daily homework in elementary school. Please note the assigned grade level time limits:

Grades 1 & 2: 15-30 minutes/night

Grades 3 & 4: 30-60 minutes/night

Grade 5: 60-90 minutes/night

HOMEBOUND INSTRUCTION:

(Adopted October 3, 1996)

A maximum of four (4) hours of home tutoring per week is available to students with consecutive extended absences from school due to illness or injury. Plans for tutoring should be made as soon as possible, even though a student must be absent for ten (10) consecutive days before home tutoring may begin.

In order to apply for more instruction, the parent must obtain a form from the school office. The form must be completed by a physician and returned to the principal's office.

If approved, the principal's office will make every effort to obtain tutors from the faculty.

INTERNET ACCEPTABLE USE POLICY

All students and their parents must review Canton Schools' Acceptable Use Policy and sign a Student Contract for the Use of the Internet, before gaining access to the Internet under a teacher's supervision. These signed contracts will be kept on file at the school.

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 of Schools, Irene Sherry Kaplan or her 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 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 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. The Kindergarten A.M. session will be canceled on these days, but afternoon sessions will be held. 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, or 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, the CAPT emergency phone chain will be used in an attempt to contact

you. 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.

Evacuation Drills

Fire and bus evacuation as well as lockdown drills are held periodically to ensure that the students are aware of emergency procedures.

IMPORTANT PHONE NUMBERS

Bus Problems

Bus stop locations, pick up, drop off Barbara Stephens 781-821-5060
ext.131

All Other 781-821-5085 ext.101

Robie Peter 781-821-5075 ext.106

William Griffin 781-821-5085 ext.101

Incidents of Harassment

Jennifer Henderson Principal JFK 781-821-5080 ext.101

Robie Peter, Principal Luce 781-821-5075 ext.
106

William Griffin, Principal Hansen 781-821-5085 ext. 101

Section 504 Violations

Alan Dewey, Director of Student Services 781-821-5060 ext.244
or the Principal who will forward the information to Mr. Dewey

Title IX Chapt. 622 Violations

Compliance Officer Donna Creed Bauman 781-821-5050 ext.707
or to the Principal who will forward the information

Homeless Coordinator

Jane Thornton Hansen 781-821-5085 ext. 102

2007-2008

SIGNATURE RETURN PAGE

As an indication that you have read and discussed the Canton Student Handbook for grades K - 5 with your children, please sign where appropriate. The signatures of each of your children presently attending Elementary School should also be included. Please retain the Handbook at home until a new edition is published in the beginning of each school year. ***Return only this page to school.***

Thank you for your prompt cooperation in this matter.

Parent/Guardian Signature

Student Signature

Student Signature

Student Signature

Student Signature

Date