

DEAN S. LUCE SCHOOL
45 INDEPENDENCE STREET
CANTON, MA

FAMILY HANDBOOK
2010-2011

TABLE OF CONTENTS

Welcome from the Principal	1
School Procedures	
School Hours	2
Absences/Late Arrival	2 - 3
Early Dismissal	3
Transportation	
Pick-Up/Drop Off	3 - 4
Bicycles	4
Bus	4
School Communications	
Luce Landscape	4
Virtual Backpack and Weekly Email Update	5
Special Notices	5
Teacher/Staff Communications	5
Children's Classroom Papers, Notices and Homework	5
Monthly Calendar	5
Teacher's Class Notes	6
Incident Slips	6
Parent/Teacher Conferences	6
Report Cards	6
Inter-School Transitions	6-7
Open House	7
Building Security	7
Recess/Snacks/Lunch	
Lunch Program	7
Lunch/Recess Schedule	8
Cafeteria Code of Conduct	8
Recess Expectations and Playground Behavior	8-9
Curriculum	
Library	9
Physical Education	9-10
Art	10
Music	10
Wellness	10

Health Office	10-11
Medications	11
Contacting the Nurse	11
Student Assessments (MCAS)	11
Food Allergies	12
Celebrations	12
Student Services	12
Instructional Support Team (IST)	12
Student Supplies	13
Winter Dress	13
Lost and Found	13
School Council	13-14
Canton Association of Parents and Teachers	14
Membership	14
Board of Directors	15
Opportunities to Volunteer	15
Scrip Program	15
Field Trips	15
Room Parents	16
Donations	16

Welcome!



Dean S. Luce School
45 Independence Street
Canton, MA 02021
781-821-5075

September 2010

Dear Parents/Guardians,

Welcome to the Dean S. Luce School. Our Family Handbook contains useful information regarding our school. As you look through it, you will learn a great deal about the people who are here to assist you as well as our school programs, practices and policies. Attached to our Family Handbook you will find the rules and regulations common to all of the elementary schools in Canton.

We update the handbook annually and we always welcome comments and suggestions. Please feel free to contact us if we have missed something you feel would help others to guide their children through the challenges and opportunities of elementary school.

For the most updated information, please check our school website each week at <http://www.cantonma.org/luce>.

Sincerely,

Robie L.H. Peter
Principal

Ann Cruise
Assistant Principal

SCHOOL PROCEDURES

School Hours

School hours are 8:55am – 3:15pm. Morning Kindergarten ends at 11:35am and the afternoon session begins at 12:40pm. Students may be dropped off at the school between 8:40am – 8:55am. **Please do not drop off students prior to 8:40am, as there will be no supervision earlier.** If there is inclement weather, students will enter through the main entrance and proceed to their classrooms. In good weather, students line up outside the building at their classroom doors.

At the end of the school day, if a student is to walk or ride using private transportation to a destination other than his own home, the student must have a note from his parents or guardian stating the child's destination and an emergency phone number of someone to call should the need arise. This note is to be filed in the school's main office. A note should be sent in when a student has a different after school activity or a change in their regular schedule. A note should also be sent to school if a bus student is given permission to walk home.

Absences and Late Arrival

Attendance is taken at 9:00 am. Students arriving later than this must stop by the office, **accompanied by a parent**, to correct the daily attendance before going to their classrooms.

Excused absences, tardiness, or early dismissals 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 which is not excused, excessive tardiness, or excessive early dismissals. These are tracked by computer and referred to the Truant Officer or to the Department of Social Services.

We share your concerns regarding your child's safe arrival at school. In order to ensure that your child has arrived at school safely, or that he/she has a legitimate reason for being absent or late, we ask your cooperation on the following procedures:

Parents or guardians are strongly urged to contact the school before 8:30 am in the morning of the day the child is absent at 781-821-5075. Please press 1 for the absentee mailbox and state child's name, teacher, and reason for absence. If a child is unaccounted for, the school will contact a family member according to a previously determined call list using the Connect Ed automated phone messaging system. This helps to ensure your child's safety. **Please keep phone numbers up to date with the office and nurse.**

In all cases relative to absence, lateness, or early dismissal, a note of explanation from the parent or guardian must be sent in on the first day of attendance following an absence, even if you have already telephoned in the excuse.

It is the parents' legal responsibility to ensure good attendance. If the child is to be excused 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. Parents may request homework and arrange to have it picked up **at the end of the school day** at the school office if a child is well enough to do it.

If a child is absent for five or more consecutive days a note is required from a health care provider to be given to the school nurse before the student can return to school.

Early Dismissal

All student dismissals require a note and proper authorization and identification from the parent or guardian. Students will be dismissed only from the school office with the knowledge of school personnel. Parents or guardians should sign the students' dismissal log before leaving the school.

TRANSPORTATION

Pick Up/Drop Off

When dropping off or picking up your child, please pay close attention to the crosswalks and crossing guards enroute. When you reach the school, please follow the traffic pattern indicated by signs and cones along the driveway. Drop off your child on the sidewalk side of the car for safety. If you need to linger for any reason, please park your car in a parking spot and walk your child in, as there may be a line of cars waiting to use the drop off area.

The speed limit is 5 MPH and pedestrians a/ways have the right of way. To exit, proceed along the traffic island to the left, back out to Independence Street. When picking up your child after school, please wait for him outside the building entrance. Students may not enter the parking area unaccompanied by an adult.

Parking is allowed in designated parking areas only. No parking is allowed in marked fire lanes, next to the kitchen, and do not block our handicapped spots.

Students are dismissed to line up for their buses between 3:10 and 3:15, depending on their bus route. Until our new bus loop is complete bus students will be dismissed via the front and/or gym doors. Walkers are dismissed via the

school library or the kindergarten side entrance, depending on their grade. Cars should not arrive before 3:10pm. Parents and visitors picking up by car must park and turn car engines off. No car should move until the children have been dismissed, safely walked to cars, and are safely inside. **No vehicle is allowed to pass a school bus/van loading or unloading children.**

Additional information will be forthcoming once our bus loop has been constructed.

Bicycles

Students are allowed to ride bicycles to school, unaccompanied by an adult, **starting in third grade.** As a reminder, it is a state law that children must wear a helmet while riding their bicycles. Bicycles should be kept at the racks provided and a lock is recommended. For safety reasons children must walk their bikes and scooters when on school grounds. Skateboards are not permitted. The school cannot be responsible for damage to bikes or the safety of students riding outside of school property.

Bus

Please make sure your child is familiar with the letter or number of the bus he/she takes to and from school. These may be two different letters or numbers. It is helpful to check the local Canton newspapers for specific information. Please note that the exact times of pick-up cannot be determined until the route becomes routine.

SCHOOL COMMUNICATIONS

The Luce Administration, Staff, and Parents generate information in several scheduled publications:

Luce Landscape

The monthly calendar is accompanied by our school newsletter with includes notes from the principal, CAPT, school council and other school organizations. The notes highlight important events at the school, special dates and arrangements, and items of school-wide concern that parents need to be aware of. Sometimes actions or response is necessary. The principal also includes items which come from parents, school staff, students and neighbors, which merit substantial consideration, e.g., traffic, playground behavior or the need for volunteers.

Virtual Backpack and Weekly Email Update

Notices are accumulated from the school, CAPT, and other community groups and distributed each Thursday on the virtual backpack on the school's website as

well as a weekly email from the principal. Community groups wishing to have non-commercial flyers or brochures distributed in the virtual backpack need to contact the school office first. Some material may require clearance from the Superintendent of Schools first. Material is limited to events of particular interest to children and their parents. The Luce retains the right to determine when an item will be presented on the virtual backpack and if it is appropriate. It is important for parents to check the virtual backpack each week and to read the weekly email from the principal as they contain important school announcements.

Special Notices

For emphasis, certain notices are sent home apart from the virtual backpack and weekly emails. These notices are related to events or concerns needing special, sometimes serious attention. Some examples are: safety alerts, unusual health issues, special meetings, or notices from the Superintendent of Schools or other town departments. Often, this message will be sent out in the form of an automated telephone message system using *Connect-Ed* technology. Generally, a separate notice needs immediate attention and perhaps a quick response.

Teacher/Staff Communications

All staff members have email addresses which are *last name, first initial, @cantonma.org*. (e.g., peterr@cantonma.org) All teachers have voice mail numbers. A directory of room numbers and voice mail numbers appears at the end of this book. Teachers typically check their emails at the end of the day when students are gone, so emergency phone calls should go to the office.

Children's Classroom Papers, Notices, and Homework

Classroom work, homework, and other classroom-based information are sent home at the teacher's discretion any day of the week. Daily assignment notebooks/journals are often used as well.

Monthly Calendar

At the beginning of each month, the principal and the office staff prepare a calendar that includes all activities for the month. These events may include important meetings, events, field trips, and days when school will not be in session. The calendar will be posted on the school's website at the start of each month.

Teacher's Class Notes

Many Luce teachers publish weekly, bi-weekly, or monthly newsletters, which give insight into classroom activities and needs. This option is at the discretion of each teacher. Additionally, teacher's have websites containing information specific to their classrooms.

Incident Slips

Incident Slips are used by staff members as a means of communication to parents to report infractions of this handbook by their child. If a child receives three slips, they are assigned detention. Detention is held from 3:15 to 3:45, Mondays through Thursdays. If a student has physically harmed or bullied another student, it is at the discretion of the staff member reporting, whether the child should receive automatic detention. The parent is then notified and the child will receive detention the next day, or a day that has been agreed upon with their teacher.

Parent/Teacher Conferences

Individual conferences with your child's teacher are held upon request of either the parent or teacher. System-wide conferences are offered twice a year on November 18th-19th and April 14th – 15th. Appointments are scheduled for one evening and one afternoon at a time convenient to both parents and teachers.

Report Cards

Report cards are issued at different times throughout the year and depend on the grade your child is in. The schedule is as follows:

Grade Dates

Kindergarten: February 4th and June 17th

Grades 1, 2 and 3: February 4th, April 15th and June 17th

Grades 4 and 5: November 19th, February 4th, April 15th, and June 17th

The format of report cards for each group of students is different. Performance assessments in grades K – 3 are reflected in checkmarks for each learning area. Letter grades are provided in assessing grades 4 & 5. Reports cards should be reviewed, signed, and returned promptly. Report cards are sent home with the student to the custodial parent or guardian. Parents sharing joint custody may request a copy be mailed.

Inter-School Transitions

Students transitioning from Kindergarten to either the John F. Kennedy School or the Lt. Peter Hansen School will be preceded by individual folders which provide information regarding current achievement and other topics for consideration.

Students transitioning from Grade 5 to Galvin Middle School will visit the school one day in the late spring to become oriented and meet the teachers and administrators. In some cases, Guidance, Medical, and Administrative Personnel will provide information regarding transitioning to the appropriate recipient at the receiving school.

Open House

Open House for Grade 1 will take place on Wednesday, September 1st. Open House for kindergarten will take place on Tuesday, September 7th. Open House for grades 2 – 5 will be held on Wednesday evening, September 22nd at 6:00 – 8:00 pm. It is a casual time for children, parents, and teachers to get acquainted. It also gives parents a time to see where their child learns and plays. Other information is available during this event, such as CAPT membership, after school activities and volunteer opportunities. This is not the time to seek specific information about your child's academic performance, as the event is not conducive to individual conferencing. More information will be posted on the school's website.

BUILDING SECURITY/VISITATION

Visitors are welcome. For the safety of the children all doors are locked during the school day making it necessary to ring the door bell outside the main door.

All visitors must **sign the visitors' log upon entering** and wear a visitors' sticker at all times while in the building or on school grounds during the school day. After signing in please check in the school office and inform them of your destination. Additionally, please note that **no one should be on the playground or school grounds without a visitor's badge.**

RECESS/SNACKS/LUNCH*

All grades have a daily snack. Please send healthy snacks and beverages that are easy to open and eat. Medical conditions of some children may require that only specific kinds of food be allowed in the classroom. You will be informed if this is the case in your child's classroom.

Lunch Menus are provided monthly on the school's website. The selections and prices are listed on the menu. Lunch and milk prices as well as information on our computerized lunch purchase system is available on the Canton Public Schools website under food services. See www.cantonma.org. If you have any questions or comments regarding the lunch menu please direct them to Martha Lawless at 781-821-5050, x 246.

Recess is a valuable time for students to socialize and play together. When weather permits, students play outdoors with adult supervision. Please refrain from sending toys or balls for recess as they may get damaged or lost.

The schedule is as follows:

<u>Grades</u>	<u>Recess</u>	<u>Lunch</u>
K & 2	11:25-11:50	11:50-12:15
1 & 3	11:45-12:10	11:20 -11:45
4 & 5	12:50-1:15	12:25-12:50

* These times are subject to adjustments as necessary.

Cafeteria Code of Conduct

1. Get everything you want and need as you go through the line.
2. Walk to your table and be seated with your feet on the floor.
3. Remain seated.
4. Speak in an inside, conversational voice.
5. Keep your hands on your own tray.
6. Do not share food with others.
7. Raise your hand if you need help.
8. Clean up your space after eating and put any trash in the proper receptacle when called upon to do so.
9. Line up in a quiet and orderly manner.
10. Make sure all food stays in the cafeteria.

Recess Expectations and Playground Behavior

1. Remain within the boundaries of your assigned area.
2. Avoid name calling, use of inappropriate language, gestures, teasing and taking things that belong to others.
3. Follow directions the first time they are given. Including immediately lining up when the bell rings or the whistle is blown.
4. Keep hands and feet to ourselves.
5. Use climbing equipment safely.

6. Immediately report all accidents/injuries to the adult on duty.
7. Show respect for adults, other students and ourselves by settling their differences peacefully.
8. Ball games, except 4-square and basketball, will be played in the field.
9. Playground equipment will not include: roller blades, electronic devices or cell phones.
10. Students will leave rocks, sticks and mulch alone.
11. Students will show pride in their school by keeping the grounds clean and free of litter.

CURRICULUM

Grade level curriculum can be found on the school's website.

Library/Physical Education/Art/Music/Wellness

There are five types of classes known as 'Specials'. Every week, students meet with the Librarian, the Physical Education teacher, the Art teacher, the Music teacher, and the Health teacher. Classroom teachers will notify parents at the beginning of the school year to clarify which day each class will take place. The following are the policies and procedures you should be aware of for these classes:

Library

Library classes are held once a week. Every child is permitted to take out a book. Children are responsible for returning their library book to the school each week and are expected to keep their books clean and safe. If a book is not returned on Library Day, a new book may not be taken out. If a book is lost or returned in bad condition, \$5.00 will be charged for a paperback and \$15.00 for a hardcover, or parents may purchase the replacement copy and bring it to the school office.

Physical Education

Physical Education classes are held twice a week for grades 1 and 2. Each class is 30 minutes long. Grades 3, 4 and 5 meet once a week for 1 hour.

Proper footwear and clothing are encouraged. When weather permits, the children play outside. Any physical restrictions must be documented in writing and given to the gym teacher.

Art

Art classes are held once a week.

Music

Music classes are held once a week. In addition, chorus and instrumental music are available for students in grades 4 and 5 on a before or after school basis. Third grade students may be asked to buy a recorder through the school and bring it in weekly. Fourth and fifth graders can choose chorus or an instrument class in addition to their general music class (free of charge). The students must provide their own instrument or pay instrument rental fees.

Wellness

Wellness classes are held weekly in grades 1-5.

HEALTH OFFICE

The Health Office is to be utilized as:

1. An emergency center for the administration of first aid to the students and personnel and for their care until they are dismissed to their parents.
2. An emergency center for caring for students who become ill during school hours until they are dismissed to their parents' care or return to class.
3. An emergency center where students with suspected communicable disease can be isolated until their families make arrangements for dismissal and follow-up.
4. An area for carrying out state mandated screening programs such as vision and hearing, postural screening, physical examinations, and height and weight measurements.
5. An area for providing health education and counseling to students and staff.
6. An area to securely store student medication. (refer to policy below)

The Health Office is **NOT**:

1. A treatment center for injuries and/or illnesses, which have occurred at home or are unrelated to school activities. The responsibility for treatment of these injuries and illnesses lies with the family.
2. A diagnostic center. Despite the school nurse's professional experience, diagnosis is not a nursing practice. Students and families requesting diagnosis will be referred to their own physicians.

In case of serious injury:

As determined by the school nurse, a 911 call may be necessary and a child will be transported to a nearby hospital. If necessary, a staff member will accompany the child in the ambulance. School staff will call all emergency phone numbers previously provided in an attempt to notify you promptly. However, if your information is not current we will act in the best interest of your child.

Medications

It is school policy to follow the guidelines below for dispensing medications:

- 1) A physician's order is needed before the school nurse administers any medication. This includes over-the-counter medications. Under no circumstances will a teacher dispense medications.
- 2) The medication needs to be brought to the clinic, in the original bottle, with the pharmacy label in place by a parent or guardian. For safety reasons, students are not permitted to bring medicine to school or to return it home.
- 3) Medication is kept in a locked cabinet in the clinic.

Contacting the Nurse

The nurse (June Warren, R.N.) encourages you to keep her informed of any special medical concerns you have for your child. You may contact her on her private line at 781-575-6532 or fax information to her at 781-575-6505 or email her at warrenj@cantonma.org. You can check for health updates on the school's website under the nurse's page.

STUDENT ASSESSMENTS (MCAS)

Students receive several formal assessments during their time at the Luce. Parents will be notified of the exact dates well in advance. The anticipated time frames are late March and mid-to late May. The following grades will participate in the following areas.

<u>Test</u>	<u>Grade</u>
Reading	3 and 5
ELA Language & Literature	4
ELA Composition	4
Math	3, 4, 5
Science & Technology	5
History & Social Science	5

FOOD ALLERGIES

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 provide for consistency across all schools within the district. Please refer to the Health Services webpage to view the policy.

CELEBRATIONS

Birthday and seasonal celebrations are held at the discretion of each classroom teacher. We discourage celebrations involving food due to an increasing number of student allergies. Please check with your child's teacher before planning a party to learn of their practices. Recognition of a child's birthday differs from grade to grade. **Please do not send house party invitations to school with your child to distribute unless every child in the class is invited. It causes hurt feelings and anxiety to those who were not invited when this practice is not followed.**

STUDENT SERVICES

Children who experience difficulty in reading or mathematics may receive extra support from the Reading and/or Math Specialist. These are services offered within the purview of regular education. Students with disabilities who require special education must be referred, evaluated, and determined for eligible by an Evaluation Team, which includes the parents. Some students have disabilities but do not require special education. These children may be eligible for a Section 504 Accommodation Plan. Please contact the office of the Director of Student Services at 781-821-5060 for more information.

Instructional Support Team (IST)

The IST is a group of regular education Luce teachers who assist other teachers to help students at risk. When a child's needs require additional teacher support, a teacher can make an appointment to consult with the IST to explore additional ways to help a child. Parents are notified by the child's classroom teacher when the IST is first contacted by that teacher.

STUDENT SUPPLIES

Each classroom at our school is stocked with adequate textbooks, pencils, scissors, crayons and writing paper. Your child's classroom teacher may request additional or supplementary supplies. Donations are always welcome but we ask that you check with your child's teacher first. Each year, our CAPT provides the opportunity for parents to participate in the SchoolKIDZ program in which supplies can be ordered for the following year and delivered to your child's classroom. A general list of supplies is available on the school's website if you did not purchase a SchoolKIDZ kit. All children should have a sturdy backpack to carry personal belongings and schoolwork to and from school.

WINTER DRESS

During the winter months, the children enjoy playing outside for recess when weather permits. In order for your child to participate, they must wear heavy coats, hats, mittens and other appropriate winter dress. If your child is not dressed properly for the weather, they will remain inside and lose their recess privilege. Please label these items with permanent marker.

LOST AND FOUND

Our “Lost and Found” is located in the main lobby. Labels placed on clothing help the school return items to your child. Any items left at the end of each month are given to a local charity.

SCHOOL COUNCIL

Faculty, support staff, and administration of the Dean S. Luce School work collaboratively with parents and guardians to promote excellence in achievement and character for our students in a caring community.

“A school council is a representative, school building-based committee composed of the principal, parents, teachers, [and] community members ... that each school is required to establish pursuant to Mass. General Laws...”¹ The Education Reform Act of 1993 established school councils so that “teachers, parents, and community members can become more committed to improving the schools and more supportive of the public school system [by having] a role in shaping the policies and programs of the school”.²

The Luce School strives to create learning opportunities which enable our students to be curious, creative and actively engaged.

The school council at the Dean S. Luce School meets monthly to assist and advise the principal. Topics of discussion include everything from playground rules to specific curriculum areas to achievement and learning opportunities.

Our School Council is currently made up of a group of teachers, parents and the principal. Members of the community may also be involved. Each term is for 2 years and positions are staggered so we always have some experience on the council. If you have any questions about the role of the Luce School Council or would like to participate, please feel free to contact one of its members.

Members for the 2010-11 School Year

Jen Barucci- Teacher Representative (baruccij@cantonma.org)
Maura Cosentino – Parent (cozfamily@me.com)
Garrett Clancy- Teacher Representative (clancyg@cantonma.org)
Michelle Dixon- Co-Chair/Parent (michelleddixon@gmail.com)
Robie Peter, Co-Chair/Principal (peterr@cantonma.org)
Lisa Recchuiti- Parent (lisa_recutie@hotmail.com)
Susie Woodland- Teacher Representative (woodlands@cantonma.org)
Parent Representative – TBA

CAPT (Canton Association of Parents and Teachers)

Canton Association of Parents and Teachers, or CAPT, is the non-profit parent/teacher organization at the Dean S. Luce Elementary School. It provides an enriched educational experience for the children by supplementing their daily curriculum with special programs, classroom and school gifts. All this is accomplished by minimal annual membership dues and active family fundraising. The funding CAPT provides to the school includes extra in-school programming, school assemblies, an annual school play, and field days. The CAPT sponsors events such as the Fun Run, the National Circus Project and the Luce Carnival. The money raised enables each class to go on field trips to places such as the Aquarium, Plimoth Plantation, Franklin Park Zoo, and many more curriculum-based, cultural activities.

CAPT Membership

We encourage your support and active participation in CAPT. Membership information will be sent home and will also be available at our Open House. CAPT meetings take place typically the first Tuesday of each month in the school library. Scheduled CAPT meetings for this year are as follows: September 14th, October 5th, November 9th, December 7th, January 4th, February 1st, March 1st, April 5th, May 3rd and June 7th.

CAPT Board of Directors

President – Eileen Chaput (eileenchaput@gmail.com)
Vice-President – Katie Colson (katiesteve@comcast.net)
Secretary – Maura Cosentino (cozfamily@me.com)
Treasurer – Dianne Wright (dwright@Qaminc.net)
Membership – Erin Weitz (erin.weitz@comcast.net)
Fundraising – Michelle Dixon (michelleddixon@gmail.com)

Opportunities to Volunteer

The Luce School strongly supports and welcomes the efforts of parents, grandparents, senior citizens, local businesses, and other members of our community to serve as volunteers. Volunteers serve in classrooms, the publishing center, help provide academic support to students, and help at school fundraising events. Some examples are teacher/student helpers, activity

coordinators, academic tutors, classroom support, or school support. If you or someone you know would like to help, please contact the school office. To ensure student safety, all of our volunteers **must** submit a CORI form, which should be updated every two years.

You may be interested in joining one of the many CAPT committees serving our school. If you are interested in volunteering please contact one of members of the board or the school office. Your individual level of participation can be as much or as little as you are able to give but ALL volunteers are greatly appreciated.

Scrip Program

The Scrip Program is a unique fundraising opportunity for our school. It allows families to turn everyday errands into money for our school by purchasing gift cards through the CAPT. Families pay for and receive the full face value of the card, but the CAPT is able to purchase the cards at a discount, and the difference goes back to the Luce!!! Many popular retailers participate in the Scrip program including Shaws, Barnes & Noble, Dunkin Donuts, Stop & Shop, 99 Restaurant, iTunes, and many, many others. (See full merchant list on **www.glscrip.com**).

The Luce Scrip Program is simple and effective. Check out **www.cantonma.org/luce** and click on “Scrip” for more information and for an order form. Order dates will be scheduled once a month throughout the school year, and more often during the Winter Holiday season. Please contact Katie Broderick at **lucescrip@gmail.com** with any questions. Happy Shopping!

Field Trips

Parents will be notified in advance of field trips by your child’s teacher. A letter will be sent home with all the information about the field trip and a parent or guardian must consent in order for a child to participate. Depending on the destination, a bus fee and a portion of the admission charge may be requested. Field trip fees should be paid in cash whenever possible – no checks please. Chaperones are often requested for field trips. Your child’s teacher will follow the CPS chaperone policy. All chaperones must have completed a CORI form. Since the number of chaperones allowed may be limited due to bus space, available tickets and other factors, please understand that all parents who want to chaperone may not be able to be accommodated.

Room Parents

Each classroom at the Luce has designated room parents, arranged through the CAPT. Room Parents act as the primary liaison between the classroom teacher and the students' families. The responsibilities of a Room Parent are to assist in the planning of special class activities, organize volunteers, maintain confidentiality and schedule volunteers for all fundraising and school events.

Donations

The school library has an Honor Book program. This program allows you to donate a book in the name of an individual or class. A nameplate, listing the person being honored and the one making the donation will be affixed to the fly page of the book.

Canton Public Schools



ELEMENTARY SCHOOL

APPENDIX OF RULES AND REGULATIONS 2010-2011



CANTON PUBLIC SCHOOLS CANTON, MA

CANTON SCHOOL COMMITTEE

Ms. Reuki Schutt, Chair
Ms. Cynthia Thomas, Vice Chair
Ms. Elisabeth Salisbury, Secretary
Mr. John Bonnanzio
Ms. Jill Stevens

CENTRAL OFFICE ADMINISTRATORS

Mr. Jeff Granatino, Superintendent of Schools
Ms. Debra Bromfield, Assistant Superintendent for Student Services
Mrs. Jennifer Henderson, Interim Director of Curriculum and Instruction
Mr. Ken Leon, School Business Administrator
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, gender, sexual orientation, age, homelessness, or disability.

TABLE OF CONTENTS

INTRODUCTORY LETTER FROM ELEMENTARY PRINCIPALS	4
INTRODUCTION.....	5
STATE AND FEDERAL REGULATIONS	5
CANTON PUBLIC SCHOOLS HARASSMENT/DISCRIMINATION POLICY	7
CANTON PUBLIC SCHOOLS HARASSMENT/DISCRIMINATION COMPLAINT FORM.....	12
RESPONSIBILITY OF PARENTS, ADMINISTRATION	13
RESPONSIBILITY OF ALL TEACHERS	14
RESPONSIBILITY OF STUDENTS	14
CLASSROOM RULES	15
CAFETERIA BEHAVIOR	15
PLAYGROUND BEHAVIOR	15
RESPONSIBILITY OF PLAYGROUND SUPERVISORS	16
PERSONAL DRESS	16
GENERAL CONSEQUENCES FOR MISBEHAVIOR	16
Due Process rights for students facing suspension.....	17
RIGHT TO EDUCATION AND POLICY AGAINST EXCLUSION	18
DISCIPLINE OF SPECIAL NEEDS STUDENTS and STUDENTS WITH SECTION 504 ACCOMMODATION PLANS.....	18
RESTRAINT POLICY	19
RULES FOR GOING TO AND FROM SCHOOL	19
SCHOOL BUS POLICY FOR SCHOOL TRANSPORTATION	20
RESOLUTION OF PROBLEMS	23
SCHOOL HEALTH SERVICES	23
FOOD ALLERGY MANAGEMENT.....	27
WELLNESS	28
HOMEWORK	28
HOMEBOUND INSTRUCTION	29
INTERNET ACCEPTABLE USE POLICY	29
SCHOOL CANCELLATIONS, DELAYS, OR CLOSINGS	29
EVACUATION DRILLS AND LOCKDOWNS	30
IMPORTANT PHONE NUMBERS	31
SIGNATURE PAGE	32

September 2010

Dear Parents or Guardians,

A Family Handbook is provided at the beginning of each school year. It is updated annually. This year we have posted them on each school's website. Please review this information and its contents with your child (ren). Have your child and yourself indicate that you have done so by promptly returning the attached signature page to school. If you would like a hard copy of this Family Handbook, please contact your child's school office.

It is important to revisit the rules from time to time throughout the year to help reinforce your child (ren's) understanding of them. In addition, all child (ren) 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 (ren'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,

Robie Peter
Principal, Luce School

Jan Chamberlain
Interim Principal, Kennedy
School

John Maxwell
Principal, Hansen School

The Canton Public Schools do not discriminate on the basis of race, color, religion, national origin, gender, 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 their greatest 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 which have been adopted and pertain to the conduct of students or teachers. 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 Deborah Bromfield by phone at (781) 821-5060 ext.244 or in writing to her 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.

The compliance officer shall investigate all complaints within ten (10) school days with care taken during the investigation to ensure 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 officer, 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.** A total of more than 8 unexcused absences, in one school quarter, is considered excessive and will be reported.

CANTON PUBLIC SCHOOLS HARASSMENT/DISCRIMINATION POLICY

General Statement of Policy

The Canton Public Schools maintain 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 due to race, color, sex, religion, national origin or sexual orientation.” Canton Public Schools affirm 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 –We continue to be committed to providing a safe, supportive and encouraging learning environment for all of its students. With the implementation of Chapter 92 of the Actions of 2010- an Act Relative to Bullying in Schools a district wide task force has been developed to create a Bully Prevention and Intervention (BPIP).

The Canton Public Schools recognize 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, repetitive, 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, threats and derogatory emails or internet use. (Cyber bullying).

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 define 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 36) 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 in response to 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 Family Handbook and its policies, and to discuss this information with their child (ren).
2. To sign and promptly return the signature form
3. To work with the school personnel to assist their children in developing self - discipline
4. To contact their child's teacher or building principal should a concern arise
5. To help in the enforcement of any disciplinary procedure mutually agreed upon by parent, teacher, and administrator
6. To make appointments when a conference is needed
7. To ensure their child's consistent attendance and punctuality

8. To ensure that the student is prepared for school each day with all completed homework and assignments.

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 appropriate and necessary 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. Teacher will communicate with parents, via telephone, note, or email
 - d. Parent, teacher, pupil conference
 - 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.
12. To come to school with completed homework and assignments.

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.
- 4.

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 disciplined according to their infraction. This may include being placed in a "time out" area away from other students or loss of 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.**

RESPONSIBILITY OF CAFETERIA/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

PERSONAL DRESS

Our goal as a school community is to ensure that all children reach their full potential academically, socially and emotionally. Although personal dress is at the discretion of each family, clothing that is worn to school must take appropriateness, weather, and safety into consideration. Students should come

to school dressed for the important work of education. 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. Each act of misbehavior must be dealt with individually, thus 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 may 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 or classroom privileges (i.e. Computer Lab).
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, (see page 42) **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 corrective action 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 on any school property and school buses at any time

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 of behavior 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 suspended 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 area of disability 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: IDEA 2004

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 or 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 **8:40 at the Luce** . There is no adult supervision prior to this time.
2. Do not bring valuable toys such as hand-held electronic devices, mp3's, CD players, ipods, tech decks, collection items or radios to school.
3. Must keep cell phones turned off and in backpacks throughout the school day. Otherwise the cell phone will be turned into the principal, and the parent will be required to come to school and pick it up.

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. Bicycle riders, not accompanied by an adult, must be in Grade 3 or above.
2. Obey the rules for walkers (above).
3. Walk bicycles on school property unless otherwise directed by the school principal.
4. Wear a bicycle helmet as required by law and lock bicycle in bike rack.

*Scooters are allowed, however, helmets must be worn.

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 reinforce 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. Keep the bus aisles clear at all times.

9. Board and leave buses only at their designated stops.
10. Immediately move away from the bus and proceed directly home.
11. Ride assigned bus only. Because of crowded buses and safety concerns, no student will be allowed to ride a bus different from his/her own.
Transportation for play dates or birthday parties must be provided by parents.
12. Refrain from throwing snow while waiting for or disembarking from the bus.
13. Have written permission from home in order to be excused from riding the bus.
14. Understand that all exceptions to regular transportation must be requested in writing and are subject to building principal's approval.
15. Maintain conduct and courtesy expected in any school situation.

Riders are not to:

1. Move about the vehicle when it is in motion.
2. Use profane or abusive language.
3. Use tobacco in any form.
4. Carry or use intoxicants.
5. **Eat or drink on the bus.**
6. Extend any part of body or any object out of the windows.
7. Throw anything on the bus or out of the windows.
8. Damage the bus in any way or tamper with bus equipment (anyone damaging the bus pays for said damage).
9. Spit on the bus or out of the bus windows.
10. Carry animals, other live objects, potentially dangerous articles (including toy guns or other pretend weapons).
11. Intimidate or bully other bus riders.
12. Engage in a behavior which distracts the driver from focusing on the road.

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 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 to remain the same all year.

Students can only ride the bus that has been assigned to them.

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 situation 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 all students. School nurses seek to prevent or identify student health related problems and intervene to modify or remediate these problems. The nurse performs individualized assessments, and works collaboratively with multidisciplinary team (school staff, parents, students and health care providers) to ensure that the school setting is a safe and healthy environment where all can effectively perform their jobs, whether as an available learner or committed teacher. As such, the school nurse is an essential member of the school's multidisciplinary team in advocating for the student's health needs in relation to the entire school community.

Absence from School

Upon return from any absence, student must provide a note. 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. 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:

- 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 the flu or flu symptoms.
- Has an elevated temperature, over 100° (degrees) within the past 24 hours.
- Has a suspicious rash.
- Has a sore or discharging 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 has been on medication at least 24 - 48 hours from the first dose.

If your child should develop any of these or other symptoms hindering the child's availability to learn during school hours, the school nurse will notify you and the child will be dismissed. Please keep your emergency contacts updated as they will be notified for a dismissal if you are not available. *The child is expected to be picked up in a timely manner to reduce the spread of illness to other students and/or staff.*

COMMUNICABLE DISEASE GUIDELINES

If your child has a communicable disease, please notify your child's teacher and school nurse. Before returning to school, your child will need to be checked by the school nurse **or** have a certificate from your doctor (contact the school nurse to see which is applicable).

<u>Disease</u>	<u>Recommended Minimum Absence From School</u>
Chicken Pox	7 days from appearance of first eruption, lesions crusted and fever free
Streptococcal Infections (i.e. strep. throat, scarlet fever)	24 - 48 hours after first dose of medicine and no fever of 100° (degrees) for past 24 hours
Pneumonia	Doctor's certificate for re-entry
Impetigo	24 hours after medical treatment has begun - lesions must be covered in school
Ringworm	Note from doctor that treatment has begun and child may return to school
Scabies	Note from doctor that child had been treated and may return to school
Conjunctivitis	24 hours after medication begun, no drainage
Pinworm	24 - 48 hours after treatment has begun.
Head Lice	Child has been treated with pediculicide and must be checked by school nurse to re-enter

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 and/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"

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, 7 and 10

Hearing: K-3, 7 and 10

Height and Weight: K- 12

BMI with parental notification: 1, 4, 7 and 10

Postural Screening: 5-9

*If a parent wishes to waive the state mandated screening for BMI, a request in writing must be submitted to the school nurse prior to the scheduled time for postural screening.

Parents/guardians are notified if a student 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.

School Entry and Immunizations

Massachusetts State Law requires documentation of current immunization status and a recent physical exam before entry into school. No student will be admitted prior to providing documentation of current immunization consistent with the Canton Public Schools procedures. Visit the "Health Services" web page for a list of required immunizations. No student will **be allowed to attend** school until health records have been reviewed and approved by the school nurse.

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) and Ibuprofen (Advil) 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.

c. Non-Prescription Medication

It is the responsibility of the parent to send their child to school with throat lozenges or Vitamin C drops when the child has a minor irritated sore throat, or persistent cough. The responsibility of the consumption of the cough drops belongs to the parent and child, not the teacher, nurse or school. Please instruct your child accordingly.

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.

Canton Public Schools shall ensure that every student in the schools are examined 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 and at intervals of either three or four years thereafter. We seek to collect these physicals in grades 1, 4, 7, and 10. A student transferred from another school system shall be examined as an entering student. A student may be excluded at the discretion of the school nurse and administration if the physical exam is not submitted

Rest

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

Tobacco Policy

It is unacceptable for any student in either primary or secondary public school buildings in the commonwealth to use or to possess tobacco products of any type on school grounds or at any school function or activity. Students and staff are not permitted to smoke at any school functions (proms, banquets, field trips, etc) held on or off school grounds.

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 provide for

consistency across all schools within the district. Please refer to the Health Services webpage to view the policy.

Wellness

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. The district has implemented, and continues to modify, a PreK-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 for our students. With this in mind, **all foods made available on school campuses during school hours should offer children nutritious choices.** When food is offered at a celebration it is expected that a healthy option will always be present for students to choose.

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 within the specified timeframe.

The parents or guardians are responsible for providing a suitable place for study; showing an interest in the work being done, but not doing the work; encouraging discussion of topics that interest the student; recognizing that the reading assignments are an essential, often the most important part of a homework program; discuss with the teacher other ways in which they can help the student; and making arrangements to pick up assignments when a student is absent.

The teacher is responsible for teaching 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

Homework is generally not assigned on weekends.

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 in coordination with the Student Service Office will make arrangements for tutors.

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 or his 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 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. The Kindergarten A.M and PM sessions will not be held on these days;

however, full day kindergarten will attend. 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.

Evacuation Drills & Lockdowns

Bus evacuation drills are held in the fall. Fire drills are held periodically during the school year. Students exit the building and stand in designated areas where they will be accounted for. Lockdown procedures are in place and practiced in the event of an emergency situation.

IMPORTANT PHONE NUMBERS

Bus Problems

ext.131	Bus stop locations, pick up, drop off	Barbara Stephens	781-821-5060
ext.101	All Other	Jan Chamberlain	781-821-5080
ext.106		Robie Peter	781-821-5075
ext.101		John Maxwell	781-821-5085

Incidents of Harassment

ext.101	Jan Chamberlain, Interim Principal	JFK	781-821-5080
ext. 106	Robie Peter, Principal	Luce	781-821-5075
ext. 101	John Maxwell, Principal	Hansen	781-821-5085

Section 504 Violations

ext.244	Debra Bromfield, Director of Student Services	781-821-5060
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or the Principal who will forward the information to Ms. Bromfield

Title IX Chapt. 622 Violations

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

Homeless Coordinator

Jane Thornton
ext. 102

Hansen

781-821-5085

2010 - 2011

SIGNATURE RETURN PAGE

As an indication that you have read and discussed the Canton Elementary School Family Handbook, available on line, for grades K - 5 with your child/ren, please sign where appropriate. The signatures of each of your children presently attending Elementary School should also be included. As this handbook is updated annually it is necessary to complete this process at the beginning of each school year. If you would like a hard copy of the Family Handbook please let your school office know. ***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 _____

