

# Canton Public Schools



## Elementary School Student/Family Handbook 2022-2023

<p><b>Lt. Peter M. Hansen School</b> 25 Pecunit Street Canton, MA 02021 Phone: (781) 821-5085 Fax: (781)-575-6552 <a href="https://www.cantonma.org/hansen">https://www.cantonma.org/hansen</a></p>	<p><b>John F. Kennedy School</b> 100 Dedham Street Canton, MA 02021 Phone: (781) 821-5080 Fax: (781)-575-6543 <a href="https://www.cantonma.org/kennedy">https://www.cantonma.org/kennedy</a></p>	<p><b>Dean S. Luce School</b> 45 Independence Street Canton, MA 02021 Phone: (781) 821-5075 Fax: (781)-575-6528 <a href="https://www.cantonma.org/luce">https://www.cantonma.org/luce</a></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Canton Public Schools

### Vision

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

### Core Values

- Academic Excellence and Rigor
- Inclusive and Engaged Community
- Respectful and Responsible Relationships
- Continuous Reflection and Improvement

# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Canton Public Schools District Appendix</b>	<b>4</b>
<b>School Hours</b>	<b>4</b>
<b>Dean S Luce Elementary School</b>	<b>5</b>
<b>Lt. Peter Hansen Elementary School</b>	<b>6</b>
<b>John F Kennedy Elementary School</b>	<b>7</b>
<b>Equal Opportunity and Non-Discrimination</b>	<b>8</b>
<b>Academic Information</b>	<b>9</b>
Conferences	9
MCAS	9
PACE	9
Report Cards	9
Student Assessments	9
<b>Specials</b>	<b>10</b>
Art	10
Health	10
Library/ Digital Learning	10
Music	11
Physical Education	11
<b>Attendance</b>	<b>11</b>
Philosophy	11
Absences:	11
Tardy:	12
Dismissal:	12
Notification:	13
<b>Canton Association of Parents and Teachers (CAPT) /Volunteering</b>	<b>13</b>
CAPT	13
CORI Form	14
Volunteering at School	14
<b>Celebrations</b>	<b>14</b>
<b>Code of Conduct</b>	<b>16</b>
Employees to Report Violations:	20

Recess Expectations and Playground Behavior	20
<b>Communication</b>	<b>20</b>
Weekly Update	20
Monthly Calendar	21
Special Notices	21
Teacher/Staff Communications	21
Children’s Classroom Papers, Notices, and Homework	21
Campus Suite	21
<b>Food Service</b>	<b>22</b>
<b>Health Services</b>	<b>23</b>
HEALTH SERVICES	23
Elevator	24
Field Trips	24
Emergency Contact Information	24
Illness Requiring Absence from School	24
Communicable Disease Guidelines	25
<b>Safety and Security</b>	<b>26</b>
Building Security and Visitation	26
Identification	26
<b>School Attire, Recess, Lost and Found</b>	<b>27</b>
School Attire	27
Recess	27
Lost and Found	28
<b>Student Services</b>	<b>28</b>
Elementary Student Services with Team Chair Contact Information	28
Student Response Team	28
Academic Support	29
Response to Intervention (RTI)	29
<b>Transportation</b>	<b>29</b>
Bicycles	29
Pick Up/Drop Off	30
Routing of Buses	30

# Canton Public Schools District Appendix

In addition to the Elementary School Handbook which outlines a range of elementary specific procedures, processes and information the Canton Public Schools has an in-depth District Appendix that includes the District policies, State and Federal laws and regulations and detailed information. It is important that as part of this Handbook, the District Appendix also be reviewed. The District Appendix can be found linked [here](#) or on our website; [cantonma.org](http://cantonma.org)

## School Hours

Hansen 9:10 am – 3:25 pm, student arrival 8:50am

Kennedy 8:40 am - 2:55 pm, student arrival 8:20am

Luce 8:40 am - 2:55 pm, student arrival 8:20am

Students (grades K-5) may be dropped off at the school for morning play outside. Please do not drop your child off prior to 8:20 a.m. (8:50 a.m. Hansen) as there is no supervision until that time. If there is inclement weather or other outdoor limiting conditions, students proceed directly to classrooms. Attendance is taken promptly at 8:40 a.m. (9:10 Hansen) Students arriving later than this time must stop at the office and bring a note to class.

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. **A child without a note will not be allowed to change their dismissal routine.**

# Dean S Luce Elementary School



The Luce Elementary School, which opened in 1954, is named after Dr. Dean Sherwood Luce, a nationally renowned physician. He was known as the “horse and buddy” physician, often seen traveling through the streets of Canton at all hours of the day and night to tend to his patients. He considered his patients to be his family and treated them as such. He was an active member of the Canton Community (Canton Board of Health, library trustee, school doctor, and team physician).

Dr. Luce believed that one person could make a difference in the lives of children. The Luce School Community ascribes to follow in his footsteps by treating each other with respect, honesty, kindness, and compassion. We will put forth our best effort. We will be confident, curious, and creative.

By explicitly teaching our children these values and reinforcing them through our student recognition program, we create a school community that is true to its stated mission: to develop a Culture of Achievement, Equity, and Excellence and educate students in a safe and welcoming community.

## Lt. Peter Hansen Elementary School



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

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

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

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

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

# John F Kennedy Elementary School



The John F. Kennedy Elementary School is named after John Fitzgerald Kennedy, the 35th president of the United States. JFK was born into the prominent Kennedy family in Brookline. He graduated from Harvard University in 1940 before joining the U.S. Naval Reserve the following year. Following a serious injury in World War II and a brief career in journalism, JFK was elected to the U.S. House of Representatives and then became a U.S. Senator. In the 1962 presidential election JFK defeated Richard Nixon to become the youngest person to assume the presidency by election. He served from 1961 until his assassination near the end of his third year in office.

President Kennedy was leading the country during the Civil Rights Movement. During the height of racial unrest he was forced to push Americans to think about equal civil rights, he appointed African Americans to positions within his administration and he supported voter registration drives. Despite these positive moves President Kennedy struggled to unite the country among such strong civil rights opposition.

President Kennedy's fight for civil rights is similar to Canton Public Schools mission to develop a Culture of Achievement, Equity, and Excellence and educate students in a safe and welcoming community.

# **Equal Opportunity and Non-Discrimination**

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

# Academic Information

## Conferences

Individual conferences with your child's teacher are held upon request by either the parent or the teacher. System-wide conferences are offered twice per year, in the Fall and Spring (see the CPS district calendar for specific dates). Appointments will be scheduled through the classroom teacher.

## MCAS

All Canton public school students in grades 3-10 participate in annual state assessments (MCAS). Grade three and four students take ELA and Math, while grade five students take ELA, Math, and Science. Parents are notified of the exact testing dates well in advance. MCAS scheduling and grades tested are subject to change by the Massachusetts Department of Elementary and Secondary Education. More information can be found by going to [www.doe.mass.edu](http://www.doe.mass.edu). MCAS are important assessments and it is critical that families plan to be present for these opportunities for our children to "show what they know" and demonstrate their learning.

## PACE

PACE is the gifted/talented program for students in grades 3-5 and is designed for students who require highly differentiated services. This pull-out program uses advanced content, abstract reasoning, and multi-level problem solving activities to improve higher order thinking and concept development across a continuum of contents and themes. For more detailed information, please go to the Canton Public Schools website- Departments- Curriculum-Instruction & Technology-PACE: Program for Academic and Creative Enrichment.

## Report Cards

Students receive report cards on different dates throughout the year, depending on the child's grade. Our Standards Based report cards currently reflect 21<sup>st</sup> Century Learning Skills and grade level standards expectations. Report cards will be translated for parents/guardians who have requested notices in a language other than English.

## Student Assessments

Students receive several different forms of Reading & Math formal/ end-of-unit assessments during their time in grades K-5.

The STAR benchmark assessment is used three times each year to assess student progress toward grade level expectations in grades K-5. This assessment provides teachers and parents with information about how their students performed when compared to grade level peers nationally and helps the staff identify students who are in need of interventions and extensions. We also use the STAR CBM to monitor student progress on interventions during the year, as well as to screen students in grades K-2 for dyslexia.

Benchmark assessments for all students occur in fall, winter and spring. This data is helpful in supporting positive student learning outcomes and teacher instruction:

- Establish student benchmark performance in reading and math
- Provide ongoing progress monitoring related to student performance
- Provide teachers with student reports to guide instruction and planning

## **Specials**

### Art

Art classes are held once a week for forty-five minutes. The children explore and express their creativity and design thinking through the use of many 2D and 3D art methods, materials, and standards based designed art lessons. The children create a portfolio of their art work throughout the school year and select art work for in school exhibits and the annual art show. Please wear comfortable clothes that can get dirty on art day.

### Health

Health classes are held once a week for forty-five minutes. Health Education curriculum is skills-based, aligned with National and State standards for Comprehensive Health Education and includes age-appropriate instruction in the areas of growth and development, nutrition, mental health, family life, interpersonal relationships, disease prevention and control, safety and injury prevention, substance use/abuse prevention, and bully prevention.

### Library/ Digital Learning

Library/Digital Learning classes are held once per week for forty-five minutes in the library. Each week students will participate in activities within the Digital Learning curriculum, taught by the Digital Learning Specialist, in a wide variety of topics as part of the Massachusetts Digital Learning and Computer Science Standards in addition to their traditional library activities. Every child is permitted to take out a book. Children are responsible for getting their library books back to school each week and are expected to keep library books both clean and safe. If a book is not returned on “library day”, a new book may not be checked out. If a book is lost or damaged beyond repair, it must be replaced and the family will be billed by the librarian.

## Music

Music classes are held once per week for forty-five minutes in the Music classroom. In addition, chorus is scheduled once per week for grade 5 only. Third grade students may be asked to purchase a recorder through the school and bring it in weekly. Instrumental classes (held before school) are also available. Please contact the music teacher for more information.

## Physical Education

P.E. classes are held once per week for forty-five minutes in the gymnasium or outdoors. Proper footwear and clothing is encouraged. Sneakers are necessary; slippers or sandals are not acceptable as footwear during P.E. class. Students will engage in age-appropriate movement progressions, adventure programming, and fun fitness activities. Parents are invited to our annual Field Day and there are parent/guardian volunteer opportunities for this event!

Students with Concussions: Students who are medically excused from participating in physical education due to a concussion will report directly to the nurse's office during their scheduled PE class periods and will not be given alternative work to complete. These students' report card grades will not be impacted by the missed P.E. classes.

# **Attendance**

## Philosophy

The purpose of the Attendance Procedures is to prioritize student attendance. It is our expectation that students will be in attendance on a daily basis, unless they are ill. We firmly believe, and national educational data supports, that regular attendance and academic achievement go hand in hand. Absenteeism and its ill effects start early. Poor attendance can influence whether children read proficiently by the end of third grade. Developing a positive attendance/school habit begins in Kindergarten/Elementary School. Along with regular attendance goes punctuality. It is the legal responsibility of parents/guardians to ensure good attendance. Our primary goal is to support and work closely with all families in the Canton District. We hope that if there are challenges with your child's attendance, you will consider reaching out for assistance.

In order to ensure that your child has arrived at school safely we ask your cooperation on the following procedures outlined below:

## Absences:

[Chapter 76 Requirements and Exceptions](#) Link to Chapter 76, section 1 of the Massachusetts General Laws and the Canton Public Schools Policy

1. Parents or guardians are asked to contact the school, on the morning of the day the child is absent. Please provide a reason for the absence.

**Hansen 781-821 5085**

**Luce 781-821-5075**

**JFK 781-821-5080**

If children are unaccounted for:

- a. A phone call will be placed using the automated ConnectEd messaging system or by the school administrative assistants to the parent/guardian contact information on file.
  - b. The school will make every attempt to contact a family member. In the spirit of safety, if the school is unable to reach the parent/guardian within 90 minutes of the opening of school, then the school may make a home wellness visit. A visit may include school administration, counselors and/or school resource officers.
2. In all cases relative to absence, a note of explanation from the parent or guardian must be sent in the day following the absence. The school recognizes that there are legitimate reasons for being absent from school, i.e., illness, unavoidable medical or dental appointments, funerals, etc. To the extent that these do not exceed seven days in a six month period, absences that fall within these limits will be excused.
  3. Please note that if a student is absent more than five consecutive days, a doctor's note is required.

## Tardy:

Any student who arrives after the start of school should be checked into the main office by an adult, thus allowing for the attendance record to be edited.

Luce & JFK Tardy Time: After 8:40 am

Hansen Tardy Time: After 9:10 am

## Dismissal:

1. At the end of the day, if a student is to walk or ride using private transportation or to a destination other than their own home, the student must have a note from his/her/their parent/guardian stating the child's destination, with an emergency phone number of someone to call should the need arise.
2. A note should always be sent in when a child has a different after school schedule.
3. A note should also be sent in if a bus student has permission to walk home.
4. A child without a note will not be able to change their after school dismissal routine.

## Notification:

Please note that all attendance - absences, tardies, dismissals are regularly tracked and provided to the Department of Elementary and Secondary Education. Parents or Guardians of those students displaying irregular attendance or frequent tardiness will be notified of our concerns in the following manner:

1. After 3 unexcused absences (per state law guidelines) a letter will be sent to parents/guardians, addressing the concern of absences and giving an opportunity for parent/guardian to offer further explanation.
2. After 5 absences (per state law guidelines) a letter will be sent to parent/guardians, addressing the concern of absences to request a Partnership Meeting with the Administration/Home School Interventionist for a plan to improve attendance.
3. At any time, a parent/guardian may request a partnership meeting to discuss any child/family needed support.
4. Following a Partnership Meeting, if your child's attendance does not improve, the school is required to notify the Department of Children and Families and/or file [Child Requiring Assistance](#) with the Dedham Family Court

## **Canton Association of Parents and Teachers (CAPT) /Volunteering**

### CAPT

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

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

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

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

## CORI Form

To support student safety, all school volunteers, including field trip chaperones, must submit a CORI form and get fingerprinted. If you anticipate volunteering, you are strongly encouraged to complete these requirements early in the school year, as there may be delays. CORI forms must be updated every three years. [Click here to access the District Forms](#). A copy of a valid license should accompany the form in order for it to be processed. This is mandated by the State of Massachusetts. The town only accepts fingerprinting from the Identogo Company. You can go to <http://www.indentogo.com/FP/Massachusetts.aspx> to register for a date, time and location to have your fingerprints taken. You will be required to provide the Canton Public Schools ESE Organization Code: 00500000 when registering for an appointment. After your appointment, send or bring a copy of your Identogo appointment receipt to the school's main office.

## Volunteering at School

Parents and guardians are always welcome to volunteer in many areas at the school, this is critical to our school's success! ALL volunteers, when working in the school around children, must have a C.O.R.I. (Criminal Offender Record Information) background check...this is state mandated. The form for this check is located in the main office. Please allow several weeks for the C.O.R.I. results to be posted back to the school before assuming any volunteer activities. In addition, state requirements mandate that anyone working directly with children in schools (including volunteers) be fingerprinted. For information on how to complete this, please visit the district website ([www.cantonma.org](http://www.cantonma.org)) or contact your school's main office.

## **Celebrations**

Birthday and seasonal celebrations are held at the discretion of each classroom teacher. Please check with your child's teacher before planning a celebration to be informed of their classroom practices. Recognition of a child's birthday differs from grade to grade. Seasonal celebrations are typically coordinated with the room parents. Cupcakes, cakes and other treats of this sort are not allowed due to BOTH our wellness policy, concerns around allergies, and Massachusetts' nutritional policy which is the strictest in the United States. Please see the MA. "Act" below:

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

The standards have been addressed within the revised Wellness Policy for the Canton Public Schools. View policy at:

[www.cantonma.org/pages/CantonPublicSchools/Departments/HealthServices/Wellness\\_Policy\\_Resources](http://www.cantonma.org/pages/CantonPublicSchools/Departments/HealthServices/Wellness_Policy_Resources)

The Wellness Policy outlines Canton Public School's efforts to implement:

- A safe environment to support academic success and promote healthy child development.
- A sequential, comprehensive, standards-based Wellness Program that incorporates nutritional education, health education and active and safe physical education.
- Opportunities for cross-curricular physical activity.
- Compliance with the newly established nutritional standards for foods served in school cafeterias.
- Standards for all foods or beverages sold or provided as à la carte items in school cafeterias, school stores, school snack bars, vending machines and school-sponsored or school-related events and all other locations in public schools. These standards apply to competitive foods and beverages sold or provided to students 30 minutes before the beginning of the school day until 30 minutes after the school day ends. However, foods and beverages sold in vending machines must comply with the standards at all times.
- The standards do NOT apply to foods and beverages sold as part of a federal nutrition program such as the School Lunch Program which follow USDA Federal guidelines.
- The standards also do NOT apply to foods or beverages sold or provided at booster sales, concession stands, and other school-sponsored or school-related fundraisers and events as long those items are provided beyond the "30 Minute Rule."
- These standards DO apply to school parties and celebrations within the classroom, as well as for incentives and rewards in the educational environment. However, the John C. Stalker Institute of Food and Nutrition has provided an up-to-date list of vending and snack products that meet the MA Nutrition Standards for Competitive Foods called the "[A-List](#)" which may be utilized in classrooms. There is also a Nutrition Evaluation Tool for Schools called [MassNETS](#) to check if a product meets the Massachusetts School Nutrition Standards.

Children need the opportunity to have access to healthy, nutritious foods. The healthy, nutritionally knowledgeable, and physically active child is more likely to be academically successful. Our schools seek to collaborate with families to ensure that healthy foods are available throughout the school environment so students can practice making good choices.

**\*NOTE\*** Please do not send house/home party invitations to school with your child to distribute unless every child in the class is invited. This will avoid hurt feelings and anxiety for those who may not be invited.\*

# Code of Conduct

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

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

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

## 1. Process for Responding to Code of Conduct violations

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

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

- a. Restorative Accountability: Either in lieu of or in conjunction with traditional, progressive accountability practices, the school administration may recommend restorative approaches to accountability, especially when incidents arise as the result of conflict between Canton Elementary School community members.

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

b. Progressive Accountability:

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

Parental Outreach	The school faculty will prioritize parental engagement when requiring a student to account for violations of the Code of Conduct. This engagement may be in the form of email communication, a phone call, or a meeting.  Parents may be required to meet with the school administration when students repeatedly violate the Code of Conduct. This includes violations of the Attendance Policy.
Confiscation of belongings	If the administration determines that a student has something in their possession that either violates the law or substantially disrupts the learning process for that student or for other students, the administration may confiscate those items.
Withholding of Privileges	This may include the withholding of privileges during the school day or after school activities.
Referral to the School Resource Officer (SRO)	Serving as a liaison between the school and the Canton Police Department, the SRO is a valuable resource in the our school

	community. The administration may refer students to the SRO when students engage in unsafe or unlawful behavior, or when the administration worries that a student's attendance may be the result of unsafe or unlawful behavior or truancy.
Short term Suspension	Will be determined by an administrator; will result in a student's removal from school for no more than ten (10) school days.
Long term Suspension	Will be determined by an administrator; will result in a student's removal from school for more than ten (10) school days.
Emergency Removal	Will be determined by an administrator; will result in a student's temporary removal from school for no more than two (2) school days.
Expulsion	Will be determined by an administrator; will result in a student's enrollment being terminated.

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

**3. Behavioral Expectations:** The physical and emotional safety of all students and Canton Elementary School community members is a top priority of the Code of Conduct. Additionally, in keeping with the Core Values and Beliefs of the Canton Public Schools, Canton Elementary School community members are expected to foster respectful and responsible relationships and contribute positively to a diverse and inclusive learning environment. Students who detract from these community goals, or fail to act as positive community members, will be required to account for their behavior in accordance with the school's restorative or progressive approach to accountability.

Students will not engage in the following list of behaviors.

- Discrimination against a student based on that student's race, color, religion, national origin, ethnic background, gender, sexual orientation, gender identity, or disability status.
- Targeting, ridiculing, or using as a source of humor another student's race, color, religion, national origin, ethnic background, gender, sexual orientation, gender identity, or disability status.

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

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

### Employees to Report Violations:

All employees are required to report to the Principal any incident in which a student is found in possession or use of a dangerous weapon on school property or a student-sponsored event. Principals will file reports under as required by M.G.L. Chapter 71, Section 37L. This state law then requires follow up reporting and assessment for students.

### Recess Expectations and Playground Behavior

Recess is an integral segment of the school day and all children are expected to participate unless a medical condition precludes their participation (note required). As only inclement weather will keep the children inside, please be sure that your child is dressed for outdoor play. The recess periods are scheduled daily, preceding or following lunch.

## **Communication**

Communication is critical for students, parents, and staff to collaborate to help our children be successful. The administration, teachers and parent group generate information in a variety of ways:

### Weekly Update

A weekly bulletin is sent from the Principal with highlights of what is coming up or what has occurred during the week at our school. Also, notices are distributed from the school, CAPT, and other community groups and distributed each week on the school's website. Community groups wishing to have non-commercial flyers or brochures distributed need to contact the school office first. All material may require clearance from the Superintendent of Schools first. Material is limited to events of particular interest to children and their parents. The District retains the right to determine when an item will be presented on the website and

if it is appropriate. It is important for parents to read the weekly email from the principal as they contain important school announcements.

## 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.

## Special Notices

For emphasis, certain notices are sent home apart from 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., hoffa@cantonma.org) All teachers have voice mail numbers. Teachers typically check their emails at the end of the day when students are gone. They are not expected to be on their computers during the school day. Additionally, classroom phones do not ring during the school day calls are sent directly to voicemail during those hours. All emergency and urgent phone calls should go to the office. Please understand that it may take teachers 24-48 hours to return phone calls and/or emails. Additionally, emails sent during the weekend may not be returned until the following school day.

## 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.

## Campus Suite

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

Hansen Elementary School--Public Website Only\*

<https://www.cantonma.org/hansen>

JFK Elementary School--Public Website Only\*

<https://www.cantonma.org/kennedy>

Luce Elementary School--Public Website Only\*

<https://www.cantonma.org/luce>

## Food Service

Students eat lunch at school in the cafeteria. Lunches may be brought from home or hot lunches may be purchased on a daily basis. In an effort to be more “green” and go paperless, lunch menus will be given to each student in September. Every month thereafter, lunch menus will be posted in each classroom and are available upon request. Lunch menus for each school may also be found on the Canton Public Schools website. The students have 25 minutes for lunch, along with a 25 minute recess.

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

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

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

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

### Free and Reduced Price Meals Applications

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

### Purchasing School Meals

**Free Meals until June 30, 2023**

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

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

School Meals may be purchased as follows:

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

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

**Food Allergies and Medical Conditions**

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

**Charge Lunch Policy**

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

## Health Services

**HEALTH SERVICES**

**District Nurse Leader, Lauren Pushard, RN**

781-821-5060 ext 1113

**District Resource Nurse, Irene Keefe, RN**

781-821-5060 ext 1174

**Home School Nurse Interventionist, Lindsey Coppola, RN**

781-821-5060 ext 1176

<b>Hansen Elementary</b>	<b>JFK Elementary</b>	<b>Luce Elementary</b>	<b>Rodman Preschool</b>
(781) 821-5085 <b>x4102</b>	(781) 821-5080 <b>x5102</b>	(781) 821-5075 <b>x6109</b>	(781) 821-5060 <b>x1508</b>
Bethany Glennon, RN TBA, RN	Ellen Stenmon, RN	Cindy Bonner, RN	Bailey Hewit, RN

## Elevator

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

## Field Trips

The school nurse will work with parents/guardians and Student Services staff to ensure that students with special health care needs or medications are able to attend field trips. Any students self-administering medication on field trips must have signed permission from a parent/guardian and be signed off by their physician and school nurse for competency. School nurses can assist with this process. If parents/guardians cannot afford the cost of any field trip, please see the principal for financial assistance. No student will be excluded from a field trip due to financial reasons.

## Emergency Contact Information

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

## Illness Requiring Absence from School

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

When you call the absentee line of your school, please specify the nature of the illness. Here are some guidelines to follow:

## Communicable Disease Guidelines

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

<b><u>Disease</u></b>	<b><u>Recommended Minimum Absence From School</u></b>
Covid-19	From diagnosis or from the first day of symptom onset, students should isolate at home for 5 days returning on day 6 only if symptoms have mostly resolved and the child is fever free with no medications for 24 hours. School nurse clearance required for re-entry.
Flu	From diagnosis until 24 hours fever free with no medication and symptoms mostly resolved.
Chicken Pox	From first eruption until lesions are crusted over, child is fever free for 24 hours, and until a doctor's note provided for re-entry.
Streptococcal Infections ("Strep Throat", "Scarlet Fever")	From diagnosis until 24 - 48 hours after first dose of medicine, fever free for 24 hours, and until doctor's note provided, clearing for re-entry.
Pneumonia	From diagnosis until doctor's note provided for re-entry, and fever free for 24 hours.
Impetigo	From diagnosis until 24 hours after medical treatment has begun, lesions must be covered in school, and until doctor's note provided, clearing for re-entry.
Ringworm	From diagnosis until 24 - 48 hours after first treatment and until doctor's note provided, clearing for re-entry.
Scabies	From diagnosis until 24 - 48 hours after first treatment and doctor's note provided, clearing for re-entry.
Conjunctivitis	From diagnosis until 24 - 48 hours after the first dose of medicine, no eye drainage evident, and doctor's note provided, clearing for re-entry.
Pinworm	From diagnosis until 24 - 48 hours after treatment and doctor's note provided, clearing for re-entry.
Head Lice	From diagnosis, until first treatment - the student must be checked by the school nurse and cleared for re-entry.

Gastrointestinal Viruses

From the first episode of vomiting or diarrhea until 24 hours with no episodes and fever free for 24 hours before returning to school.

**Keep your child home if he/she/they:**

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

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

## Safety and Security

### Building Security and Visitation

Safety is paramount to student learning and is our number one priority. All faculty and staff working for the Canton Public Schools are required to wear security badges at all times when in the building and working with students. Any and all visitors in the building must sign the visitor’s log in the office upon arrival. After signing in please check in the school office and inform them of your destination. Visitors that are not school department employees will be issued a daily visitor’s badge or daily substitute teacher badge, which must be visible at all times. Additionally, please note that no one should be on the playground or school grounds without a visitor’s badge. Temporary badges are good for ONE DAY and must be discarded upon leaving the building. For the safety of the children all doors are locked during the school day making it necessary to ring the doorbell outside the main door. All hallways and public areas are monitored by closed-circuit television. The school does deploy and practice numerous safety protocols, procedures, and evacuations in the unfortunate event and preparation for a multitude of potential emergencies.

### Identification

If a student is being picked up by anyone other than a parent/guardian, they will be asked to present a valid license. Even though they may be listed as an emergency contact, they still have to produce identification.

# School Attire, Recess, Lost and Found

## School Attire

The dress code is intended to support the school's culture of respect and high expectations, and outlines reasonable regulations expected of students' attire. Also, in accordance with Massachusetts state law students are expected to dress in a manner that conforms to reasonable standards of health, safety, and cleanliness that will not cause disruption to the educational process.

Examples of clothing which do not meet these standards include, but are not limited to:

- Excessively revealing clothing
- Articles of clothing/accessories that impede the immediate identification of a student
- Clothing with profane or offensive language or which contain images, words, or symbols relating to sex, drugs, alcohol, or other conduct/topics are prohibited

Attire and/or accessories relating to religious purposes/observances are appropriate.

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.

If students or parents/guardians have any questions about whether an item of clothing is appropriate, they should consult with the building administration before wearing that article of clothing.

If a student is dressed inappropriately, the school administration is authorized to:

- Have students change their clothing in school to school appropriate attire.
- Contact parents/guardians to bring in a change of clothing.

The principal or their designee will determine consequences for a student who defies a reasonable request to dress appropriately for the school setting or repeatedly defies the school's dress code.

## Recess

Recess is an integral segment of the school day and all students are expected to participate unless a medical condition precludes their participation (note required). As only inclement weather will keep the students inside,

please be sure that your student is dressed for outdoor play. The recess periods are scheduled daily prior to or after lunch.

## Lost and Found

It is most helpful if jackets, sweaters, lunch boxes, etc., are labeled with your child's name. Lost clothing or personal items that are found anywhere in the building or on school grounds can be taken to the office. These items are placed in the lost & found box located outside the office. Students and parents are urged to check this box periodically. About 3-4 times a year, the items are displayed so that the children can claim them. Students should refrain from bringing valuables to the school, including iPods, video game systems, etc... Unfortunately, the school cannot be responsible for lost items.

# Student Services

## Elementary Student Services with Team Chair Contact Information

Students come with many unique learning needs. Some children may not seem to be making progress and may need extra instruction. This can be done through RtI and mainstream educational initiatives. Other children may require more intensive, "specialized instruction". These children who require special education must be referred, evaluated and determined eligible for services by an evaluation team, which includes parents. Some students have disabilities, but do not require specialized instruction. These children may be eligible for a Section 504 Accommodation Plan. Please contact the school's Student Services Administrator or the office of the Director of Student Services at 781-821-5060 for more information.

Hansen, 781-821-5085 ext. 4109

Kennedy, 781-821-5080 x5106

Luce, 781-821-5075 x6103

The elementary schools in Canton have several *mainstream education* mechanisms for helping students that are not making the progress expected at their age and grade, but are not on Individualized Education Programs (IEPs):

## Student Response Team

This group of teachers, administrators, specialists and related service providers review student assessment and observational data to determine appropriate supports, interventions, and educational pathways for each student.

## Academic Support

Elementary schools in Canton are moving towards fully inclusive practices. In order to ensure that all students are able to access the curriculum and experience success, we use a range of strategies including differentiated instruction and strategic assignment of adult staff to support and challenge learners in customized ways. Additionally, we use a range of tools to help students access the curriculum and regulate their behavior in order to help all students make progress, regardless of whether they are on an Individualized Education Plan (IEP). Please note that school staff cannot share information about other students' needs, plans or services with a family outside of their own. However, we are always happy to discuss how we can support your child to feel safe, successful and included in our community.

Students move through their learning at varying paces, and many have unique needs. Some children may not seem to be making progress and may need extra, targeted instruction; this can be done through our various educational initiatives.

## Response to Intervention (RTI)

RTI is a research-based, systematic approach to helping children who need extra academic support. In essence, it is identifying a student's need for specific, additional academic support and providing them in order to prevent a student from falling significantly below grade level expectations. Students may receive additional support from their classroom teacher, a reading specialist, math specialist or other educational staff. Parents are informed and included throughout the identification and intervention process, including periodic debriefs on the academic data collected for each child.

These are services offered under the umbrella of general education. Students with disabilities who require special education must be referred, evaluated, and determined for eligibility 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.

# **Transportation**

## Bicycles

Students are allowed to ride bicycles to school. Students under grade 4 must be accompanied by an adult. 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.

## Pick Up/Drop Off

When dropping off or picking up your child, please pay close attention to the crosswalks and crossing guards. 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. Under no circumstances should you park in the Fire Lane. Due to the limited size of our parking lot; to ensure safety for all. There should not be any idling at anytime in the parking loop.

The speed limit is 5 MPH and pedestrians always have the right of way. Remember our in and out is ONE WAY. When picking up your child after school, please wait for him/her outside the building entrance. Students may not enter the parking area unaccompanied by an adult.

Parking is allowed in designated parking areas only. There are 2-3 15-minute parking spaces for visitors that should be utilized. No parking is allowed in marked fire lanes, next to the kitchen, and do not block our handicapped spots.

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.

## Routing of Buses

1. All kindergarten children will be picked up in the morning and dropped off in the afternoon at either their neighborhood bus stop or their homes, wherever is more feasible. There is no guarantee of door-to-door pick up or drop off. Kindergarten students will not be dropped off at a bus stop unless a parent, responsible adult or older student is there to escort them home. If no one is present to meet the students, they will be returned to their school.
2. The Transportation Manager will make every effort to ensure that no student has to walk more than one half (1/2) mile to the bus stop.
3. Maintaining the sidewalks and roadways is the responsibility of the Public Works Department, and they should be notified for repairs or maintenance.
4. For the purpose of busing, special needs students will be subject to the same policies as all students unless the Director of Student Services recommends special arrangements or the student's IEP specifically requires transportation modifications.
5. If a medical need arises, where a student may need temporary transportation, the parent needs to contact the child's school nurse.
6. Children on crutches, who can still ride the bus, should sit near the front of the bus for safety reasons.
7. Students are to be transported from their assigned bus stop. Students are not permitted to ride on any bus except the one to which they are assigned, unless prior approval has been granted.

8. If an elementary school child requires before or after school care from a different location than their home location, the request must be made, in writing, to the Transportation Manager. Locations will only be considered that are within Canton town limits and within the child's elementary school district.
9. Bus drivers do not determine stops, nor can they change stops. Drivers cannot, by law, drive a bus with student numbers greater than its capacity, except in a very specific case of emergency and then only at the direction of the School Department. Drivers cannot allow non-students (including parents) onto the buses.
10. Routes will be considered "full" when 47 secondary students or 65 elementary students are assigned to them. Applications that arrive after the buses have reached capacity will be put on a waitlist.

