



Canton Public Schools Responsible Use Policy Guidelines for Students

Responsible Use Policy (RUP) Guidelines for Students

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

GSuite for Education Student Accounts

Students in grades K-12 are assigned a GSuite for Education (formerly Google Apps for Education) account. In addition, students in grades K-12 are assigned a Canton Public Schools Gmail account for educational use only. GSuite is a suite of web-based software applications that allow for the creation and collaboration of documents, spreadsheets, presentations, websites, email and much more. The benefits for teachers and students include the ability to collaborate and communicate on projects and assignments in real-time online. Students will also have access to their files in Google Apps anywhere they have internet access at any time on just about any type of device. Many teachers use Google Classroom as a learning management platform that allows students to access class content and assessments, turn in completed work, and as a digital library for classroom resources.

Students will follow these Guidelines for responsible use when using any internet-based services like Gsuite Apps, including Gmail. These services are considered an extension of the school’s network. Students have no expectation of privacy in their use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement. Students should never share personal information online in public spaces including their assigned GSuite account.

For more information on Google’s privacy and security, please [click here](#)

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

Canton Public Schools Responsibilities:

The Responsible Use Policy (File: IJNDB) and subsequent RUP Guidelines are based on our requirement by Children’s Internet Protection Act (CIPA, 2017) to support our protection measures to block and filter internet access to obscene pictures and sites that are harmful to minors. In addition, our Access to Electronic Media Policy (File: IJND) and RUP

Guidelines must include the monitoring of online activities of minors, we must provide education to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response (CIPA, 2017). Since students may be using the District's technology at home more, a web filtering system will be deployed to each device used outside the school district. However, even with the best of intentions to monitor and filter the internet and online material and content, there are no guarantees that your child might access, acquire or transmit inappropriate content. The Canton Public Schools cannot be held liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools' computer network and/or the internet.

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

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

Student Responsibilities:

I am responsible for practicing positive digital citizenship

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

I am responsible for keeping personal information private

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

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

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others without permission.
- I will log out of my accounts and equipment to ensure my privacy and security.
- I will log out of unattended equipment and accounts if another student hasn't logged off in order to maintain their privacy and security.

- I understand that technology can be interrupted and unpredictable and will use multiple means to save and backup my information.

I am responsible for treating others with respect and dignity

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

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

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

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

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

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

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

I am responsible for respecting the works of others

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

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

- I understand that I am responsible to safeguard my own equipment.

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

I am responsible for my actions while engaging with my teacher and peers in a remote learning environment

- I will make positive choices while online or in a virtual classroom
- I understand that classroom and school expectations are part of learning in a virtual classroom
- I will not share any virtual classroom and/or link information with anyone unless instructed to do so by my teacher
- I understand that any behaviors that interfere with the educational process and/or are deemed inappropriate while participating in a virtual classroom may result in disciplinary action.

Parent/Guardian and Student Responsibilities:

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

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

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

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

The School District may not provide access to any student who fails to sign the RUP Guidelines.

Canton Public Schools



COVID 19 Appendix 2020-2021

Dear Canton Parents/Guardians and Students,

This is a start to school like no other. The CPS staff have been working tirelessly to prepare for the reopening of school for all students on September 16, 2020. The School Committee and Canton Teachers Association believe that a phase-in hybrid approach is the better way to start school in such an uncertain time. To best support all students and staff during remote learning, hybrid or all-in, with all safety precautions in place regardless of the model of teaching and learning at that time, the School Handbooks provide information outlining important expectations and common practices across the school system.

Regardless of the unique nature of this school year, our Strategic Framework stands strong. The Long-Term Strategic Objectives are the overarching goals with the more specific Strategic Areas of Focus and the individual School Improvement Plans serving as areas for more detailed planning and action.

Also, in the planning and development of the [Comprehensive School Reopening Plan](#) approved by the School Committee on August 6, 2020, we committed ourselves to:

- Student and staff safety
- Equity and advancing excellence
- Rigorous, high quality teaching and learning
- Students' authentic sense of belonging and joy
- Communication and collaboration with stakeholders
- Continuous improvement and reflection
- Adaptive and innovative approaches

The School Reopening Plan provides many details regarding specifics of this year. Like every other year, policies, laws and regulations change, and we adjust our School Handbooks. I strongly encourage you to carefully review these documents including the accompanying signature page to express your understanding of these expectations.

Please contact your school's Principal if you have any questions, comments or concerns so that we can improve our communications with you and better serve every student within the Canton Public Schools.

Respectfully,

A handwritten signature in blue ink, reading "Jennifer Fischer-Mueller". The signature is written in a cursive style with a light blue shadow effect behind the text.

Jennifer Fischer-Mueller, Ed.D
Superintendent

Background

On June 25, 2020, the Department of Elementary and Secondary Education published the [Initial Fall School Reopening Guidance](#) to establish key elements and timelines for the planning process in response to COVID 19. DESE called on school districts to develop COVID safety plans and protocols, while also directing districts to design a reopening plan that addresses the Continuum of Fall Reopening Models -- All In, Hybrid and Remote -- and a fully Remote Learning option.

Canton Public Schools conducted an exhaustive review of the feasibility and effectiveness of the three different Models in the Continuum, from the following standpoints: safety, teaching and learning, student and staff well-being, technology, operations, and transportation. CPS conducted several surveys to better understand the school community's preferences and perspectives. In addition, Canton Public Schools developed and offered the Remote Learning Pathway as a full-year, fully remote option for families who did not want their children to enter the school buildings. Families had the opportunity to choose either the Continuum of Learning Models or the Remote Learning Pathway for the school year.

The Comprehensive School Reopening Plan

On August 6, 2020, the Canton Public Schools presented the [Comprehensive School Reopening Plan](#) to the Canton School Committee and it was approved. The plan was subsequently submitted to DESE. The Comprehensive Plan features the following:

- The Commitments for the Fall Reopening
- The Conditions for Learning
- The Continuum of Reopening Models
- The Weekly Design of Hybrid
- The Remote Learning Pathway
- Health and Safety
- Teaching and Learning
- Technology and Digital Learning
- Social and Emotional Supports
- Students with Special Circumstances
- Transportation

Health and Safety

The health and safety of our students and staff is a top priority. As such, the Canton nursing team collaborated with the Canton Health Department and local safety officials weekly to review the DESE guidance on Health and Safety Requirements for Schools and develop the [Canton Public Schools Protocols for Responding to COVID-19 Scenarios](#).

The document is an important resource that can be assessed on the [CPS website](#). It features the following important topics:

- Common Symptoms of COVID-19 and Testing Sites
- Common Elements of Protocols for COVID-19
- Protocols for Students and District Staff members
- Protocols for Potential School or District Closure

Daily Self Screening

Self screening is an essential and required daily activity for both staff and students, and any approved visitors: special education contract providers, service employees, and emergency personnel. Students and staff must conduct the self-screening prior to coming to school. A letter sent to families can be found [here](#). Instructions and information are in the Self Screener link.

Click on the following link for the [Student Self Screener](#).

Click on the following link for the [Staff Self Screener](#).

Click on the following link for the [Approved Visitor Screener](#).

Click on the following link for the [QR Codes](#).

Hand Hygiene And Sanitation Stations

Sanitation stations have been set up throughout the building. Students will also be using bathrooms for handwashing, as well as sinks that are in some of our classrooms. Proper handwashing signage is located at each of these locations.

Hallway Traffic Patterns

In accordance with recommendations from the Canton Health Department, traffic patterns have been established in common areas such as stairwells, cafeteria, gymnasium, etc. Building administration will communicate the directions in each area and to plan appropriate routes. Signage will be posted as well.

Restrooms

While trips to the bathroom will not be limited, we will be allowing only one student to leave a classroom at a time. Students will be required to sign out through a process and restrooms will be designated for each area of the building. Restrooms will be monitored to ensure a maximum of two students in a restroom at any given time. Students waiting to use a restroom will be expected to follow proper social distancing guidelines. Signage is present inside and outside of the restrooms reminding students of these guidelines.

Guests And Visitors

Guests and visitors will not be allowed to enter the school buildings, including parents/guardians. Individuals outside of the regular in-school community that will be allowed in the building include special education contract providers, service employees, and emergency personnel. These individuals will be tracked and a log will be maintained for 30 days. This log will have the individual's name, date, arrival/departure time, phone number and area visited in the building. The Principal may admit a person under unique circumstances that are deemed appropriate. Proper protocols will be followed.

Facilities: Cleaning and Operations

Constant implementation and monitoring of building operations and cleaning processes are paramount to establishing a healthy environment for staff and students. The four modes of cleaning procedures must be done comprehensively with safety in mind, while the attention to HVAC systems and maintenance is critical.

All of the Canton Cleaning and Operation protocols are outlined in the link below:

[Canton COVID 19 Cleaning and Operations 2020](#)

HVAC and Air Quality

The school department hired two consultants to review building HVAC systems and test the air quality in all six buildings occupied by staff and students. This report outlines the recommendations and the actions the district will take as agreed upon by the Joint Labor Management Committee (JLMC). The HVAC Systems and Air Quality Reports can be found [here](#). Within this document, on page 2 there is a link to a folder containing detailed reports for each school building.

School Schedules

School principals and their teams faced the challenge of developing schedules for the Hybrid Model that prioritized overall health and safety, teaching and learning, a student's social and emotional well being, logistics and operations. Principals presented the following Hybrid schedules at the School Committee meeting on September 17. As principals stated during the presentation, the schedules will continually be examined to continually seek the best in-person student experience possible.

[Elementary](#)

[GMS](#)

[CHS](#)

[Rodman Early Childhood Reopening Information and Update](#)

Remote Learning Pathway (RLP)

The Remote Learning Pathway serves as the fully remote, full-year option for students and families. Canton educators are teaching the RLP classes, and the pathway will follow the Canton curriculum. Registered students are currently enrolled in RLP. Any student moves in or out of RLP will be subject to a three-week transition period.

Please click on the following link for the [Remote Learning Pathway](#) welcome letter.

Transportation

The DESE Transportation Guidance is focused on supporting districts as they develop a transportation strategy that provides safe conditions for all students and staff traveling by bus while also maximizing in-person learning. Districts' strategies should:

1. **Follow the medically-advised health and safety requirements** for school bus transportation;
2. **Address bus capacity challenges** created by the physical distancing requirements by considering strategies such as adding bus routes, staggering schedules, and pursuing a waiver for student learning time requirements if needed; and
3. **Take proactive steps to promote safe alternative transportation options** for students, including family-provided transportation, walking, and biking, as appropriate.

After reviewing the DESE Transportation Guidance and in consultation with our local safety officials, the following Canton Transportation Protocols were developed:

[CPS 2020/2021 Transportation Protocols](#)

Technology

[RUP Guidelines](#)

AUP Guidelines

Canton Public Schools Video Conference Guidelines

Food Service

[Newsletter](#)

Athletics

Canton High School Athletics serve an important role in the lives of student-athletes. The MIAA created a COVID-19 Taskforce to review medical data and protocols, analyze the feasibility of offering sports through the year, and examine the modifications to sports to run them safely.

The Canton Athletic Department had its own Athletics Task Force to examine the safety protocols, transportation policies, user fees, event attendance, and sport modifications. In addition, Canton engaged with Hockomock League athletic directors to develop league

consensus on safety protocols, student-athlete participation, sports offerings, game protocols and procedures, and scheduling.

As a result of this work, the Canton School Committee approved athletics for the upcoming year and the following documents outline the athletic guidelines:

[Canton Athletics COVID-19 Guidelines](#)

[Canton Athletics Blog](#)

[Canton Athletics User Fee Form](#)

[Canton Athletics Self Screener](#)

School Calendar

The 2020-21 school calendar was approved by the School Committee on January 23, 2020, prior to the pandemic. Due to the pandemic and conjunction with DESE guidance, The School Committee approved the modified calendar on September 10, 2020. September 16, 2020 was the first day of school.

[Abbreviated 2020/2021 Calendar](#) (approved by School Committee on 9/10/20)

[2020/2021 School Calendar](#) (approved by School Committee on 1/23/20)

Policy Updates

[EBC Supplemental - Emergency Plans](#)

[IHBHE -Remote Learning](#)

[Face Coverings - File EBCFA](#)

References:

[DESE COVID-19 Information and Resources](#)

[DESE Guidance/On the Desktop](#)

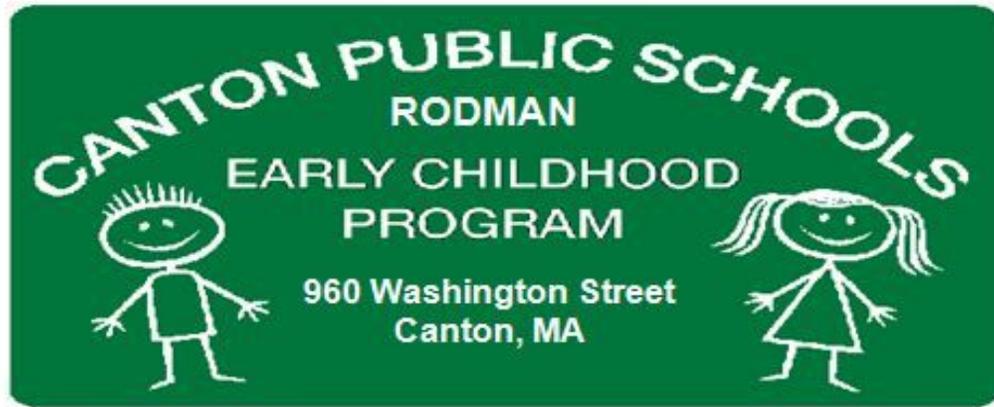
[DESE Transportation Guidance](#)

[DESE Facilities and Operations Guidance](#)

[Superintendent's Blog](#)

[School Committee Agendas, Minutes, Reports and Live Recordings](#)

[MIAA Task Force Resource Page](#)



Rodman Early Childhood Program Student/Family Handbook 2020-2021

Donna Kilday, Early Childhood Coordinator

960 Washington Street
Canton, MA 02021

Phone: 781-821-5060 Extension 1505

Fax: 781-821-575-6500

Website: <https://www.cantonma.org/preschool>

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

****Yellow highlights indicate changes from the prior year building handbook and/or district appendix. ****

The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

August 2020

Welcome to the Rodman Early Childhood Program! Our team of exceptionally qualified early childhood and special education professionals is excited to provide your child a rich experience filled with learning through exploration and discovery. Each child will be both challenged and nurtured throughout the year and we are looking forward to watching your child grow. Establishing a genuine sense of belonging is important to us at the preschool and we hope that both you and your child will feel as though you are a valued member of our community.

Our program seeks to ensure an environment of inclusion and collaboration for our preschoolers, for our families and for our staff. In the classroom, inclusive environments provide opportunities for children of all ability levels in all our classrooms to participate as peer partners in learning. All of our classrooms are “integrated,” providing a program that is designed to meet the needs of both children with and without disabilities in the same setting. Teachers seek to build on individual strengths as well provide foundational skills and strategies to strengthen any other areas.

In these classrooms instruction is differentiated (provided at a variety of levels) in order to ensure that all students have opportunities for enrichment. Peers are the best teachers at this age. Our teachers capitalize on the peer partner model, providing opportunities for academic learning and discovery through social interaction. Research tells us that quality peer partner programs enable all children involved to learn and discover at their own developmental rate. In addition, children in these classrooms, with and without special needs, develop an awareness, or a greater awareness, of empathy for individual differences in others.

Our program is accredited by the National Association for the Education of Young Children! This award identifies high quality early childhood programs based on a thorough review of practices and interactions. This year we will be preparing for reaccreditation. We will be looking for your input as we move through this process of self evaluation and growth. We are proud to carry this torch of excellence!

We are also committed to strengthening our connection to our families and building even more of a “community” here at the Rodman Early Childhood Program. We encourage you to get involved and help us help our school continue to grow!

As I look forward to the new school year I find myself thinking how fortunate I am to work alongside such a committed and dedicated staff. I am eager to form stronger relationships with all of you and of course, I am very excited to be part of the growth and learning that I know will occur in your beautiful children.

Thank you!

Donna Kilday
Early Childhood Coordinator

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Translations

English

If you need any of this document translated please contact **Dianna Mullen**, Director of Student Services at **mullend@cantonma.org** or 781-821-5060 x1244.

Chinese

如果您需要本文件的任何部分的翻译, 请联系**Dianna Mullen**(黛布拉 布罗姆菲尔德), 学生服务处处长 **mullend@cantonma.org** 或 781-821-5060 x1244。

Spanish

Si usted necesita alguno de este documento traducido póngase en contacto con **Dianna Mullen**, la directora de Servicios Estudiantiles, en **mullend@cantonma.org** o 781-821-5060 x1244.

French

Si vous avez besoin de traduire ce document s'il vous plaît contacter **Dianna Mullen**, la directrice des Services aux étudiants, à **mullend@cantonma.org** ou 781-821-5060 x1244.

District Liaisons

Director of Student Services	Dianna Mullen	781- 821-5060 ext. 1244
Homeless Liaisons	Dianna Mullen, Director Stephanie Shapiro, Coordinator	781- 821-5060 ext. 1244 781- 821-5050 ext. 2107
English Language Learner Liaison	Dianna Mullen, Director	781- 821-5060 ext. 1244
Section 504 District Coordinator	Dianna Mullen: District	781- 821-5060 ext. 1244
Title II Liaison	Dianna Mullen	781- 821-5060 ext. 1244
Title VI Civil Rights Officer	Dianna Mullen, Director Stephanie Shapiro, Coordinator	781- 821-5060 ext. 1244 781- 821-5050 ext. 2707
Title IX Officer	Stephanie Shapiro	781- 821-5050 ext. 2707

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The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

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Chapter 76 Section 2 MGL

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The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

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REDIKER PORTALS

MEDIA RELEASE/DIRECTORY INFORMATION

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The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

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STUDENT COMPLAINTS AND GRIEVANCES

FACILITIES

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BUILDING RENTAL

LUNCH PAYMENTS

ONLINE PAYMENTS

STUDENT FEES, FINES, AND CHANGES

STUDENT FUNDRAISING ACTIVITIES

STUDENT GIFTS AND SOLICITATIONS

TRANSPORTATION FEES

FOOD SERVICES

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FREE AND REDUCED PRICE MEALS APPLICATIONS

PURCHASING SCHOOL MEALS

FOOD ALLERGIES AND MEDICAL CONDITIONS

CHARGE LUNCH POLICY

HEALTH SERVICES

CONFIDENTIAL HEALTH INFORMATION/MEDICAL SERVICES/ SPECIAL HEALTH CARE NEEDS

COMMUNICABLE DISEASE GUIDELINES

CONCUSSION POLICY

ELEVATOR

FIELD TRIPS

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FORMS

HEALTHY DECISION MAKING

ILLNESS/INJURY AT SCHOOL

ILLNESS REQUIRING ABSENCE FROM SCHOOL

IMMUNIZATIONS

INSURANCE

LATEX PRODUCTS

MEDICATION POLICY

NUTRITION

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PHYSICAL EXAMINATIONS

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SCHOOL NURSING TEAM

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Program Information

Program Overview:

The Canton Public Schools Early Childhood Program is committed to fostering each child’s development as a unique “whole child,” approaching learning comprehensively across seven developmental domains. With this focus, we have built our curriculum on the high standards established by *The National Association for the Education of Young Children* (NAEYC) and reflected in the MA and Common Core Standards. These tools have formed the foundation for a comprehensive curriculum that addresses the following developmental domains that make up each “whole child”:

Cognitive
Early Academic Readiness
Fine Motor
Gross Motor
Self-help (Independence)
Speech and Language
Social and Emotional

Activities are selected and designed through a curriculum mapping process involving our teachers and specialists in order to contribute to and enhance the logical development of all students participating in the program.

Language and movement play a significant role in young children’s brain development and we strive to seamlessly weave both language and movement in our preschool curriculum. We provide opportunities for staff to collaborate with our Speech and Language, Occupational and Physical Therapists, creating stimulating experiences which incorporate language and motor development throughout the preschool day.

Here at the Rodman Early Childhood Program, we also recognize that the parent is the child’s first teacher who knows and understands that child in a way that only a parent can. We are committed to creating essential opportunities for partnerships between home and school in order to allow each of our students to develop to his/her maximum potential

Our students participate in an inclusive, or “integrated” preschool model. In these language-based classrooms, children of all ability levels, with and without identified special needs, are taught together in an environment that nurtures peers as partners in learning. Research has proven that linking children of varying ability levels actually enhances the growth and development of all the children. Each of our classrooms maintains a low class size, maxing out at 15, with a Massachusetts certified teacher and a qualified educational assistant.

Integrated Preschool Classroom Descriptions

2-Day Program	Tuesday, Thursday	9:00 a.m. - 2:00 p.m.
3-Day Program	Monday, Wednesday, Friday	9:00 a.m. - 2:00 p.m.
4-Day Program	Monday, Tuesday, Wednesday, Thursday	9:00 a.m. - 2:00 p.m.
5-Day Program	Monday, Tuesday, Wednesday, Thursday, Friday	9:00 a.m. - 2:00 p.m.

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Program Staff

Classrooms

The Canton Public Schools is committed to hiring educators of the highest quality, and our early childhood program is no exception! Each classroom is staffed with one licensed teacher certified in early childhood development/special education as well as at least one highly qualified educational assistant.

Specialists

At the Rodman Early Childhood Program we have board certified *Speech and Language Pathologists*, *Occupational and Physical Therapists* and a *School Psychologist* on staff. Each of these specialists not only provides services for our children with special needs, but also consults with our classroom teachers and facilitates whole group activities to ensure the growth and development of all our students.

Nursing

The Rodman Early Childhood Program also has a full-time nurse on staff who is available to consult with families and teachers about medical conditions, allergies and even promoting overall health and wellness. In addition, the Nurse Leader for the district is also located in the Rodman building and is available to staff and families as needed.

Student Services Coordinator

Because our program is an integrated preschool, we provide services to children with disabilities found eligible for special education through the eligibility process, we also have a student services coordinator. This person oversees the special education eligibility process and all special education services at the preschool.

Applied Behavior Analysis (ABA)

At the Rodman Early Childhood Program, we have a comprehensive ABA program which is overseen by Rich Azulay, BCBA. There is a team of Applied Behavior Analysis tutors who focus on behavioral interventions and classroom support.

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Rodman Early Childhood Program Team Members

Donna Kilday, M Ed Early Childhood Coordinator 781-821-5060 Ext. 1505 kildayd@cantonma.org	Rich Azulay Team Chair/BCBA 781 821-5060 x1 azulayr@cantonma.org	Elizabeth Nightingale Nurse Leader 781-821-5060 x1113
Special Educators	Specialists	Educational Assistants & ABA Tutors
Jessica Berry, MS.Ed. 781-821-5060 ext. 1510		Caitlyn Finn Laura Morganelli Allison Wedge Kristen Frizzell Christine Hynes Kari Patts Ashley Howard Samantha Campbell Kristin Salwell
Kerry E. Emde, MS.Ed. 781-821-5060 ext. 1506	Dana Paoletti Physical Therapist 781-821-5060 ext. 1501	
Valerie Dukas M.Ed 781-821-5060 ext. 1511	Amy Delaney, OTR/L Occupational Therapist 781-821-5060 ext. 1501	Nurse Bailey Hewit 781-821-5060 ext. 1508
Julie Tiro M.Ed 781-821-5060 ext. 1509	Patty Parks, M.S., CCC-SLP Speech and Language Therapist 781-821-5060 ext. 1504	Compliance Manager TBD 781-821-5060 ext. 1156
Kyle A. O'Leary, MS.Ed. 781-821-5060 ext. 1507	Anna Robinson Russo School Psychologist 781-821-5060	Secretary Susan Crespi 781-821-5060 ext. 1503
Ashlie Gove 781-821-5060	Christine Hynes 781-821-5060	Homeless Liaison: Stephanie Shapiro 781-821-5050 ext. 2107
Staff can be reached via email as follows: Last name first initial@cantonma.org For example: Donna Kilday is kildayd@cantonma.org		

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School Calendar:

The Canton Early Childhood Program will follow the Canton Public School Calendar as published on the website: <https://www.cantonma.org/preschool>

Early Release Days

- Occasionally there will be early release days for the Canton Public Schools that have been set by the Canton School Committee to provide for staff development opportunities. Dismissal time on those days will be at 11:35.

Daily Operations

Arriving on Time: Please arrive ON TIME!

Our day at the Rodman begins at 9:00 and students should arrive between 9:00 and 9:10 in order to ensure a smooth transition to the school day. This window was created to allow for safer and smoother arrivals. Arriving on time to school is important to ensuring your child's smooth daily transition. Late arrival can make it more difficult for your child to enter the group and can be very disruptive once the classroom routine has begun.

Dressing for Preschool

Here at the Rodman Early Childhood Program we recognize that children learn when they are busy exploring their environment and the materials around them. In other words; we love to play!

- We are known to enjoy more than our share of messy activities, so all clothing should be washable.
- Consider the changing weather and please dress your child accordingly. Provide sweaters and jackets even on the first sunny fall days, it is easy to remove an unneeded item, but harder to find an extra one on those chilly days.
- Appropriate footwear should also be considered for the playground and the motor room which are used almost daily. Open toed shoes and crocs are not recommended.

Protocol for Managing Food Allergens in the Classroom during Lunch

Unlike the other five schools in the Canton Public School district, the Rodman Early Childhood Program does not have a cafeteria where students eat lunch. Lunch is consumed in the classroom. Our program adheres to the district's Food Allergy Management Policy and Food Allergy Awareness and Management plan adopted March 1, 2018, in order to minimize the incidence of life-threatening allergic reactions.

This protocol addresses the accommodations necessary to ensure the safety of children with life threatening allergies specific to lunch in the classrooms at the Rodman Early Childhood Program.

Students and staff will wash hands before and after eating lunch. Alcohol based hand wipes or hand sanitizers are not acceptable for a student with food allergies

Establish an allergy aware table in the classroom during lunch where a student with allergies may eat

A staff member must remain at the allergy aware table to monitor for safety

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A strict “no food/drink sharing” and “no utensil sharing” policy will be enforced

A child consuming an allergen should be placed at another table and a staff member must remain at the table to monitor

After lunch, immediate and thorough hand washing with soap and water must take place to rid the student’s hands of the allergen

The table and chair where the food allergen was consumed must be washed with a school supplied antiseptic cleaner

Sweep/vacuum floor after lunch

Snack

Snack time is learning time here at the Rodman. It is a time that fosters rich conversation, self-help skills and nutritional awareness. Snack will be provided by the program and will be a selection of individually prepackaged foods purchased through our food services program.

In an effort to ensure that our students develop healthy snack habits, we supply snacks that are both approved by our school nurse and found on the “A-List” of *acceptable* foods utilized by the entire Canton School District and available at www.cantonma.org.

Be sure to inform us of any food allergies or intolerances (i.e. chocolate, nuts, sugar, milk, eggs, dairy etc.) so we can ensure that snack time is safe for your child by contacting our school nurse, Bailey Hewit

Lunch

Lunch is an important time of the day for community building, strengthening social and language development. You would be amazed at the amount of learning that happens during meal time. We are pleased to offer the option of purchasing lunch through our school lunch program at the Canton Public Schools. The food services staff has been busy preparing special “preschool menus” for our friends. Parents have the option of applying for free and/or reduced lunch for their child.

If you are sending lunch with your child there are a few things you should know.

Per NAEYC criteria, children under the age of four are not allowed to have popcorn. Grapes and hotdogs for all preschoolers should be quartered. Chunks of hard carrots, nuts or hard candy are not allowed. We support and teach healthy eating habits so no soda or candy please.

Policies and Procedures

Confidentiality

To protect the privacy of children and their families, we follow strict confidentiality laws. We do not release the names, ages or other personal information including evaluation results, without written permission. Information regarding a child's development, progress or evaluation results is shared with the immediate staff working with the child and is shared for ensuring the child's safety and for curriculum planning purposes only. Please respect the privacy of the other families by only discussing and sharing information about your own child

Enrollment

The Canton Public Schools offers an inclusive early childhood program through the Rodman Early Childhood Center for children ages three to five. Placement in one of our integrated classrooms is through either the special education/team evaluation and eligibility process, as part of the student's IEP, or through the annual application and lottery process for community peers. This lottery is completed in February of each year to determine enrollment for the following school year. The number of students enrolled in each classroom is determined by the Massachusetts regulations and by the space available.

Children with Special Needs

Children with special needs are enrolled in the Rodman Early Childhood Program only after the development of an Individualized Education Program and the determination that participation in the program is appropriate to meet the needs of the child.

Community Peers

Eligibility criteria for Community Peers:

- Child must be 3.0 by September 1st of the year participating
- Child must be a Canton resident
- Child may not have identified special needs
- Parents assume responsibility for annual tuition payments, following the payment schedule provided with their enrollment application.

Community Peer slots are awarded by a lottery held in February of each year. Parents/Guardians must submit a lottery application in order to participate in the lottery system.

Upon acceptance into the Early Childhood Program as a community peer, parents are required to return an agreement and non refundable deposit to the Early Childhood Coordinator that is forwarded to the Business Manager's office. It is the parent's responsibility to make payment according to the payment schedule **as no bills will be sent**. Checks Payable to the Canton Public School are to be mailed to:

Canton Public Schools Business Office
960 Washington Street Canton, MA 02021

Tuition payments may also be made on-line. The link can be found on our home page:

<http://www.edline.net/pages/RodmanEarlyChildhoodProgram>

Failure to pay tuition will result in your child's inability to attend the program.

Under no circumstances is transportation provided by the Canton Public Schools for community peers.

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A community peer may no longer be eligible to participate in the Early Childhood Program if it is felt that his or her behavior, once determined not to be related to a disability, is detrimental to the health or safety of other, or is such that it may interfere with the appropriate developmental acquisition of skills of the other children participating in the program.

Tuition

Each integrated classroom has up to 8 spots that are reserved for community peers. These spots are awarded through a lottery that is held the second week in February. Rates for the 2020-2021 school year are as follows:

Program Days	Tuition Cost
2 Day Program	\$2754
3 Day Program	\$4132
4 Day Program	\$5509
5 Day Program	\$6886

Tuition assistance is based on a sliding fee scale and is available *for qualifying families*. Requests should be made in writing and submitted to the Early Childhood Coordinator. All requests must include the following in order to be considered:

Proof of income:

4 weeks of pay stubs for the parent(s) living in the home

4 weeks of payments for child support, TANF, SSI or other financial assistance

Name of parent(s) and child(ren) living in the home

Awards are good for the current school year. Families must reapply for assistance each school year, and are required to provide up to date, current documentation.

Transportation

Traffic Patterns for the rear preschool parking lot

- **Safety is our first priority!** Drop off and pick up can get a bit busy and it is CRITICAL that you hold your child's hand at all times.
- **NO PARKING** in the Preschool Parking Lot. Please park in the loop adjacent to the high school walkway or any *legal spot* in those back parking lots.
- **Drop Off:** Parents should park and escort each child to the door of the school. Upon the school's opening, adults may walk their child directly to the child's classroom.
- **Pick Up:** Parents should park as directed above and enter the building to pick up their child.

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Van Transportation:

- Children enrolled in the Rodman Early Childhood Program with an IEP who may not otherwise be able to access services are eligible for van transportation.
- Parents who can transport their children are encouraged to do so as it provides an opportunity for family and peer connections while families congregate outside the school entrance.
- Students are required to wear their “bus tag” for the first month of school to ensure safety and accuracy. The bus tag help staff ensure that your child gets on the correct bus.
- Parents will be notified at the beginning of the school year (or service delivery period) of the van schedule through the transportation company.
- Any transportation issues must be reported to and are resolved by contacting the Student Services office at 781 821-5060 x1135, or the Early Childhood Coordinator at x1505.

Health

Your child’s health is a matter of major importance to us. Your child may be sent home if he or she appears to have symptoms of illness during the school day. In addition, it is important that you 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 like symptoms.
- Has had an elevated temperature, over 100 degrees within the past 24 hours.
- Has a suspicious rash.
- Has 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.

Please call the school nurse with any health related questions at 781-821-5060 ext. 1508. Additional information can be found in the attached Appendix and on the Canton Public Schools website:

www.edline.net/pages/RodmanEarlyChildhoodProgram/RodmanSchoolNurse

Absences

All absences must be reported to the Secretary, Susan Crespi.

Please call 781-821-5060 ext. 1503 and leave a message when you know your child will be absent.

Upon return to school, your child must have a note from the parent explaining the absence.

(This is a policy established by the Canton Public Schools and outlined in the District Appendix.)

If your child is tardy, or dismissed early, please sign them out at the main desk by the nurse’s office.

Diapering/Toileting Procedures

A bathroom equipped with appropriate fixtures is either within the classroom or just outside and students will be encouraged to use the facilities. They will be supervised and given assistance as needed. All areas are sanitized and maintained in a safe manner. Toilet training will not be coerced. Generally staff will assist parents in carrying out the toileting routine upon which you have decided. For best results, please discuss this with your child’s teacher. Families should supply all necessary diapers, pull-ups and wipes for their child. Students wash their hands with liquid soap and running water after toileting. Staff members also wash their hands with liquid soap and running water after assisting children with any toileting routine or if dealing with bodily fluids.

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Individual paper towels shall be used to dry hands. Clothing soiled by feces, urine, vomit or blood shall be double-bagged in sealed plastic bags and stored apart from other items.

Diaper Changing

Children at the Rodman Early Childhood program shall not be denied admittance based on whether they are toilet trained. Staff will work together with families to meet the developmental needs surrounding toileting of all children.

A supply of clean diapers and wipes is maintained for each child by the child's family.

Diapers are changed by classroom staff and nursing staff. Staff responsible for the preparation of food does not change diapers.

Diapers are checked every two hours and are changed when wet or soiled as soon as possible. If a child falls asleep, the diaper will be checked when the child awakes.

Diapers are changed either in the large bathroom stall in each of the children's bathrooms.

If a child is wearing cloth diapers the following will be in place:

- The diaper must have an absorbent inner liner and be completely covered by a waterproof material. The waterproof "pants" are changed along with the diaper.
- Soiled or wet cloth diapers are placed in a plastic bag, sealed and sent home at the end of the school day.

Evacuation and Lockdown Drills

Fire evacuation and lockdown drills are held periodically to ensure that students and staff are aware of emergency procedures. Procedures are posted by the door in each classroom. All parents will be notified via email on the day of the drill, after it has occurred. Our teachers are very aware of the feelings these drills may cause in young children and are quick to reassure them. We explain to the students that this is just one of the many ways we keep everyone safe. Please let us know if you or your child has any questions about any aspect of safety in our program. The complete policy can be found in the attached Appendix.

Discipline

Staff focuses on, and states, the desired positive behavior when addressing challenging behaviors and handles each situation as it pertains to the individual child. The collaborative problem solving approach is fostered throughout the program and staff encourages parents to engage in this process as well. The program employs a BCBA, Board Certified Behavior Analysts, a part time licensed social worker serving as a home to school liaison and a part time school psychologist to support staff, children and families.

Teaching staff never use physical punishment and do not engage in psychological abuse or coercion. Teachers do not use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline.

Restraint Policy

The Canton Public Schools complies with the provisions of 603 CMR Section 46.00 dealing with restraint of students in public schools. To that end, the district's policy developed pursuant to those regulations is available upon request from the Early Childhood Coordinator, the Director of Student Services or at the Superintendent's office. See District Appendix for full policy.

Inclement Weather

Our program operates according to the school calendar that is posted on the Canton Public School's website. In the event of snow or other weather-related concerns, please check television channels 4, 5 and 7. You can sign up for instant notifications via email or text message on each of these websites. In addition, a "Connect Ed" telephone message will go out from the superintendent to all homes announcing the cancellation or delay. Start times for any delayed openings are posted on the calendar also.

Conferences

Parent Conferences are held twice a year with the first one occurring in November and the second in April. This is a wonderful opportunity for parents, guardians and classroom teachers to connect and you are highly encouraged to participate in these. A strong partnership between school and home is ideal for student success.

Student Assessment

Our assessment system focuses on all areas of child development and includes a variety of data collection strategies. Assessments in the program are used for a variety of purposes; to measure student growth and learning in all areas of child development including; cognitive, language, social-emotional, approaches to learning, health and wellness, fine and gross motor and self-help or independence, to inform curriculum and teaching decisions, to identify student interests, to determine special education eligibility and to monitor progress and development. Families are encouraged to participate in the assessment process by sharing any relevant information about their child with the classroom teacher. Your input is important to us and staff will be looking to you for your thoughts on areas of development. Essential questions for each unit of study are posted on a monthly calendar and are designed to guide conversations around school curriculum at home.

Tools & Methods;

A variety of methods and tools are utilized on an ongoing and integrated basis including the following;

- Teacher observation throughout the classroom day
- Teacher created checklists utilized through play and teacher directed times
- Pre and post curriculum assessments completed during play and teacher directed times
- Collection of work samples & photographs
- DIAL-4 Screening Tool within two months of enrollment (for those children not already formally evaluated through the special education process) Screenings are done after the child begins in the program, typically between 6-8 weeks after starting and is conducted by the child's classroom teacher. Results are then shared with families via a screening report form. Translation of this report is available upon request. The results of the screening can be used to guide instruction and/or to lead to a referral for a formal evaluation to determine the presence of a disability. **Parents/guardians wishing to refer their child for a formal evaluation should contact the student services coordinator, Rich Azulay at azulay@cantonma.org to schedule a meeting.** Translation services are available for this meeting.
- **BASC-3 Behavioral and Emotional Screening System is also used to determine the need for any additional support or interventions from the classroom teacher or school psychologist. This tool has a parent/guardian reporting form which the program uses as well. The data also helps us evaluate the effectiveness of our social thinking curriculum.**

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Assessment results are reviewed with the program staff in October, January and May and with parents and guardians four times a year; twice through report cards and twice through conferences. The first set of report cards will arrive in January with the second coming in June. Report cards are electronic and will be emailed directly to families. Please let us know if you need a paper copy. Progress reports for students on an IEP are also sent twice a year and follow a very similar schedule. If at any time you have any questions about your child's progress or development please let us know. We are happy to meet with you. Conferences are a great opportunity for classroom teachers to connect with families to share assessment results and report on progress and to learn more from families on their assessment of the child. Families are encouraged to connect with classroom teachers at any time for updates on development or to share any questions, concerns or assessment information.

Parents as Partners

Coffee and Collaboration

Every other month we host an informal coffee hour (Coffee with the Coordinator) for parents and the early childhood coordinator to discuss topics around child development, parenting, behavior and program news. These are held during the evening hours. Watch the monthly calendar and newsletters for specific information.

Visiting the Program

The Rodman Early Childhood Program has an open door policy. Parents and Guardians are welcome in the program at all times of the day. Please sign the visitor sign in sheet upon arrival and check in with either the Student Services Coordinator or the Early Childhood Coordinator. If you wish to observe in your child's classroom please contact the Student Services Coordinator, Rich Azulay, to schedule a time.

Parent Volunteer Opportunities

Parents and guardians who complete a Cori are invited to volunteer in the preschool. We are always looking for ways to incorporate parent volunteers in our program. Maybe you would like to join us for storytime? Maybe you enjoy copying newsletters or helping to sort recyclables? Do you enjoy prepping art activities or cutting out pictures? Are you a gardener? Our garden always needs someone with a green thumb! Maybe you have a special talent you want to share? Whatever it is, please let us know. We are eager to get to know you as well as your child.

Diane Reynolds Memorial Fund

The Canton Early Childhood Program has an established fund for preschool enrichment. The ***Diane Reynolds Memorial Fund*** was created in memory of the first preschool teacher in the Canton Public Schools. In the past, the fund has paid for playground equipment, art materials computer hardware and software and other essential classroom items which are sometimes considered "luxury" items.

- In lieu of teacher gifts, donations may be made to this fund

Program Evaluation

We periodically evaluate the early childhood program in our effort to improve the quality of the program and services offered to families. Your input into the evaluation is important. Please take a few minutes to share your thoughts and ideas so, when possible, we can adjust our program to the changing needs of our families.

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Important Tips and Tidbits

Spare Clothes

Learning in preschool can be messy and sometimes toileting accidents and spills happen! It is critical that we are prepared. Please send in a complete set of extra clothing in a large zip-lock bag that we can keep at school. Each bag should include: shirt, pants, underwear, diapers (if needed) and socks and each item must be labeled. If spare clothing is needed, please remember to clean them and send them back to school as soon as possible.

Labeling

Make sure labels are on the inside of all personal belongings, with both first and last names (jackets, sweater, boots, mittens, books, backpacks, sharing items, etc.).

Communication Folders

Recognizing the importance of opening the lines of communication, each child is provided with a folder. This folder will hold any notes from school and we also encourage you to use the folder to send in any notes you may have. Teachers check the folder daily, and we ask that you do as well. It is sure to be filled with beautiful pieces of artwork from your little one!

Birthday Celebrations

Birthdays are a very important and exciting celebration for preschool children and their families and we are also excited to share in your child's special day. On their birthday, each child will wear a birthday crown/ hat and be recognized in many special ways by their teacher and class. Maybe they will be the line leader that day? Maybe they will pick out the story for that day? As in many types of celebrations music and dance will also be a part of our birthday recognition here.

In keeping with our new snack policy, as well as the district's health and wellness initiative, special snacks are no longer allowed. Please do not send in any gifts or favors as well. We will be enjoying fabulous celebrations without these items and encourage you to join us. Please contact your child's teacher as his/her birthday approaches to plan your part on this special day. Does your child have a summer birthday? No worries; we will celebrate those in June.

Sharing Day

Occasionally days will be specified for "sharing" and these will be marked on the calendar. Please help your child select one item to share with his/her classmates. The object must:

- Fit in the child's backpack
- Be labeled with the child's name
- Relate to our current theme.

This activity is used to encourage socialization and expressive language development as well as working on comparison concepts. Please remember that it is very sad, often distressing, if a child does not have anything to share. If you need ideas or help with this, please talk to your child's teacher. Please keep in mind that sharing at this age is not always easy and sharing their most treasured item may not be the best way to achieve success.

Guns, war toys, super heroes or other toys of destruction are not allowed at school!

Home Toys

We have plenty of toys and games at school to excite and engage your child so we encourage them to leave their toys at home to enjoy after school. It can be distracting and upsetting for some of our friends when toys

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from home arrive at school. Often this causes more distress than comfort to your child as they are not prepared for the attention their toy will receive from peers. In our busy classrooms there is also the risk that it may get lost. We cannot be responsible for toys that are brought to school. We do however understand that each child is unique with their own individual needs and some children may need to bring a small transition item. If that is necessary please let the teacher know, label the item and be sure it does not present a choking hazard. Preschoolers still have a tendency to put things in their mouth. Guns, war toys, weapons, super heroes or other toys of destruction are not allowed.

Communicating with Teachers and Staff

Email is probably the best way to contact our classroom teachers and special education staff. Each email is in the same format:

- Donna Kilday kildayd@cantonma.org
(Last name, first initial @cantonma.org)

By Telephone:

- Classroom teachers and specialists each have voicemail, but their phones will not ring in the classroom. They will return calls at their earliest convenience. You can find their extensions on page 8 of this document.
- Emergency calls should be made directly to:
 - School Nurse: 781-821-5060 ext. 1508
 - Student Services Office 781-821-5060 ext. 1135

Paperwork

Please make sure you return all the required paperwork to your classroom teacher as soon as possible:

- Signature Return Page stating that;
Parents/Guardians have read the Family/Student Handbook
Parents/Guardians have read the Acceptable Use Policy (AUP) for technology
Provides us permission to take and use pictures and video of your child for educational purposes
- Parent Goals
This gives parents an opportunity to share their goals for their child over the next year.

Thank you for taking the time to review our Student/Family Handbook. Please let us know if you have any questions about anything you have read.

We choose to conclude our handbook with the following poem. We hope that in some way this will begin to let you know how special we think your children are and also to share with you the level of commitment we feel in partnering with you in their education.

Partnership

They bring their child to me
And hope I'll come to know
How much the offspring means to them,
Their trust in me bestowed.
They bring their child to me
With love and hope and pride,
Looking for a helping hand,
A teacher who will guide.
They bring their child to me,
And our partnership is clear:
To nurture and allow to bloom
A life we both hold dear.
They bring their child to me,
A step toward letting go
And trusting in our special plan
To help the child grow.

By: Gloria Weber Henbesst

2020-2021 Canton Public Schools

Student/Family Handbook Appendix

School Committee

Chairperson	Kristin Mirliani
Vice Chairperson	Kristian Merenda
Secretary	Nichola Gallagher
Board Member	Maureen Moran
Board Member	Charles Rae

Central Office Administration

Superintendent of Schools	Dr. Jennifer Fischer-Mueller
Assistant Superintendent of Schools	Derek Folan
Director of Student Services	Dianna Mullen
Assistant Director of Student Services	Mehan Byrne
Business Administrator	Barry Nectow
Director of Teaching and Learning	Deborah Rooney
Director of Technology and Digital Learning	Julianne Shore
Facilities Director	Brian Lynch
Food Service Director	Martha Lawless
Nurse Leader	Elizabeth Nightingale
Technology Administrators	Mike Wentland
	Mike Barucci

*****Yellow highlights indicate changes from the prior year district appendix***

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Strategic Framework 2018 – 2023

CANTON PUBLIC SCHOOLS

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

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

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

Long-term Strategic Objectives

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

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

1 Achieving Educational Excellence & Ensuring Equity	2 Cultivating School Climate & Culture	3 Transforming Teaching & Learning	4 Achieving District Excellence
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Strategic Areas of Focus

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

September 7, 2020

Dear Canton Parents/Guardians and Students,

This is a start to school like no other. The CPS staff have been working tirelessly to prepare for the reopening of school for all students on September 16, 2020. The School Committee and Canton Teachers Association believe that a phase-in hybrid approach is the better way to start school in such an uncertain time. To best support all students and staff during remote learning, hybrid or all-in, with all safety precautions in place regardless of the model of teaching and learning at that time, the sSchool Handbooks and District Appendix provide information outlining important expectations and common practices across the school system.

Regardless of the unique nature of this school year, our Strategic Framework stands strong. The Long-Term Strategic Objectives are the overarching goals with the more specific Strategic Areas of Focus and the individual School Improvement Plans serving as areas for more detailed planning and action.

Also, in the planning and development of the Comprehensive School Reopening Plan approved by the School Committee on August 6, 2020, we committed ourselves to:

- Student and staff safety
- Equity and advancing excellence
- Rigorous, high quality teaching and learning
- Students' authentic sense of belonging and joy
- Communication and collaboration with stakeholders
- Continuous improvement and reflection
- Adaptive and innovative approaches

The School Reopening Plan provides many details regarding specifics of this year. Like every other year, policies, laws and regulations change, and we adjust our District Appendix and School Handbooks. I strongly encourage you to carefully review these documents including the accompanying signature page to express your understanding of these expectations.

Please contact your school's Principal if you have any questions, comments or concerns so that we can improve our communications with you and better serve every student within the Canton Public Schools.

Respectfully,

A handwritten signature in black ink, enclosed in a yellow rectangular box. The signature appears to read 'Jill Eber-Whell'.

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GENERAL INFORMATION

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

A. Residency Requirements

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

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

Exceptions to the residency requirements include:

- (1) students whose families move out of town during their senior year of high school;
- (2) students in any other grade whose families move out of town after April 1st, who would like to finish the current school year and who pay the daily per pupil cost to remain enrolled and any future costs the District incurs on student’s behalf;
- (3) students for whom another community or state agency may pay approved tuition rates; and
- (4) homeless students entitled to a free, appropriate public education in accordance with the provisions of the McKinney-Vento Homeless Education Assistance Act. (See Policy JFABD for additional details). Decisions regarding residency may be appealed to the

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Superintendent of Schools who may exercise discretion if the situation warrants it. The Superintendent's decision shall be final.

B. Investigation

Once the student has enrolled, school principals are required to look into situations in which there is reason to believe that the phone number and the address do not appear to be authentic. The principals will report questionable situations to the Superintendent or his/her designee.

The Canton Public Schools may conduct an investigation into the residency of any student at any time. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may authorize a home visit and/or utilize the Canton Police Department or private investigator to further investigate a residency concern.

C. Removal of Non-Resident Students

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

A student, other than a high school senior, who becomes a non-resident on or after April 1st, may elect to pay the daily per pupil tuition cost, plus any future costs the district incurs on student's behalf, and complete the rest of the school year in his/her present school. Only students whose families move out of town during their senior year of high school will be allowed to complete the school year tuition free.

D. Tuition

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

E. Elementary Neighborhood Schools

Students shall attend their neighborhood elementary school unless there is a space issue, bullying issue, necessary special needs education classroom, or any Superintendent determined compelling reason.

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RESIDENCY AND REGISTRATION PROCEDURES

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

Proof of residency is required to enroll and to remain in the Canton Public Schools. All applicants must submit at least one document from each Category. Students over 18 years of age not residing with a parent or guardian/proxy must provide proof of residency as required below. Separate provisions are provided for students covered under the Homelessness Act (MGL c.76S5).

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

Required Categories for Proof of Residency

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

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<ul style="list-style-type: none"> • Copy of Lease (including BHS and HUD leases, student name must be included on lease) <u>and</u> record of most recent rent payment.* <p>* You must submit both of these documents.</p>		
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The Family Education and Privacy Act Massachusetts Student Records Regulations

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (“Regulations”) together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the building principal.

(a) The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H (“Section 34H”) law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. Information about these procedures can be obtained from the building principal.

(b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

(c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Canton Public Schools and who need access to a record in order to fulfill their duties. Such school officials may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would

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otherwise use its own employees and who is under the direct control of the school with regard to the use and maintenance of education records. The Canton Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials, so long as the disclosure is for purposes related to the student's enrollment or transfer.

As required by law, the Canton Public Schools routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request and the name and address of students to third party mail services that have been approved by the Department of Elementary and Secondary Education upon the request of a district or charter school. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the building principal. Absent the receipt of a written objection from the parent/eligible student by at least two weeks from the date of the notice, this information will be released without further notice or consent.

(d) The **right to file a complaint** concerning alleged failures by the district to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

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Protection of Pupil Rights Amendments

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

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ACADEMICS

Academic Freedom

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

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

Constitution of the Commonwealth of Massachusetts

Attendance Pupil Absence Notification Program

Chapter 76 Section 1 MGL

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

Chapter 76 Section 2 MGL

Under Massachusetts State Law, Chapter 76, Section 2 provides for duties of parents as follows: Every person in control of a child shall cause him to attend school on a daily basis and, if he fails to do so for seven days sessions or fourteen half-day sessions within a period of six months, he shall, on complaint by a supervisor or attendance officer, be punished.

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

Philosophy

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

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

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

Notification by Parent/Guardian that their Child will be Absent

The parent/guardian will contact the school using the extension and time referenced in the procedure, to call in their student absent or late to school.

Notification by Parent/Guardian not Received (Daily Absences)

Step 1: If a message has not been left, school personnel will call parents/guardians and/or emergency contact person after the start of school. **This call does not replace the need for parents to call on the day of the absence. Additionally, at the elementary level, the child must bring in a signed written note the day the students returns to school.**

Step 2: If a message has been left for the parent/guardian and school personnel do not receive a call back from the parent/guardian or emergency contact person, the district reserves the right to contact Home/School Interventionist and/ or police to request a home well check visit. Typically, the school will contact the Home/School Interventionist or police within 90 minutes of the opening of school.

Step 3: School personnel will speak to and/or meet with family when contact is made to address need for better means of communication.

Notification to Parent/Guardian of Excessive Absences

Step 1: Each year, the school will email/ send letters to families after five absences.

Step 2: State Guidelines mandate that a school investigate when a student is absent for more than seven (7) school days or fourteen (14) half days within a six month period. Upon completion of an investigation, if the school determines the absences are not related to a child's health, a complaint may be filed with the Juvenile Division of the Dedham District Court. This court office is responsible for handling concerns regarding school attendance. Before any court is notified, a warning letter will be sent home and parents will be asked for documentation explaining the absences, followed by a request to come in for a meeting with guidance counselors and school administrators or designee.

Step 3: (Specific to Canton High School Students): Attendance reports on all students at CHS will be run at each term for each class. Those students with 7 or more absences will meet with

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administrators to create an action plan. Failure to complete an action plan could result in loss of credit.

Notification to Parent/Guardian of Excessive Tardies

Step 1: Student/Parent will be contacted by a school administrator regarding excessive tardies.

Step 2: Administration will meet with student and parent/guardian and a correction plan will be put into place with required follow up.

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

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

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

Parents may decide not to send their children to school given severe weather conditions. Such absences are **EXCUSED**. Student(s) absent for any such reason will be given the full opportunity to make-up all work for that day.

ENGLISH LANGUAGE LEARNERS

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

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

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

The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with the No Child Left Behind Act.

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20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)
42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)
603 CMR 14.00

If there is a request for translation, please contact your school's ELL department.

Electronic Devices

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

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

Canton Public Schools Responsible Use Policy (RUP) Guidelines for Students

Responsible Use Policy (RUP) Guidelines for Students

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

GSuite for Education Student Accounts

Students in grades **K-12** are assigned a GSuite for Education (formerly Google Apps for Education) account. In addition, students in grades **K-12** are assigned a Canton Public Schools Gmail account for educational use only. GSuite is a suite of web-based software applications that allow for the creation and collaboration of documents, spreadsheets, presentations, websites, email and much more. The benefits for teachers and students include the ability to collaborate and communicate on projects and assignments in real-time online. Students will also have access to their files in Google Apps anywhere they have internet access at any time on just about any type of device. Many teachers use Google Classroom as a learning management platform that allows students to access class content and assessments, turn in completed work, and as a digital library for classroom resources.

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Students will follow school policies for appropriate use when using any internet-based services like Gsuite Apps, including Gmail. These services are considered an extension of the school's network. Students have no expectation of privacy in their use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement. Students should never share personal information online in public spaces including their assigned GSuite account.

For more information on Google's privacy and security, please [click here](#)

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

Canton Public Schools Responsibilities:

The Responsible Use Policy is based on our requirement by Children's internet Protection Act (CIPA, 2017) to support our protection measures to block and filter internet access to obscene pictures and sites that are harmful to minors. In addition, our internet safety policy must include the monitoring of online activities of minors, we must provide education to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response (CIPA, 2017). Since students may be using the district's technology at home more, a web filtering system will be deployed to each device used outside the school district. However, even with the best of intentions to monitor and filter the internet and online material and content, there are no guarantees that your child might access, acquire or transmit inappropriate content. The Canton Public Schools cannot be held liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools' computer network and/or the internet.

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

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

Student Responsibilities:

I am responsible for practicing positive digital citizenship

- I understand that CPS Technology is provided only for the purpose of my participation in CPS educational programs.

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

I am responsible for keeping personal information private

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

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

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

I am responsible for treating others with respect and dignity

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

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

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

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

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

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

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

I am responsible for respecting the works of others

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

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

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

Parent/Guardian and Student Responsibilities:

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

- In accordance with state and federal laws, staff, students, and parents/guardians must refrain from recording any video conference remote lesson or any virtual meeting involving Canton educators, staff, or students.
- I acknowledge that it is a violation of the law to record without the consent of every participant.

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- Anyone found in violation of this policy may result in suspension or revocation of their email account or independent access to the internet, school disciplinary action and, if warranted, referral to law enforcement authorities.

Terms and Conditions of the CPS Technology Responsible Use Policy:

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

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

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

Field Trips

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

1. Students will not be allowed to participate in a field trip if it is felt that their participation will be detrimental to the successful completion of any assigned school work unless otherwise addressed with their teacher(s).
2. Students attending field trips are not only responsible for all class material presented the day of the field trip in all of the classes that they miss, but are also responsible for submitting, before leaving the school, any previously assigned work due that day.
3. All school rules remain in effect during a field trip.
4. A list of students attending the field trip will be submitted to **three weeks for day trips and 45 days to overnight trip prior** to the trip to determine if medication or accommodations are needed. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parents(s) of students with certain health care needs may be offered preferential attendance as a chaperone on a field trip.
5. If medication is needed or may be required on a field trip, the medication administration plan must be completed by the student's parents/guardians and physician and be on file in the nurse's office. If appropriate documentation and medication are not on file they will not be allowed to attend the field trip. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of

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medications and/or medical procedures on field trips will be written in the student's medication plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip.

6. Students going on a field trip must be in school at the start of the school day. Any student who is tardy to school may lose their opportunity to attend the field trip.

Home or Hospital Instruction

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

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

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

Homeschooling

The Massachusetts General Laws require the school district to determine that a Homeschooling program is equal to public schooling "in thoroughness and efficiency and the progress made therein" prior to approving such a program.

When a parent/guardian of a child between the ages of 6 and 16 wishes to establish a home-based educational program, the procedures set forth below must be followed. Prior to removing the child from public school, the parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment. The following must be included with the notice:

1. The name, age, place of residence, and number of hours of attendance of each child in the home program;
2. Information about the academic or other qualifications of the individuals who will be teaching the children;
3. The proposed curriculum and the number of hours of instruction in each of the proposed subjects;

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4. Names and description of textbooks, workbooks and other instructional aides to be used by the children. The administrator may request access to such materials if necessary to assess the level of instruction in comparison to curriculum of the public schools.
5. Proposed method of assessing each child's progress, to include periodic testing or, in the alternative, an agreed upon form of evaluation, and **plans for providing the required portfolio of learning at the end of the school year.**

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

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

Pregnant Students

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

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

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

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

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

Promotion and Retention of Students

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

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

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

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

Students Who Permanently Leave School

G.L. c. 76, § 18, sets forth the process for establishing that a student age 16 or older has permanently left school. The statute requires that the administrator of the school last attended by the student:

- Send notice within a prescribed timeline from the student's tenth consecutive absence to the student and parent or guardian in both the primary language of the home, to the extent practicable, and English, which contains information prescribed in the statute. Among other things, the notice must initially offer at least 2 dates and times for an exit interview.
- Convene an exit interview which may proceed without the parent or guardian if the superintendent or designee has made a good faith effort to include the parent or guardian.
- Include a team of school personnel in the exit interview such as the principal, guidance counselor, teachers and other relevant school staff, and give the student information about the benefits of earning a high school diploma, the detrimental effects of leaving school, and alternative education programs and services available to the student.
- For the first 2 years following the student's withdrawal from Canton High School, the district sends annual written notice by first class mail to the last known address of a former student who has not earned a competency determination and has not transferred to another school. The notice informs the student of the availability of publicly funded post-high school academic support programs and encourages the student to participate in those programs.

Transfers and Withdrawals

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

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

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

- To the Department of Children and Families: in cases of suspected child abuse or neglect (603 CMR 23.07(4)(c));
- To federal, state and local education officials: whose duties require access (603 CMR 23.07(4)(d));
- To appropriate parties in connection with a health or safety emergency: including weapons reports (Mass. Gen. Laws, Chapter 71, Section 37L; 603 CMR 23.07(4)(e)); or

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- To a student's new school: Consistent with the Education Reform Act, schools have the authority to transfer a student's complete record to the new school, without prior consent, as long as notice is provided that the school the student is leaving forwards student records. (603 CMR 23.07(4)(g)).

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

Wellness Education

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

Physical Education

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

Excused Physical Activity during Physical Education

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

Health

Students in grades K-10 are assigned Health Education each year. Elementary students have Health once each week, middle school students twice in their six-day schedule for one semester, and grades 9 & 10 students will have Health three times in their seven-day schedule for one semester. Grade 11 and 12 students may select Health courses as a part of their Wellness choice

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options. Health Education curriculum is skills-based and include instruction in the areas of growth and development, nutrition, reproduction/sexuality, mental health, family life, interpersonal relationships, disease prevention and control, safety and injury prevention, substance use/abuse prevention, violence prevention, consumer health and resource management, and community and public health.

Notification of Human Sexuality Education

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



CODE OF CONDUCT

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

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

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

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

BEHAVIOR EXPECTATIONS

The Canton Public Schools have high expectations for student behavior as we strive to reach our goal of fostering an inclusive, reflective and engaged community. Our district emphasizes respectful relationships and uses an educational approach to discipline and asks students and families to use disciplinary action as opportunities to learn from student mistakes. *Disciplinary decisions are designed to correct or prevent undesirable behavior and to help students understand positive behavior and to take responsibility for their actions.* Student Handbooks at each level provide examples of conduct that is prohibited and school-sponsored events. However, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school-sponsored event could lead to discipline, including suspension and in some cases expulsion.

Individual teachers handle most corrective disciplinary action. This action can include a warning, a teacher/student conference, a parent/guardian conference or a lunch or after school detention. More serious infractions are reported to the administration for resolution. Procedures to be followed in the event of a suspension or expulsion are set forth below.

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STATUTORY OFFENSES: CONDUCT THAT MAY LEAD TO EXPULSION UNDER M.G.L. c. 71, §37H and 37H½

1. Weapons, Drugs and Assaults

Under M.G.L. c. 71, §37H, any student who is found on school premises or at a school-sponsored or school-related event, including an athletic game, in possession of a dangerous weapon, or in possession of a controlled substances as defined in Chapter 94C, including, but not limited to marijuana, cocaine, or heroin, may be subject to expulsion from school or the school district by the principal. Additionally any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related event, including athletic games, may be subject to expulsion from school.

Any student who is suspended or expelled from school under the provisions of M.G.L. c. 71, §37H shall have an opportunity to receive educational services and make academic progress during the period of removal as set forth below.

“Dangerous weapons” includes not only knives and guns, but explosive devices and other weapons carried and/or used in a manner to intimidate or with the intent to cause harm to another person. A “dangerous weapon” may also include ordinary items or objects when used in a dangerous or threatening manner. Such items include: pens and pencils, scissors, needles and pins, nails, baseball bats, matches/lighters, tools, etc. Illegal weapons will be turned over to the Canton Police Department.

NOTE: No toy or replica weapons of any kind, including guns and knives, will be permitted on school premises, school grounds, on the bus, or at school-sponsored or school-related events, including athletic games. These items will be confiscated and may result in suspension or expulsion if they are determined by the principal or designee to be in violation of this policy.

In addition, students who engage in conduct set forth in M.G.L. c. 71, §37H may be excluded from extracurricular, or non-academic activities at the Principal's discretion.

M.G.L. c. 71, §37H

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

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

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(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

2. Felony Complaints and Felony Convictions

Section 37H½ of Chapter 71 of the Massachusetts General Laws allows the principal of a school to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, regardless of whether the alleged conduct occurred at school or in connection with a school-related activity, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. This section also allows a principal to expel a student who has been convicted of or who has admitted guilt with respect to a felony or felony delinquency if he or she determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school.

M.G.L. c. 71, § 37H½

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence

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in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

3. Due Process Procedures Applicable To Statutory Offenses

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing with the student, to be followed by a formal hearing with the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

The informal hearing with the student will generally take place before the short-term suspension and will include the following:

- (1) Oral and written notice of the charges to the student
- (2) If student denies the charges, an oral or written explanation of the evidence against him/her
- (3) An opportunity to present his or her side of the story and any relevant facts

In the case of danger or a substantial disruption, this process will occur soon after, rather than before, the suspension.

A letter will be mailed to the parent/guardian of the suspended student stating:

- (1) The reason for the suspension
- (2) A statement of the effective date and duration of the suspension
- (3) A statement regarding whether the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H.

When considering the suspension/exclusion of a student charged with or convicted of a felony, the Principal will use the standards and procedures set forth in M.G.L. c. 71, §37H^{1/2}. In addition, prior to initiating such

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procedures, the Principal may meet informally with the student and/or his or her parents/guardians to review the charge and the applicable standards if the Principal deems appropriate.

CONDUCT OTHER THAN STATUTORY OFFENSES (M.G.L. c. 71, §37H^{3/4})

Conduct of concern in a school setting that is not covered by M.G.L. c. 71, §§37H and 37H^{1/2} may result in disciplinary action up to and including long term suspension (up to 90 days) from school. The administration will determine the consequences for serious infractions of the Code of Conduct and avoid using long-term suspension from school (i.e., more than ten days cumulative in a school year) as a consequence until alternatives have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district member who can provide more detailed information.

DUE PROCESS PROCEDURES THAT APPLY TO DISCIPLINE FOR CONDUCT

OTHER THAN STATUTORY OFFENSES

A. In-School Suspension for Less than 10 Cumulative Days During a School Year

An in-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive days, or no more than ten school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, does not count as removal for purposes of calculating school days. In-school suspension may be used as an alternative to short-term suspension for disciplinary offenses.

The procedure for an in-school suspension of no more than ten (10) school days (consecutive or cumulatively for multiple infractions during the school year) is as follows:

1. The administrator will inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, he or she will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the student's parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is

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unable to reach the parent/guardian after making and documenting at least two (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

3. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior, if such meeting has not already occurred (see above). The administrator shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or other method of delivery agreed to by the principal and the parent/guardian.

In-school suspension for 10 days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.00. If a student is placed in an in-school suspension for more than 10 days, consecutively or cumulatively during a school year, such suspension is deemed a long-term suspension, and subject to the procedures for long-term suspension found at page 33.

B. Short-Term Suspension

A short-term suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a short-term suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will provide the student and his/her parent/guardian oral and written notice and an opportunity for a hearing on the charge.

1. **Notice:** Written notice of the offense shall be provided to the student and parent/guardian in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice will include the following:

- a. the disciplinary offense;
- b. the basis for the charge;
- c. the potential consequences, including potential length of student's suspension;
- d. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e. the date, time, and location of the hearing; and
- f. the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

Written notice may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent/guardian.

2. Efforts to Involve Parent/Guardian: In addition to the written notice, the administrator will make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.

3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: Based on the available information, including mitigating circumstances, the administrator shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed. The administrator will provide written notice to the student and parent/guardian of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

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

C. Long-Term Suspension

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular or school-sponsored events, or both, shall not count as removal in calculating school days.

Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, §37H or M.G.L. c. 71, §37H½ no student may be placed on a long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in section B above, plus notice to the student and parent/guardian of the following additional rights:

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- a. In advance of the hearing, the opportunity to review the student’s record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b. the right to be represented by counsel or a lay person of the student’s choice, at the student’s/parent’s/guardian’s expense;
- c. the right to produce witnesses on his or her behalf and to present the student’s explanation of the alleged incident, but the student may not be compelled to do so;
- d. the right to cross-examine witnesses presented by the school district; and
- e. the right to request that the hearing be recorded by the administrator, and to receive a copy of the audio recording upon request. If a request is made to record the hearing, the administrator shall inform all participants before the hearing that an audio record will be made and that a copy will be provided to the student and parent/guardian upon request.
- f. The notice shall also include notice of the right to appeal the administrator’s decision to the superintendent.

2. Format of Hearing: At the hearing, the student will be afforded all of the rights afforded a student in a short-term suspension hearing, plus the additional rights set forth in the Notice of Hearing (above). The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student’s conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian.

If the administrator decides to suspend the student on a long-term basis, the written determination will:

- a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- b. Set out the key facts and conclusions reached;
- c. Identify the length and effective date of the suspension, as well as a date of return to school;
- d. Include notice of the student’s opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 consecutive days);
- e. Inform the student of the right to appeal the decision to the superintendent or designee, but only if the discipline imposed is a long-term suspension. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator’s determination on appeal.

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

D. Emergency Removal

Notwithstanding the provisions for short or long-term suspensions set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the administrator will:

- Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian as provided in Section B or C above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent/guardian.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of Section B or C above, as applicable.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

E. Appeal to the Superintendent

A student who is placed on long-term suspension following a hearing with the administrator shall have the right to appeal the administrator's decision to the superintendent. A notice of appeal must be filed with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days.

The following apply:

- The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a

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hearing day and time that would allow the parent/guardian to participate. The superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.

- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision. The decision of the superintendent constitutes the final decision of the school district.

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GENERAL INFORMATION REGARDING DISCIPLINE

1. Parents and legal guardians are strongly urged to accompany their child upon returning to school following a suspension.
2. The Principal shall provide written notification to the Superintendent if the student does not return to school upon completion of his/her suspension.
3. As part of a school wide education plan, the Principal shall inform the student and the parents of opportunities the student will be given to continue their academic progress during the term of the suspension. The student shall be given access to class assignments and retain the ability to take quizzes and tests upon their return to school. The Principal shall also provide the student and the parents with a list of available alternative educational services which may be utilized during a suspension of more than 10 consecutive days.
4. The Principal shall ensure that all personnel assigned to his/her school report in writing to him/her an incident involving a student's possession or use of a dangerous weapon on school premises at any time. The Principal shall file a report concerning the weapon with the Superintendent. The Principal shall file copies of said weapon report with the local Chief of Police, the Department of Children and Families, and the Director of Student Services, who shall arrange an assessment of the student involved in said weapon report. The student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Department of Elementary and Secondary Education. Upon completion of a counseling session, a follow-up assessment may be made of the student by those involved in the initial assessment.
5. Where appropriate, school officials may work with parents to arrange for the assessment of a student who has engaged in misconduct.
6. A student transferring into the Canton Public Schools shall provide the building Principal with complete school records. Said records shall include, but not be limited to, any incidents involving suspension(s)/expulsion(s) or violation(s) of criminal acts or any incident reports in which such student was previously excluded from school.
7. The Principal shall notify the Canton Police Department whenever a student has committed an assault/assault and battery upon a school staff member, an assault/assault and battery by means of a dangerous weapon, is in possession of a dangerous weapon, distributes a controlled substance, including alcohol, or is in possession of a controlled substance, including alcohol, for the second/subsequent time.
8. The Principal may, at his/her discretion, notify the Canton Police Department whenever a student is in possession of a controlled substance, including alcohol, for the first time, or commits a delinquent/criminal act in violation of federal or Massachusetts law not specified in the above paragraph.
9. All discipline reports and records are confidential and cannot be disclosed to other parents.

POLICIES THAT ADDRESS PARTICULAR CONDUCT

Drug and Alcohol Abuse Policy

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

1. Any student found using, selling or distributing prescription or illegal drugs or alcohol, or possessing any type of drug paraphernalia, including vaping products, in school, on school grounds, or at a school-sponsored event, will be immediately turned over to the police and **will**

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be subject to suspension from school. Students in possession of prescription or illegal drugs are subject to expulsion by the Principal.

2. Any teacher who believes that a student may be using drugs, alcohol or vaping will report the matter immediately to the school administration. If, after an assessment **by the school nurse**, the administration believes that the student may be using drugs, alcohol or vaping, the student's parent(s) will be notified.
3. The referral, counseling, and re-entry policy for the high school will be as determined by the Principal or his/her designee.
4. The Principal will take appropriate actions against any student found to be in possession of, consuming, or under the influence of drugs, alcohol or vaping, on school property, or at a school-sponsored event. (Note: It is not a violation of this policy for a student to take a medication specifically prescribed for the student's own use by his/her doctor.) Students must take such medication in the nurse's office.)
5. On-site school administrators retain final authority in determining what constitutes a prohibited drug and in evaluating potential danger.

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

First violation:

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

Second violation:

1. A ten (10) day out-of-school suspension will be imposed and a ten (10) consecutive school month period of ineligibility will be applied for all athletic and extra-curricular activities. If the student, of his/her own volition, becomes a participant in an approved drug and alcohol program the student may be certified for reinstatement in all school programs after a minimum period of five (5) consecutive school months. Such certification must be issued by the director or a counselor of the drug and alcohol program.

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2. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Hazing Policy

Definition of Hazing

The Canton Public Schools defines hazing as any conduct or method of initiation into any student group, whether on or off school premises, which willfully or recklessly produces mental or physical discomfort, embarrassment, harassment, or ridicule. (MGL Chapter 269; Section 17, 18, and 19.)

Discipline Action

Anyone involved in any act of hazing may be subject to suspension or removal from the team or activity and may receive school suspension up to 90 days.

If during the investigation of a potential hazing case, it is determined that the actions are deemed to involve other violations, such as harassment, bullying or a lack of Title IX compliance, the CPS policies dealing with those areas will be followed as well. When necessary and allowed by MGL, police may be involved.

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

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

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

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School Disruptions

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

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

School Safety Concerns

If a student is asked to leave school for emotional or anger management reasons, where appropriate, the district will work with the parents to arrange for evaluation by a psychiatrist/psychologist to assess whether the student may be a danger to self or others.

BULLYING PREVENTION AND INTERVENTION

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

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

Prohibition Against Bullying

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

Acts of bullying, which include cyberbullying, are prohibited:

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

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

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

Definitions

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

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

Cyberbullying, as defined in M.G.L. c. 71, § 37O, is bullying through the use of technology or electronic devices, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

- i. The creation of a web page or blog in which the creator assumes the identity of another person or
- ii. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v) of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

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

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

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. **All school staff (including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals) are required to immediately report any instance of bullying or retaliation they witness or become aware of to their building principal using the CPS Suspicion of Bullying Reporting Form.** The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

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

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

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

Pre-Investigation/Ensuring Student Safety

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

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

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

Complaint Investigation

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

Determinations

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

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

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

Obligations to Notify Others

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

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

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

Disciplinary Action and Response To Bullying

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

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

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

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

Promoting Safety for the Target and Others

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

False Accusations

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

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Problem Resolution System

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

POLICY PROHIBITING AND ADDRESSING HARASSMENT

In accordance with our Nondiscrimination Policy the Canton Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, gender identity or disability. Consistent with our Policy Prohibiting and Addressing Bullying, Canton Public Schools specifically prohibits all conduct that creates an intimidating, hostile environment for others. However, such conduct based upon the protected classifications described above requires particular attention.

A. Definitions

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability, when such communication or conduct is sufficiently serious to interfere with an employee's job duties or with a student's ability to participate in or benefit from his/her educational programs or school sponsored-events. By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

Sexual Harassment. Sexual harassment includes not only the types of conduct listed above that is based upon gender, but can also includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

B. Harassment and Retaliation Prohibited

Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

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C. Reporting & Investigating Incidents Of Harassment

Canton Public Schools will promptly investigate every complaint of harassment. If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should immediately inform the building principal or the Non-Discrimination/Harassment Coordinator for the district Stephanie Shapiro. The Coordinator can be reached at Canton Public Schools, 960 Washington Street, Canton, MA 02021 or by telephone at 781-821-5060 ext 2107. If you do not wish to discuss your claim with either of these administrators, notify the Superintendent of Schools. Any allegation of harassment by the Superintendent should be addressed to the Chair of the School Committee. To see School Committee contact information, [click here](#).

The Coordinator or Designee will promptly investigate any complaint of harassment.

If the Coordinator or Designee determines that harassment or retaliation has occurred, he/she will take effective steps reasonably calculated to end the harassment, to eliminate any hostile environment and its effects, and to prevent the harassment from recurring.

In certain cases, the harassment of a student may constitute child abuse under MA Law. The Canton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

Nothing in this policy is intended to restrict the Canton Public School's authority to address conduct that is inappropriate for a school setting, whether or not it meets the definition of harassment.

D. Closure of a Complaint

When an investigation has been completed, school personnel will inform the complainant of the results and notify the Coordinator

State and Federal Agencies

The Canton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for students is the United States Department of Education Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109 (telephone 617-289-0111) (TTY: 1-800-877-8339). The state agencies responsible for enforcing such laws are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-2310) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

SEARCHES AND INTERROGATIONS

Searches by Staff

Students' school lockers, **including cubbies**, remain the property of the school and are subject to inspection at any time by school officials.

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In the event that school administration has reasonable suspicion to believe that a student has in his/her possession or otherwise in his/her vehicle, locker or belongings, evidence that a student committed a crime or violation of the disciplinary policy, the school administrator may conduct a search. Students, their bags, backpacks, lockers, electronic devices and vehicles on school property or at school-sponsored events (on or off school property) as well as other items/areas may be the subject of such a search.

The Canton School Department may periodically utilize police K9's under the direction of the Canton Police Department to search school property and the surrounding campus for the presence of controlled substances, drugs or explosives.

School officials are authorized to question students about information that is relevant to the performance of their duties, including enforcement of school rules.

Formal Interrogations by Police

When law enforcement officials seek to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will generally make an effort to contact the student's parent or guardian so that the responsible individual may be notified of the situation.

TOBACCO/ELECTRONIC CIGARETTE 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 (including chewing tobacco) 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. Electronic Cigarettes/Vape are covered under the Drug and Alcohol Policy. The policy can be found [here](#).

TRANSPORTATION/BUS BEHAVIOR

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

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

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

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

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COMMUNICATION

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

BLACKBOARD CONNECT

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

CHAIN OF COMMUNICATION

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

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

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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.

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

REDIKER PORTALS

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

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

MEDIA RELEASE/DIRECTORY INFORMATION

Throughout the course of the school year, opportunities often arise for placing student work, names and or photos/video/audio in newsletters, on local cable television in local newspapers such as the Canton Citizen and the Canton Journal, and on the Canton Public Schools' website, individual school websites, external websites (e.g., Kidblog) and other forms of social media (e.g., Twitter). If you do not respond, we will assume, a "Yes" reply - that you give permission to include your child in various media, including social media. The Media Release can be found on the Handbook Signature Page.

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

RELATIONS WITH PARENT ORGANIZATION

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:

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

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

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

SCHOOL CANCELLATION, DELAYS, OR CLOSING DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

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

Cancellation

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

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

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

Please do not telephone the Police Department, Fire Department or the Department of Public Works to ask about NO SCHOOL, or DELAYED OPENING announcements. Each of the foregoing must make and receive many important telephone calls of an emergency nature, and your telephone call only interferes with the performance of their duties at a critical time in the morning. Please wait for the phone call from the Superintendent, check the website, listen to the radio stations, or watch the morning news stations listed above.

Early Closing

Notification: If severe weather conditions develop during the school day and the decision is made by the Canton Schools’ Administration to close the schools early, parents and guardians will receive an automated recorded message from the Superintendent. An announcement will be carried by the television and radio stations listed above. In the event of severe weather, please listen to your radio or watch your television for possible announcements. Do not call the school or the Administration offices

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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.

STUDENT COMPLAINTS AND GRIEVANCES

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

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



FACILITIES

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

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

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FINANCIAL--FEES AND PAYMENTS

BUILDING RENTAL

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

LUNCH PAYMENTS

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

ONLINE PAYMENTS

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

- ACH (E-Check) Payments \$0.25 now being accepted for all purchases except Food Services. The \$0.25 program fee will be added to your total at the time of checkout and paid directly to myschoolbucks. The \$0.25 program fee is per \$500.00 in total transactions. If your transaction exceeds \$500.00, you will be charged an additional \$0.25 and your bank statement will show two transactions.
- Credit Card Payments: There will be a 3.95% program fee added to your total purchase at the time of checkout and paid directly to myschoolbucks.
- Food Services Payments Only: There will be a \$1.95 program fee added to your purchase at the time of checkout and paid directly to myschoolbucks. Maximum addition to your student's meal account is \$120.00 per transaction.

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

STUDENT FEES, FINES, AND CHARGES

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

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

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

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

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

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

STUDENT FUNDRAISING ACTIVITIES

The school committee fundraising policy will be reviewed during the 2019-2020 school year.

STUDENT GIFTS AND SOLICITATIONS

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

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

TRANSPORTATION FEES

See Transportation Section.



FOOD SERVICES

GENERAL INFORMATION

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

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

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

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

FREE AND REDUCED PRICE MEALS APPLICATIONS

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

PURCHASING SCHOOL MEALS

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 \$1.95. 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.

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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 at 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.

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HEALTH SERVICES

CONFIDENTIAL HEALTH INFORMATION/MEDICAL SERVICES/ 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, staff, and Emergency Services only on a need-to-know basis to maintain the health and safety of your child.

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

Students with an acute injury (fracture, sprain or other condition) that requires the use of crutches, or a wheelchair, should notify the school nurse prior to the return to school. The school nurse will work with parents/guardians to develop appropriate accommodations and notify appropriate personnel.

COMMUNICABLE DISEASE GUIDELINES

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

<u>Disease</u>	<u>Recommended Minimum Absence From School</u>
Chicken Pox	From first eruption until lesions are crusted over, child is fever free for 24 hours, and until 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.

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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 first dose of medicine, no drainage, and doctor's note provided, clearing for re-entry
Pinworm	From diagnosis until 24 - 48 hours after treatment and doctor's note provided, clearing for re-entry
Head Lice	From diagnosis, until first treatment - student must be checked by school nurse and approved for re-entry

CONCUSSION POLICY

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

ELEVATOR

The elevator is available exclusively for students with a physical disability or injury. The school nurse will meet with the students to discuss guidelines for use of the elevator and to issue a key 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 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 accommodation plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip, as needed.

FOOD ALLERGY MANAGEMENT

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

FORMS

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

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HEALTHY DECISION MAKING

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

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ILLNESS/INJURY AT SCHOOL

Students who become ill or injured during the school day are requested, when possible, to notify their teacher before going to the health office. Middle and high school students are requested, when possible, to obtain a written pass to see the school nurse. The exception would be in an emergency situation. All accidents that occur on school property must be reported to the teacher and the school nurse. Students with minor health concerns will be treated and sent back to class. The school nurse does not contact each and every parent when a student comes to the nurse. The school nurse will make the determination of parental contact based on his/her assessment as well as the need for observation and/or follow-up. More serious health conditions will be referred to a parent/guardian, physician or counselor. Parents/Guardians are responsible for the care and transportation of their child, who cannot stay in school.

The school nurse will determine if the student requires dismissal for an illness or injury and will call the parent/guardian to make transportation arrangements. Students are requested to not call parents/guardians to be picked up from school without seeing the school nurse for health assessment.

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.

ILLNESS REQUIRING ABSENCE FROM SCHOOL

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

Keep your child home if he/she:

- 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 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 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. It is essential to keep your telephone contact numbers and the emergency contacts updated as they will be needed 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.*

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IMMUNIZATIONS

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

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

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

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

INSURANCE

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

LATEX PRODUCTS

The use of latex balloons and other latex products are not allowed in the school.

MEDICATION POLICY

Prescription Medication: Students requiring prescription medications, including inhalers, during the school day must have signed medical orders from a health care provider and permission from 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 and from school.**

Medications should be administered before and after school whenever possible.

All medication must be taken in the Health Office except for certain medications, which may be carried by the student, based on their health care needs with the authorization and planning of the health care provider, parent/guardian and school nurse. There is additional planning and paperwork required for a student to self-administer an inhaler. Please notify the nurse to assist with the planning process.

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. The Health Office also has a list of Standing Orders from the school physician for treatment of minor injuries and/or illnesses.

NUTRITION

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

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

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

PHYSICAL ACTIVITY EXCLUSION

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

PHYSICAL EXAMINATIONS

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

REST

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

SCHOOL ENTRY REQUIREMENTS

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

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

SCHOOL NURSING TEAM

Members of **the School Nursing Team** are essential members of the school’s multidisciplinary team in advocating for the student’s health needs in relation to the entire school community. The school nurses teach individual students, parents and staff about health and wellness issues and strive to promote an understanding of

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student health needs. Members of the School Nursing Team may conduct or assist in teaching lessons on age appropriate health topics such as hand hygiene, nutrition, mental wellness, and growth and development. The team works in collaboration with the wellness and guidance staff to provide information and assist in presentations based on the needs of the student population.

SCREENINGS

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

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

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

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

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

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



RIGHTS

NON-DISCRIMINATION NOTICE

The Canton Public Schools (“District”) does not exclude from participation, deny the benefits of, or otherwise discriminate against individuals on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age, homelessness, active military/veteran status, or any other category protected by state or federal law in the administration of its education and employment policies, or in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); Title IX of the Education Amendments of 1972 (Title IX); Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1974 (Age Discrimination Act), the Boy Scouts of America Equal Access Act, and the implementing regulations for these laws. The District’s policy of non-discrimination extends to students, staff, the general public, and individuals with whom it does business. (School Committee Policy on Non-Discrimination and Harassment, Policy AC).

Any person who feels his or her rights have been violated under any of these provisions may contact the following individuals who have been designated to handle inquiries regarding the District’s non-discrimination policies:

<p>Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 bromfieldd@cantonma.org</p>	<p>Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org</p>
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In addition, a complaint may be filed using the [District’s Discrimination and Grievance Procedures](#).

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SECTION 504 OF THE REHABILITATION ACT

The Canton Public Schools is committed to a policy of nondiscrimination against qualified persons with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended (ADA).

Section 504 of the Rehabilitation Act (1973) is a federal civil rights law that protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Specifically, Section 504 requires that “No otherwise qualified individual with disabilities in the United States...shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance....” For more information on Section 504 referral, eligibility and complaint procedures, please consult the [District’s Section 504 Eligibility Guidelines and Procedures](#) available on the District’s website. A copy may also be obtained through the Student Services’ Office or your school principal.

DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a change in placement for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student’s disability. A change in placement results where a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitute a pattern of shorter suspensions accumulating to 10 school days during the school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student’s disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student’s ability to benefit from his education. If the conduct is not directly related to the student’s disability, the district may discipline the student as it does general education students.

HOMELESS CHILDREN AND YOUTH/FOSTER CARE

The McKinney-Vento Act is designed to remove barriers to enrollment and retention in school of homeless children and youth. A homeless child is defined broadly as “any child or youth without a fixed, regular, and adequate residence.” These students include those who are “doubled up” with friends or relatives (sharing the housing of others due to loss of housing, economic hardship), runaways, those awaiting placement by DCF, unaccompanied youths, as well as others.

Students who are homeless have the right to stay in the school district they attended prior to the loss of housing and the right to be transported to their school of origin from their temporary housing. In the alternative, the student may choose to attend school in the district where their temporary housing is located. In the event a

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homeless student does not have the documents usually required for enrollment, such as proof of residency, school records, or proof of immunizations, the district's Homeless Education Coordinator will assist students in obtaining these records and further provide for school attendance while doing so. Questions regarding our policy for homeless students can be directed to our Homeless Coordinator.

Children in Foster Care

Federal law, *Every Student Succeeds Act* (ESSA), ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the District is committed to supporting efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

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

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

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

District Foster Care Point of Contact (POC)

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

The POC is responsible for the following:

- Participating in the process for making best interest determinations in collaboration with DCF representatives, and documenting those determinations;

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- Ensuring school enrollment and attendance of students in foster care and timely transfer of records, as needed;
- Developing and implementing procedures for providing and coordinating cost-effective transportation, as needed; and
- Facilitating professional development for district staff as needed to promote educational stability for students in foster care.

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

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

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

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

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

Grievance Procedures

Any person who feels his or her rights have been violated or any person with inquiries or complaints concerning the District's compliance with Title VI (Civil Rights Act of 1964), Title IX (sex discrimination), Section 504

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(disability discrimination), the Americans with Disabilities Act (ADA) (disability discrimination) or Chapter 622 (Massachusetts Equal Educational Opportunity law) is encouraged to contact the following compliance officers who have been designated to coordinate the District’s efforts to comply with these laws:

FOR SECTION 504 AND ADA COMPLAINTS PLEASE SUBMIT TO:	FOR TITLE IX AND CIVIL RIGHTS COMPLAINTS PLEASE SUBMIT TO:
<p>Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 mullend@cantonma.org</p>	<p>Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org</p>

Inquiries and complaints may also be made to building level administrators authorized to resolve such complaints or by using the Grievance Form available on the District’s website. A list of building based personnel authorized to resolve informal complaints is provided in the District Family/Student Handbook Appendix.

I. Informal Complaints

Students, families, District employees and other third parties are encouraged, where appropriate, to attempt to resolve complaints regarding an alleged discriminatory practice or incident on an informal basis. Upon receiving an informal complaint regarding an allegedly discriminatory practice, the school official shall attempt, within their authority, to work with the individual to resolve the complaint fairly and within a reasonable timeframe. Most informal complaints should be able to be resolved within 10 school days. The District will inform the parties of the outcome or resolution of the complaint at the end of the process.

When appropriate, an informal complaint may be referred to the appropriate compliance officer for formal review and investigation. Anyone who does not wish to seek informal resolution of their discrimination complaints, or who is dissatisfied with attempts at informal resolution, may also present their complaints directly to the designated compliance officer.

II. Formal Complaints

A student, family, District employee, or third party may file a formal complaint by filling out a [Discriminatory Practice Review/Grievance Form](#) available on the District’s website. A complaint should be filed as close to the incident as possible, as complaints are more easily resolved at the time of the incident. In the event a student or complainant is unable to complete the grievance form the compliance officer or designee shall take such information in person.

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Any principal who receives a report of alleged discrimination or harassment, either verbal or written, shall put it in writing within 48 hours and forward it to the appropriate compliance officer.

- After receiving a formal written complaint, the compliance officer or designee will, within five (5) school days, acknowledge the complaint, and give notification to the appropriate school/personnel identified in the complaint and to the individual against whom the complaint has been filed.
- The compliance officer or designee shall make a thorough and expeditious investigation of the complaint, in as confidential a manner as possible, to ensure prompt and appropriate action. At a minimum, the investigation shall include contacting the complainant and the person against whom the complaint was filed. Both parties shall be provided an opportunity to present witnesses and other evidence.
- When the investigation has concluded, the results of the investigation shall be reduced to written findings of fact. The person filing the complaint and the person alleged to have committed the conduct will be informed of the outcome of the investigation, including a determination of whether a discriminatory act has occurred. All notice to parents must comply with applicable state and federal privacy laws and regulations.
- A copy of the final determination as to whether a discriminatory act has occurred shall be furnished to the appropriate administrator/supervisor, and the Superintendent of Schools.

Most complaints are resolved within thirty (30) school days after the formal complaint is received. If more than thirty (30) school days is required for the investigation, the compliance officer or designee will inform the complainant and the person against whom the complaint was filed of the need for extended time and the reason why additional time is required to complete the investigation. If additional extended time is needed this step may be repeated every (30) school days until the complaint is resolved.

If a complaint is substantiated, action will be taken to correct the discriminatory or harassing behavior, prevent any future occurrence, and remedy the effects of the discrimination or harassment on the complainant and others, as appropriate. Retaliation of any form or for any reason is strictly forbidden.

A party not satisfied with the outcome of an investigation or the resolution reached through either the informal or formal resolution procedures detailed above, may submit a written appeal to the Superintendent of Schools within thirty (30) days of the resolution of the informal complaint or the compliance officer or designee's determination. The Superintendent of Schools or designee will respond, in writing, within fifteen (15) working days.

State and Federal Remedies

Using the Canton Public School District's complaint process does not prohibit students and families from also filing a complaint with a state or federal agency. Most of these agencies have a limited time-period for filing a claim (OCR – 180 days; ESE – within same school year)

United States Department of Education Office for Civil Rights (OCR)
5 Post Office Square

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8th Floor
Boston, MA 02109
(617) 289-0111

Massachusetts Department of Elementary & Secondary Education (ESE)
75 Pleasant Street
Malden, MA 02148
(781) 338-3000

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights:

603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of student's’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student’s age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms: The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

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- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

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Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record
- (d)

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information

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from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

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Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 - 1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. the parent has been denied visitation, or
 - 3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - 4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

Family Educational Rights and Privacy Act of 1974,

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P.L. 93-380, Amended, P.L. 103-382, 1994, M.G.L. 66:10 71:34 A, B, D, E, H
Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002
603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12
Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers
and Guidelines, Sept. 1995

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sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)*

Non-Custodial Parents' Rights

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. The parent has been denied visitation, or
 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

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Maintenance of Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The School Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

Family Educational Rights and Privacy Act of 1974

P.L. 93-380, Amended P.L. 103-382, 1994

M.G.L. 66:10 71:34A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.

603 CMR: Dept. Of Elementary and Secondary Education 23.00 through 23:12

Mass Dept. Of Education publication, Student Records: Questions, Answers and Guidelines, Sept. 1995

Transfer of Student Records

Notice: Canton Public School District forwards student records to schools in which a current or former student seeks or intends to enroll. (click [here](#) for further information on transferring and withdrawing and student records.)



SAFETY AND SECURITY

EVACUATION/FIRE DRILLS AND LOCKDOWNS

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

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

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

MICHAEL’S LAW

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

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

1. Safety Assessments on school property to prevent injuries and accidents.
2. Ongoing relationships of Canton School Administrators with fire and police chiefs as required under the Multi-Hazard Evacuation Plan.
3. Accessibility to 911 Emergency Response and associated protocols.
4. Contact information for each school’s Crisis Team members and a Canton Crisis Phone Tree, each with telephone and extensions, and cell phone numbers for rapid accessibility.
5. Medical Emergency Protocols posted in all public areas on campus with instructions on how to activate the local emergency medical services (EMS).
6. Cardiopulmonary Resuscitation (CPR) and First Aid Training.
7. Medical Emergency Response Drills.
8. Presence of Automated External Defibrillators (AEDs) in all school buildings.

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POLICY ON RESTRAINT OF STUDENTS

The Canton Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Purpose

The purpose of this policy is to ensure that every student attending the Canton Public Schools is free from the unlawful use of physical restraint. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Use of Restraint

Physical restraint⁵ shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances. Prone restraint⁶ is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

- (a) as a means of discipline or punishment;
- (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

⁵ **Physical restraint** shall mean direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. **603 CMR 46.02.**

⁶ **Prone restraint** shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position. **603 CMR 46.02.**

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(c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;

(d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include the use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Mechanical restraint⁷, medication restraint⁸, and seclusion⁹ shall be prohibited in public education programs. Seclusion does not include a time-out, as defined within the Regulations.¹⁰

The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

Proper Administration of Physical Restraint

Only Canton personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. Nothing in this policy shall preclude a teacher, employee or agent of the Canton Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Staff Training

All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

⁷ **Mechanical restraint** shall mean the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. 603 CMR 46.02.

⁸ **Medication restraint** shall mean the administration of medication for the purpose of temporarily controlling behavior.

⁹ **Seclusion** shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

¹⁰ **Time-out** means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

Additionally, the school must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

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Reporting Requirements

Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

The Principal or designee shall review restraint data weekly to determine whether one or more students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the student's progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

Prevention of Dangerous Behavior

As set forth in the Regulations, the Canton Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

Parent Engagement

In accordance with the regulations, the Canton Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

Complaint Procedures

A student or representative who has a complaint regarding the District's restraint practices may report the matter to the building principal. In the event the principal is alleged to have engaged in improper restraint practices, the report should be made to: Canton Public Schools Director of Student Services

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Complaints must be filed in writing within 30 school days of the event giving rise to the complaint and must include (1) a description, in as much detail as possible, of the alleged events; (2) the date and location of occurrence; and (3) all persons who have knowledge of the events (witnesses), as can be reasonably determined.

District personnel will investigate the reported events, including interviewing witnesses deemed necessary and appropriate to determine the facts relevant to the complaint. Such investigation will generally be completed and a written disposition made within twenty school days of receiving the complaint. If this timeline is not met, the reason(s) for not meeting will be documented.

Employees should note that violation of this policy (i.e., the Regulations) may result in disciplinary action, subject to applicable procedural and contractual requirements. It is understood that in the event a resolution contemplated by the Canton Public Schools involves disciplinary action against an employee, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to cease specific conduct with respect to the complainant).

If the complaint is not satisfied with an initial disposition, the grievant may appeal to the Superintendent, who can be contacted as follows:

Canton Public Schools Superintendent of Schools
960 Washington Street Canton, MA 02021 781-821-5060 x 1125

Additional information, including a copy of the regulations, can be obtained from the Director of Student Services who can be reached at 781-821-5060 x1244. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html.

SCHOOL RESOURCE OFFICERS

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

VOLUNTEERS and CHAPERONES

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



SPECIAL EDUCATION

DISCIPLINE OF STUDENTS with SPECIAL NEEDS and STUDENTS WHOSE ELIGIBILITY for SPECIAL EDUCATION SERVICES is SUSPECTED

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300, et. seq., (“IDEA”) provides eligible students with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students.

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations require that additional provisions be made for students with disabilities. The principal shall notify the Administrator of Special Education of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

Generally school personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 cumulative days (to the extent those alternatives are applied to students without disabilities) Generally after a child with a disability has been removed from his or her placement for ten school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; As appropriate, a manifestation determination a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior will be conducted. *See 34 CFR 300.530(d).*

Short-Term Removals

Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student’s disability. Students may be removed for periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitute a “change of placement” as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student’s IEP goals, as determined by the principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

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Change of Placement

A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a “change in placement.” Prior to a suspension that constitutes a change in placement, the student’s Team, including the student’s parents/guardians, must convene to determine whether the behavior is a manifestation of the student’s disability. In making this determination, the Team must review all relevant information in the student’s file, including the IEP, teacher observations, and any relevant information provided by the parents/guardians, to determine if the conduct was caused by, or had a direct and substantial relationship to the student’s disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination

If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury

Regardless of the Team’s decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or (3) has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team’s decision on the “manifestation determination” or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the MA DESE at 781-455-0400 x 213.

Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent/guardian refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion with services provided through the school-wide education service plan as applicable to all students. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

1. Parents’ request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Special Education Director or designee and/or Principal.
2. The Special Education Director or designee shall contact the parent(s) for initial scheduling conversation within approximately five (5) days of receipt of the parents’ request.
3. When a parent requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the Director of Special Education and the building principal before it is processed. The District shall provide timely access to the program and such approval may only be withheld for those reasons outlined within law and DESE regulation.
4. The Special Education Director or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom). The District will permit access that is of sufficient duration and extent to accomplish the purpose of the visit.
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption.
6. If the observer is not the parent, the parent must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.

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8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
9. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
10. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.
11. A school administrator, or designee, also will observe at the same time and may take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period.

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

PROGRAMS FOR STUDENTS WITH DISABILITIES

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

Rehabilitation Act of 1973, Section 504

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

(PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

By legislation, both Massachusetts and the United States have declared the intention of guaranteeing educational opportunity to every handicapped child, and—insofar as possible—to do so within the public schools and the normal classroom.

These general aims of government create specific responsibilities for the public schools, which it is the committee's intention to fulfill. The committee will comply with its obligation to provide personnel, facilities, materials, and educational access for children with special needs, defined by the state as children who,

"because of temporary or permanent adjustment difficulties arising from intellectual, sensory, emotional, physical or perceptual factors, cerebral dysfunctions, or other specific learning disabilities, or any combination of these, require special education."

All children between the ages of three and 22 who have a special need, unless they have received a high school diploma or equivalent, - are included.

In most cases of special need, the committee will arrange for the suitable assistance within the public schools, using the facilities and personnel provided for that purpose. Some children will be assigned to educational collaboratives conducted by more than one town; and a few will require even more specialized arrangements, sometimes including residential programs.

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The procedures for recognizing, referring, and programming special needs cases will be developed by the Student Services Department under the supervision of the superintendent and in cooperation with other administrators and teachers. State and federal guidelines will provide the bases of these procedures. In all cases, parents of students with special needs will be included in planning for their children and will have the right of due process in case of any disagreement with school personnel.

Education for All Handicapped Children Act of 1975, Rehabilitation Act of 1973, M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 7/1/81



TRANSPORTATION

GENERAL

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

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

ELIGIBILITY FOR BUS TRANSPORTATION

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

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

Notes:

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

ROUTING OF BUSES

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

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- J. Routes will be considered “full” when 47 secondary students or 65 elementary students are assigned to them. Applications that arrive after the buses have reached capacity will be put on a waitlist.

REGULATION FOR SCHOOL BUS USE FOR ALL STUDENTS

A. STUDENT'S Loading and Unloading at the bus stop and at the school

1. Be on time at the designated bus stop – buses will not stop if a child is not waiting at the stop. Waiting inside the house until the bus arrives is not acceptable. Children should be waiting at their stop at least five minutes prior to the bus arrival.
2. Bus riders should conduct themselves in a safe manner while waiting. This means staying off the road and away from other people’s property.
3. Wait until the bus comes to a complete stop before moving toward the bus and attempting to board the bus.
4. Board or leave the bus by crossing the street in front of the bus at a distance of about ten feet and only cross the street upon the signal of the bus driver.
5. Bus riders will not crowd or push while boarding the bus.
6. Bus riders will sit on the bus according to grade i.e. fifth graders in the back to kindergarten in the front OR eighth graders in the back to sixth graders in the front. There is no seating plan for high school students.
7. Students cannot ride a bus without a bus pass. If a student loses or misplaces his/her bus pass, s/he must obtain a new pass from the Transportation Manager. Replacement passes are available from the Transportation Office for a fee.

B. STUDENT’S – Riding the bus

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

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10. If a student damages any part of the bus (e.g. tearing seats), the parent is responsible for paying for the damage.

PAYMENTS

- A. Fees for the Pay and Ride program are set by the School Committee each year. Payment is due on or before a date determined by the School Committee, with application form, to the school in which your child is currently enrolled.
- B. Payments can be made by credit card or ACH - log onto www.myschoolbucks.com. If you already have an account in “My School Bucks” that you use to pay for your child’s school lunches, you will automatically find the Transportation Program in your School Store. If you don’t not have an account in “My School Bucks” you will need to register as a new user. You will be asked to create a username and password and will be given the opportunity to add any number of children to your account. When adding a child, you will be asked for his/her Student ID. Please reference you Pay and Ride Program Application for the unique identification number. *Please note that during checkout there will be a 3.95% transaction fee added to your total transportation credit card purchase or twenty-five cents (\$0.25) for ACH transactions. This fee is paid directly to myschoolbucks.*
- C. If you pay online, Pay and Ride applications must be completed and submitted in order for students to be assigned a bus.
- D. If you are eligible for free or reduced lunch, you do not need to make a payment, but you are required to submit the Pay and Ride Application each year. You must fill out a new Free or Reduced Lunch form each year as soon as they become available in the summer. If you are no longer eligible for free or reduced lunch, you will be contacted by the Transportation Office to make full payment before your child will be assigned a bus. All transportation procedures apply even if you do not have to make a payment.
- E. No payments will be refunded without approval from the Business Administrator.

TRANSPORTATION/BUS BEHAVIOR (also found under Code of Conduct)

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Regular student transportation is a privilege, not a right, and is dependent upon the student’s good behavior while on the bus.

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

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

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

TRANSPORTATION TO ALTERNATIVE ADDRESS

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

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Lt. Peter M. Hansen Elementary School “Team Hansen”



Student/Family Handbook

2020-2021

25 Pecunit Street
Canton, MA 02021
Phone: (781) 821-5085
Fax: (781)-575-6552

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

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

****Yellow highlights indicate changes from the prior year building handbook and/or district appendix. ****

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Lieutenant Peter Mykal Hansen 1945-1967



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

In 1965, he enlisted in the Army and received his basic training at Fort Dix, New Jersey. He graduated from 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."

MESSAGE FROM THE PRINCIPAL 2020-2021

Hi Hansen Students, Parents, and Families!

We enter into this upcoming school year in a way that is unlike any other we have ever experienced. Our school community of students, staff, and families has not been physically together, in person, since March 12, 2020. While it is impossible to predict what this school year will bring for each of us, one thing I can say with great confidence is that we will work together and make this a wonderful year for our students...we got this!

At the Hansen, we value relationships and know positive connections and open dialogue are critical to our work and vital components of our student's experiences. Whether we find ourselves together in person or connecting remotely, it is our relationships that will sustain us and help us to continue to move forward as a school community. If this is your family's first experience at the Hansen, 'Welcome!' and we look forward to getting to know you. If you are a returning family, 'Welcome Back!' and we look forward to our continued collaboration. We've said it often over the past several months, but it can not be overstated that we truly are all in this together. Together, through our connections and relationships, we will continue to forge ahead and make the 2020-2021 school year the best one yet!

This handbook serves as one means to communicate district and school policies and procedures, and hopefully all parents and families take time to review this important information with your child(ren). I also encourage all families to reach out at any time to share any questions, concerns, and/or celebrations that you may have. Your communication and input is welcome and valued!

At the Hansen School, we guide our students through our 'Team Hansen Expectations for Excellence' which we reference and share each day.

1. Do Your Best - Always
2. Be Respectful - Be Safe, Friendly, and Kind
3. Do the Right Thing

When we all follow these expectations, we allow ourselves and others to be at our very best and are capable of making forward progress individually and collectively as one cohesive school community.

We wish all of our students, families, and staff a year of health, happiness, and growth!

Warm Regards,

David S. Brauninger, Principal
Lt. Peter M. Hansen Elementary School
(781) 821 - 5085
brauningerd@cantonma.org

TRANSLATIONS

English

If you need any of this document translated please contact Dianna Mullen, Director of Student Services at mullend@cantonma.org or 781-821-5060 x1244.

Chinese

如果您需要本文件的任何部分的翻译, 请联系Dianna Mullen(黛布拉 布罗姆菲尔德), 学生服务处处长
mullend@cantonma.org
或 781-821-5060 x1244。

Spanish

Si usted necesita alguno de este documento traducido póngase en contacto con Dianna Mullen, la directora de Servicios Estudiantiles, en mullend@cantonma.org o 781-821-5060 x1244.

French

Si vous avez besoin de traduire ce document s'il vous plaît contacter Dianna Mullen, la directrice des Services aux étudiants, à mullend@cantonma.org ou 781-821-5060 x1244.

District Liaisons

Director of Student Services	Dianna Mullen	781- 821-5060 ext. 1244
Homeless Liaisons	Dianna Mullen, Director Stephanie Shapiro, Coordinator	781- 821-5060 ext. 1244 781- 821-5050 ext. 2107
English Language Learner Liaison	Dianna Mullen, Director	781- 821-5060 ext. 1244
Section 504 District Coordinator	Dianna Mullen, District	781- 821-5060 ext. 1244
Title II Liaison	Dianna Mullen	781- 821-5060 ext. 1244
Title VI Civil Rights Officer	Dianna Mullen Stephanie Shapiro	781- 821-5060 ext. 1244 781- 821-5050 ext. 2107
Title IX Officer	Stephanie Shapiro	781- 821-5050 ext. 2107

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Team Hansen Staff



HANSEN SCHOOL STAFF

Telephone #: 781-821-5085

	Name	Ext.	Email
Kindergarten	Kim Willett	4121	willett@cantonma.org
	Rachel Blau	4139	blaur@cantonma.org
	Susan Dunphy	4116	dunphys@cantonma.org
	Christine Giglio	4134	giglioc@cantonma.org
Grade 1	Claire Lund	4118	lundc@cantonma.org
	Sarah Corrigan	4117	corrigans@cantonma.org
	Cheryl Belvin	4119	belvinc@cantonma.org
	Michelle Martino	4116	martinom@cantonma.org
Grade 2	Kristen Parece	4126	parecek@cantonma.org
	Ann Walsh	4145	walsha@cantonma.org
	Patricia Willis	4127	willisp@cantonma.org
	Julia O'Leary	4133	olearyj@cantonma.org
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	Krista Sinton	4149	sintonk@cantonma.org
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	Lori Mooney	4115	mooneyl@cantonma.org
	Yan Yan Yii	4114	yiiy@cantonma.org

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HANSEN SCHOOL STAFF

Telephone #: 781-821-5085

	Name	Ext.	Email
Asst. Principal	Mary Cawley	4123	cawleym@cantonma.org
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Special Ed.	Sheila Johnson	4128	johnsons@cantonma.org
Special Ed.	TBD	4128	
Special Ed.	Julie Gelerman	4128	gelermanj@cantonma.org
Special Ed.	Janet Rigdon	4128	rigdonj@cantonma.org
Special Ed.	Mary Brinkmann	4124	brinkmannm@cantonma.org
SPED Chair	Allie Hoff	4109	hoffa@cantonma.org
Psych.-Test	Leanne Kaplan	4160	kaplanl@cantonma.org
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Speech/Lang.	Christine Heyworth	4103	heyworthc@cantonma.org
Speech/Lang.	Jenny Giannacopoulos	4103	giannacopoulosj@cantonma.org
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ELL	Marci DiCara	4109	dicaram@cantonma.org
Title I Teacher	Suzanne Coyle	4112	coyles@cantonma.org
Admin. Asst.	Barbara Cavanagh	4100	cavanaghb@cantonma.org
Office Aide	Nancy Feeney	4106	feeneyn@cantonma.org
Reading	Amanda Dart	4112	darta@cantonma.org
Math Specialist	Nicole Inguanti	4112	inguantin@cantonma.org

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HANSEN SCHOOL STAFF

Telephone #: 781-821-5085

	Name	Ext.	Email
Head Custodian	Donie O'Mahony	4150	omahonyd@cantonma.org
Custodian	Steve McCarthy	4150	mccarthys@cantonma.org
Custodian	Sean Morneau	4150	morneaus@cantonma.org
Caf. Manager	Debbie Gray	4105	dgray@cantonma.org
Library	Stephanie McClellan	4104	mcclellans@cantonma.org
P.E./Wellness	Andrea Moore	4135	moorea@cantonma.org
P.E./Health	Andrea Duda	4135	dudaa@cantonma.org
Music	Daniel Hulsman	4125	hulsmand@cantonma.org
Art	Stephanie Krokidas	4131	krokidass@cantonma.org
Technology	Justin Martin	4110	martinj@cantonma.org
Occ. Therapy	Kevin Berner	4326	bernerk@cantonma.org

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2020-2021 SCHOOL INFORMATION

BEGINNING OF THE SCHOOL YEAR:

Although many of you are probably re-reading this handbook as a Hansen “veteran” and are already familiar with our school policies, traditions and expectations, there are many who are joining us for the first time this fall. Below is a variety of items considered helpful for ALL to know and revisit as the school year begins. *First and foremost, communication is paramount for everyone to be successful.* Staff and teachers communicate with families in a variety of ways: emails, phone calls, class, school, and district websites, hard copy notes and letters, and/or social media sources/apps. We make it a priority to communicate with our families.

All children should have a sturdy backpack to carry personal belongings and schoolwork to and from school. A small case to hold pencils and erasers is also helpful. Other items that may be requested individually by classroom teachers might include extra glue sticks, crayons, tape, etc. If your family requires any assistance in obtaining these materials, please reach out to the Hansen Principal, David Brauningerd, at brauningerd@cantonma.org or at 781-821-5085.

SCHOOL COMMUNICATION:

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

Hansen Weekly Update

This is our weekly email “blast” communication to parents and families, sent primarily *via email on our Connect5 system*. Notices and extracurricular activities that have been sent to the district or the school will be available here. In addition, reminders and upcoming events, calendars, and other pertinent information are posted here.

Twitter

The Principal runs an active Twitter account for the most up-to-date and exciting information at the Hansen. To follow: @CoachTeamHansen

Hansen CAPT Updates

This is a tertiary publication, coordinated by our CAPT “newsletter coordinator” and sent home in email/attachments. It is available in *hard copy by request*. These updates provide information on upcoming activities and events, including school presentations/speakers, CAPT meetings and events, and field trip information.

Special Notices

For emphasis, certain notices are sent home separate from the CAPT Updates or other regularly scheduled communication. Typically, these notices are related to specific events or concerns, sometimes requiring urgent attention. Some examples are: safety alerts, unusual health issues, special meetings, etc. Often, these messages are sent out *via automated email or telephone messaging from our Blackboard Connect-Ed system*.

Telephone & Email Communication

All teachers have email addresses which are lastnamefirstnameinitial@cantonma.org. (for example, BrauningerD@cantonma.org). All teachers have voicemail numbers as well. We ask that calls to the school are minimized by sending a note whenever possible. This practice will free phone lines for urgent or emergency calls to the school. **Please do not call about your child's after school plans.** Send a note, unless it is an emergency or a last minute change of plans. Please be advised that teachers typically check their email and voicemail at the beginning or end of the day when class is not in session. We aim to return routine emails and calls within 24-48 hours. Emergency and urgent calls should be directed to the office only.

Completed class work and homework

These documents are sent home periodically for parents to review via a home/school folder. Daily assignment notebooks and journals are utilized as well.

Monthly calendar

Our monthly calendar is posted online via our website. In addition, upcoming events are listed at the end of each 'Hansen Weekly Update' from the Principal. Some of these events include important meetings, events, field trips, non-school days, etc.

Classroom News/Notes

Many Hansen teachers publish newsletters for parents and families periodically. Some of these are web-based, while others are sent via email. Please check with your child's teacher for more specific information.

ARRIVAL & DISMISSAL

School hours

School hours are **8:40 a.m. - 2:55 p.m.** Students (grades K-5) may be dropped off at the school between **8:20 a.m.** and 8:30 a.m. for morning play outside. Please do not drop your child off prior to **8:20 a.m.** 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.** Students arriving later than this time must stop at the office and bring a note to class.

If a student is to walk or ride using private transportation to a destination other than his/her own home, the student must have a note from a parent or guardian stating the child's destination and an emergency phone number of someone to call should a need arise. This will be given to the classroom teacher. A child without a note will not be allowed to change their dismissal routine. A note should also be written if a bus student is given permission to walk home. The school has pre-made dismissal change notes, courtesy of the Hansen C.A.P.T. If you would like a pad, please contact the main office or the C.A.P.T.

Students are also allowed to ride their bikes to and from school. As a reminder, state law requires that children must wear a helmet while riding their bikes. Bicycles should be kept at the bike rack at the main entrance...a lock is recommended. For safety reasons, children should walk their bike when on school grounds.

When dropping off or picking up your child, please pay close attention to the crosswalks and crossing guards. When entering the Hansen driveway, please follow the traffic pattern indicated by signs along the driveway.

Buses:

1. Buses use the driveway closest to the building.
2. Bus students will exit their buses on arrival and be supervised by staff until **8:20 a.m.** when morning outside play commences.
3. For safety, accountability, and overcrowding concerns, students are NOT allowed to switch buses or bus stops for any reason.

Cars and Carpoolers:

1. Automobiles and other vehicles use the driveway closest to Pecunit St.
2. Students arriving by car may NOT exit their vehicles until adult supervision is present in the driveway and on playground areas.
3. Have children exit the vehicle on the **passenger side**, as other cars may be passing on the driver's side.
4. This is a moving car line... please pull up as far as possible (to the STOP sign). If you need to park for ANY reason, please use the parking lot.
5. NO vehicles may park next to the Pecunit St. exit, as this blocks the view of drivers and could easily cause an accident.
6. Children may not get out of cars until the car has passed the traffic island in our driveway.
7. The speed limit is 5 mph and pedestrians always have the right of way.

Those picking up students at dismissal should please park in the Galvin Middle School front parking lot or along the right side of the Galvin Middle School driveway. Adults will then need to exit their car and follow the paved path behind the hockey rink towards the Hansen School. Hansen students will be waiting with staff under the cover of the back awning by the basketball hoops.

Students are dismissed to line up for their buses between 2:45 p.m. and 2:50 p.m. All other students are dismissed at **2:55 p.m.**

ATTENDANCE POLICY

PHILOSOPHY

According to Chapter 76, section 1 of the Massachusetts General Laws, all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents and guardians should be familiar.

Excused absences, tardiness or early dismissals are those for which the school has received a written communication from a parent or guardian. Excused absences include, but are not limited to, illness, religious observation and court appearances. Unexcused absences (truancies) are defined as any absence which is not as stated above, excessive tardiness or excessive early dismissals. **All absences (excused and unexcused)** are tracked by our school’s database software and reported to the principal periodically. *Punctual attendance is paramount to every student’s ability to make forward academic progress.*

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

1. **Parents or guardians are asked to contact the school (call 781-821-5085 & leave a message) BEFORE 8:40 a.m. on the morning of the day the child is absent. Please provide a reason for the absence.**
2. If children are unaccounted for, the school will make every attempt to contact a family member. In the spirit of safety, if the school is NOT notified of a student absence and cannot make any parent/guardian contact within 90 minutes of the opening of school then the school reserves the right to call upon **the Home/School Interventionist and/or** Canton Safety Personnel (ex: Police or Fire Dept.) to potentially make a home well check visit.
3. In all cases relative to absence, a note of explanation from the parent or guardian must be sent in on the first day of attendance following an absence.
4. If the child is to be absent for a period longer than was originally discussed with the school authorities, a second phone call from the parent or guardian should be made to the school.
5. Please note that if a student is absent more than five days, a doctor’s note is required.

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. Developing this positive attendance/school habit begins in Kindergarten. Along with regular attendance goes punctuality. Students need to be present, on time and prepared for the day. It is the legal responsibility of parents/guardians to ensure good attendance. Parents or Guardians of those students displaying irregular attendance or frequent tardiness will be notified of our concerns by phone, mail and/or email.

2020-2021 BELL SCHEDULE

8:20 A.M.	Adult Supervision Begins. Children are NOT to be dropped off at school prior to this time due to safety & supervisory concerns.
8:35 A.M.	Children Enter Building
8:40 A.M.	Tardy Bell – Opening Homeroom Exercises/AM Announcements

The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

11:05 A.M.	Lunch I Begins: Grades K and 2
11:30 A.M.	Lunch I Ends / Recess I Begins: Grades K and 2
11:35 A.M.	Lunch II Begins: Grades 1 and 4
11:55 A.M.	Recess I Ends: Grades K and 2
12:00 P.M.	Lunch II Ends/Recess II Begins: Grades 1 and 4
12:05 P.M.	Lunch III Begins: Grades 3 and 5
12:25 P.M.	Recess II Ends: Grades 1 and 4
12:30 P.M.	Lunch III Ends/Recess III Begins: Grades 3 and 5
12:55 P.M.	Recess III Ends: Grades 3 and 5
2:55 P.M.	Student Dismissal

GENERAL BUILDING/STUDENT/STAFF SECURITY

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 to the building must enter through the main school entrance and sign the visitor's log in the office upon arrival. Visitors that are not school department employees will be issued a daily visitor badge or daily substitute teacher badge, which must be visible at all times. Temporary badges are good for ONE DAY and must be discarded upon leaving the building. All hallways and public areas are monitored by closed-circuit television. The school does deploy and practice numerous safety protocols, procedures, enhanced lockdowns, and evacuations in preparation for a multitude of potential emergencies.

CALENDAR

Important dates for the Hansen School are continuously updated on our school's master calendar. Please check it frequently at <https://www.cantonma.org/hansen>. In addition, upcoming events are highlighted in our weekly Hansen Update. The district's master calendar is located on the main CPS website at www.cantonma.org.

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

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

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

Membership is made available to all parents/guardians of children attending the Hansen School, and to all teachers and administrators of the school. Dues are \$20 per family, and dues paying members of the C.A.P.T. are eligible to serve in its elective or appointive offices and vote at General Membership meetings. The C.A.P.T. meets every first Tuesday of the month from September through June at 7:00 p.m. in the Hansen School Library. All parents and staff are invited and encouraged to attend meetings! ☺

Many special events, including the Hansen **Fall Festival**, the Holiday Shoppe, the annual Spring Picnic, and the annual book fair are managed through the C.A.P.T. Several fundraisers happen at specific times during the year, and others (including Stop & Shop A+ Rewards & Target Education Rewards) are ongoing. **These crucial fundraising activities help pay for field trips and buses**...the money goes DIRECTLY back to the Hansen School and the children. Please see the website, NewsFlash, and newsletter for more information...or please attend a meeting, we'd love to hear your thoughts and would enjoy your company.

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

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.

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- 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.*

CONCERNS THAT MIGHT ARISE:

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

Classroom

If a concern arises from a classroom situation, the student or parent should first discuss it with the teaching staff member most directly involved. If the discussion does not lead to a satisfactory resolution, the matter should then be brought to the attention of the Assistant Principal, [Team Chair/Administrator](#), or Principal.

System-Wide Policies

These issues should be referred to Dr. Fischer-Mueller, Superintendent of Schools at 781-821-5060.

Bus Travel

Please call Brett McCloud at 781-821-5060, extension 1156 with any concerns about scheduled drop-offs, pick-ups or bus stop locations. Mrs. McCloud will forward messages to Stephen Connolly, and/or the Connolly Bus Company.

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.

CURRICULUM OVERVIEW

Curriculum Overview

At the Hansen, we strive to attain educational excellence, in every classroom, every day, in support of consistent, measurable growth and outcomes for every student. Using the MA curriculum frameworks as our guide for ELA, Math, Science and Social Studies, we provide our students with instruction based on the grade level standards. Our literacy instruction is currently transitioning from the Journey's program to a Reader's and Writer's Workshop model of instruction, using a range of curricular resources to address student learning needs in reading, writing and phonics/word study. The enVisions program is the core curriculum for math instruction.

FIELD TRIPS

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

HEALTH (Nurse's) OFFICE

The health (Nurse's) office is to be utilized as:

1. An emergency center for the administration of first aid to students and staff and for their care until they are dismissed to parents or guardians.
2. An emergency center for caring for students who become ill during school hours until they are dismissed to their parents/guardians or return to class. The child is expected to be picked up in a timely manner to reduce the spread of illness to other students and/or staff.
3. An emergency center where students with suspected communicable diseases 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 / 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).
7. An area to safely administer medications to students as needed.

The health (Nurse's) 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 is with the family.
2. A diagnostic center. Despite the professional experience of the school nurse, diagnosis is not a nursing practice. Students and families requesting diagnosis will be referred to their own physicians.

In case of serious injury:

1. In the event of a serious injury, as determined by the school nurse, a call to emergency services through 911 may be necessary. Transport to a nearby hospital may also be necessary after triage by emergency personnel. If necessary, the school nurse, principal or assistant principal will accompany the child in the ambulance.

2. School staff will call any and all emergency phone numbers previously provided in an attempt to notify parents/guardians promptly. *IT IS ESSENTIAL THAT ALL EMERGENCY PHONE NUMBERS ARE KEPT CURRENT WITH THE SCHOOL.*

Medications:

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

Contacting the nurse:

Our nurse, Amanda Thill, R.N. encourages you to keep her informed of any special medical concerns you may have for your child. You may contact her private line at 781-575-6551 or fax medical documentation to her confidential fax at 781-575-6558. In addition, you can always contact her via email at thilla@cantonma.org.

STUDENT SUPPORT:

The Hansen School, along with the other elementary schools in Canton, has 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 Support Team

This group of administrators, counselors, support staff, and the school nurse collaborates with classroom teachers during weekly meetings. Using available data and/or knowledge of current student/family circumstances, this team reviews individual student needs and develops supportive action plans. These action plans are communicated confidentially with stakeholders that directly support the student and family and are reviewed and revised as needed.

Response to Intervention (RTI)

RTI is a research-based, systematic approach to helping children who need extra academic support. In essence, it is "catching kids before they fall through the cracks." Through ongoing analysis of student learning data, grade level staff, along with reading and math specialists identify students in need of tiered support. Each grade has an "intervention/extension block" built into every day when they can receive additional support from the classroom teacher, reading specialist, reading tutor, 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 and charted on each child (a *mainstream* education initiative.)

STUDENT ATTIRE

Our goal as a school community is to ensure that all children reach their full potential academically, socially and emotionally. Although personal attire is at the discretion of each family, clothing that is worn to school must take appropriateness, weather, focus, 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. If clothing is deemed inappropriate we will notify parents/guardians immediately. Suitable alternate clothing must be made available for the student (from home or the school) to remain in school.

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.

BREAKFAST

Breakfast is an important meal and a wonderful springboard for our children to start their day energized and fueled up in an effort to maximize learning. All three elementary schools, along with GMS and CHS, offer breakfast for purchase (or via free/reduced lunch status.) Our school breakfast program will begin the first day of school and continue throughout the year at 8:15 a.m. in the cafeteria and conclude by 8:30 a.m. (coinciding with recess) so that students may join their classmates in a timely fashion to begin the school day with proper nutrition and energy.

<u>Prices:</u>	Student Breakfast	\$2.00
	Reduced Breakfast	\$.30

LUNCH

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 Canton Public Schools use the NutriKids school food management system. All students are given an account, with a four-digit account passcode (which does not change from year to year). Families may then add monies to this debit system online (www.mynutrikids.com) or via check (sent in to school and forwarded to the cafeteria manager) for students to use during lunch.

Keeping the nutrikid card "charged" with credit is the most efficient way for the kids to get their breakfasts or lunches. Families may also use cash at all times (though the password is still required). Younger students get a barcode that they can use instead of punching in their code. Older students are asked to memorize their passcode.

Lunch Rules:

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

2. A normal “inside voice” is required by all students during lunch. If the cafeteria becomes too loud for students to hear, the group may be quieted down by a staff member to ensure a safe and calm environment for eating.
3. Students are asked to “face towards the table” and not turn to other tables to talk with neighbors.
4. Students may get up to retrieve napkins or use the bathroom, though students may NOT leave the cafeteria without permission.
5. Once a child has chosen a seat at the class table, this is his/her spot for the lunch period (no switching spots).
6. If staff on duty feels that rules are being violated, in the interest of safety, students may be asked to finish lunch quietly or have their seats reassigned as needed.

Lunch times:

Grades K and 2:	11:05-11:30
Grades 1 and 4:	11:35-12:00
Grades 3 and 5:	12:05-12:30

Prices:

Student Lunch (including milk)	\$3.00
Reduced Lunch	\$.40
Milk	\$.50
A-List snacks	\$.75 (there is a description on the menu)
Bottled Water	\$.75

Lunch on the Go:

Lunches are available for field trips. Information is available about the lunch menu upon request.

Menus:

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

For any questions regarding lunch, please contact Martha Lawless, Director of Food Services, at 781-821-5060, extension 1246.

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. 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.

PARKING:

Parking is not permitted in the inside circle during pickup and drop off times:

- 8:15 a.m. – 8:45 a.m.

- 2:30 p.m. – 3:00 p.m.

Please use visitor parking spaces in the outer driveway.

RECESS:

Recess is an extremely valuable time for children to socialize and play together. When weather permits, students play outdoors with adult supervision. Though the 8:15 a.m. - 8:30 a.m. outdoor play time is not technically “recess”, many children use this time to get active, burn some energy, and catch up with friends. Students also have twenty-five minutes of play time following their lunch block as follows:

Grades K and 2:	11:30-11:55
Grades 1 and 4:	12:00-12:25
Grades 3 and 5:	12:30-12:55

For SAFETY of ALL, the BIG *non-negotiable* rules of outside recess are:

1. NO competitive ball playing on the pavement (football, etc.) BEFORE 8:30 a.m. You can play at the other recess times, however. You can also play ball on the field, but ONLY when an adult is on the field.
2. NO running on the mulch.
3. NO roughhousing (no play fighting, hitting, kicking, bumping, pushing, shoving etc.) If you are touching another person on a piece of playground equipment or in a game, YOU ARE TOO CLOSE.
4. ONE person at a time on slides and swings.
5. BE RESPECTFUL, which means **ALWAYS be safe, be friendly and be kind**. Kind words are a must. If you disagree with someone and you cannot work it out peacefully, find an adult to help.

For SAFETY, the BIG *non-negotiable* rules of inside recess are:

1. Find an activity to do RIGHT AWAY...ask a teacher for help if you need it.
2. INDOOR classroom games ONLY. Board games, cards, blocks, drawing, artwork, checkers, etc. There is no hide and seek, running, etc.
3. NO roughhousing (no play fighting, hitting, kicking, bumping, pushing, shoving etc.) If you are touching another person in a game or discussion, YOU ARE TOO CLOSE.
4. Individual or small group games ONLY. Whole class or large group games (over 6 people) are allowed ONLY with adult supervision.
5. BE RESPECTFUL. Kind words are a must. If you disagree with someone and you cannot figure it out peacefully, find an adult to help.

If any student demonstrates that they can not meet the safe expectations for recess on a given day, loss of recess time/privileges may be administered at the discretion of classroom teachers, recess staff, and/or administration. If this occurs, the intent is that the student use this time to work with an adult to help learn the skills necessary to safely interact with peers during recess.

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 21st Century Learning Skills and grade level standards expectations.

SCHOOL COUNCIL:

This group, made mandatory by the state legislature, is composed of parents, teachers, the principal, and an at-large community member. Parent members are elected at the September "Orientation Nights" and serve a two-year term. This group reviews the annual school budget, advises the principal, and provides feedback towards the annual school improvement plan which is submitted to the School Committee. Their monthly meetings are open to any interested members of the school community.

Hansen School Council Board Members, 2020-2021:

Parent Representatives:

Ms. Corinne Coates

Mr. Joshua Layne

TBD

Teacher Representatives:

Ms. Christine Giglio

Ms. Lisa Hansen

Community Member:

TBD

Principal:

Mr. David Brauning brauningerd@cantonma.org

SPECIAL EVENTS:

Each year, a number of special activities or events are held. All should be noted on the school's calendar (check online). Among these are the following:

Orientation Night

A special program held in late August or early September for families of Kindergarten, Grade 1, and those new to the Hansen School, prior to the opening of school. Please check the Hansen website for updates and details.

“Open House” Night

An evening program where typically Grade 2-5 students have the opportunity to bring their parents to school to see their classroom and meet their teacher.

Grade 5 Flashback

Another Hansen tradition for fifth graders, this program is a major fundraiser to defray costs for the fifth grade trip in June. Students perform lip sync routines and coordinated dances to accompany hit songs from the 60’s, 70’s, and 80’s. The evening presentation is always a smash success.

Grade 5 Play

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

Field Day

Each grade participates in an outdoor extravaganza of activities and games in the spring. These include a series of events organized and supervised by Mrs. Moore and a dedicated band of volunteer parents. Many parents make time in their schedules to assist with and attend this event.

Fifth Grade Trip to Camp Wing

The fifth grade students attend a full day at Camp Wing in Duxbury. This is an action-packed program which includes environmental education and team-building... and is a valuable learning experience.

This list is by no means all-inclusive and may change year to year. Numerous other events, such as performing groups, plays, sporting events, and academic presentations take place each year. The monthly calendar is a good reference point for all events. Please check on the Hansen website for updates and details...

SPECIALS:

There are five classes throughout the week known as “specials”. Every week, students have: *art, health, library, music, and physical education*. Classroom teachers will notify parents at the beginning of the year as to which day each special occurs. Policies specific to each class include:

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.

Notification of human sexuality education

Grades 4 and 5 health classes include units covering physical and emotional changes that occur during puberty. Parents/Guardians of 4th and 5th grade students will be provided an opportunity to review the puberty units prior to implementation through an evening presentation conducted by Wellness staff. Parent/Guardians may contact the K-12 Wellness Coordinator for information regarding the human sexuality units of instruction. It is strongly recommended that all students participate in the lessons scheduled for their grade level. Parent/Guardians choosing to exempt their son/daughter from the health lessons that specifically address human sexuality must forward written notification to the Principal. Students who are exempted from the lessons will not be penalized and will be provided with alternative work.

Library:

Library classes are held once per week for thirty minutes in the library. 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!

Excused Physical Activity during Physical Education: Students may be excused from participating in physical activity during Physical Education classes for an illness or injury, by providing the school nurse with a note from their physician or their parent/guardian that explains the reason for the excuse. Notes may not be submitted to the Physical Education teacher. For any excused participation in physical activity during Physical Education classes beyond one class period, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note. Students who are medically excused from physical activity during Physical Education may be assigned appropriate alternative work to complete during the class period. 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.

STUDENT SERVICES:

Students come in all shapes and sizes and with many unique 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 (see section titled, “**Student Support**”; page 26). 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 Hansen Student Services Administrator, Allie Hoff, at 781-821-5085 ext. 4109 or the office of the Director of Student Services at 781-821-5060 for more information.

VOLUNTEERISM:

Parents and guardians are always welcome to volunteer in many areas at the school, this is critical to the Hansen’s success! Some volunteer opportunities include: C.A.P.T. (Canton Association of Parents and Teachers), room parents, book fairs, the Hansen **Fall Festival**, School Council, Field Day, Field Trips, etc. In addition, there is need for help in the classroom with computer and reading programs. Parents are also encouraged to come into the classroom to put on special presentations that are subject related. 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) or contact the Hansen main office at 781-821-5085.

2020-2021 Canton Public Schools **Student/Family Handbook Appendix**

School Committee

Chairperson

Kristin Mirliani

Vice Chairperson

Kristian Merenda

Secretary

Nichola Gallagher

Board Member

Maureen Moran

Board Member

Charles Rae

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Central Office Administration

Superintendent of Schools	Dr. Jennifer Fischer-Mueller
Assistant Superintendent of Schools	Derek Folan
Director of Student Services	Dianna Mullen
Assistant Director of Student Services	Mehan Byrne
Business Administrator	Barry Nectow
Director of Teaching and Learning	Deborah Rooney
Director of Technology and Digital Learning	Julianne Shore
Facilities Director	Brian Lynch
Food Service Director	Martha Lawless
Nurse Leader	Elizabeth Nightingale
Technology Administrators	Mike Wentland
	Mike Barucci

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Strategic Framework 2018 – 2023

CANTON PUBLIC SCHOOLS

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

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

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

Long-term Strategic Objectives

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

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

1 Achieving Educational Excellence & Ensuring Equity	2 Cultivating School Climate & Culture	3 Transforming Teaching & Learning	4 Achieving District Excellence
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Strategic Areas of Focus

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

Student Learning Outcomes Student School Experience District Responsibilities

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Letter from the Superintendent

September 7, 2020

Dear Canton Parents/Guardians and Students,

This is a start to school like no other. The CPS staff have been working tirelessly to prepare for the reopening of school for all students on September 16, 2020. The School Committee and Canton Teachers Association believe that a phase-in hybrid approach is the better way to start school in such an uncertain time. To best support all students and staff during remote learning, hybrid or all-in, with all safety precautions in place regardless of the model of teaching and learning at that time, the sSchool Handbooks and District Appendix provide information outlining important expectations and common practices across the school system.

Regardless of the unique nature of this school year, our Strategic Framework stands strong. The Long-Term Strategic Objectives are the overarching goals with the more specific Strategic Areas of Focus and the individual School Improvement Plans serving as areas for more detailed planning and action.

Also, in the planning and development of the Comprehensive School Reopening Plan approved by the School Committee on August 6, 2020, we committed ourselves to:

- Student and staff safety
- Equity and advancing excellence
- Rigorous, high quality teaching and learning
- Students' authentic sense of belonging and joy
- Communication and collaboration with stakeholders
- Continuous improvement and reflection
- Adaptive and innovative approaches

The School Reopening Plan provides many details regarding specifics of this year. Like every other year, policies, laws and regulations change, and we adjust our District Appendix and School Handbooks. I strongly encourage you to carefully review these documents including the accompanying signature page to express your understanding of these expectations.

Please contact your school's Principal if you have any questions, comments or concerns so that we can improve our communications with you and better serve every student within the Canton Public Schools.

Respectfully,

Jennifer Fischer-Mueller, Ed.D

Superintendent

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GENERAL INFORMATION

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

A. Residency Requirements

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

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

Exceptions to the residency requirements include:

- (1) students whose families move out of town during their senior year of high school;
- (2) students in any other grade whose families move out of town after April 1st, who would like to finish the current school year and who pay the daily per pupil cost to remain enrolled and any future costs the District incurs on student’s behalf;
- (3) students for whom another community or state agency may pay approved tuition rates; and
- (4) homeless students entitled to a free, appropriate public education in accordance with the provisions of the McKinney-Vento Homeless Education Assistance Act. (See Policy JFABD for additional details). Decisions regarding residency may be appealed to the Superintendent of Schools who may exercise discretion if the situation warrants it. The Superintendent’s decision shall be final.

B. Investigation

Once the student has enrolled, school principals are required to look into situations in which there is reason to believe that the phone number and the address do not appear to be authentic. The principals will report questionable situations to the Superintendent or his/her designee.

The Canton Public Schools may conduct an investigation into the residency of any student at any time. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may authorize a home visit and/or utilize the Canton Police Department or private investigator to further investigate a residency concern.

C. Removal of Non-Resident Students

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

A student, other than a high school senior, who becomes a non-resident on or after April 1st, may elect to pay the daily per pupil tuition cost, plus any future costs the district incurs on student's behalf, and complete the rest of the school year in his/her present school. Only students whose families move out of town during their senior year of high school will be allowed to complete the school year tuition free.

D. Tuition

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

E. Elementary Neighborhood Schools

Students shall attend their neighborhood elementary school unless there is a space issue, bullying issue, necessary special needs education classroom, or any Superintendent determined compelling reason.

RESIDENCY AND REGISTRATION PROCEDURES

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

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Proof of residency is required to enroll and to remain in the Canton Public Schools. All applicants must submit at least one document from each Category. Students over 18 years of age not residing with a parent or guardian/proxy must provide proof of residency as required below. Separate provisions are provided for students covered under the Homelessness Act (MGL c.76S5).

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

Required Categories for Proof of Residency

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

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<p>student name must be included on lease) <u>and</u> record of most recent rent payment.*</p> <p>* You must submit both of these documents.</p>		
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The Family Education and Privacy Act Massachusetts Student Records Regulations

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (“Regulations”) together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the building principal.

(a) The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H (“Section 34H”) law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. Information about these procedures can be obtained from the building principal.

(b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

(c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Canton Public Schools and who need access to a record in order to fulfill their duties. Such school officials may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with regard to the use and maintenance of education records. The Canton Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls,

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or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials, so long as the disclosure is for purposes related to the student's enrollment or transfer.

As required by law, the Canton Public Schools routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request and the name and address of students to third party mail services that have been approved by the Department of Elementary and Secondary Education upon the request of a district or charter school. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the building principal. Absent the receipt of a written objection from the parent/eligible student by at least two weeks from the date of the notice, this information will be released without further notice or consent.

(d) The **right to file a complaint** concerning alleged failures by the district to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.



Protection of Pupil Rights Amendments

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

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

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

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

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

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

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

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

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

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

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

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

Inspection of Materials Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the building

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

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

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

principal. The building principal will respond to requests within ten calendar days. Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605



ACADEMICS

Academic Freedom

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

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

Constitution of the Commonwealth of Massachusetts

Attendance Pupil Absence Notification Program

Chapter 76 Section 1 MGL

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

Chapter 76 Section 2 MGL

Under Massachusetts State Law, Chapter 76, Section 2 provides for duties of parents as follows: Every person in control of a child shall cause him to attend school on a daily basis and, if he fails to do so for seven days sessions or fourteen half-day sessions within a period of six months, he shall, on complaint by a supervisor or attendance officer, be punished.

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

Philosophy

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

The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

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

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

Notification by Parent/Guardian that their Child will be Absent

The parent/guardian will contact the school using the extension and time referenced in the procedure, to call in their student absent or late to school.

Notification by Parent/Guardian not Received (Daily Absences)

Step 1: If a message has not been left, school personnel will call parents/guardians and/or emergency contact person after the start of school. **This call does not replace the need for parents to call on the day of the absence. Additionally, at the elementary level, the child must bring in a signed written note the day the students returns to school.**

Step 2: If a message has been left for the parent/guardian and school personnel do not receive a call back from the parent/guardian or emergency contact person, the district reserves the right to contact Home/School Interventionist and/ or police to request a home well check visit. Typically, the school will contact the Home/School Interventionist or police within 90 minutes of the opening of school.

Step 3: School personnel will speak to and/or meet with family when contact is made to address need for better means of communication.

Notification to Parent/Guardian of Excessive Absences

Step 1: Each year, the school will email/ send letters to families after five absences.

Step 2: State Guidelines mandate that a school investigate when a student is absent for more than seven (7) school days or fourteen (14) half days within a six month period. Upon completion of an investigation, if the school determines the absences are not related to a child's health, a complaint may be filed with the Juvenile Division of the Dedham District Court. This court office is responsible for handling concerns regarding school attendance. Before any court is notified, a warning letter will be sent home and parents will be asked for documentation explaining the absences, followed by a request to come in for a meeting with guidance counselors and school administrators or designee.

Step 3: (Specific to Canton High School Students): Attendance reports on all students at CHS will be run at each term for each class. Those students with 7 or more absences will meet with administrators to create an action plan. Failure to complete an action plan could result in loss of credit.

Notification to Parent/Guardian of Excessive Tardies

Step 1: Student/Parent will be contacted by a school administrator regarding excessive tardies.

Step 2: Administration will meet with student and parent/guardian and a correction plan will be put into place with required follow up.

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

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

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

Parents may decide not to send their children to school given severe weather conditions. Such absences are **EXCUSED**. Student(s) absent for any such reason will be given the full opportunity to make-up all work for that day.

ENGLISH LANGUAGE LEARNERS

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

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

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

The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with the No Child Left Behind Act.

20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)

42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)

603 CMR 14.00

If there is a request for translation, please contact your school's ELL department.

Electronic Devices

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

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

Canton Public Schools Responsible Use Policy (RUP) Guidelines for Students

Responsible Use Policy (RUP) Guidelines for Students

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

GSuite for Education Student Accounts

Students in grades **K-12** are assigned a GSuite for Education (formerly Google Apps for Education) account. In addition, students in grades **K-12** are assigned a Canton Public Schools Gmail account for educational use only. GSuite is a suite of web-based software applications that allow for the creation and collaboration of documents, spreadsheets, presentations, websites, email and much more. The benefits for teachers and students include the ability to collaborate and communicate on projects and assignments in real-time online. Students will also have access to their files in Google Apps anywhere they have internet access at any time on just about any type of device. Many teachers use Google Classroom as a learning

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management platform that allows students to access class content and assessments, turn in completed work, and as a digital library for classroom resources.

Students will follow school policies for appropriate use when using any internet-based services like Gsuite Apps, including Gmail. These services are considered an extension of the school's network. Students have no expectation of privacy in their use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement. Students should never share personal information online in public spaces including their assigned GSuite account.

For more information on Google's privacy and security, please [click here](#)

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

Canton Public Schools Responsibilities:

The Responsible Use Policy is based on our requirement by Children's internet Protection Act (CIPA, 2017) to support our protection measures to block and filter internet access to obscene pictures and sites that are harmful to minors. In addition, our internet safety policy must include the monitoring of online activities of minors, we must provide education to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response (CIPA, 2017). Since students may be using the district's technology at home more, a web filtering system will be deployed to each device used outside the school district. However, even with the best of intentions to monitor and filter the internet and online material and content, there are no guarantees that your child might access, acquire or transmit inappropriate content. The Canton Public Schools cannot be held liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools' computer network and/or the internet.

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

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

Student Responsibilities:

I am responsible for practicing positive digital citizenship

The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

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

I am responsible for keeping personal information private

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

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

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

I am responsible for treating others with respect and dignity

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

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

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

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

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

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

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

I am responsible for respecting the works of others

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

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

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

Parent/Guardian and Student Responsibilities:

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

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

Terms and Conditions of the CPS Technology Responsible Use Policy:

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

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

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

Field Trips

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

1. Students will not be allowed to participate in a field trip if it is felt that their participation will be detrimental to the successful completion of any assigned school work unless otherwise addressed with their teacher(s).
2. Students attending field trips are not only responsible for all class material presented the day of the field trip in all of the classes that they miss, but are also responsible for submitting, before leaving the school, any previously assigned work due that day.
3. All school rules remain in effect during a field trip.
4. A list of students attending the field trip will be submitted to three weeks for day trips and 45 days to overnight trip prior to the trip to determine if medication or accommodations are needed. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parents(s) of students with certain health care needs may be offered preferential attendance as a chaperone on a field trip.

5. If medication is needed or may be required on a field trip, the medication administration plan must be completed by the student's parents/guardians and physician and be on file in the nurse's office. If appropriate documentation and medication are not on file they will not be allowed to attend the field trip. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip.
6. Students going on a field trip must be in school at the start of the school day. Any student who is tardy to school may lose their opportunity to attend the field trip.

Home or Hospital Instruction

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

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

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

Homeschooling

The Massachusetts General Laws require the school district to determine that a Homeschooling program is equal to public schooling "in thoroughness and efficiency and the progress made therein" prior to approving such a program.

When a parent/guardian of a child between the ages of 6 and 16 wishes to establish a home-based educational program, the procedures set forth below must be followed. Prior to removing the child from public school, the parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment. The following must be included with the notice:

1. The name, age, place of residence, and number of hours of attendance of each child in the home program;
2. Information about the academic or other qualifications of the individuals who will be teaching the children;
3. The proposed curriculum and the number of hours of instruction in each of the proposed subjects;
4. Names and description of textbooks, workbooks and other instructional aides to be used by the children. The administrator may request access to such materials if necessary to assess the level of instruction in comparison to curriculum of the public schools.
5. Proposed method of assessing each child's progress, to include periodic testing or, in the alternative, an agreed upon form of evaluation, and plans for providing the required portfolio of learning at the end of the school year.

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

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

Pregnant Students

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

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

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

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.
(M.G.L. 71:84, Title IX: 20 U.S.C. § 1681, 34 CFR §106.40(b))

Promotion and Retention of Students

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

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, portfolios of student work, standardized test

results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

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

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

Students Who Permanently Leave School

G.L. c. 76, § 18, sets forth the process for establishing that a student age 16 or older has permanently left school. The statute requires that the administrator of the school last attended by the student:

- Send notice within a prescribed timeline from the student's tenth consecutive absence to the student and parent or guardian in both the primary language of the home, to the extent practicable, and English, which contains information prescribed in the statute. Among other things, the notice must initially offer at least 2 dates and times for an exit interview.
- Convene an exit interview which may proceed without the parent or guardian if the superintendent or designee has made a good faith effort to include the parent or guardian.
- Include a team of school personnel in the exit interview such as the principal, guidance counselor, teachers and other relevant school staff, and give the student information about the benefits of earning a high school diploma, the detrimental effects of leaving school, and alternative education programs and services available to the student.
- For the first 2 years following the student's withdrawal from Canton High School, the district sends annual written notice by first class mail to the last known address of a former student who has not earned a competency determination and has not transferred to another school. The notice informs the student of the availability of publicly funded post-high school academic support programs and encourages the student to participate in those programs.

Transfers and Withdrawals

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

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

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

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

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

Wellness Education

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

Physical Education

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

Excused Physical Activity during Physical Education

Students may be excused from participating in physical activity during Physical Education classes for an illness or injury, by providing the **school nurse** with a note from their physician or their parent/guardian that explains the reason for the excuse. Notes must not be submitted to the Physical Education teacher. For any excused participation in physical activity during Physical Education classes beyond one class period, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note. In grades 6-12, students who are medically excused from physical

activity during Physical Education will be given appropriate alternative work to complete and will count towards their term grade.

Health

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

Notification of Human Sexuality Education

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



CODE OF CONDUCT

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

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

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

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

BEHAVIOR EXPECTATIONS

The Canton Public Schools have high expectations for student behavior as we strive to reach our goal of fostering an inclusive, reflective and engaged community. Our district emphasizes respectful relationships and uses an educational approach to discipline and asks students and families to use disciplinary action as opportunities to learn from student mistakes. *Disciplinary decisions are designed to correct or prevent undesirable behavior and to help students understand positive behavior and to take responsibility for their actions.* Student Handbooks at each level provide examples of conduct that is prohibited and school-sponsored events. However, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school-sponsored event could lead to discipline, including suspension and in some cases expulsion.

Individual teachers handle most corrective disciplinary action. This action can include a warning, a teacher/student conference, a parent/guardian conference or a lunch or after school detention. More serious infractions are reported to the administration for resolution. Procedures to be followed in the event of a suspension or expulsion are set forth below.

STATUTORY OFFENSES: CONDUCT THAT MAY LEAD TO EXPULSION UNDER M.G.L. c. 71, §37H and 37H½

1. Weapons, Drugs and Assaults

Under M.G.L. c. 71, §37H, any student who is found on school premises or at a school-sponsored or school-related event, including an athletic game, in possession of a dangerous weapon, or in possession of a controlled substance as defined in Chapter 94C, including, but not limited to marijuana, cocaine, or heroin, may be subject to expulsion from school or the school district by the principal. Additionally any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related event, including athletic games, may be subject to expulsion from school.

Any student who is suspended or expelled from school under the provisions of M.G.L. c. 71, §37H shall have an opportunity to receive educational services and make academic progress during the period of removal as set forth below.

“Dangerous weapons” includes not only knives and guns, but explosive devices and other weapons carried and/or used in a manner to intimidate or with the intent to cause harm to another person. A “dangerous weapon” may also include ordinary items or objects when used in a dangerous or threatening manner. Such items include: pens and pencils, scissors, needles and pins, nails, baseball bats, matches/lighters, tools, etc. Illegal weapons will be turned over to the Canton Police Department.

NOTE: No toy or replica weapons of any kind, including guns and knives, will be permitted on school premises, school grounds, on the bus, or at school-sponsored or school-related events, including athletic games. These items will be confiscated and may result in suspension or expulsion if they are determined by the principal or designee to be in violation of this policy.

In addition, students who engage in conduct set forth in M.G.L. c. 71, §37H may be excluded from extracurricular, or non-academic activities at the Principal's discretion.

M.G.L. c. 71, §37H

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

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

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

2. Felony Complaints and Felony Convictions

Section 37H½ of Chapter 71 of the Massachusetts General Laws allows the principal of a school to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, regardless of whether the alleged conduct occurred at school or in connection with a school-related activity, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. This section also allows a principal to expel a student who has been convicted of or who has admitted guilt with respect to a felony or felony delinquency if he or she determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school.

M.G.L. c. 71, § 37H½

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

3. Due Process Procedures Applicable To Statutory Offenses

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing with the student, to be followed by a formal hearing with the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

The informal hearing with the student will generally take place before the short-term suspension and will include the following:

- (1) Oral and written notice of the charges to the student
- (2) If student denies the charges, an oral or written explanation of the evidence against him/her
- (3) An opportunity to present his or her side of the story and any relevant facts

In the case of danger or a substantial disruption, this process will occur soon after, rather than before, the suspension.

A letter will be mailed to the parent/guardian of the suspended student stating:

- (1) The reason for the suspension
- (2) A statement of the effective date and duration of the suspension

(3) A statement regarding whether the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H.

When considering the suspension/exclusion of a student charged with or convicted of a felony, the Principal will use the standards and procedures set forth in M.G.L. c. 71, §37H^{1/2}. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his or her parents/guardians to review the charge and the applicable standards if the Principal deems appropriate.

CONDUCT OTHER THAN STATUTORY OFFENSES (M.G.L. c. 71, §37H^{3/4})

Conduct of concern in a school setting that is not covered by M.G.L. c. 71, §§37H and 37H^{1/2} may result in disciplinary action up to and including long term suspension (up to 90 days) from school. The administration will determine the consequences for serious infractions of the Code of Conduct and avoid using long-term suspension from school (i.e., more than ten days cumulative in a school year) as a consequence until alternatives have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district member who can provide more detailed information.

DUE PROCESS PROCEDURES THAT APPLY TO DISCIPLINE FOR CONDUCT

OTHER THAN STATUTORY OFFENSES

A. In-School Suspension for Less than 10 Cumulative Days During a School Year

An in-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive days, or no more than ten school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, does not count as removal for purposes of calculating school days. In-school suspension may be used as an alternative to short-term suspension for disciplinary offenses.

The procedure for an in-school suspension of no more than ten (10) school days (consecutive or cumulatively for multiple infractions during the school year) is as follows:

1. The administrator will inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, he or she will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.

2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the student's parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent/guardian after making and documenting at least two (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

3. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior, if such meeting has not already occurred (see above). The administrator shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or other method of delivery agreed to by the principal and the parent/guardian.

In-school suspension for 10 days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.00. If a student is placed in an in-school suspension for more than 10 days, consecutively or cumulatively during a school year, such suspension is deemed a long-term suspension, and subject to the procedures for long-term suspension found at page 33.

B. Short-Term Suspension

A short-term suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a short-term suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will provide the student and his/her parent/guardian oral and written notice and an opportunity for a hearing on the charge.

1. **Notice:** Written notice of the offense shall be provided to the student and parent/guardian in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice will include the following:
 - a. the disciplinary offense;
 - b. the basis for the charge;
 - c. the potential consequences, including potential length of student's suspension;
 - d. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - e. the date, time, and location of the hearing; and

- f. the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

Written notice may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent/guardian.

2. Efforts to Involve Parent/Guardian: In addition to the written notice, the administrator will make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.
3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
4. Decision: Based on the available information, including mitigating circumstances, the administrator shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed. The administrator will provide written notice to the student and parent/guardian of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

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

C. Long-Term Suspension

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular or school-sponsored events, or both, shall not count as removal in calculating school days.

Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, §37H or M.G.L. c. 71, §37H½ no student may be placed on a long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. **Notice:** The notice will include all of the components for a short-term suspension in section B above, plus notice to the student and parent/guardian of the following additional rights:

- a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense;
- c. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d. the right to cross-examine witnesses presented by the school district; and
- e. the right to request that the hearing be recorded by the administrator, and to receive a copy of the audio recording upon request. If a request is made to record the hearing, the administrator shall inform all participants before the hearing that an audio record will be made and that a copy will be provided to the student and parent/guardian upon request.
- f. The notice shall also include notice of the right to appeal the administrator's decision to the superintendent.

2. **Format of Hearing:** At the hearing, the student will be afforded all of the rights afforded a student in a short-term suspension hearing, plus the additional rights set forth in the Notice of Hearing (above). The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. **Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian.

If the administrator decides to suspend the student on a long-term basis, the written determination will:

- a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- b. Set out the key facts and conclusions reached;
- c. Identify the length and effective date of the suspension, as well as a date of return to school;
- d. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 consecutive days);
- e. Inform the student of the right to appeal the decision to the superintendent or designee, but only if the discipline imposed is a long-term suspension. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

- the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
- the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator’s determination on appeal.

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

D. Emergency Removal

Notwithstanding the provisions for short or long-term suspensions set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator’s judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the administrator will:

- Make immediate and reasonable efforts to orally notify the student and the student’s parent/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian as provided in Section B or C above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent/guardian.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of Section B or C above, as applicable.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student’s safety and transportation.

E. Appeal to the Superintendent

A student who is placed on long-term suspension following a hearing with the administrator shall have the right to appeal the administrator’s decision to the superintendent. A notice of appeal must be filed with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the

superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days.

The following apply:

- The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a hearing day and time that would allow the parent/guardian to participate. The superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision. The decision of the superintendent constitutes the final decision of the school district.

GENERAL INFORMATION REGARDING DISCIPLINE

1. Parents and legal guardians are strongly urged to accompany their child upon returning to school following a suspension.
2. The Principal shall provide written notification to the Superintendent if the student does not return to school upon completion of his/her suspension.
3. As part of a school wide education plan, the Principal shall inform the student and the parents of opportunities the student will be given to continue their academic progress during the term of the suspension. The student shall be given access to class assignments and retain the ability to take quizzes and tests upon their return to school. The Principal shall also provide the student and the parents with a list of available alternative educational services which may be utilized during a suspension of more than 10 consecutive days.
4. The Principal shall ensure that all personnel assigned to his/her school report in writing to him/her an incident involving a student's possession or use of a dangerous weapon on school premises at any time. The Principal shall file a report concerning the weapon with the Superintendent. The Principal shall file copies of said weapon report with the local Chief of Police, the Department of Children and Families, and the Director of Student Services, who shall arrange an assessment of the student involved in said weapon report. The student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Department of Elementary and Secondary Education. Upon completion of a counseling session, a follow-up assessment may be made of the student by those involved in the initial assessment.
5. Where appropriate, school officials may work with parents to arrange for the assessment of a student who has engaged in misconduct.
6. A student transferring into the Canton Public Schools shall provide the building Principal with complete school records. Said records shall include, but not be limited to, any incidents involving suspension(s)/expulsion(s) or violation(s) of criminal acts or any incident reports in which such student was previously excluded from school.
7. The Principal shall notify the Canton Police Department whenever a student has committed an assault/assault and battery upon a school staff member, an assault/assault and battery by means of a dangerous weapon, is in possession of a dangerous weapon, distributes a controlled substance, including alcohol, or is in possession of a controlled substance, including alcohol, for the second/subsequent time.
8. The Principal may, at his/her discretion, notify the Canton Police Department whenever a student is in possession of a controlled substance, including alcohol, for the first time, or commits a delinquent/criminal act in violation of federal or Massachusetts law not specified in the above paragraph.
9. All discipline reports and records are confidential and cannot be disclosed to other parents.

POLICIES THAT ADDRESS PARTICULAR CONDUCT

Drug and Alcohol Abuse Policy

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

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

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

2. Any teacher who believes that a student may be using drugs, alcohol or vaping will report the matter immediately to the school administration. If, after an assessment **by the school nurse**, the administration believes that the student may be using drugs, alcohol or vaping, the student's parent(s) will be notified.
3. The referral, counseling, and re-entry policy for the high school will be as determined by the Principal or his/her designee.
4. The Principal will take appropriate actions against any student found to be in possession of, consuming, or under the influence of drugs, alcohol or vaping, on school property, or at a school-sponsored event. (Note: It is not a violation of this policy for a student to take a medication specifically prescribed for the student's own use by his/her doctor.) Students must take such medication in the nurse's office.)
5. On-site school administrators retain final authority in determining what constitutes a prohibited drug and in evaluating potential danger.

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

First violation:

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

Second violation:

1. A ten (10) day out-of-school suspension will be imposed and a ten (10) consecutive school month period of ineligibility will be applied for all athletic and extra-curricular activities. If the student, of his/her own volition, becomes a participant in an approved drug and alcohol program the student may be certified for reinstatement in all school programs after a minimum period of five (5) consecutive school months. Such certification must be issued by the director or a counselor of the drug and alcohol program.

2. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Hazing Policy

Definition of Hazing

The Canton Public Schools defines hazing as any conduct or method of initiation into any student group, whether on or off school premises, which willfully or recklessly produces mental or physical discomfort, embarrassment, harassment, or ridicule. (MGL Chapter 269; Section 17, 18, and 19.)

Discipline Action

Anyone involved in any act of hazing may be subject to suspension or removal from the team or activity and may receive school suspension up to 90 days.

If during the investigation of a potential hazing case, it is determined that the actions are deemed to involve other violations, such as harassment, bullying or a lack of Title IX compliance, the CPS policies dealing with those areas will be followed as well. When necessary and allowed by MGL, police may be involved.

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

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

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

School Disruptions

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

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

School Safety Concerns

If a student is asked to leave school for emotional or anger management reasons, where appropriate, the district will work with the parents to arrange for evaluation by a psychiatrist/psychologist to assess whether the student may be a danger to self or others.

BULLYING PREVENTION AND INTERVENTION

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

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

Prohibition Against Bullying

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

Acts of bullying, which include cyberbullying, are prohibited:

- a) On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- b) At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile

environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

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

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

Definitions

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

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

Cyberbullying, as defined in M.G.L. c. 71, § 37O, is bullying through the use of technology or electronic devices, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

- i. The creation of a web page or blog in which the creator assumes the identity of another person or
- ii. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v) of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

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

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

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. **All school staff (including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals) are required to immediately report any instance of bullying or retaliation they witness or become aware of to their building principal using the CPS Suspicion of Bullying Reporting Form.** The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

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

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

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

Pre-Investigation/Ensuring Student Safety

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

The principal or designee will also take steps to implement appropriate strategies for protecting from bullying or retaliation, a student who has reported alleged bullying or retaliation, a student who provides information during

an investigation of alleged bullying or retaliation, or a student who witnesses or has reliable information about a reported act of alleged bullying or retaliation.

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

Complaint Investigation

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

Determinations

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

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

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

Obligations to Notify Others

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

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

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

Disciplinary Action and Response To Bullying

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

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

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

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

Promoting Safety for the Target and Others

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

False Accusations

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

Problem Resolution System

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

POLICY PROHIBITING AND ADDRESSING HARASSMENT

In accordance with our Nondiscrimination Policy the Canton Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, gender identity or disability. Consistent with our Policy Prohibiting and Addressing Bullying, Canton Public Schools specifically prohibits all conduct that creates an intimidating, hostile environment for others. However, such conduct based upon the protected classifications described above requires particular attention.

A. Definitions

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability, when such communication or conduct is sufficiently serious to interfere with an employee's job duties or with a student's ability to participate in or benefit from his/her educational programs or school sponsored-events. By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

Sexual Harassment. Sexual harassment includes not only the types of conduct listed above that is based upon gender, but can also includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

B. Harassment and Retaliation Prohibited

Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is

prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

C. Reporting & Investigating Incidents Of Harassment

Canton Public Schools will promptly investigate every complaint of harassment. If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should immediately inform the building principal or the Non-Discrimination/Harassment Coordinator for the district Stephanie Shapiro. The Coordinator can be reached at Canton Public Schools, 960 Washington Street, Canton, MA 02021 or by telephone at 781-821-5060 ext 2107. If you do not wish to discuss your claim with either of these administrators, notify the Superintendent of Schools. Any allegation of harassment by the Superintendent should be addressed to the Chair of the School Committee. To see School Committee contact information, [click here](#).

The Coordinator or Designee will promptly investigate any complaint of harassment.

If the Coordinator or Designee determines that harassment or retaliation has occurred, he/she will take effective steps reasonably calculated to end the harassment, to eliminate any hostile environment and its effects, and to prevent the harassment from recurring

In certain cases, the harassment of a student may constitute child abuse under MA Law. The Canton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

Nothing in this policy is intended to restrict the Canton Public School's authority to address conduct that is inappropriate for a school setting, whether or not it meets the definition of harassment.

D. Closure of a Complaint

When an investigation has been completed, school personnel will inform the complainant of the results and notify the Coordinator

State and Federal Agencies

The Canton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for students is the United States Department of Education Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109 (telephone 617-289-0111) (TTY: 1-800-877-8339). The state agencies responsible for enforcing such laws are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-2310) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

SEARCHES AND INTERROGATIONS

Searches by Staff

Students' school lockers, **including cubbies**, remain the property of the school and are subject to inspection at any time by school officials.

In the event that school administration has reasonable suspicion to believe that a student has in his/her possession or otherwise in his/her vehicle, locker or belongings, evidence that a student committed a crime or violation of the disciplinary policy, the school administrator may conduct a search. Students, their bags, backpacks, lockers, electronic devices and vehicles on school property or at school-sponsored events (on or off school property) as well as other items/areas may be the subject of such a search.

The Canton School Department may periodically utilize police K9's under the direction of the Canton Police Department to search school property and the surrounding campus for the presence of controlled substances, drugs or explosives.

School officials are authorized to question students about information that is relevant to the performance of their duties, including enforcement of school rules.

Formal Interrogations by Police

When law enforcement officials seek to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will generally make an effort to contact the student's parent or guardian so that the responsible individual may be notified of the situation.

TOBACCO/ELECTRONIC CIGARETTE 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 (including chewing tobacco) 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. Electronic Cigarettes/Vape are covered under the Drug and Alcohol Policy. The policy can be found [here](#).

TRANSPORTATION/BUS BEHAVIOR

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

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

- | | |
|-------------------|---|
| 1. First Offense | a warning or up to three days off the bus |
| 2. Second Offense | up to one week off the bus |

The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

- 3. Third Offense up to one month off the bus
- 4. Fourth Offense up to one year off the bus

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



COMMUNICATION

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

BLACKBOARD CONNECT

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

CHAIN OF COMMUNICATION

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

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

CAMPUS SUITE

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

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

REDIKER PORTALS

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

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

MEDIA RELEASE/DIRECTORY INFORMATION

Throughout the course of the school year, opportunities often arise for placing student work, names and or photos/video/audio in newsletters, on local cable television in local newspapers such as the Canton Citizen and the Canton Journal, and on the Canton Public Schools' website, individual school websites, external websites (e.g., Kidblog) and other forms of social media (e.g., Twitter). If you do not respond, we will assume, a "Yes" reply - that you give permission to include your child in various media, including social media. The Media Release can be found on the Handbook Signature Page.

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

RELATIONS WITH PARENT ORGANIZATION

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

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

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

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

SCHOOL CANCELLATION, DELAYS, OR CLOSING DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

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

Cancellation

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

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

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

Please do not telephone the Police Department, Fire Department or the Department of Public Works to ask about NO SCHOOL, or DELAYED OPENING announcements. Each of the foregoing must make and receive many important telephone calls of an emergency nature, and your telephone call only interferes with the performance of their duties at a critical time in the morning. Please wait for the phone call from the Superintendent, check the website, listen to the radio stations, or watch the morning news stations listed above.

Early Closing

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

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

STUDENT COMPLAINTS AND GRIEVANCES

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

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



FACILITIES

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

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



FINANCIAL--FEES AND PAYMENTS

BUILDING RENTAL

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

LUNCH PAYMENTS

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

ONLINE PAYMENTS

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

- ACH (E-Check) Payments \$0.25 now being accepted for all purchases except Food Services. The \$0.25 program fee will be added to your total at the time of checkout and paid directly to myschoolbucks. The \$0.25 program fee is per \$500.00 in total transactions. If your transaction exceeds \$500.00, you will be charged an additional \$0.25 and your bank statement will show two transactions.
- Credit Card Payments: There will be a 3.95% program fee added to your total purchase at the time of checkout and paid directly to myschoolbucks.
- Food Services Payments Only: There will be a \$1.95 program fee added to your purchase at the time of checkout and paid directly to myschoolbucks. Maximum addition to your student's meal account is \$120.00 per transaction.

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

STUDENT FEES, FINES, AND CHANGES

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

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

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

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

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the

withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

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

STUDENT FUNDRAISING ACTIVITIES

The school committee fundraising policy will be reviewed during the 2019-2020 school year.

STUDENT GIFTS AND SOLICITATIONS

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

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

TRANSPORTATION FEES

See Transportation Section.



FOOD SERVICES

GENERAL INFORMATION

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

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

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

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

FREE AND REDUCED PRICE MEALS APPLICATIONS

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

PURCHASING SCHOOL MEALS

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 \$1.95. The link and instructions are available on the Food Service Department [website](#).

The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

- 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 at 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

CONFIDENTIAL HEALTH INFORMATION/MEDICAL SERVICES/ 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, staff, and Emergency Services only on a need-to-know basis to maintain the health and safety of your child.

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

Students with an acute injury (fracture, sprain or other condition) that requires the use of crutches, or a wheelchair, should notify the school nurse prior to the return to school. The school nurse will work with parents/guardians to develop appropriate accommodations and notify appropriate personnel.

COMMUNICABLE DISEASE GUIDELINES

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

<u>Disease</u>	<u>Recommended Minimum Absence From School</u>
Chicken Pox	From first eruption until lesions are crusted over, child is fever free for 24 hours, and until 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

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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 first dose of medicine, no drainage, and doctor's note provided, clearing for re-entry
Pinworm	From diagnosis until 24 - 48 hours after treatment and doctor's note provided, clearing for re-entry
Head Lice	From diagnosis, until first treatment - student must be checked by school nurse and approved for re-entry

CONCUSSION POLICY

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

ELEVATOR

The elevator is available exclusively for students with a physical disability or injury. The school nurse will meet with the students to discuss guidelines for use of the elevator and to issue a key 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 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 accommodation plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip, as needed.

FOOD ALLERGY MANAGEMENT

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

FORMS

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

HEALTHY DECISION MAKING

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

ILLNESS/INJURY AT SCHOOL

Students who become ill or injured during the school day are requested, when possible, to notify their teacher before going to the health office. Middle and high school students are requested, when possible, to obtain a written pass to see the school nurse. The exception would be in an emergency situation. All accidents that occur on school property must be reported to the teacher and the school nurse. Students with minor health concerns will be treated and sent back to class. The school nurse does not contact each and every parent when a student comes to the nurse. The school nurse will make the determination of parental contact based on his/her assessment as well as the need for observation and/or follow-up. More serious health conditions will be referred to a parent/guardian, physician or counselor. Parents/Guardians are responsible for the care and transportation of their child, who cannot stay in school.

The school nurse will determine if the student requires dismissal for an illness or injury and will call the parent/guardian to make transportation arrangements. Students are requested to not call parents/guardians to be picked up from school without seeing the school nurse for health assessment.

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.

ILLNESS REQUIRING ABSENCE FROM SCHOOL

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

Keep your child home if he/she:

- 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 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 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. It is essential to keep your telephone contact numbers and the emergency contacts updated as they will be needed 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.

IMMUNIZATIONS

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

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

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

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

INSURANCE

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

LATEX PRODUCTS

The use of latex balloons and other latex products are not allowed in the school.

MEDICATION POLICY

Prescription Medication: Students requiring prescription medications, including inhalers, during the school day must have signed medical orders from a health care provider and permission from 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 and from school.**

Medications should be administered before and after school whenever possible.

All medication must be taken in the Health Office except for certain medications, which may be carried by the student, based on their health care needs with the authorization and planning of the health care provider, parent/guardian and school nurse. There is additional planning and paperwork required for a student to self-administer an inhaler. Please notify the nurse to assist with the planning process.

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. The Health Office also has a list of Standing Orders from the school physician for treatment of minor injuries and/or illnesses.

NUTRITION

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

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

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

PHYSICAL ACTIVITY EXCLUSION

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

PHYSICAL EXAMINATIONS

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

REST

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

SCHOOL ENTRY REQUIREMENTS

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

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

SCHOOL NURSING TEAM

Members of the **School Nursing Team** are essential members of the school’s multidisciplinary team in advocating for the student’s health needs in relation to the entire school community. The school nurses teach

individual students, parents and staff about health and wellness issues and strive to promote an understanding of student health needs. Members of the School Nursing Team may conduct or assist in teaching lessons on age appropriate health topics such as hand hygiene, nutrition, mental wellness, and growth and development. The team works in collaboration with the wellness and guidance staff to provide information and assist in presentations based on the needs of the student population.

SCREENINGS

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

<ul style="list-style-type: none"> • Vision: K-5, 7 and 10 	<ul style="list-style-type: none"> • Hearing: K-3, 7 and 10 	<ul style="list-style-type: none"> • Height and Weight: K- 12
<ul style="list-style-type: none"> • BMI: 1, 4, 7 and 10 	<ul style="list-style-type: none"> • Postural Screening: 5-9 	<ul style="list-style-type: none"> • SBIRT Screening: 9

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

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

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

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



RIGHTS

NON-DISCRIMINATION NOTICE

The Canton Public Schools (“District”) does not exclude from participation, deny the benefits of, or otherwise discriminate against individuals on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age, homelessness, active military/veteran status, or any other category protected by state or federal law in the administration of its education and employment policies, or in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); Title IX of the Education Amendments of 1972 (Title IX); Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1974 (Age Discrimination Act), the Boy Scouts of America Equal Access Act, and the implementing regulations for these laws. The District’s policy of non-discrimination extends to students, staff, the general public, and individuals with whom it does business. (School Committee Policy on Non-Discrimination and Harassment, Policy AC).

Any person who feels his or her rights have been violated under any of these provisions may contact the following individuals who have been designated to handle inquiries regarding the District’s non-discrimination policies:

<p>Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 bromfieldd@cantonma.org</p>	<p>Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org</p>
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In addition, a complaint may be filed using the [District’s Discrimination and Grievance Procedures](#).

SECTION 504 OF THE REHABILITATION ACT

The Canton Public Schools is committed to a policy of nondiscrimination against qualified persons with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended (ADA).

Section 504 of the Rehabilitation Act (1973) is a federal civil rights law that protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Specifically, Section 504 requires that “No otherwise qualified individual with disabilities in the United States...shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance....” For more information on Section 504 referral, eligibility and complaint procedures, please consult the [District’s Section 504 Eligibility Guidelines and Procedures](#) available on the District’s website. A copy may also be obtained through the Student Services’ Office or your school principal.

DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a change in placement for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student’s disability. A change in placement results where a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitute a pattern of shorter suspensions accumulating to 10 school days during the school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student’s disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student’s ability to benefit from his education. If the conduct is not directly related to the student’s disability, the district may discipline the student as it does general education students.

HOMELESS CHILDREN AND YOUTH/FOSTER CARE

The McKinney-Vento Act is designed to remove barriers to enrollment and retention in school of homeless children and youth. A homeless child is defined broadly as “any child or youth without a fixed, regular, and adequate residence.” These students include those who are “doubled up” with friends or relatives (sharing the housing of others due to loss of housing, economic hardship), runaways, those awaiting placement by DCF, unaccompanied youths, as well as others.

Students who are homeless have the right to stay in the school district they attended prior to the loss of housing and the right to be transported to their school of origin from their temporary housing. In the alternative, the

student may choose to attend school in the district where their temporary housing is located. In the event a homeless student does not have the documents usually required for enrollment, such as proof of residency, school records, or proof of immunizations, the district's Homeless Education Coordinator will assist students in obtaining these records and further provide for school attendance while doing so. Questions regarding our policy for homeless students can be directed to our Homeless Coordinator.

Children in Foster Care

Federal law, *Every Student Succeeds Act* (ESSA), ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the District is committed to supporting efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

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

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

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

District Foster Care Point of Contact (POC)

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

The POC is responsible for the following:

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

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

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

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

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

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

Grievance Procedures

Any person who feels his or her rights have been violated or any person with inquiries or complaints concerning the District's compliance with Title VI (Civil Rights Act of 1964), Title IX (sex discrimination), Section 504 (disability discrimination), the Americans with Disabilities Act (ADA) (disability discrimination) or Chapter 622 (Massachusetts Equal Educational Opportunity law) is encouraged to contact the following compliance officers who have been designated to coordinate the District's efforts to comply with these laws:

FOR SECTION 504 AND ADA COMPLAINTS PLEASE SUBMIT TO:	FOR TITLE IX AND CIVIL RIGHTS COMPLAINTS PLEASE SUBMIT TO:
Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 mullend@cantonma.org	Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org

Inquiries and complaints may also be made to building level administrators authorized to resolve such complaints or by using the Grievance Form available on the District's website. A list of building based personnel authorized to resolve informal complaints is provided in the District Family/Student Handbook Appendix.

I. Informal Complaints

Students, families, District employees and other third parties are encouraged, where appropriate, to attempt to resolve complaints regarding an alleged discriminatory practice or incident on an informal basis. Upon receiving an informal complaint regarding an allegedly discriminatory practice, the school official shall attempt, within their authority, to work with the individual to resolve the complaint fairly and within a reasonable timeframe. Most informal complaints should be able to be resolved within 10 school days. The District will inform the parties of the outcome or resolution of the complaint at the end of the process.

When appropriate, an informal complaint may be referred to the appropriate compliance officer for formal review and investigation. Anyone who does not wish to seek informal resolution of their discrimination complaints, or who is dissatisfied with attempts at informal resolution, may also present their complaints directly to the designated compliance officer.

II. Formal Complaints

A student, family, District employee, or third party may file a formal complaint by filling out a [Discriminatory Practice Review/Grievance Form](#) available on the District's website. A complaint should be filed as close to the incident as possible, as complaints are more easily resolved at the time of the incident. In the event a student or complainant is unable to complete the grievance form the compliance officer or designee shall take such information in person.

Any principal who receives a report of alleged discrimination or harassment, either verbal or written, shall put it in writing within 48 hours and forward it to the appropriate compliance officer.

- After receiving a formal written complaint, the compliance officer or designee will, within five (5) school days, acknowledge the complaint, and give notification to the appropriate school/personnel identified in the complaint and to the individual against whom the complaint has been filed.
- The compliance officer or designee shall make a thorough and expeditious investigation of the complaint, in as confidential a manner as possible, to ensure prompt and appropriate action. At a minimum, the investigation shall include contacting the complainant and the person against whom the complaint was filed. Both parties shall be provided an opportunity to present witnesses and other evidence.
- When the investigation has concluded, the results of the investigation shall be reduced to written findings of fact. The person filing the complaint and the person alleged to have committed the conduct will be informed of the outcome of the investigation, including a determination of whether a discriminatory act has occurred. All notice to parents must comply with applicable state and federal privacy laws and regulations.
- A copy of the final determination as to whether a discriminatory act has occurred shall be furnished to the appropriate administrator/supervisor, and the Superintendent of Schools.

Most complaints are resolved within thirty (30) school days after the formal complaint is received. If more than thirty (30) school days is required for the investigation, the compliance officer or designee will inform the complainant and the person against whom the complaint was filed of the need for extended time and the reason why additional time is required to complete the investigation. If additional extended time is needed this step may be repeated every (30) school days until the complaint is resolved.

If a complaint is substantiated, action will be taken to correct the discriminatory or harassing behavior, prevent any future occurrence, and remedy the effects of the discrimination or harassment on the complainant and others, as appropriate. Retaliation of any form or for any reason is strictly forbidden.

A party not satisfied with the outcome of an investigation or the resolution reached through either the informal or formal resolution procedures detailed above, may submit a written appeal to the Superintendent of Schools within thirty (30) days of the resolution of the informal complaint or the compliance officer or designee's determination. The Superintendent of Schools or designee will respond, in writing, within fifteen (15) working days.

State and Federal Remedies

Using the Canton Public School District’s complaint process does not prohibit students and families from also filing a complaint with a state or federal agency. Most of these agencies have a limited time-period for filing a claim (OCR – 180 days; ESE – within same school year)

United States Department of Education Office for Civil Rights (OCR)
5 Post Office Square
8th Floor
Boston, MA 02109
(617) 289-0111

Massachusetts Department of Elementary & Secondary Education (ESE)
75 Pleasant Street
Malden, MA 02148
(781) 338-3000

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights:

603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of student's’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy

of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.

(4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms: The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record
- (d)

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

Family Educational Rights and Privacy Act of 1974,

P.L. 93-380, Amended, P.L. 103-382, 1994, M.G.L. 66:10 71:34 A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002

603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12

Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995

Non-Custodial Parents' Rights

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. The parent has been denied visitation, or
 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

Maintenance of Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The School Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

Family Educational Rights and Privacy Act of 1974

P.L. 93-380, Amended P.L. 103-382, 1994

M.G.L. 66:10 71:34A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.

603 CMR: Dept. Of Elementary and Secondary Education 23.00 through 23:12

Mass Dept. Of Education publication, Student Records: Questions, Answers and Guidelines, Sept. 1995

Transfer of Student Records

Notice: Canton Public School District forwards student records to schools in which a current or former student seeks or intends to enroll. (click [here](#) for further information on transferring and withdrawing and student records.)



SAFETY AND SECURITY

EVACUATION/FIRE DRILLS AND LOCKDOWNS

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

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

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

MICHAEL’S LAW

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

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

1. Safety Assessments on school property to prevent injuries and accidents.
2. Ongoing relationships of Canton School Administrators with fire and police chiefs as required under the Multi-Hazard Evacuation Plan.
3. Accessibility to 911 Emergency Response and associated protocols.
4. Contact information for each school’s Crisis Team members and a Canton Crisis Phone Tree, each with telephone and extensions, and cell phone numbers for rapid accessibility.
5. Medical Emergency Protocols posted in all public areas on campus with instructions on how to activate the local emergency medical services (EMS).
6. Cardiopulmonary Resuscitation (CPR) and First Aid Training.
7. Medical Emergency Response Drills.

8. Presence of Automated External Defibrillators (AEDs) in all school buildings.

POLICY ON RESTRAINT OF STUDENTS

The Canton Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Purpose

The purpose of this policy is to ensure that every student attending the Canton Public Schools is free from the unlawful use of physical restraint. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Use of Restraint

Physical restraint⁵ shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances. Prone restraint⁶ is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

- (a) as a means of discipline or punishment;
- (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

⁵ Physical restraint shall mean direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. 603 CMR 46.02.

⁶ Prone restraint shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position. 603 CMR 46.02.

(c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;

(d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include the use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Mechanical restraint⁷, medication restraint⁸, and seclusion⁹ shall be prohibited in public education programs. Seclusion does not include a time-out, as defined within the Regulations.¹⁰

The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

Proper Administration of Physical Restraint

Only Canton personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. Nothing in this policy shall preclude a teacher, employee or agent of the Canton Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Staff Training

All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

⁷ Mechanical restraint shall mean the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. 603 CMR 46.02.

⁸ Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior.

⁹ Seclusion shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

¹⁰ Time-out means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

Additionally, the school must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

Reporting Requirements

Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

The Principal or designee shall review restraint data weekly to determine whether one or more students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the student's progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

Prevention of Dangerous Behavior

As set forth in the Regulations, the Canton Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

Parent Engagement

In accordance with the regulations, the Canton Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

Complaint Procedures

A student or representative who has a complaint regarding the District's restraint practices may report the matter to the building principal. In the event the principal is alleged to have engaged in improper restraint practices, the report should be made to: Canton Public Schools Director of Student Services
960 Washington Street Canton, MA 02021 781-821-5060 Ext. 1244

Complaints must be filed in writing within 30 school days of the event giving rise to the complaint and must include (1) a description, in as much detail as possible, of the alleged events; (2) the date and location of occurrence; and (3) all persons who have knowledge of the events (witnesses), as can be reasonably determined.

District personnel will investigate the reported events, including interviewing witnesses deemed necessary and appropriate to determine the facts relevant to the complaint. Such investigation will generally be completed and a written disposition made within twenty school days of receiving the complaint. If this timeline is not met, the reason(s) for not meeting will be documented.

Employees should note that violation of this policy (i.e., the Regulations) may result in disciplinary action, subject to applicable procedural and contractual requirements. It is understood that in the event a resolution contemplated by the Canton Public Schools involves disciplinary action against an employee, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to cease specific conduct with respect to the complainant).

If the complaint is not satisfied with an initial disposition, the grievant may appeal to the Superintendent, who can be contacted as follows:

Canton Public Schools Superintendent of Schools
960 Washington Street Canton, MA 02021 781-821-5060 x 1125

Additional information, including a copy of the regulations, can be obtained from the Director of Student Services who can be reached at 781-821-5060 x1244. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html.

SCHOOL RESOURCE OFFICERS

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

VOLUNTEERS and CHAPERONES

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



SPECIAL EDUCATION

DISCIPLINE OF STUDENTS with SPECIAL NEEDS and STUDENTS WHOSE ELIGIBILITY for SPECIAL EDUCATION SERVICES is SUSPECTED

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300, et. seq., (“IDEA”) provides eligible students with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students.

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations require that additional provisions be made for students with disabilities. The principal shall notify the Administrator of Special Education of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

Generally school personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 cumulative days (to the extent those alternatives are applied to students without disabilities) Generally after a child with a disability has been removed from his or her placement for ten school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; As appropriate, a manifestation determination a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior will be conducted. *See* 34 CFR 300.530(d).

Short-Term Removals

Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student’s disability. Students may be removed for periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitute a “change of placement” as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student’s IEP goals, as determined by the principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

Change of Placement

A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a “change in placement.” Prior to a suspension that constitutes a change in placement, the student’s Team, including the student’s parents/guardians, must convene to determine whether the behavior is a manifestation of the student’s disability. In making this determination, the Team must review all relevant information in the student’s file, including the IEP, teacher observations, and any relevant information provided by the parents/guardians, to determine if the conduct was caused by, or had a direct and substantial relationship to the student’s disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination

If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury

Regardless of the Team’s decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or (3) has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team’s decision on the “manifestation determination” or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the MA DESE at 781-455-0400 x 213.

Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent/guardian refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion with services provided through the school-wide education service plan as applicable to all students. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

1. Parents’ request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Special Education Director or designee and/or Principal.
2. The Special Education Director or designee shall contact the parent(s) for initial scheduling conversation within approximately five (5) days of receipt of the parents’ request.
3. When a parent requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the Director of Special Education and the building principal before it is processed. The District shall provide timely access to the program and such approval may only be withheld for those reasons outlined within law and DESE regulation.
4. The Special Education Director or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom). The District will permit access that is of sufficient duration and extent to accomplish the purpose of the visit.
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption.
6. If the observer is not the parent, the parent must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.

8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
9. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
10. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.
11. A school administrator, or designee, also will observe at the same time and may take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period.

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

PROGRAMS FOR STUDENTS WITH DISABILITIES

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

Rehabilitation Act of 1973, Section 504

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

(PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

By legislation, both Massachusetts and the United States have declared the intention of guaranteeing educational opportunity to every handicapped child, and—insofar as possible—to do so within the public schools and the normal classroom.

These general aims of government create specific responsibilities for the public schools, which it is the committee's intention to fulfill. The committee will comply with its obligation to provide personnel, facilities, materials, and educational access for children with special needs, defined by the state as children who,

"because of temporary or permanent adjustment difficulties arising from intellectual, sensory, emotional, physical or perceptual factors, cerebral dysfunctions, or other specific learning disabilities, or any combination of these, require special education."

All children between the ages of three and 22 who have a special need, unless they have received a high school diploma or equivalent, - are included.

In most cases of special need, the committee will arrange for the suitable assistance within the public schools, using the facilities and personnel provided for that purpose. Some children will be assigned to educational collaboratives conducted by more than one town; and a few will require even more specialized arrangements, sometimes including residential programs.

The procedures for recognizing, referring, and programming special needs cases will be developed by the Student Services Department under the supervision of the superintendent and in cooperation with other administrators and teachers. State and federal guidelines will provide the bases of these procedures. In all cases, parents of students with special needs will be included in planning for their children and will have the right of due process in case of any disagreement with school personnel.

Education for All Handicapped Children Act of 1975, Rehabilitation Act of 1973, M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 7/1/81



TRANSPORTATION

GENERAL

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

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

ELIGIBILITY FOR BUS TRANSPORTATION

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

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

Notes:

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

ROUTING OF BUSES

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

the direction of the School Department. Drivers cannot allow non-students (including parents) onto the buses.

- J. Routes will be considered “full” when 47 secondary students or 65 elementary students are assigned to them. Applications that arrive after the buses have reached capacity will be put on a waitlist.

REGULATION FOR SCHOOL BUS USE FOR ALL STUDENTS

A. STUDENT'S Loading and Unloading at the bus stop and at the school

1. Be on time at the designated bus stop – buses will not stop if a child is not waiting at the stop. Waiting inside the house until the bus arrives is not acceptable. Children should be waiting at their stop at least five minutes prior to the bus arrival.
2. Bus riders should conduct themselves in a safe manner while waiting. This means staying off the road and away from other people’s property.
3. Wait until the bus comes to a complete stop before moving toward the bus and attempting to board the bus.
4. Board or leave the bus by crossing the street in front of the bus at a distance of about ten feet and only cross the street upon the signal of the bus driver.
5. Bus riders will not crowd or push while boarding the bus.
6. Bus riders will sit on the bus according to grade i.e. fifth graders in the back to kindergarten in the front OR eighth graders in the back to sixth graders in the front. There is no seating plan for high school students.
7. Students cannot ride a bus without a bus pass. If a student loses or misplaces his/her bus pass, s/he must obtain a new pass from the Transportation Manager. Replacement passes are available from the Transportation Office for a fee.

B. STUDENT’S – Riding the bus

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

from the bus for a period of time or completely removed from transportation. No refunds will be given.

10. If a student damages any part of the bus (e.g. tearing seats), the parent is responsible for paying for the damage.

PAYMENTS

- A. Fees for the Pay and Ride program are set by the School Committee each year. Payment is due on or before a date determined by the School Committee, with application form, to the school in which your child is currently enrolled.
- B. Payments can be made by credit card or ACH - log onto www.myschoolbucks.com. If you already have an account in “My School Bucks” that you use to pay for your child’s school lunches, you will automatically find the Transportation Program in your School Store. If you don’t not have an account in “My School Bucks” you will need to register as a new user. You will be asked to create a username and password and will be given the opportunity to add any number of children to your account. When adding a child, you will be asked for his/her Student ID. Please reference you Pay and Ride Program Application for the unique identification number. *Please note that during checkout there will be a 3.95% transaction fee added to your total transportation credit card purchase or twenty-five cents (\$0.25) for ACH transactions. This fee is paid directly to myschoolbucks.*
- C. If you pay online, Pay and Ride applications must be completed and submitted in order for students to be assigned a bus.
- D. If you are eligible for free or reduced lunch, you do not need to make a payment, but you are required to submit the Pay and Ride Application each year. You must fill out a new Free or Reduced Lunch form each year as soon as they become available in the summer. If you are no longer eligible for free or reduced lunch, you will be contacted by the Transportation Office to make full payment before your child will be assigned a bus. All transportation procedures apply even if you do not have to make a payment.
- E. No payments will be refunded without approval from the Business Administrator.

TRANSPORTATION/BUS BEHAVIOR (also found under Code of Conduct)

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Regular student transportation is a privilege, not a right, and is dependent upon the student’s good behavior while on the bus.

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

- | | |
|-------------------|---|
| 1. First Offense | a warning or up to three days off the bus |
| 2. Second Offense | up to one week off the bus |

- | | |
|-------------------|-----------------------------|
| 3. Third Offense | up to one month off the bus |
| 4. Fourth Offense | up to one year off the bus |

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

TRANSPORTATION TO ALTERNATIVE ADDRESS

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

JOHN F. KENNEDY ELEMENTARY SCHOOL
100 Dedham Street
Canton, MA 02021
781-821-5080

2020-2021

JFK STUDENT/FAMILY HANDBOOK



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

****Yellow highlights indicate changes from the prior year building handbook and/or district appendix. ****

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WELCOME LETTER

September, 2020

Dear Students and Families,

On behalf of everyone at the JFK, we would like to welcome both new and returning families to the 2020-2021 school year. While this year will be unlike any we have experienced, we are thrilled that you and your family will be a part of our school community, and are excited to enter back into the world of teaching and learning. Our goal is to partner with you to ensure that all students grow and succeed academically, behaviorally, socially, and emotionally.

As articulated in the district vision statement, we aim “to develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens.” In simple terms, we are proud to be a school that supports the whole child and one where ALL students are welcomed, supported and challenged, and develop respect for human differences. In order to realize our vision, the JFK is committed to providing our students with a well-rounded, equitable and inclusive education. This includes high quality instruction designed to meet each learner’s individual needs, social-emotional learning, physical health and wellness, and access to the arts. Our school-wide expectations for behavior create a predictable, positive, supportive, safe and consistent school environment in which students feel secure and thrive as members of this great community.

At the JFK, we realize that none of this would be possible without YOU, our families, and therefore we are committed to ensuring that you are deeply connected to your student’s learning and our school community. Communication is the key to a successful partnership and robust educational experience. It is our goal to keep you informed of the happenings in the classroom, school and community. This handbook serves as one means to communicate district and school policies and procedures, and we hope all families will take time to review this important information with your student(s). We also encourage all families to reach out to share any questions, concerns, and/or celebrations that you may have. Your communication and input is welcome, encouraged and valued!

We are looking forward to a wonderful year!

Sincerely,

Emily DiDonna
Principal

Kris Delaplain
Team Chair/Administrator

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TRANSLATIONS

English

If you need any of this document translated please contact **Dianna Mullen**, Director of Student Services at **mullend@cantonma.org** or 781-821-5060 x1244.

Chinese

如果您需要本文件的任何部分的翻译，请联系 **Dianna Mullen** (黛布拉 布罗姆菲尔德)，学生服务处处长
mullend@cantonma.org
或 781-821-5060 x1244。

Spanish

Si usted necesita alguno de este documento traducido póngase en contacto con **Dianna Mullen**, la directora de Servicios Estudiantiles, en **mullend@cantonma.org** o 781-821-5060 x1244.

French

Si vous avez besoin de traduire ce document s'il vous plaît contacter **Dianna Mullen**, la directrice des Services aux étudiants, à **mullend@cantonma.org** ou 781-821-5060 x1244.

District Liaisons

Director of Student Services	Dianna Mullen	781- 821-5060 ext. 1244
Homeless Liaisons	Dianna Mullen , Director Stephanie Shapiro, Coordinator	781- 821-5060 ext. 1244 781- 821-5050 ext. 2107
English Language Learner Liaison	Dianna Mullen , Director	781- 821-5060 ext. 1244
Section 504 District Coordinator	Dianna Mullen : District	781- 821-5060 ext. 1244
Title II Liaison	Dianna Mullen	781- 821-5060 ext. 1244
Title VI Civil Rights Officer	Dianna Mullen , Director Stephanie Shapiro, Coordinator	781- 821-5060 ext. 1244 781- 821-5050 ext. 2107
Title IX Officer	Stephanie Shapiro, Coordinator	781- 821-5050 ext. 2107

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SCHOOL CONTACT INFORMATION

Position	Name	Email
Principal	Emily DiDonna	didonnae@cantonma.org
Team Chair/Administrator	Kris Delaplain	delaplaink@cantonma.org
Administrative Assistant	Cathy Spera	sperac@cantonma.org
Head Custodian	Richie Burke	burker@cantonma.org
Psychologist	Jennifer MacLea Leanne Kaplan	macleaj@cantonm.org kaplanl@cantonma.org
Nurse	Ellen Stenmon	stenmone@cantonma.org
Kindergarten Teachers	Amy Eagles Maura Hershman Samira Mourad Elizabeth Dixon Hilary Binks	eaglesa@cantonma.org hershmanm@cantonma.org mourads@cantonma.org dixone@cantonma.org binksh@cantonma.org
Grade 1 Teachers	Samantha Myerson Catherine Paciorkowski Kim MacKay Erin Proctor Gina Todesca	myersons@cantonma.org paciorkowskic@cantonma.org mackayk@cantonma.org proctore@cantonma.org todescag@cantonma.org
Grade 2 Teachers	Marcie Oshry Shannon Mahoney Susan Dunlap Gina Todesca Julee Huffstutler Aimee Lyden Lauren Tourgee	oshrym@cantonma.org mahoneys@cantonma.org dunlaps@cantonma.org todescag@cantonma.org huffstutlerjj@cantonma.org lydena@cantonma.org tourgeel@cantonma.org
Grade 3 Teachers	Annette Gushue Erin Alyward Jayne Moore (RLP) Jillian Sylvia TBD Katherine Horyn	gushuea@cantonma.org aylwarde@cantonma.org moorej@cantonma.org sylviaj@cantonma.org TBD horynk@cantonma.org
Grade 4 Teachers	Elisa Blanchard Theresa Grogan Jessica Gillon Danielle McNamara Gabrielle Pallotto Maria Magazzu	blancharde@cantonma.org grogant@cantonma.org gillonj@cantonma.org mcnamarad@cantonma.org pallottog@cantonma.org magazzum@cantonma.org
Grade 5 Teachers	Michaela Booth Kerry Donaghey Patrick Houle	boothm@cantonma.org donagheyk@cantonma.org houlep@cantonma.org

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	Christine Banks Katherine Horyn	banksc@cantonma.org horynk@cantonma.org
Special Subjects Teachers	Art: Kathy Eaton Health: Devin Beck Music: Emma Carlson Physical Education: Marty Sasin Technology: Julie Foley PACE: Robert Gruberman	eatonk@cantonma.org beckd@cantonma.org carlsone@cantonma.org sasinm@cantonma.org foleyj@cantonma.org grubermanr@cantonma.org
Content Specialists	Math: Kerri Falzone Literacy: Jackie Abrams	falzonek@cantonma.org abramsj@cantonma.org
Student Services	BCBA:Katherine Gilligan BCBA: Shelley Evans OT: Julie Davidson TBD PT: Dane Paoletti Speech:Erin Fruci/Peter L'Esperence Mariah Harrington ELL: Melanie Omar Home-School Interventionist: Katie Doherty	gilligank@cantonma.org evanss@cantonma.org davidsonj@cantonma.org paolettid@cantonma.org frucie@cantonma.org L'esperencep@cantonma.org melanieo@cantonma.org dohertyk@cantonma.org
ABA Tutors	Kati-Anne Brown Ariba Khwaja Valerie Weche Oumou Duval Colleen O'Regan Michaela Davis Sophia Masson-Joseph	brownk@cantonma.org wechev@cantonma.org duvalo@cantonma.org oreganc@cantonma.org davism@cantonma.org
Educational Assistants	Molly Ferreira Barbara Cannata Sarah Nemetz Shannon Mahoney Lauren Lyons Pamela Cohen Demetria Chick Olivia Kenyon Casey Bradley Joseph Huiskamp Mary Cepeda	ferreiram@cantonma.org cannatab@cantonma.org nemetzs@cantonma.org lyonsl@cantonma.org cohenp@cantonma.org kenyono@cantonma.org bradleyc@cantonma.org huiskampj@cantonma.org cepedam@cantonma.org
Support Staff	Cafeteria Manager: Brandy King School/Office Aide: Olga Faria Custodians: Andrew Foley Glenn Costa	kingb@cantonma.org fariao@cantonma.org foley@cantonma.org costag@cantonma.org

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SCHOOL MISSION, CORE VALUES & GOALS

District Vision	To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens.
JFK Vision/Mission	The John F. Kennedy School provides a standards-based education for our students within a safe and nurturing environment. We ensure the success of all students by empowering them to embrace learning, achieve their personal best, and build their capacity for social, emotional, and physical well being that extends beyond their school years.
Core Values	<ul style="list-style-type: none">● Academic Excellence and Rigor● Inclusive Community● Respectful and Responsible Relationships● Continuous Reflection and Improvement

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ACADEMICS

Curriculum Overview

At the JFK, we strive to attain educational excellence, in every classroom, every day, in support of consistent, measurable growth and outcomes for every student. Using the MA curriculum frameworks as our guide for ELA, Math, Science and Social Studies, we provide our students with instruction based on the grade level standards. Our literacy instruction is currently transitioning from the Journey's program to a Reader's and Writer's Workshop model of instruction, using a range of curricular resources to address student learning needs in reading, writing and phonics/word study. The enVisions program is the core curriculum for math instruction.

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 21st Century learning skills and grade level standards expectations.

Student Assessments

Students receive several different forms of reading & math formal/end-of-unit assessments during their time at the JFK, as well as formative assessments that help to support their ongoing growth.

Massachusetts Comprehensive Assessment System (MCAS)

Parents will be notified of the exact testing dates well in advance. All public school students in grades 3-10 participate in MCAS testing. The anticipated time frames are late April-May. The following grades will participate in the following areas.

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Test	Grade
ELA Reading, Language & Literature	3, 4, 5
Math	3, 4, 5
Science	5

Specials

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. (*Please note that scheduling for Specials may be altered for 2020-2021 in order to maximize students’ experiences this year.) 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 \$10.00 for a hardcover, or parents may purchase the replacement copy and bring it to the school office.

Library 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. If interested please contact Librarian Maura Bayliss at baylissm@cantonma.org.

Wellness Education

Wellness education includes classes in Physical Education and Health. 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.

Health

Students in grades K-5 have one forty-five-minute period for health each week. 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.

Notification of Human Sexuality Education

Grades 4 and 5 health classes include units covering physical and emotional changes that occur during puberty. Parents/Guardians of 4th and 5th grade students will be provided an opportunity to review the puberty units prior to implementation through an evening presentation conducted by Wellness staff. Parent/Guardians may contact the K-12 Wellness Coordinator for information regarding the human sexuality units of instruction. It is strongly recommend that all students participate in the lessons

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scheduled for their grade level. Parent/Guardians choosing to exempt their son/daughter from the health lessons that specifically address human sexuality must forward written notification to the Principal. Students who are exempted from the lessons will not be penalized and will be provided with alternative work.

Physical Education

All grades have one, forty-five minute class per week. 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!

Excused Physical Activity during Physical Education: Students may be excused from participating in physical activity during Physical Education classes for an illness or injury, by providing the **school nurse** with a note from their physician or their parent/guardian that explains the reason for the excuse. Notes *may not* be submitted to the Physical Education teacher. For any excused participation in physical activity during Physical Education classes beyond one class period, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note. Students who are medically excused from physical activity during Physical Education may be assigned appropriate alternative work to complete during the class period.

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.

Art

Art classes are held once a week or 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.

Music

Music classes are held once a week for forty-five minutes. Students learn musical concepts including: rhythm, melody, harmony, expression and mood, how instruments sound and are played, and the meaning and purposes of music in a variety of cultures. Musical skills are developed through listening, reading and writing, discussion and creating music through singing, playing instruments, games, and movement. Instrumental classes (held before school) are also available; please contact the music teacher for more information.

Student Supplies

The School Department attempts to provide each child with a reasonable amount of school supplies. Each classroom at our school is stocked with adequate textbooks, pencils, scissors, crayons, and writing paper. PENCILS are typically in short supply so we would request that you provide your child with a good number of pencils. Your child's classroom teacher may request additional or supplementary supplies. Donations are always welcome. Please check with your classroom 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.

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Classroom Supplies

Donations to the classroom are always appreciated. Items that are most commonly needed are:

- Hand Sanitizer
- Tissues
- Paper Towels

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.

Field Trips

Field trips are planned annually by the teachers at the various grade levels. They are linked directly to clearly articulated curricular goals. They serve as enrichment opportunities to enhance student learning and the curriculum itself. Parents/Guardians 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. 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 and must be fingerprinted. Since the number of chaperones allowed may be limited due to bus space, available tickets and other factors, please understand that all parents or guardians who want to chaperone may not be able to be accommodated. Students are expected to be present on time in order to participate in a field trip activity.

STUDENT SUPPORT

Student Support Team

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

Academic Support

The JFK, along with the other elementary schools in Canton, is moving towards fully inclusive practices. In order to ensure that all students are able to access the curriculum and experience success, the JFK uses 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 your student's teacher 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.

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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.

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.

COMMUNICATION

Communication is critical for students, families and staff to collaborate to help our students be successful. The JFK administration, teachers and family groups generate information in a variety of ways:

JFK Weekly Update

This is our weekly email "blast" communication to ~~parents and~~ families. Pictures of student learning, notices, and extracurricular activities that have been sent to the district or the school will be available in this newsletter. In addition, it also includes reminders and upcoming events, calendars, and other pertinent information.

JFK Monthly Newsletter

This is a monthly publication, coordinated by our CAPT. It is available in *hard copy* by request. This update provides information on upcoming activities and events, CAPT meetings and events, and field trip information. Teachers and staff also submit columns to inform families of curriculum, events, and various opportunities available.

Special Notices

For emphasis, certain notices are sent home separate from the CAPT Updates or other regularly scheduled communication. Typically, these notices are related to specific events or concerns, sometimes requiring urgent attention. Some examples are: safety alerts, unusual health issues, special meetings, etc. Often, these messages are sent out *via automated email or telephone messaging from our Blackboard Connect-Ed system*.

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Monthly Calendar

Our monthly calendar is posted online via our website and in our lobby. Some of these events include important meetings, events, field trips, non-school days, etc.

Celebrations

Birthday and seasonal celebrations are held at the discretion of each classroom teacher. Please check with your **student's** teacher before planning a celebration to be informed of their classroom practices. Recognition of a **student'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

NOTE Please do not send **any** party invitations to school with your **student** to distribute unless every **student** in the class is invited. This will avoid hurt feelings and anxiety for those who may not be invited. **If sending invites for all students, please check in with the classroom teacher to make a plan for the least disruptive distribution.**

Addressing Concerns

If a concern arises, the student or parent/**guardian** should first discuss it with the faculty, staff or administrator most directly involved. If this discussion does not lead to a satisfactory resolution, the matter should then be brought to the attention of the principal.

Please refer to the Appendix for further information regarding concerns.

Absence Call-In System

If your **student** is going to be absent, or more than one-half hour late, please call 781-821-5080 ext. 5101 to leave a voicemail message. Please indicate the **student's** name and homeroom. If you do not contact the school within the first hour of operations, you will receive a phone message from our automated system indicating that your **student** has not arrived at school. You must call the office to verify your **student's** whereabouts. If we do not hear from you within 30-minutes of the automated call, we will call the emergency contacts provided on your **student's** verification form, and if we are not able to verify your **student's** whereabouts a "well check" will be initiated. Either a School Resource Officer or School Administration will go to the **student's** address.

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A written note explaining the reason for the absence is required upon the **student's** return to school. If the **student** is to be absent for a period longer than was originally discussed with the school authorities, a second phone call from the parent or guardian should be made to the school.

Please see the Appendix for system-wide policies regarding Attendance, Tardiness, and Dismissal

Calling the School Office

We ask that you minimize calls to the school by sending a note or email whenever possible. This practice will free phone lines for urgent or emergency calls to the school. Please do not call about your **student's** after-school plans. Please send a note unless an emergency arises.

Classroom Interruptions

Please note that classroom phones go straight to voicemail when receiving an outside call during school hours. Any emergency or urgent message should be called in to the office.

Demographic- Verification Sheets

Each September you will be asked to fill out Emergency Verification Forms and Call-In forms. It is of the utmost importance that these forms are returned promptly and kept up-to-date. If your phone number, address or emergency contact information changes, please notify the school office in writing. Please notify the school office, in writing, of significant changes such as address, or emergency contacts.

Dismissal Change of Plans

Change in After-School Plans - It is of the utmost importance that a note accompanies your **student** each and every time he or she has a change in after-school plans. The homeroom teacher must have a written record of what your **student** will be doing after school if your **student's** dismissal plan deviates from the usual routine. A note should be sent to school if a bus student is given permission by a **parent/guardian** to walk or ride a bike home.

Changes involving bus stops will no longer be permitted. Students will not be allowed to get off assigned busses at someone else's stop. This policy is in place in all Canton elementary schools. Please refer to the policy in the appendix.

Early Dismissal - If you wish to dismiss your **student** before **2:55 p.m.**, please send a note (dated, signed, and including the **student's** full name, room number, and dismissal time) to the homeroom teacher. For release of your **student**, proceed to the school office at the appointed time. Your **student** must be signed out in the dismissal log before leaving the school.

Dismissal to Someone Other than a Parent/Guardian - We cannot dismiss a **student** to anyone other than a parent/guardian without written permission of the parent/guardian. The written permission must include the name of the person who will be picking up the **student**.

Emergency

In the event of an emergency at school, please do not call the school as we need to have school lines available to communicate with safety or school officials. If your **student** is involved in an emergency, you will receive a call from the principal or the nurse. All JFK families will receive a connect-ed phone call or email that will include pertinent information, while also protecting confidentiality.

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Please notify the office if you would like to receive hard copies notices and newsletters; or notices and newsletters in another language.

Phones and Voicemail

Please note if you call the office to speak with a staff member during school hours, they may not be available to come to the office to answer. The secretary will take a message and have them return your call when they are free. All staff have a voicemail. Feel free to leave a message anytime and they will return your call in a timely manner.

Questions about System-Wide Policies

These issues should be referred to Patricia Kinsella , Assistant Superintendent at 781-821-5060 ext. 1172.

Transportation

Please call TBD at 781-821-5060 ext. 1156 with any concerns about scheduled drop-offs, pick-ups, or bus stop locations. TBD will forward messages to the Connolly Bus Company. For other bus problems, please contact emily DiDonna, Principal, at 781-821-5080 ext. 5101

FAMILY ENGAGEMENT

PARENT/GUARDIAN** GROUPS & VOLUNTEER OPPORTUNITIES**

CANTON ALLIANCE for PUBLIC EDUCATION (CAPE)

The Canton Alliance for Public Education (CAPE) is a non-profit, community-based foundation dedicated to enhancing Canton's commitment to excellence in public education. We seek to promote innovative and productive programs that challenge students and teachers to achieve their true potential. As a partner with both the community and the schools, we raise money to sponsor grants for projects that will successfully achieve this mission.

<http://www.cantonma.org/pages/CantonPublicSchools/Community/CAPE>

JFK CANTON ASSOCIATION OF PARENTS/GUARDIANS** AND TEACHERS (CAPT)**

The CAPT enhances education in our school and supports the cooperative partnership of teachers and parents/**guardians** for the benefit of our students. Meetings are held monthly. CAPT operates fundraising projects throughout the year. We encourage your support of and active participation in CAPT. Membership information will be sent home and will also be available at our Open House or through the office.

CAPT Services

The proceeds from CAPT fundraisers enrich your **student's** school experience by providing special programs, and classroom and school gifts. In addition, the CAPT produces the school newsletter, conducts a room parent program, provides volunteers, monitors School Committee meetings, and supports the beautification of the school and grounds.

CAPT Committees

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You may be interested in joining one of the many committees serving our school population. If you are interested in becoming a member of the CAPT, please contact someone on the board. Your individual level of participation can be as much or as little as you are able to give; ALL volunteers are greatly appreciated.

A schedule of CAPT meetings will be shared by the association.

Room Parents/Guardians

Each classroom at the Kennedy School has designated room parents/guardians, arranged through the CAPT. Room parents/guardians are responsible for coordinating activities in classrooms as requested by the teachers. Strict confidentiality is required of all room parents/guardians.

CANTON FAMILIES EMBRACING DIVERSITY (CFED)

Canton's demographics are changing and the community and Public schools are becoming increasingly diverse – economically, culturally and racially. We feel there is a need to increase awareness of multicultural presence and issues affecting our students' education and ability to matriculate in the community. The needs assessment and ultimately the findings are a good step. However, we believe there is a step that we as Families Embracing Diversity ought to take as well. Not only should we assist the Canton schools' efforts but also insure their accountability.

There is much impact we believe a group like this could and should have in Canton. For example, we could serve as a resource to the Canton School System and the Canton community on things such as:

1. Diverse Representation in the Public School Administration and Staff
2. Diversity Education in the classroom
3. Diverse presence in community activities

It is our hope to advance the general welfare of all students of color and the Canton Public School student body as a whole.

familiesembracingdiversity@gmail.com

857-208-0054

CANTON PARENT/GUARDIANS ADVISORY COUNCIL for STUDENT SERVICES (CPACSS)

CPACSS is an advisory group to the Canton Public Schools and its community of special needs parents/guardians. Our goals are to help promote communication and programs within the Canton community to encourage greater understanding, tolerance, acceptance, compassion and inclusion of special needs students.

www.cantonma.org/pages/CantonPublicSchools/Departments/StudentServices/CPACSS

MUSICCOUNTS!

MusicCounts! promotes programs within the school curriculum as well as sponsors a range of music activities that meet outside the school day. We also provide support and scholarships for before and after-school lesson programs. MusicCounts! relies on parent/guardians volunteers to organize and support music programs events.

<http://www.cantonma.org/pages/CantonPublicSchools/Community/MusicCounts>

SCHOOL COUNCIL

Under the Education Reform Act, each school in the Commonwealth is charged to form a School Council. The responsibilities of the council are to formulate a School Improvement Plan; to assist the principal in determining

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educational goals and needs; and to review the annual budget. The School Council meetings are held on the second Tuesday of the month at 6pm and are open to the public. Summaries of the meeting minutes appear in the JFK CAPT Newsletter.

CAPT, CAPE, CFED, CPACSS, MusicCounts! and School Council meeting information will be posted on the JFK Website and included in the JFK Weekly Updates.

Volunteer Opportunities

The JFK School strongly supports and welcomes the efforts of parents/**guardians**, grandparents, senior citizens, local businesses, and other members of our community to serve as volunteers. Volunteers serve in classrooms, 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. Additional opportunities include CAPT events, room parents/**guardians**, book fairs, Winter Fling,, JFK School Council, Field Day, field trips, etc. In addition many teachers utilize parents/**guardians** to assist in the classroom. If you or someone you know would like to help, please contact the school office. ALL volunteers, when working in the school and supervising students, must have a CORI (Criminal Offender Record Information) background check- this is a state mandate. The form for this check is located in the main office. Please allow several weeks for the CORI results to be posted back to the school before assuming any volunteer activities. To ensure student safety, all of our volunteers must submit a CORI form, which should be updated every three years.

SCHOOL EXPECTATIONS

Attendance

School hours are 8:40 am - 2:55 pm. Please see the Communication section for more information about reporting your student as absent, late, or if there is a change in dismissal plans. The general expectation is that students arrive on time, ready for a full day of learning!

School-Wide Expectations

We stress the Positive Behavior Supports and Interventions (PBIS) model and include common language for behavior expectations, systems to recognize students for meeting and exceeding the expectations, and supports for students who need help meeting the expectations. We believe that this model will make our school environment predictable, positive, supportive, safe and consistent.

In order to address concerns about safety, cooperation and respect, we have systems to increase effective communication between school staff, parents and guardians; and support students so they can be successful. Written notices or phone conversations will provide information to families. The classroom teachers or administration will notify parents/guardians of any concerns.

It is our goal to provide support for students so they can learn the skills necessary to meet the behavior expectations. It is OK to make a mistake, however, it is important to take accountability and repair any harm caused.

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Student Attire

Our goal as a school community is to ensure that all **students** reach their full potential academically, socially and emotionally. Although personal attire is at the discretion of each family, clothing that is worn to school **should** take appropriateness, weather, focus, and safety into consideration. Students should come to school dressed for the important work of education. For example, **clothing** that resembles a bathing suit 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. If clothing is deemed inappropriate for a positive learning environment we will notify parents/guardians immediately. Suitable alternate clothing must be made available for the student (from home or the school) to remain in school.

Lost and Found

It is most helpful if jackets, sweaters, lunch boxes, etc. are labeled with your **student's** name. Lost clothing or personal items that are found anywhere in the building or on school grounds can be taken to the Lost and Found located in the lobby. Students and parents are urged to check this location periodically. About 3-4 times a year, the items are donated. Students should refrain from bringing valuables to school, including iPods, video game systems, etc. Unfortunately, the school cannot be responsible for lost items.

Behavior Concerns

In order to address concerns about safety, cooperation and respect, we have systems to increase effective communication between school staff, parents and guardians; and support students so they can be successful. Direct communication will provide information to families for consistency at home and at school. The classroom teachers or administration will notify parents/guardians via email or phone. Any comments or questions can be included on the notice and will be reviewed by the reporting teacher when the notice is returned to school.

BUILDING SECURITY

CORI/Fingerprinting

Anyone who wants to volunteer in the school at any capacity has to have an updated CORI Form on file in the office. Forms can be found online or picked up in the office. A copy of a valid license should accompany the form in order for it to be processed.

Anyone who wants to volunteer for a Field Trip must be fingerprinted (along with an updated CORI form) beforehand. This is mandated by the State of Massachusetts. The town only accepts fingerprinting from the Identogo Company. You can go to <http://www.identogo.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 JFK office.

Sign-In

Visitors are welcome at our school, and volunteers are an integral part of our programs. In working to meet our responsibility to provide a safe and orderly environment for our students and staff, we have installed a video monitoring system. Our front door will be locked after students' arrival. Please press the doorbell on the white

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box to the right of the front door. The white box will allow two-way communication with the office. After you have identified yourself, the lock will be released electronically and you may enter. Please go directly to the office to sign in and receive a visitor's tag. No one should be on the playground or in the school without a visitor's badge.

Visitors are welcome. Please be advised that all doors are locked during the school day. It is necessary to ring the front door bell (located on the white box to the right of the door) so that the secretary can unlock the door. Upon entering, all visitors must sign the visitor's log in the office and wear a visitor's badge at all times while in the building. **No one should be on the playground or in the school without a visitor's badge.** Any person without a badge will be asked to return to the office. When exiting the building, please check to see that the door is securely closed and locked behind you.

OPERATIONS & LOGISTICS

GENERAL: ARRIVAL & DISMISSAL

School Hours

Supervision begins at **8:20 a.m.** Please do not send your **student** to school prior to this time as there is NO SUPERVISION available before **8:20 a.m.**

We do offer a before and after school daycare program through Kidsborough. Please see more information on our school website.

Students enter classrooms at **8:40 a.m.** Students who have not arrived in **their** classroom prior to the **8:40 a.m.** bell are considered tardy. Students arriving late must report to the office before proceeding to class.

Bus

Please make sure your **student** is familiar with the letter of the bus **they take** to and from school (these may be two different letters). It is helpful to check the local Canton newspapers (*The Citizen and The Journal*) for special information. Please note that the exact times of pick-up cannot be determined until the route becomes routine. Please refer to the Appendix at the end of this handbook for more detailed bus routines and regulations.

Walkers

All students walking to or from school should be taught to observe safety rules on the sidewalk and while crossing streets. When crossing Dedham Street, or Washington Street, students should cross only with the assistance of an adult. Please help your **student** select the safest route to and from school and to understand the importance of safe behavior. Students should not arrive before **8:20 a.m.**, and should leave the school grounds directly after dismissal, as there is no supervision available during non-school hours.

Bicycles

At Kennedy, students are allowed to ride their bikes to school. Students must walk bicycles on school property. A state law requires that all **students** 12 and under must wear helmets while riding bicycles. We highly recommend the use of a lock to secure the bike to the bicycle rack while the student is in school. The school cannot be responsible for lost or stolen bicycles. If your **student** rides a bike to and from school, please reinforce bicycle safety rules on a frequent basis.

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Arrival



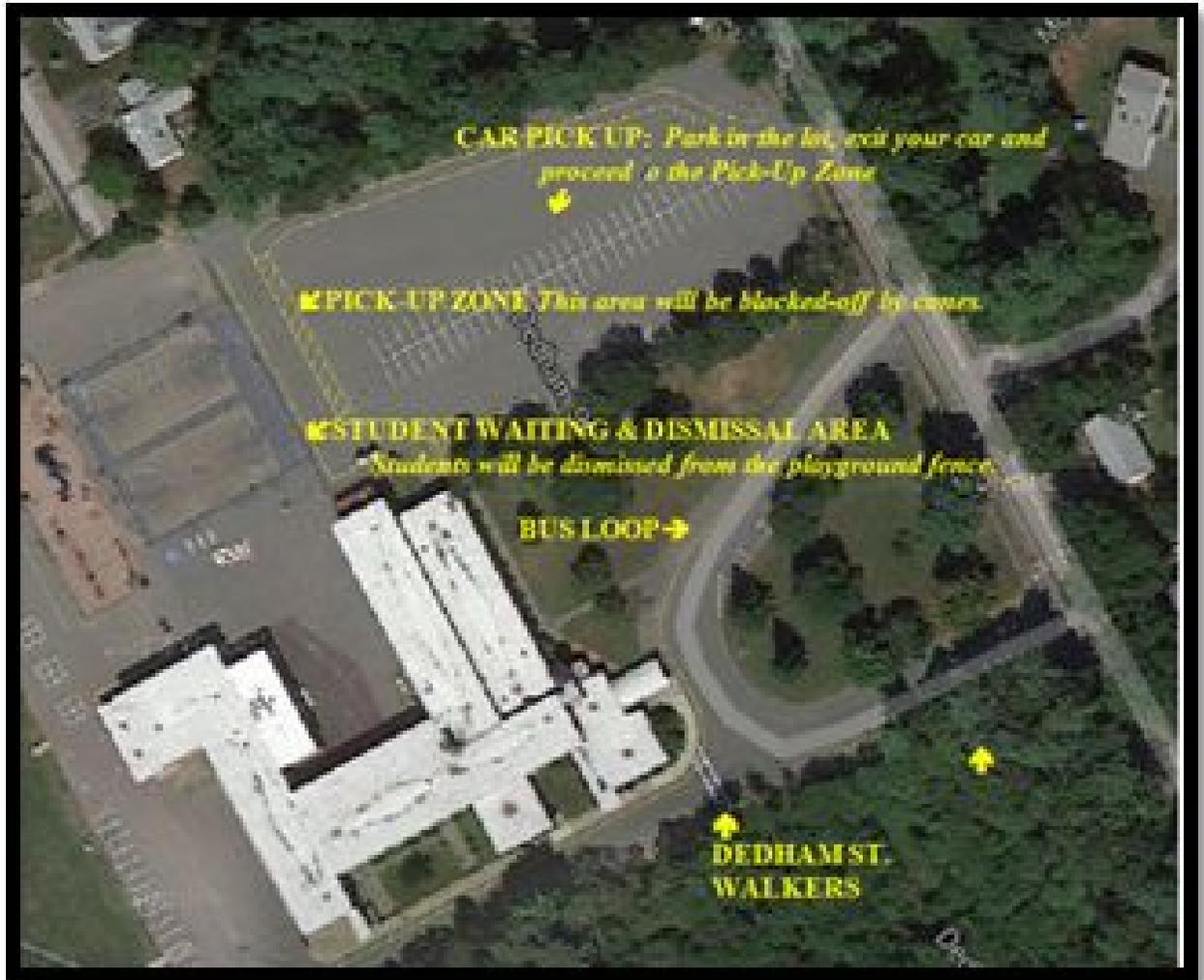
Arrival by Bus: Buses arrive in the circular driveway in front of the school. Students walk on the sidewalk, come in the main entrance, walk through the halls and either come out for AM recess or report to their assigned area for indoor recess.

Arrival by car: All drop-offs are done in the main parking lot. Vehicles follow the drop-off lane and students exit the passenger side of the vehicle in the “drop-off zone” marked by the horizontally striped yellow lines. Multiple students exit cars at the same time to keep traffic flowing and prevent traffic to build up on Dedham St. If you must drop off on the left side of the vehicle or need to unload projects, please park in a space near the lawn and proceed to the main entrance.

NO CARS IN THE BUS LOOP FOR THE SAFETY OF WALKERS AND VAN DROP-OFFS

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Dismissal



Bus Dismissal: The circular driveway is used for bus pick-up only.

Pick-up by car: If you are picking up your **students**, park in the lot to the right of the school. Exit your car and meet your **students** at the playground fence. In order to ensure the safety of all, it is imperative that **students** be escorted through the parking lot. Please be aware of your surroundings as you exit your parking spot and the parking lot.

Walkers: All walkers will be dismissed near the basketball courts. Students will leave school grounds either onto Birchcroft Rd. or walk along the school to exit onto Dedham St.

PLEASE BE ADVISED, THAT FAILURE TO COMPLY WITH THESE REGULATIONS ENDANGERS THE LIVES OF **STUDENTS AND STAFF AND MAY RESULT IN GRAVE CONSEQUENCES.**

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SCHOOL MEALS, SNACKS & MEAL BENEFITS

Breakfast

Breakfast will be available daily to all students from 8:20-8:40. The cafeteria will be supervised and students may go outside (or to their assigned indoor recess location) for the remainder of the morning recess time. There will be a “hot option”, and a la carte items such as muffins, juice, and milk.

Cost/Payment

Elementary Lunch	\$3.00
Reduced lunch	\$.40
Milk	\$.50
Breakfast- Full Price	\$2.00
Breakfast- Reduced Price	\$0.30
Free Lunch and/or Breakfast	\$0.00

Students can pay *with cash* or draw from **pre-paid monies** in their NutriKids account.

Lunch/Recess Schedule

Each lunch period starts with 20 to 25 minutes in the cafeteria, followed by outdoor recess. In the event of inclement weather, the **students** return to their classrooms for an indoor recess.

Meal Benefits

Menu

A menu of school meals will be distributed monthly and is also available on the school website.

NutriKids

Students enter their 4-digit PIN# when they exit the food service line. This system will provide total anonymity for students receiving a Free or Reduced Price Meal Benefit. Their meal purchase will be processed just as it is for all other students.

PIN #s do not change for returning students; new students will receive a letter with the PIN and Student ID number.

Pre-Payment Options

- Students can pre-pay in line using cash or check
- Checks should be made payable to CANTON PUBLIC SCHOOLS FOOD SERVICE DEPARTMENT with the student ID# on it.
- Checks can also be submitted in the secure drop box located outside of the office
- Pre-payments can be made with a credit card, debit card or e-check using the mySchoolBucks.com website (click on the Lunch Menu and Food Services link on the JFK Website) ***There is a convenience fee of \$1.95 per transaction**
- If you have more than one **student** in the district you can handle all online prepayments from the same online account

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- If you would like your **student's** account to be set so that only a school meal may be purchased (not a la carte items) please contact Martha Lawless at 781-921-5060 x 1246

Charge Lunch Policy

Canton Public Schools Food Service Department is a self-funded program. Staffing levels do not allow for the extensive time involved in billing for charged lunches.

Under no circumstance do we want a **student** to go without lunch. If your **student** forgets their lunch, lunch money, or has \$0.00 funds available in their Nutrikids individual student account we will provide your **student** with a lunch consisting of a peanut butter sandwich and the other components offered with the meal on that day. A cheese sandwich will be offered if there is a peanut allergy. You will be billed for the cost of that lunch by the Food Service Department.

More details about the school meals program can be found on the JFK Website (click on the Lunch Menu and Food Services link on the JFK Website). Please contact Martha Lawless, Food Services Director, at 781-821-5060 x 1246 or by calling the JFK kitchen at 781-821-6544.

Snacks and Drinks from Home

- For the safety of the **students**, glass drink containers are not allowed.
- Please do not send soda as a snack or for a lunch drink.
- Snacks sent to school with students should be “healthy.” Students should not bring candy or soda as a snack. Students will be asked to put candy or soda back in their backpacks.

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2020-2021 Canton Public Schools Student/Family Handbook Appendix

School Committee

Chairperson	Kristin Mirliani
Vice Chairperson	Kristian Merenda
Secretary	Nichola Gallagher
Board Member	Maureen Moran
Board Member	Charles Rae

Central Office Administration

Superintendent of Schools	Dr. Jennifer Fischer-Mueller
Assistant Superintendent of Schools	Derek Folan
Director of Student Services	Dianna Mullen
Assistant Director of Student Services	Mehan Byrne
Business Administrator	Barry Nectow
Director of Teaching and Learning	Deborah Rooney
Director of Technology and Digital Learning	Julianne Shore
Facilities Director	Brian Lynch
Food Service Director	Martha Lawless
Nurse Leader	Elizabeth Nightingale
Technology Administrators	Mike Wentland
	Mike Barucci

*****Yellow highlights indicate changes from the prior year district appendix***

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BUILDING RENTAL

LUNCH PAYMENTS

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Proper Administration of Physical Restraint

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Strategic Framework 2018 – 2023

CANTON PUBLIC SCHOOLS

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

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

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

Long-term Strategic Objectives

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

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

1 Achieving Educational Excellence & Ensuring Equity	2 Cultivating School Climate & Culture	3 Transforming Teaching & Learning	4 Achieving District Excellence
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Strategic Areas of Focus

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

Student Learning Outcomes Student School Experience District Responsibilities

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Letter from the Superintendent

September 7, 2020

Dear Canton Parents/Guardians and Students,

This is a start to school like no other. The CPS staff have been working tirelessly to prepare for the reopening of school for all students on September 16, 2020. The School Committee and Canton Teachers Association believe that a phase-in hybrid approach is the better way to start school in such an uncertain time. To best support all students and staff during remote learning, hybrid or all-in, with all safety precautions in place regardless of the model of teaching and learning at that time, the sSchool Handbooks and District Appendix provide information outlining important expectations and common practices across the school system.

Regardless of the unique nature of this school year, our Strategic Framework stands strong. The Long-Term Strategic Objectives are the overarching goals with the more specific Strategic Areas of Focus and the individual School Improvement Plans serving as areas for more detailed planning and action.

Also, in the planning and development of the Comprehensive School Reopening Plan approved by the School Committee on August 6, 2020, we committed ourselves to:

- Student and staff safety
- Equity and advancing excellence
- Rigorous, high quality teaching and learning
- Students' authentic sense of belonging and joy
- Communication and collaboration with stakeholders
- Continuous improvement and reflection
- Adaptive and innovative approaches

The School Reopening Plan provides many details regarding specifics of this year. Like every other year, policies, laws and regulations change, and we adjust our District Appendix and School Handbooks. I strongly encourage you to carefully review these documents including the accompanying signature page to express your understanding of these expectations.

Please contact your school's Principal if you have any questions, comments or concerns so that we can improve our communications with you and better serve every student within the Canton Public Schools.

Respectfully,

Jennifer Fischer-Mueller, Ed.D

Superintendent

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GENERAL INFORMATION

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

A. Residency Requirements

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

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

Exceptions to the residency requirements include:

- (1) students whose families move out of town during their senior year of high school;
- (2) students in any other grade whose families move out of town after April 1st, who would like to finish the current school year and who pay the daily per pupil cost to remain enrolled and any future costs the District incurs on student’s behalf;
- (3) students for whom another community or state agency may pay approved tuition rates; and
- (4) homeless students entitled to a free, appropriate public education in accordance with the provisions of the McKinney-Vento Homeless Education Assistance Act. (See Policy JFABD for additional details). Decisions regarding residency may be appealed to the Superintendent of Schools who may exercise discretion if the situation warrants it. The Superintendent’s decision shall be final.

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B. Investigation

Once the student has enrolled, school principals are required to look into situations in which there is reason to believe that the phone number and the address do not appear to be authentic. The principals will report questionable situations to the Superintendent or his/her designee.

The Canton Public Schools may conduct an investigation into the residency of any student at any time. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may authorize a home visit and/or utilize the Canton Police Department or private investigator to further investigate a residency concern.

C. Removal of Non-Resident Students

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

A student, other than a high school senior, who becomes a non-resident on or after April 1st, may elect to pay the daily per pupil tuition cost, plus any future costs the district incurs on student's behalf, and complete the rest of the school year in his/her present school. Only students whose families move out of town during their senior year of high school will be allowed to complete the school year tuition free.

D. Tuition

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

E. Elementary Neighborhood Schools

Students shall attend their neighborhood elementary school unless there is a space issue, bullying issue, necessary special needs education classroom, or any Superintendent determined compelling reason.

RESIDENCY AND REGISTRATION PROCEDURES

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

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Proof of residency is required to enroll and to remain in the Canton Public Schools. All applicants must submit at least one document from each Category. Students over 18 years of age not residing with a parent or guardian/proxy must provide proof of residency as required below. Separate provisions are provided for students covered under the Homelessness Act (MGL c.76S5).

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

Required Categories for Proof of Residency

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

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<p>student name must be included on lease) <u>and</u> record of most recent rent payment.*</p> <p>* You must submit both of these documents.</p>		
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The Family Education and Privacy Act Massachusetts Student Records Regulations

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (“Regulations”) together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the building principal.

(a) The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H (“Section 34H”) law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. Information about these procedures can be obtained from the building principal.

(b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

(c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Canton Public Schools and who need access to a record in order to fulfill their duties. Such school officials may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with regard to the use and maintenance of education records. The Canton Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials, so long as the

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disclosure is for purposes related to the student's enrollment or transfer.

As required by law, the Canton Public Schools routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request and the name and address of students to third party mail services that have been approved by the Department of Elementary and Secondary Education upon the request of a district or charter school. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the building principal. Absent the receipt of a written objection from the parent/eligible student by at least two weeks from the date of the notice, this information will be released without further notice or consent.

(d) The **right to file a complaint** concerning alleged failures by the district to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

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Protection of Pupil Rights Amendments

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

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

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

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

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

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

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

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

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

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

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

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

Inspection of Materials Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the building

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

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

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

principal. The building principal will respond to requests within ten calendar days. Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

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ACADEMICS

Academic Freedom

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

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

Constitution of the Commonwealth of Massachusetts

Attendance Pupil Absence Notification Program

Chapter 76 Section 1 MGL

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

Chapter 76 Section 2 MGL

Under Massachusetts State Law, Chapter 76, Section 2 provides for duties of parents as follows: Every person in control of a child shall cause him to attend school on a daily basis and, if he fails to do so for seven days sessions or fourteen half-day sessions within a period of six months, he shall, on complaint by a supervisor or attendance officer, be punished.

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

Philosophy

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

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

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

Notification by Parent/Guardian that their Child will be Absent

The parent/guardian will contact the school using the extension and time referenced in the procedure, to call in their student absent or late to school.

Notification by Parent/Guardian not Received (Daily Absences)

Step 1: If a message has not been left, school personnel will call parents/guardians and/or emergency contact person after the start of school. **This call does not replace the need for parents to call on the day of the absence. Additionally, at the elementary level, the child must bring in a signed written note the day the students returns to school.**

Step 2: If a message has been left for the parent/guardian and school personnel do not receive a call back from the parent/guardian or emergency contact person, the district reserves the right to contact Home/School Interventionist and/ or police to request a home well check visit. Typically, the school will contact the Home/School Interventionist or police within 90 minutes of the opening of school.

Step 3: School personnel will speak to and/or meet with family when contact is made to address need for better means of communication.

Notification to Parent/Guardian of Excessive Absences

Step 1: Each year, the school will email/ send letters to families after five absences.

Step 2: State Guidelines mandate that a school investigate when a student is absent for more than seven (7) school days or fourteen (14) half days within a six month period. Upon completion of an investigation, if the school determines the absences are not related to a child's health, a complaint may be filed with the Juvenile Division of the Dedham District Court. This court office is responsible for handling concerns regarding school attendance. Before any court is notified, a warning letter will be sent home and parents will be asked for documentation explaining the absences, followed by a request to come in for a meeting with guidance counselors and school administrators or designee.

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Step 3: (Specific to Canton High School Students): Attendance reports on all students at CHS will be run at each term for each class. Those students with 7 or more absences will meet with administrators to create an action plan. Failure to complete an action plan could result in loss of credit.

Notification to Parent/Guardian of Excessive Tardies

Step 1: Student/Parent will be contacted by a school administrator regarding excessive tardies.

Step 2: Administration will meet with student and parent/guardian and a correction plan will be put into place with required follow up.

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

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

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

Parents may decide not to send their children to school given severe weather conditions. Such absences are **EXCUSED**. Student(s) absent for any such reason will be given the full opportunity to make-up all work for that day.

ENGLISH LANGUAGE LEARNERS

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

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

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

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The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with the No Child Left Behind Act.

20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)

42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)

603 CMR 14.00

If there is a request for translation, please contact your school's ELL department.

Electronic Devices

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

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

Canton Public Schools Responsible Use Policy (RUP) Guidelines for Students

Responsible Use Policy (RUP) Guidelines for Students

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

GSuite for Education Student Accounts

Students in grades **K-12** are assigned a GSuite for Education (formerly Google Apps for Education) account. In addition, students in grades **K-12** are assigned a Canton Public Schools Gmail account for educational use only. GSuite is a suite of web-based software applications that allow for the creation and collaboration of documents, spreadsheets, presentations, websites, email and much more. The benefits for teachers and students include the ability to collaborate and communicate on projects and assignments in real-time online. Students will also have access to their files in Google Apps anywhere they have internet access at any time on just about any type of device. Many teachers use Google Classroom as a learning

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management platform that allows students to access class content and assessments, turn in completed work, and as a digital library for classroom resources.

Students will follow school policies for appropriate use when using any internet-based services like Gsuite Apps, including Gmail. These services are considered an extension of the school's network. Students have no expectation of privacy in their use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement. Students should never share personal information online in public spaces including their assigned GSuite account.

For more information on Google's privacy and security, please [click here](#)

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

Canton Public Schools Responsibilities:

The Responsible Use Policy is based on our requirement by Children's internet Protection Act (CIPA, 2017) to support our protection measures to block and filter internet access to obscene pictures and sites that are harmful to minors. In addition, our internet safety policy must include the monitoring of online activities of minors, we must provide education to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response (CIPA, 2017). Since students may be using the district's technology at home more, a web filtering system will be deployed to each device used outside the school district. However, even with the best of intentions to monitor and filter the internet and online material and content, there are no guarantees that your child might access, acquire or transmit inappropriate content. The Canton Public Schools cannot be held liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools' computer network and/or the internet.

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

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

Student Responsibilities:

I am responsible for practicing positive digital citizenship

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

I am responsible for keeping personal information private

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

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

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

I am responsible for treating others with respect and dignity

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

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

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

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

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

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

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

I am responsible for respecting the works of others

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

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

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

Parent/Guardian and Student Responsibilities:

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

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

Terms and Conditions of the CPS Technology Responsible Use Policy:

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

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

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

Field Trips

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

1. Students will not be allowed to participate in a field trip if it is felt that their participation will be detrimental to the successful completion of any assigned school work unless otherwise addressed with their teacher(s).
2. Students attending field trips are not only responsible for all class material presented the day of the field trip in all of the classes that they miss, but are also responsible for submitting, before leaving the school, any previously assigned work due that day.
3. All school rules remain in effect during a field trip.
4. A list of students attending the field trip will be submitted to three weeks for day trips and 45 days to overnight trip prior to the trip to determine if medication or accommodations are needed. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parents(s) of students with certain health care needs may be offered preferential attendance as a chaperone on a field trip.
5. If medication is needed or may be required on a field trip, the medication administration plan must be completed by the student's parents/guardians and physician and be on file in the nurse's office. If

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appropriate documentation and medication are not on file they will not be allowed to attend the field trip. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip.

6. Students going on a field trip must be in school at the start of the school day. Any student who is tardy to school may lose their opportunity to attend the field trip.

Home or Hospital Instruction

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

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

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

Homeschooling

The Massachusetts General Laws require the school district to determine that a Homeschooling program is equal to public schooling "in thoroughness and efficiency and the progress made therein" prior to approving such a program.

When a parent/guardian of a child between the ages of 6 and 16 wishes to establish a home-based educational program, the procedures set forth below must be followed. Prior to removing the child from public school, the parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment. The following must be included with the notice:

1. The name, age, place of residence, and number of hours of attendance of each child in the home program;

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2. Information about the academic or other qualifications of the individuals who will be teaching the children;
3. The proposed curriculum and the number of hours of instruction in each of the proposed subjects;
4. Names and description of textbooks, workbooks and other instructional aides to be used by the children. The administrator may request access to such materials if necessary to assess the level of instruction in comparison to curriculum of the public schools.
5. Proposed method of assessing each child's progress, to include periodic testing or, in the alternative, an agreed upon form of evaluation, and plans for providing the required portfolio of learning at the end of the school year.

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

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

Pregnant Students

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

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

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

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

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

Promotion and Retention of Students

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

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

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

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

Students Who Permanently Leave School

G.L. c. 76, § 18, sets forth the process for establishing that a student age 16 or older has permanently left school. The statute requires that the administrator of the school last attended by the student:

- Send notice within a prescribed timeline from the student's tenth consecutive absence to the student and parent or guardian in both the primary language of the home, to the extent practicable, and English, which contains information prescribed in the statute. Among other things, the notice must initially offer at least 2 dates and times for an exit interview.
- Convene an exit interview which may proceed without the parent or guardian if the superintendent or designee has made a good faith effort to include the parent or guardian.
- Include a team of school personnel in the exit interview such as the principal, guidance counselor, teachers and other relevant school staff, and give the student information about the benefits of earning a high school diploma, the detrimental effects of leaving school, and alternative education programs and services available to the student.
- For the first 2 years following the student's withdrawal from Canton High School, the district sends annual written notice by first class mail to the last known address of a former student who has not earned a competency determination and has not transferred to another school. The notice informs the student of the availability of publicly funded post-high school academic support programs and encourages the student to participate in those programs.

Transfers and Withdrawals

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

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

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

- To the Department of Children and Families: in cases of suspected child abuse or neglect (603 CMR 23.07(4)(c));

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- To federal, state and local education officials: whose duties require access (603 CMR 23.07(4)(d));
- To appropriate parties in connection with a health or safety emergency: including weapons reports (Mass. Gen. Laws, Chapter 71, Section 37L; 603 CMR 23.07(4)(e)); or
- To a student's new school: Consistent with the Education Reform Act, schools have the authority to transfer a student's complete record to the new school, without prior consent, as long as notice is provided that the school the student is leaving forwards student records. (603 CMR 23.07(4)(g)).

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

Wellness Education

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

Physical Education

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

Excused Physical Activity during Physical Education

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

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Health

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

Notification of Human Sexuality Education

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

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CODE OF CONDUCT

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

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

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

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

BEHAVIOR EXPECTATIONS

The Canton Public Schools have high expectations for student behavior as we strive to reach our goal of fostering an inclusive, reflective and engaged community. Our district emphasizes respectful relationships and uses an educational approach to discipline and asks students and families to use disciplinary action as opportunities to learn from student mistakes. *Disciplinary decisions are designed to correct or prevent undesirable behavior and to help students understand positive behavior and to take responsibility for their actions.* Student Handbooks at each level provide examples of conduct that is prohibited and school-sponsored events. However, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school-sponsored event could lead to discipline, including suspension and in some cases expulsion.

Individual teachers handle most corrective disciplinary action. This action can include a warning, a teacher/student conference, a parent/guardian conference or a lunch or after school detention. More serious infractions are reported to the administration for resolution. Procedures to be followed in the event of a suspension or expulsion are set forth below.

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STATUTORY OFFENSES: CONDUCT THAT MAY LEAD TO EXPULSION UNDER M.G.L. c. 71, §37H and 37H½

1. Weapons, Drugs and Assaults

Under M.G.L. c. 71, §37H, any student who is found on school premises or at a school-sponsored or school-related event, including an athletic game, in possession of a dangerous weapon, or in possession of a controlled substances as defined in Chapter 94C, including, but not limited to marijuana, cocaine, or heroin, may be subject to expulsion from school or the school district by the principal. Additionally any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related event, including athletic games, may be subject to expulsion from school.

Any student who is suspended or expelled from school under the provisions of M.G.L. c. 71, §37H shall have an opportunity to receive educational services and make academic progress during the period of removal as set forth below.

“Dangerous weapons” includes not only knives and guns, but explosive devices and other weapons carried and/or used in a manner to intimidate or with the intent to cause harm to another person. A “dangerous weapon” may also include ordinary items or objects when used in a dangerous or threatening manner. Such items include: pens and pencils, scissors, needles and pins, nails, baseball bats, matches/lighters, tools, etc. Illegal weapons will be turned over to the Canton Police Department.

NOTE: No toy or replica weapons of any kind, including guns and knives, will be permitted on school premises, school grounds, on the bus, or at school-sponsored or school-related events, including athletic games. These items will be confiscated and may result in suspension or expulsion if they are determined by the principal or designee to be in violation of this policy.

In addition, students who engage in conduct set forth in M.G.L. c. 71, §37H may be excluded from extracurricular, or non-academic activities at the Principal's discretion.

M.G.L. c. 71, §37H

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

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

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

2. Felony Complaints and Felony Convictions

Section 37H½ of Chapter 71 of the Massachusetts General Laws allows the principal of a school to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, regardless of whether the alleged conduct occurred at school or in connection with a school-related activity, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. This section also allows a principal to expel a student who has been convicted of or who has admitted guilt with respect to a felony or felony delinquency if he or she determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school.

M.G.L. c. 71, § 37H½

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

3. Due Process Procedures Applicable To Statutory Offenses

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing with the student, to be followed by a formal hearing with the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

The informal hearing with the student will generally take place before the short-term suspension and will include the following:

- (1) Oral and written notice of the charges to the student
- (2) If student denies the charges, an oral or written explanation of the evidence against him/her
- (3) An opportunity to present his or her side of the story and any relevant facts

In the case of danger or a substantial disruption, this process will occur soon after, rather than before, the suspension.

A letter will be mailed to the parent/guardian of the suspended student stating:

- (1) The reason for the suspension
- (2) A statement of the effective date and duration of the suspension

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(3) A statement regarding whether the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H.

When considering the suspension/exclusion of a student charged with or convicted of a felony, the Principal will use the standards and procedures set forth in M.G.L. c. 71, §37H^{1/2}. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his or her parents/guardians to review the charge and the applicable standards if the Principal deems appropriate.

CONDUCT OTHER THAN STATUTORY OFFENSES (M.G.L. c. 71, §37H^{3/4})

Conduct of concern in a school setting that is not covered by M.G.L. c. 71, §§37H and 37H^{1/2} may result in disciplinary action up to and including long term suspension (up to 90 days) from school. The administration will determine the consequences for serious infractions of the Code of Conduct and avoid using long-term suspension from school (i.e., more than ten days cumulative in a school year) as a consequence until alternatives have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district member who can provide more detailed information.

DUE PROCESS PROCEDURES THAT APPLY TO DISCIPLINE FOR CONDUCT

OTHER THAN STATUTORY OFFENSES

A. In-School Suspension for Less than 10 Cumulative Days During a School Year

An in-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive days, or no more than ten school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, does not count as removal for purposes of calculating school days. In-school suspension may be used as an alternative to short-term suspension for disciplinary offenses.

The procedure for an in-school suspension of no more than ten (10) school days (consecutive or cumulatively for multiple infractions during the school year) is as follows:

1. The administrator will inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, he or she will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.

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2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the student's parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent/guardian after making and documenting at least two (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

3. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior, if such meeting has not already occurred (see above). The administrator shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or other method of delivery agreed to by the principal and the parent/guardian.

In-school suspension for 10 days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.00. If a student is placed in an in-school suspension for more than 10 days, consecutively or cumulatively during a school year, such suspension is deemed a long-term suspension, and subject to the procedures for long-term suspension found at page 33.

B. Short-Term Suspension

A short-term suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a short-term suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will provide the student and his/her parent/guardian oral and written notice and an opportunity for a hearing on the charge.

1. **Notice:** Written notice of the offense shall be provided to the student and parent/guardian in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice will include the following:
 - a. the disciplinary offense;
 - b. the basis for the charge;
 - c. the potential consequences, including potential length of student's suspension;
 - d. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - e. the date, time, and location of the hearing; and

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- f. the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

Written notice may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent/guardian.

2. Efforts to Involve Parent/Guardian: In addition to the written notice, the administrator will make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.
3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
4. Decision: Based on the available information, including mitigating circumstances, the administrator shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed. The administrator will provide written notice to the student and parent/guardian of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

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

C. Long-Term Suspension

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular or school-sponsored events, or both, shall not count as removal in calculating school days.

Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, §37H or M.G.L. c. 71, §37H½ no student may be placed on a long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

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Except in the case of an Emergency Removal as provided on page 34, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. **Notice:** The notice will include all of the components for a short-term suspension in section B above, plus notice to the student and parent/guardian of the following additional rights:

- a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense;
- c. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d. the right to cross-examine witnesses presented by the school district; and
- e. the right to request that the hearing be recorded by the administrator, and to receive a copy of the audio recording upon request. If a request is made to record the hearing, the administrator shall inform all participants before the hearing that an audio record will be made and that a copy will be provided to the student and parent/guardian upon request.
- f. The notice shall also include notice of the right to appeal the administrator's decision to the superintendent.

2. **Format of Hearing:** At the hearing, the student will be afforded all of the rights afforded a student in a short-term suspension hearing, plus the additional rights set forth in the Notice of Hearing (above). The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. **Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian.

If the administrator decides to suspend the student on a long-term basis, the written determination will:

- a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- b. Set out the key facts and conclusions reached;
- c. Identify the length and effective date of the suspension, as well as a date of return to school;
- d. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 consecutive days);
- e. Inform the student of the right to appeal the decision to the superintendent or designee, but only if the discipline imposed is a long-term suspension. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective

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date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that

- the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

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

D. Emergency Removal

Notwithstanding the provisions for short or long-term suspensions set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the administrator will:

- Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian as provided in Section B or C above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent/guardian.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of Section B or C above, as applicable.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

E. Appeal to the Superintendent

A student who is placed on long-term suspension following a hearing with the administrator shall have the right to appeal the administrator's decision to the superintendent. A notice of appeal must be filed with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

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The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days.

The following apply:

- The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a hearing day and time that would allow the parent/guardian to participate. The superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision. The decision of the superintendent constitutes the final decision of the school district.

GENERAL INFORMATION REGARDING DISCIPLINE

1. Parents and legal guardians are strongly urged to accompany their child upon returning to school following a suspension.
2. The Principal shall provide written notification to the Superintendent if the student does not return to school upon completion of his/her suspension.
3. As part of a school wide education plan, the Principal shall inform the student and the parents of opportunities the student will be given to continue their academic progress during the term of the suspension. The student shall be given access to class assignments and retain the ability to take quizzes and tests upon their return to school. The Principal shall also provide the student and the parents with a list of available alternative educational services which may be utilized during a suspension of more than 10 consecutive days.
4. The Principal shall ensure that all personnel assigned to his/her school report in writing to him/her an incident involving a student's possession or use of a dangerous weapon on school premises at any time. The Principal shall file a report concerning the weapon with the Superintendent. The Principal shall file copies of said weapon report with the local Chief of Police, the Department of Children and Families, and the Director of Student Services, who shall arrange an assessment of the student involved in said weapon report. The student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Department of Elementary and Secondary Education. Upon completion of a counseling session, a follow-up assessment may be made of the student by those involved in the initial assessment.
5. Where appropriate, school officials may work with parents to arrange for the assessment of a student who has engaged in misconduct.
6. A student transferring into the Canton Public Schools shall provide the building Principal with complete school records. Said records shall include, but not be limited to, any incidents involving suspension(s)/expulsion(s) or violation(s) of criminal acts or any incident reports in which such student was previously excluded from school.
7. The Principal shall notify the Canton Police Department whenever a student has committed an assault/assault and battery upon a school staff member, an assault/assault and battery by means of a dangerous weapon, is in possession of a dangerous weapon, distributes a controlled substance, including alcohol, or is in possession of a controlled substance, including alcohol, for the second/subsequent time.
8. The Principal may, at his/her discretion, notify the Canton Police Department whenever a student is in possession of a controlled substance, including alcohol, for the first time, or commits a delinquent/criminal act in violation of federal or Massachusetts law not specified in the above paragraph.
9. All discipline reports and records are confidential and cannot be disclosed to other parents.

POLICIES THAT ADDRESS PARTICULAR CONDUCT

Drug and Alcohol Abuse Policy

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

1. Any student found using, selling or distributing prescription or illegal drugs or alcohol, or possessing any type of drug paraphernalia, including vaping products, in school, on school grounds, or at a school-sponsored event, will be immediately turned over to the police and **will**

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be subject to suspension from school. Students in possession of prescription or illegal drugs are subject to expulsion by the Principal.

2. Any teacher who believes that a student may be using drugs, alcohol or vaping will report the matter immediately to the school administration. If, after an assessment **by the school nurse**, the administration believes that the student may be using drugs, alcohol or vaping, the student's parent(s) will be notified.
3. The referral, counseling, and re-entry policy for the high school will be as determined by the Principal or his/her designee.
4. The Principal will take appropriate actions against any student found to be in possession of, consuming, or under the influence of drugs, alcohol or vaping, on school property, or at a school-sponsored event. (Note: It is not a violation of this policy for a student to take a medication specifically prescribed for the student's own use by his/her doctor.) Students must take such medication in the nurse's office.)
5. On-site school administrators retain final authority in determining what constitutes a prohibited drug and in evaluating potential danger.

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

First violation:

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

Second violation:

1. A ten (10) day out-of-school suspension will be imposed and a ten (10) consecutive school month period of ineligibility will be applied for all athletic and extra-curricular activities. If the student, of his/her own volition, becomes a participant in an approved drug and alcohol program the student may be certified for reinstatement in all school programs after a minimum period of five (5) consecutive school months. Such certification must be issued by the director or a counselor of the drug and alcohol program.

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2. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Hazing Policy

Definition of Hazing

The Canton Public Schools defines hazing as any conduct or method of initiation into any student group, whether on or off school premises, which willfully or recklessly produces mental or physical discomfort, embarrassment, harassment, or ridicule. (MGL Chapter 269; Section 17, 18, and 19.)

Discipline Action

Anyone involved in any act of hazing may be subject to suspension or removal from the team or activity and may receive school suspension up to 90 days.

If during the investigation of a potential hazing case, it is determined that the actions are deemed to involve other violations, such as harassment, bullying or a lack of Title IX compliance, the CPS policies dealing with those areas will be followed as well. When necessary and allowed by MGL, police may be involved.

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

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

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

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School Disruptions

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

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

School Safety Concerns

If a student is asked to leave school for emotional or anger management reasons, where appropriate, the district will work with the parents to arrange for evaluation by a psychiatrist/psychologist to assess whether the student may be a danger to self or others.

BULLYING PREVENTION AND INTERVENTION

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

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

Prohibition Against Bullying

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

Acts of bullying, which include cyberbullying, are prohibited:

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

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

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

Definitions

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

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

Cyberbullying, as defined in M.G.L. c. 71, § 37O, is bullying through the use of technology or electronic devices, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

- i. The creation of a web page or blog in which the creator assumes the identity of another person or
- ii. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v) of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

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

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

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. **All school staff (including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals) are required to immediately report any instance of bullying or retaliation they witness or become aware of to their building principal using the CPS Suspicion of Bullying Reporting Form.** The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

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

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

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

Pre-Investigation/Ensuring Student Safety

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

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

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

Complaint Investigation

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

Determinations

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

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

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

Obligations to Notify Others

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

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

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

Disciplinary Action and Response To Bullying

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

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

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

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

Promoting Safety for the Target and Others

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

False Accusations

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

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Problem Resolution System

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

POLICY PROHIBITING AND ADDRESSING HARASSMENT

In accordance with our Nondiscrimination Policy the Canton Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, gender identity or disability. Consistent with our Policy Prohibiting and Addressing Bullying, Canton Public Schools specifically prohibits all conduct that creates an intimidating, hostile environment for others. However, such conduct based upon the protected classifications described above requires particular attention.

A. Definitions

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability, when such communication or conduct is sufficiently serious to interfere with an employee's job duties or with a student's ability to participate in or benefit from his/her educational programs or school sponsored-events. By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

Sexual Harassment. Sexual harassment includes not only the types of conduct listed above that is based upon gender, but can also includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

B. Harassment and Retaliation Prohibited

Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

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C. Reporting & Investigating Incidents Of Harassment

Canton Public Schools will promptly investigate every complaint of harassment. If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should immediately inform the building principal or the Non-Discrimination/Harassment Coordinator for the district Stephanie Shapiro. The Coordinator can be reached at Canton Public Schools, 960 Washington Street, Canton, MA 02021 or by telephone at 781-821-5060 ext 2107. If you do not wish to discuss your claim with either of these administrators, notify the Superintendent of Schools. Any allegation of harassment by the Superintendent should be addressed to the Chair of the School Committee. To see School Committee contact information, [click here](#).

The Coordinator or Designee will promptly investigate any complaint of harassment.

If the Coordinator or Designee determines that harassment or retaliation has occurred, he/she will take effective steps reasonably calculated to end the harassment, to eliminate any hostile environment and its effects, and to prevent the harassment from recurring

In certain cases, the harassment of a student may constitute child abuse under MA Law. The Canton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

Nothing in this policy is intended to restrict the Canton Public School's authority to address conduct that is inappropriate for a school setting, whether or not it meets the definition of harassment.

D. Closure of a Complaint

When an investigation has been completed, school personnel will inform the complainant of the results and notify the Coordinator

State and Federal Agencies

The Canton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for students is the United States Department of Education Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109 (telephone 617-289-0111) (TTY: 1-800-877-8339). The state agencies responsible for enforcing such laws are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-2310) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

SEARCHES AND INTERROGATIONS

Searches by Staff

Students' school lockers, **including cubbies**, remain the property of the school and are subject to inspection at any time by school officials.

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In the event that school administration has reasonable suspicion to believe that a student has in his/her possession or otherwise in his/her vehicle, locker or belongings, evidence that a student committed a crime or violation of the disciplinary policy, the school administrator may conduct a search. Students, their bags, backpacks, lockers, electronic devices and vehicles on school property or at school-sponsored events (on or off school property) as well as other items/areas may be the subject of such a search.

The Canton School Department may periodically utilize police K9's under the direction of the Canton Police Department to search school property and the surrounding campus for the presence of controlled substances, drugs or explosives.

School officials are authorized to question students about information that is relevant to the performance of their duties, including enforcement of school rules.

Formal Interrogations by Police

When law enforcement officials seek to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will generally make an effort to contact the student's parent or guardian so that the responsible individual may be notified of the situation.

TOBACCO/ELECTRONIC CIGARETTE 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 (including chewing tobacco) 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. Electronic Cigarettes/Vape are covered under the Drug and Alcohol Policy. The policy can be found [here](#).

TRANSPORTATION/BUS BEHAVIOR

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

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

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

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

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COMMUNICATION

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

BLACKBOARD CONNECT

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

CHAIN OF COMMUNICATION

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

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

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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.

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

REDIKER PORTALS

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

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

MEDIA RELEASE/DIRECTORY INFORMATION

Throughout the course of the school year, opportunities often arise for placing student work, names and or photos/video/audio in newsletters, on local cable television in local newspapers such as the Canton Citizen and the Canton Journal, and on the Canton Public Schools' website, individual school websites, external websites (e.g., Kidblog) and other forms of social media (e.g., Twitter). If you do not respond, we will assume, a "Yes" reply - that you give permission to include your child in various media, including social media. The Media Release can be found on the Handbook Signature Page.

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

RELATIONS WITH PARENT ORGANIZATION

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:

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

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

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

SCHOOL CANCELLATION, DELAYS, OR CLOSING DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

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

Cancellation

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

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

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

Please do not telephone the Police Department, Fire Department or the Department of Public Works to ask about NO SCHOOL, or DELAYED OPENING announcements. Each of the foregoing must make and receive many important telephone calls of an emergency nature, and your telephone call only interferes with the performance of their duties at a critical time in the morning. Please wait for the phone call from the Superintendent, check the website, listen to the radio stations, or watch the morning news stations listed above.

Early Closing

Notification: If severe weather conditions develop during the school day and the decision is made by the Canton Schools’ Administration to close the schools early, parents and guardians will receive an automated recorded message from the Superintendent. An announcement will be carried by the television and radio stations listed above. In the event of severe weather, please listen to your radio or watch your television for possible announcements. Do not call the school or the Administration offices

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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.

STUDENT COMPLAINTS AND GRIEVANCES

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

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

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FACILITIES

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

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

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FINANCIAL--FEES AND PAYMENTS

BUILDING RENTAL

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

LUNCH PAYMENTS

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

ONLINE PAYMENTS

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

- ACH (E-Check) Payments \$0.25 now being accepted for all purchases except Food Services. The \$0.25 program fee will be added to your total at the time of checkout and paid directly to myschoolbucks. The \$0.25 program fee is per \$500.00 in total transactions. If your transaction exceeds \$500.00, you will be charged an additional \$0.25 and your bank statement will show two transactions.
- Credit Card Payments: There will be a 3.95% program fee added to your total purchase at the time of checkout and paid directly to myschoolbucks.
- Food Services Payments Only: There will be a \$1.95 program fee added to your purchase at the time of checkout and paid directly to myschoolbucks. Maximum addition to your student's meal account is \$120.00 per transaction.

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

STUDENT FEES, FINES, AND CHANGES

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

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

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

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

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

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

STUDENT FUNDRAISING ACTIVITIES

The school committee fundraising policy will be reviewed during the 2019-2020 school year.

STUDENT GIFTS AND SOLICITATIONS

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

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

TRANSPORTATION FEES

See Transportation Section.



FOOD SERVICES

GENERAL INFORMATION

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

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

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

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

FREE AND REDUCED PRICE MEALS APPLICATIONS

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

PURCHASING SCHOOL MEALS

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 \$1.95. 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.

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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 at 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.

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HEALTH SERVICES

CONFIDENTIAL HEALTH INFORMATION/MEDICAL SERVICES/ 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, staff, and Emergency Services only on a need-to-know basis to maintain the health and safety of your child.

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

Students with an acute injury (fracture, sprain or other condition) that requires the use of crutches, or a wheelchair, should notify the school nurse prior to the return to school. The school nurse will work with parents/guardians to develop appropriate accommodations and notify appropriate personnel.

COMMUNICABLE DISEASE GUIDELINES

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

<u>Disease</u>	<u>Recommended Minimum Absence From School</u>
Chicken Pox	From first eruption until lesions are crusted over, child is fever free for 24 hours, and until 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.

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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 first dose of medicine, no drainage, and doctor's note provided, clearing for re-entry
Pinworm	From diagnosis until 24 - 48 hours after treatment and doctor's note provided, clearing for re-entry
Head Lice	From diagnosis, until first treatment - student must be checked by school nurse and approved for re-entry

CONCUSSION POLICY

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

ELEVATOR

The elevator is available exclusively for students with a physical disability or injury. The school nurse will meet with the students to discuss guidelines for use of the elevator and to issue a key 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 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 accommodation plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip, as needed.

FOOD ALLERGY MANAGEMENT

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

FORMS

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

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HEALTHY DECISION MAKING

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

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ILLNESS/INJURY AT SCHOOL

Students who become ill or injured during the school day are requested, when possible, to notify their teacher before going to the health office. Middle and high school students are requested, when possible, to obtain a written pass to see the school nurse. The exception would be in an emergency situation. All accidents that occur on school property must be reported to the teacher and the school nurse. Students with minor health concerns will be treated and sent back to class. The school nurse does not contact each and every parent when a student comes to the nurse. The school nurse will make the determination of parental contact based on his/her assessment as well as the need for observation and/or follow-up. More serious health conditions will be referred to a parent/guardian, physician or counselor. Parents/Guardians are responsible for the care and transportation of their child, who cannot stay in school.

The school nurse will determine if the student requires dismissal for an illness or injury and will call the parent/guardian to make transportation arrangements. Students are requested to not call parents/guardians to be picked up from school without seeing the school nurse for health assessment.

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.

ILLNESS REQUIRING ABSENCE FROM SCHOOL

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

Keep your child home if he/she:

- 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 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 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. It is essential to keep your telephone contact numbers and the emergency contacts updated as they will be needed 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.*

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IMMUNIZATIONS

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

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

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

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

INSURANCE

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

LATEX PRODUCTS

The use of latex balloons and other latex products are not allowed in the school.

MEDICATION POLICY

Prescription Medication: Students requiring prescription medications, including inhalers, during the school day must have signed medical orders from a health care provider and permission from 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 and from school.**

Medications should be administered before and after school whenever possible.

All medication must be taken in the Health Office except for certain medications, which may be carried by the student, based on their health care needs with the authorization and planning of the health care provider, parent/guardian and school nurse. There is additional planning and paperwork required for a student to self-administer an inhaler. Please notify the nurse to assist with the planning process.

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. The Health Office also has a list of Standing Orders from the school physician for treatment of minor injuries and/or illnesses.

NUTRITION

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

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

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

PHYSICAL ACTIVITY EXCLUSION

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

PHYSICAL EXAMINATIONS

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

REST

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

SCHOOL ENTRY REQUIREMENTS

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

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

SCHOOL NURSING TEAM

Members of the **School Nursing Team** are essential members of the school’s multidisciplinary team in advocating for the student’s health needs in relation to the entire school community. The school nurses teach individual students, parents and staff about health and wellness issues and strive to promote an understanding of

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student health needs. Members of the School Nursing Team may conduct or assist in teaching lessons on age appropriate health topics such as hand hygiene, nutrition, mental wellness, and growth and development. The team works in collaboration with the wellness and guidance staff to provide information and assist in presentations based on the needs of the student population.

SCREENINGS

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

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

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

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

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

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



RIGHTS

NON-DISCRIMINATION NOTICE

The Canton Public Schools (“District”) does not exclude from participation, deny the benefits of, or otherwise discriminate against individuals on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age, homelessness, active military/veteran status, or any other category protected by state or federal law in the administration of its education and employment policies, or in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); Title IX of the Education Amendments of 1972 (Title IX); Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1974 (Age Discrimination Act), the Boy Scouts of America Equal Access Act, and the implementing regulations for these laws. The District’s policy of non-discrimination extends to students, staff, the general public, and individuals with whom it does business. (School Committee Policy on Non-Discrimination and Harassment, Policy AC).

Any person who feels his or her rights have been violated under any of these provisions may contact the following individuals who have been designated to handle inquiries regarding the District’s non-discrimination policies:

<p>Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 bromfieldd@cantonma.org</p>	<p>Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org</p>
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In addition, a complaint may be filed using the [District’s Discrimination and Grievance Procedures](#).

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SECTION 504 OF THE REHABILITATION ACT

The Canton Public Schools is committed to a policy of nondiscrimination against qualified persons with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended (ADA).

Section 504 of the Rehabilitation Act (1973) is a federal civil rights law that protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Specifically, Section 504 requires that “No otherwise qualified individual with disabilities in the United States...shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance....” For more information on Section 504 referral, eligibility and complaint procedures, please consult the [District’s Section 504 Eligibility Guidelines and Procedures](#) available on the District’s website. A copy may also be obtained through the Student Services’ Office or your school principal.

DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a change in placement for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student’s disability. A change in placement results where a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitute a pattern of shorter suspensions accumulating to 10 school days during the school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student’s disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student’s ability to benefit from his education. If the conduct is not directly related to the student’s disability, the district may discipline the student as it does general education students.

HOMELESS CHILDREN AND YOUTH/FOSTER CARE

The McKinney-Vento Act is designed to remove barriers to enrollment and retention in school of homeless children and youth. A homeless child is defined broadly as “any child or youth without a fixed, regular, and adequate residence.” These students include those who are “doubled up” with friends or relatives (sharing the housing of others due to loss of housing, economic hardship), runaways, those awaiting placement by DCF, unaccompanied youths, as well as others.

Students who are homeless have the right to stay in the school district they attended prior to the loss of housing and the right to be transported to their school of origin from their temporary housing. In the alternative, the

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student may choose to attend school in the district where their temporary housing is located. In the event a homeless student does not have the documents usually required for enrollment, such as proof of residency, school records, or proof of immunizations, the district's Homeless Education Coordinator will assist students in obtaining these records and further provide for school attendance while doing so. Questions regarding our policy for homeless students can be directed to our Homeless Coordinator.

Children in Foster Care

Federal law, *Every Student Succeeds Act* (ESSA), ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the District is committed to supporting efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

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

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

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

District Foster Care Point of Contact (POC)

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

The POC is responsible for the following:

- Participating in the process for making best interest determinations in collaboration with DCF representatives, and documenting those determinations;

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- Ensuring school enrollment and attendance of students in foster care and timely transfer of records, as needed;
- Developing and implementing procedures for providing and coordinating cost-effective transportation, as needed; and
- Facilitating professional development for district staff as needed to promote educational stability for students in foster care.

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

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

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

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

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

Grievance Procedures

Any person who feels his or her rights have been violated or any person with inquiries or complaints concerning the District's compliance with Title VI (Civil Rights Act of 1964), Title IX (sex discrimination), Section 504

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(disability discrimination), the Americans with Disabilities Act (ADA) (disability discrimination) or Chapter 622 (Massachusetts Equal Educational Opportunity law) is encouraged to contact the following compliance officers who have been designated to coordinate the District’s efforts to comply with these laws:

FOR SECTION 504 AND ADA COMPLAINTS PLEASE SUBMIT TO:	FOR TITLE IX AND CIVIL RIGHTS COMPLAINTS PLEASE SUBMIT TO:
<p>Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 bromfieldd@cantonma.org</p>	<p>Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org</p>

Inquiries and complaints may also be made to building level administrators authorized to resolve such complaints or by using the Grievance Form available on the District’s website. A list of building based personnel authorized to resolve informal complaints is provided in the District Family/Student Handbook Appendix.

I. Informal Complaints

Students, families, District employees and other third parties are encouraged, where appropriate, to attempt to resolve complaints regarding an alleged discriminatory practice or incident on an informal basis. Upon receiving an informal complaint regarding an allegedly discriminatory practice, the school official shall attempt, within their authority, to work with the individual to resolve the complaint fairly and within a reasonable timeframe. Most informal complaints should be able to be resolved within 10 school days. The District will inform the parties of the outcome or resolution of the complaint at the end of the process.

When appropriate, an informal complaint may be referred to the appropriate compliance officer for formal review and investigation. Anyone who does not wish to seek informal resolution of their discrimination complaints, or who is dissatisfied with attempts at informal resolution, may also present their complaints directly to the designated compliance officer.

II. Formal Complaints

A student, family, District employee, or third party may file a formal complaint by filling out a [Discriminatory Practice Review/Grievance Form](#) available on the District’s website. A complaint should be filed as close to the incident as possible, as complaints are more easily resolved at the time of the incident. In the event a student or complainant is unable to complete the grievance form the compliance officer or designee shall take such information in person.

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Any principal who receives a report of alleged discrimination or harassment, either verbal or written, shall put it in writing within 48 hours and forward it to the appropriate compliance officer.

- After receiving a formal written complaint, the compliance officer or designee will, within five (5) school days, acknowledge the complaint, and give notification to the appropriate school/personnel identified in the complaint and to the individual against whom the complaint has been filed.
- The compliance officer or designee shall make a thorough and expeditious investigation of the complaint, in as confidential a manner as possible, to ensure prompt and appropriate action. At a minimum, the investigation shall include contacting the complainant and the person against whom the complaint was filed. Both parties shall be provided an opportunity to present witnesses and other evidence.
- When the investigation has concluded, the results of the investigation shall be reduced to written findings of fact. The person filing the complaint and the person alleged to have committed the conduct will be informed of the outcome of the investigation, including a determination of whether a discriminatory act has occurred. All notice to parents must comply with applicable state and federal privacy laws and regulations.
- A copy of the final determination as to whether a discriminatory act has occurred shall be furnished to the appropriate administrator/supervisor, and the Superintendent of Schools.

Most complaints are resolved within thirty (30) school days after the formal complaint is received. If more than thirty (30) school days is required for the investigation, the compliance officer or designee will inform the complainant and the person against whom the complaint was filed of the need for extended time and the reason why additional time is required to complete the investigation. If additional extended time is needed this step may be repeated every (30) school days until the complaint is resolved.

If a complaint is substantiated, action will be taken to correct the discriminatory or harassing behavior, prevent any future occurrence, and remedy the effects of the discrimination or harassment on the complainant and others, as appropriate. Retaliation of any form or for any reason is strictly forbidden.

A party not satisfied with the outcome of an investigation or the resolution reached through either the informal or formal resolution procedures detailed above, may submit a written appeal to the Superintendent of Schools within thirty (30) days of the resolution of the informal complaint or the compliance officer or designee's determination. The Superintendent of Schools or designee will respond, in writing, within fifteen (15) working days.

State and Federal Remedies

Using the Canton Public School District's complaint process does not prohibit students and families from also filing a complaint with a state or federal agency. Most of these agencies have a limited time-period for filing a claim (OCR – 180 days; ESE – within same school year)

United States Department of Education Office for Civil Rights (OCR)
5 Post Office Square

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8th Floor
Boston, MA 02109
(617) 289-0111

Massachusetts Department of Elementary & Secondary Education (ESE)
75 Pleasant Street
Malden, MA 02148
(781) 338-3000

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights:

603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of student's’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student’s age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms: The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

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- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such

information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record
- (d)

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy

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of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is

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required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 - 1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. the parent has been denied visitation, or
 - 3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - 4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive

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shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

Family Educational Rights and Privacy Act of 1974,

P.L. 93-380, Amended, P.L. 103-382, 1994, M.G.L. 66:10 71:34 A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002

603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12

Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995

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Non-Custodial Parents' Rights

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. The parent has been denied visitation, or
 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

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Maintenance of Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The School Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

Family Educational Rights and Privacy Act of 1974

P.L. 93-380, Amended P.L. 103-382, 1994

M.G.L. 66:10 71:34A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.

603 CMR: Dept. Of Elementary and Secondary Education 23.00 through 23:12

Mass Dept. Of Education publication, Student Records: Questions, Answers and Guidelines, Sept. 1995

Transfer of Student Records

Notice: Canton Public School District forwards student records to schools in which a current or former student seeks or intends to enroll. (click [here](#) for further information on transferring and withdrawing and student records.)

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SAFETY AND SECURITY

EVACUATION/FIRE DRILLS AND LOCKDOWNS

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

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

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

MICHAEL'S LAW

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

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

1. Safety Assessments on school property to prevent injuries and accidents.
2. Ongoing relationships of Canton School Administrators with fire and police chiefs as required under the Multi-Hazard Evacuation Plan.
3. Accessibility to 911 Emergency Response and associated protocols.
4. Contact information for each school's Crisis Team members and a Canton Crisis Phone Tree, each with telephone and extensions, and cell phone numbers for rapid accessibility.
5. Medical Emergency Protocols posted in all public areas on campus with instructions on how to activate the local emergency medical services (EMS).
6. Cardiopulmonary Resuscitation (CPR) and First Aid Training.
7. Medical Emergency Response Drills.
8. Presence of Automated External Defibrillators (AEDs) in all school buildings.

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POLICY ON RESTRAINT OF STUDENTS

The Canton Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Purpose

The purpose of this policy is to ensure that every student attending the Canton Public Schools is free from the unlawful use of physical restraint. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Use of Restraint

Physical restraint⁵ shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances. Prone restraint⁶ is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

- (a) as a means of discipline or punishment;
- (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

⁵ Physical restraint shall mean direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. [603 CMR 46.02.](#)

⁶ Prone restraint shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position. [603 CMR 46.02.](#)

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(c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;

(d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include the use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Mechanical restraint⁷, medication restraint⁸, and seclusion⁹ shall be prohibited in public education programs. Seclusion does not include a time-out, as defined within the Regulations.¹⁰

The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

Proper Administration of Physical Restraint

Only Canton personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. Nothing in this policy shall preclude a teacher, employee or agent of the Canton Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Staff Training

All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

⁷ Mechanical restraint shall mean the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. 603 CMR 46.02.

⁸ Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior.

⁹ Seclusion shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

¹⁰ Time-out means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

Additionally, the school must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

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Reporting Requirements

Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

The Principal or designee shall review restraint data weekly to determine whether one or more students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the student's progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

Prevention of Dangerous Behavior

As set forth in the Regulations, the Canton Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

Parent Engagement

In accordance with the regulations, the Canton Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

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Complaint Procedures

A student or representative who has a complaint regarding the District's restraint practices may report the matter to the building principal. In the event the principal is alleged to have engaged in improper restraint practices, the report should be made to: Canton Public Schools Director of Student Services
960 Washington Street Canton, MA 02021 781-821-5060 Ext. 1244

Complaints must be filed in writing within 30 school days of the event giving rise to the complaint and must include (1) a description, in as much detail as possible, of the alleged events; (2) the date and location of occurrence; and (3) all persons who have knowledge of the events (witnesses), as can be reasonably determined.

District personnel will investigate the reported events, including interviewing witnesses deemed necessary and appropriate to determine the facts relevant to the complaint. Such investigation will generally be completed and a written disposition made within twenty school days of receiving the complaint. If this timeline is not met, the reason(s) for not meeting will be documented.

Employees should note that violation of this policy (i.e., the Regulations) may result in disciplinary action, subject to applicable procedural and contractual requirements. It is understood that in the event a resolution contemplated by the Canton Public Schools involves disciplinary action against an employee, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to cease specific conduct with respect to the complainant).

If the complaint is not satisfied with an initial disposition, the grievant may appeal to the Superintendent, who can be contacted as follows:

Canton Public Schools Superintendent of Schools
960 Washington Street Canton, MA 02021 781-821-5060 x 1125

Additional information, including a copy of the regulations, can be obtained from the Director of Student Services who can be reached at 781-821-5060 x1244. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html.

SCHOOL RESOURCE OFFICERS

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

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VOLUNTEERS and CHAPERONES

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

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SPECIAL EDUCATION

DISCIPLINE OF STUDENTS with SPECIAL NEEDS and STUDENTS WHOSE ELIGIBILITY for SPECIAL EDUCATION SERVICES is SUSPECTED

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300, et. seq., (“IDEA”) provides eligible students with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students.

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations require that additional provisions be made for students with disabilities. The principal shall notify the Administrator of Special Education of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

Generally school personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 cumulative days (to the extent those alternatives are applied to students without disabilities) Generally after a child with a disability has been removed from his or her placement for ten school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; As appropriate, a manifestation determination a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior will be conducted. *See* 34 CFR 300.530(d).

Short-Term Removals

Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student’s disability. Students may be removed for periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitute a “change of placement” as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student’s IEP goals, as determined by the principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

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Change of Placement

A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a “change in placement.” Prior to a suspension that constitutes a change in placement, the student’s Team, including the student’s parents/guardians, must convene to determine whether the behavior is a manifestation of the student’s disability. In making this determination, the Team must review all relevant information in the student’s file, including the IEP, teacher observations, and any relevant information provided by the parents/guardians, to determine if the conduct was caused by, or had a direct and substantial relationship to the student’s disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination

If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury

Regardless of the Team’s decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or (3) has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team’s decision on the “manifestation determination” or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the MA DESE at 781-455-0400 x 213.

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Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent/guardian refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion with services provided through the school-wide education service plan as applicable to all students. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

1. Parents’ request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Special Education Director or designee and/or Principal.
2. The Special Education Director or designee shall contact the parent(s) for initial scheduling conversation within approximately five (5) days of receipt of the parents’ request.
3. When a parent requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the Director of Special Education and the building principal before it is processed. The District shall provide timely access to the program and such approval may only be withheld for those reasons outlined within law and DESE regulation.
4. The Special Education Director or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom). The District will permit access that is of sufficient duration and extent to accomplish the purpose of the visit.
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption.
6. If the observer is not the parent, the parent must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.

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8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
9. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
10. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.
11. A school administrator, or designee, also will observe at the same time and may take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period.

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

PROGRAMS FOR STUDENTS WITH DISABILITIES

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

Rehabilitation Act of 1973, Section 504

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

(PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

By legislation, both Massachusetts and the United States have declared the intention of guaranteeing educational opportunity to every handicapped child, and—insofar as possible—to do so within the public schools and the normal classroom.

These general aims of government create specific responsibilities for the public schools, which it is the committee's intention to fulfill. The committee will comply with its obligation to provide personnel, facilities, materials, and educational access for children with special needs, defined by the state as children who,

"because of temporary or permanent adjustment difficulties arising from intellectual, sensory, emotional, physical or perceptual factors, cerebral dysfunctions, or other specific learning disabilities, or any combination of these, require special education."

All children between the ages of three and 22 who have a special need, unless they have received a high school diploma or equivalent, - are included.

In most cases of special need, the committee will arrange for the suitable assistance within the public schools, using the facilities and personnel provided for that purpose. Some children will be assigned to educational collaboratives conducted by more than one town; and a few will require even more specialized arrangements, sometimes including residential programs.

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The procedures for recognizing, referring, and programming special needs cases will be developed by the Student Services Department under the supervision of the superintendent and in cooperation with other administrators and teachers. State and federal guidelines will provide the bases of these procedures. In all cases, parents of students with special needs will be included in planning for their children and will have the right of due process in case of any disagreement with school personnel.

Education for All Handicapped Children Act of 1975, Rehabilitation Act of 1973, M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 7/1/81



TRANSPORTATION

GENERAL

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

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

ELIGIBILITY FOR BUS TRANSPORTATION

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

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

Notes:

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

ROUTING OF BUSES

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

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the direction of the School Department. Drivers cannot allow non-students (including parents) onto the buses.

- J. Routes will be considered “full” when 47 secondary students or 65 elementary students are assigned to them. Applications that arrive after the buses have reached capacity will be put on a waitlist.

REGULATION FOR SCHOOL BUS USE FOR ALL STUDENTS

A. STUDENT'S Loading and Unloading at the bus stop and at the school

1. Be on time at the designated bus stop – buses will not stop if a child is not waiting at the stop. Waiting inside the house until the bus arrives is not acceptable. Children should be waiting at their stop at least five minutes prior to the bus arrival.
2. Bus riders should conduct themselves in a safe manner while waiting. This means staying off the road and away from other people’s property.
3. Wait until the bus comes to a complete stop before moving toward the bus and attempting to board the bus.
4. Board or leave the bus by crossing the street in front of the bus at a distance of about ten feet and only cross the street upon the signal of the bus driver.
5. Bus riders will not crowd or push while boarding the bus.
6. Bus riders will sit on the bus according to grade i.e. fifth graders in the back to kindergarten in the front OR eighth graders in the back to sixth graders in the front. There is no seating plan for high school students.
7. Students cannot ride a bus without a bus pass. If a student loses or misplaces his/her bus pass, s/he must obtain a new pass from the Transportation Manager. Replacement passes are available from the Transportation Office for a fee.

B. STUDENT’S – Riding the bus

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

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from the bus for a period of time or completely removed from transportation. No refunds will be given.

10. If a student damages any part of the bus (e.g. tearing seats), the parent is responsible for paying for the damage.

PAYMENTS

- A. Fees for the Pay and Ride program are set by the School Committee each year. Payment is due on or before a date determined by the School Committee, with application form, to the school in which your child is currently enrolled.
- B. Payments can be made by credit card or ACH - log onto www.myschoolbucks.com. If you already have an account in “My School Bucks” that you use to pay for your child’s school lunches, you will automatically find the Transportation Program in your School Store. If you don’t not have an account in “My School Bucks” you will need to register as a new user. You will be asked to create a username and password and will be given the opportunity to add any number of children to your account. When adding a child, you will be asked for his/her Student ID. Please reference you Pay and Ride Program Application for the unique identification number. *Please note that during checkout there will be a 3.95% transaction fee added to your total transportation credit card purchase or twenty-five cents (\$0.25) for ACH transactions. This fee is paid directly to myschoolbucks.*
- C. If you pay online, Pay and Ride applications must be completed and submitted in order for students to be assigned a bus.
- D. If you are eligible for free or reduced lunch, you do not need to make a payment, but you are required to submit the Pay and Ride Application each year. You must fill out a new Free or Reduced Lunch form each year as soon as they become available in the summer. If you are no longer eligible for free or reduced lunch, you will be contacted by the Transportation Office to make full payment before your child will be assigned a bus. All transportation procedures apply even if you do not have to make a payment.
- E. No payments will be refunded without approval from the Business Administrator.

TRANSPORTATION/BUS BEHAVIOR (also found under Code of Conduct)

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Regular student transportation is a privilege, not a right, and is dependent upon the student’s good behavior while on the bus.

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

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

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4. Fourth Offense up to one year off the bus

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

TRANSPORTATION TO ALTERNATIVE ADDRESS

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

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DEAN S. LUCE ELEMENTARY SCHOOL
45 Independence Street
Canton, MA 02021
781-821-5075

STUDENT/FAMILY HANDBOOK

2020-2021



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

****Yellow highlights indicate changes from the prior year building handbook and/ or district appendix. ****

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Together We SHINE!

Dean S. Luce School
45 Independence Street
Canton, MA 02021
781-821-5075
www.cantonma.org/luce

September 2020

Dear Parents/Guardians,

I'd like to personally welcome all new families and welcome returning families to the Dean S. Luce School. We are excited to partner with you to ensure that all students receive the best academic and social opportunities.

Through our collective work, we will co-construct a Culture of Achievement and Equity that supports all of our learners to reach their highest social/emotional and academic potential. We strive to create a safe, welcoming, inclusive, supportive, and positive school environment which enables all of our students and families to SHINE!

This Student/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 support you. Additionally, it is our primary resource to communicate about our school and district practices, policies, and procedures. We encourage you to review this information with your child(ren).

We update the handbook annually, and we always welcome comments and suggestions. Please feel free to contact us if we have missed critical information that you think can support our learning community. And as always reach out to us at any time to share questions, concerns, and/or celebrations. Your feedback is incredibly valuable.

You will receive a weekly bulletin (Luce Happenings) with current school information, typically on Sunday by 5 pm via email and a monthly events calendar. Additionally, we encourage you to check our school website each week via the following link, [Luce Website](#), for the most up to date information about what is happening at our school.

I look forward to our partnership and look forward to a brilliant year as we SHINE!

Sincerely,
Yeshi Gaskin Lamour
Principal

Meghan Campia
Student Services Administrator

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TRANSLATIONS

English

If you need any of this document translated please contact **Dianna Mullen**, Director of Student Services at mullend@cantonma.org or 781-821-5060 x1244.

Chinese

如果您需要本文件的任何部分的翻译，请联系**Dianna Mullen**，(黛布拉 布罗姆菲尔德)，学生服务处处长
mullend@cantonma.org
或 781-821-5060 x1244。

Spanish

Si usted necesita alguno de este documento traducido póngase en contacto con **Dianna Mullen**, la directora de Servicios Estudiantiles, en mullend@cantonma.org o 781-821-5060 x1244.

French

Si vous avez besoin de traduire ce document s'il vous plaît contacter **Dianna Mullen**, la directrice des Services aux étudiants, à mullend@cantonma.org ou 781-821-5060 x1244.

District Liaisons

Director of Student Services	Dianna Mullen	781- 821-5060 ext. 1244
Homeless Liaisons	Dianna Mullen , Director Stephanie Shapiro, Coordinator	781- 821-5060 ext. 1244 781- 821-5050 ext. 2107
English Language Learner Liaison	Dianna Mullen , Director	781- 821-5060 ext. 1244
Section 504 District Coordinator	Dianna Mullen : District	781- 821-5060 ext. 1244
Title II Liaison	Dianna Mullen	781- 821-5060 ext. 1244
Title VI Civil Rights Officer	Dianna Mullen , Director Stephanie Shapiro, Coordinator	781- 821-5060 ext. 1244 781- 821-5050 ext. 2107
Title IX Officer	Stephanie Shapiro	781- 821-5050 ext. 2107

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To create a Culture of Achievement and Equity for all staff and students.

RESPONSIBILITY OF ALL TEACHERS

To create a Culture of Achievement and Equity for all students.

To consistently communicate expectations and monitor student behavior is every teacher's responsibility

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To engage in and contribute to creating a Culture of Achievement in school.

To walk respectfully and politely in corridors, including going to and from buses.

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SCHOOL CONTACT INFORMATION

Dean S. Luce Elementary School

45 Independence St., Canton, MA 02021

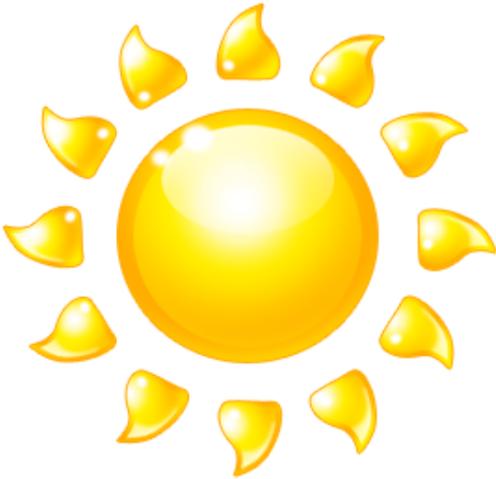
Phone: 781-821-5075 - FAX: 781-575-6528

Dial the main line 781-821-5075 and when prompted enter extension.

Position	Name	Extension	Email Address
Principal	Yeshi Gaskin Lamour	6106	lamoury@cantonma.org
Student Services Admin.	Meghan Campia	6103	campiam@cantonma.org
Nurse	June Warren	6109	warrenj@cantonma.org
School Psychologist	Sarah White	6111	whites@cantonma.org
Secretary	Donna Ferguson	6101	fergusond@cantonma.org

Grade	Name	Extension	Email Address
Kindergarten	Andrea Widberg	6115	widberga@cantonma.org
	Lisa Goode	6117	goodel@cantonma.org
	Jennifer Reilly	6114	reillyj@cantonma.org
	Kerry McCarthy	6118	mccarthyk@cantonma.org
First Grade	Holly Berkowitz	6123	berkowitzh@cantonma.org
	Laura Gaspa	6124	gaspal@cantonma.org
	Susan McManus	6125	mcmanuss@cantonma.org
	Susan Olsen	6136	olsens@cantonma.org
Second Grade	Teri Bartlett	6136	bartlettt@cantonma.org
	Alison Ciccariello	6132	ciccarielloa@cantonma.org
	Jessica Cohn	6131	cohnj@cantonma.org
	Anne Cohen	6130	cohen@cantonma.org
Third Grade	Nancy Durang	6138	durangn@cantonma.org
	Jennifer O'Connell	6137	oconnellj@cantonma.org
	Susie Woodland	6139	woodlands@cantonma.org
Fourth Grade	Jen Stark	6142	starkj@cantonma.org
	Jill Marsh	6143	marshj@cantonma.org
	Garrett Clancy	6141	clancyg@cantonma.org
	Kaitlyn Sweeney	6135	sweeneyk@cantonma.org
Fifth Grade	Natalie Fabbiano	6145	fabbianon@cantonma.org
	Bridget Wade	6147	wadeb@cantonma.org
	Adrien Shemtov	6134	shemtova@cantonma.org
	Dory Fish	6140	fishd@cantonma.org

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SHINE

The faculty, support staff, and administration of the Dean S. Luce Elementary School work collaboratively with parents and guardians to insure that all of our students **SHINE!**

- S - are safe**
- H - help others**
- I - include one another**
- N - never give up**
- E - encourage excellence**

We strive to create learning opportunities which enable our students to be curious, confident, creative and actively engaged.

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ACADEMIC

Curriculum Overview

At the Luce School, we strive to attain educational excellence, in every classroom, every day, in support of consistently high growth and outcomes for every student. Using the MA curriculum frameworks as our guide for ELA, Math, Science and Social Studies, we provide our students with instruction based on the grade level standards. Our literacy instruction is currently transitioning from the Journey’s program to a Reader’s and Writer’s Workshop model of instruction, using a range of curricular resources to address student learning needs in reading, writing and phonics/word study. The enVisions program is the core curriculum for math instruction.

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 21st Century Learning Skills and grade level standards expectations.

STUDENT ASSESSMENTS

Students receive several different forms of reading & Math formal/ end-of-unit assessments during their time at the Luce.

Massachusetts Comprehensive Assessment System (MCAS)

Parents will be notified of the exact testing dates well in advance. All public school students in grades 3-10 participate in MCAS testing. The anticipated time frames are late April-May. The following grades will participate in the following areas.

Test	Grade
ELA Reading, Language & Literature	3, 4, 5
Math	3, 4, 5
Science	5

STUDENT SERVICES

Students come in all shapes and sizes, and with many unique needs. Some children may not seem to be making progress and may need extra instruction. This can be done through our mainstream 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 “catching kids before they fail.” Through a screening assessment given to an entire grade level, reading and math specialists in our building are able to target students not at the appropriate level. Each grade now has an “What I Need” (WIN), intervention/extension block built into every day when they can receive additional support from their classroom teacher, a reading specialist, reading tutor, 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 and charted on each child (a mainstream education initiative).

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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 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.

Field Trips

Field trips are planned annually by the teachers at the various grade levels. **They are linked directly to clearly articulated curricular goals.** They serve as enrichment opportunities and enhancement of student learning and the curriculum itself. 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. 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 and must be fingerprinted. 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. Students are expected to be present on time in order to participate in a field trip activity.

Student Supplies

The School Department attempts to provide each child with a reasonable amount of school supplies. Each classroom at our school is stocked with adequate textbooks, pencils, scissors, crayons, and writing paper. PENCILS are typically in short supply so we would request that you provide your child with a good number of pencils. Your child's classroom teacher may request additional or supplementary supplies. Donations are always welcome. Please check with your classroom 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.

Classroom Supplies

Donations to the classroom are always appreciated. Items that are most commonly needed are:

- Hand Sanitizer
- Tissues
- Paper Towels

Specials

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.

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Library 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. If interested please contact Librarian **Jammie Carty** at cartyj@cantonma.org.

Wellness Education

Wellness education includes classes in Physical Education and Health. 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.

Health

Students in grades K-5 have one forty-five-minute period for health each week. 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.

Notification of Human Sexuality Education

Grades 4 and 5 health classes include units covering physical and emotional changes that occur during puberty. Parents/Guardians of 4th and 5th grade students will be provided an opportunity to review the puberty units prior to implementation through an evening presentation conducted by Wellness staff. Parent/Guardians may contact the K-12 Wellness Coordinator for information regarding the human sexuality units of instruction. It is strongly recommend that all students participate in the lessons scheduled for their grade level. Parent/Guardians choosing to exempt their son/daughter from the health lessons that specifically address human sexuality must forward written notification to the Principal. Students who are exempted from the lessons will not be penalized and will be provided with alternative work.

Physical Education

All grades have one, forty-five minute class per week. 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!

Excused Physical Activity during Physical Education: Students may be excused from participating in physical activity during Physical Education classes for an illness or injury, by providing the **school nurse** with a note from their physician or their parent/guardian that explains the reason for the excuse. Notes *may not* be submitted to the Physical Education teacher. For any excused participation in physical activity during Physical Education classes beyond one class period, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note. Students who are medically excused from physical activity during Physical Education may be assigned appropriate alternative work to complete during the class period. 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.

Art

Art classes are held once a week **or 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

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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.

Music

Music classes are held once a week for forty-five minutes. Students learn musical concepts including: rhythm, melody, harmony, expression and mood, how instruments sound and are played, and the meaning and purposes of music in a variety of cultures. Musical skills are developed through listening, reading and writing, discussion and creating music through singing, playing instruments, games, and movement.

Instruments and Performing Groups

- **3rd Graders learn to play the recorder** and are asked to provide or purchase a recorder and bring it to music class each week.
- **5th graders have chorus** weekly for 30-minutes from September-January.
- **4th and 5th graders are invited to join the before school lesson program.** There are two levels of string classes (beginner and 2nd year) open to 4th and 5th graders. 5th graders may choose to play band instruments (flute, clarinet, saxophone, trumpet, trombone or percussion). There is no charge for these small group lessons, however, students must provide their own instruments and purchase the method book. The Performing Arts Department provides information on renting instruments and holds an instrument rental night in September. Detailed information is available on the Performing Arts Department website: www.cantonma.org/pages/CantonPublicSchools/Departments/PerformingArts

Bring Your Parent to Music Class & Performances

Families of students in grades K-2 are invited to attend "Bring Your Parents to Music Class" to see and participate in a typical music class with their child(ren). Families of students in grades 3-5 are invited to attend a performance. The chorus, band and string groups will present a Winter Concert in January; the band and string groups from all of the Canton Elementary Schools will perform together in a Spring Concert at CHS in June.

ATTENDANCE

School Hours

School hours are **9:10 am – 3:25 pm**. Students may be dropped off at the school between **8:50 am – 9:10 am**. **Please do not drop off students prior to 8:50 am, 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 will play on the back playgrounds until it is time to line up in their designated spot.

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.**

Absences and Late Arrival

Attendance is taken at **9:15 am**, and all students should be in their classroom by **9:10 am**. Students arriving later than this must stop by the office, **accompanied by a parent**, to correct the daily attendance before going to

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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 with doctor's notes, 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 mandated to be referred to the Department of Children and Families, especially if the number of days exceeds 10% of the school year.

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 8:00 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 ConnectEd 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 the event that a child is unaccounted for (i.e. parent/guardian has not called in and has not responded to school phone calls) within the first 90 minutes of school. The school reserves the right to call for a well check by the Canton Police Department or appropriate designees if an absence has not been confirmed.**

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 are expected to sign the student's' dismissal log before leaving the school.

LOST AND FOUND

Our "Lost and Found" is located adjacent to 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. Students should refrain from bringing valuables to the school, including cell phones, iPods, video game systems, smart technology, etc... Unfortunately, the school cannot be responsible for lost items.

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COMMUNICATION

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

Luce Notes (Weekly)

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 Luce 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. Please see the recommended daily time for homework per grade.

Grade	Average Homework Time per Night
Kindergarten	No more than 10-minutes
1st	No more than 10-minutes

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2nd	No more than 20-minutes
3rd	No more than 30-minutes
4th	No more than 40-minutes
5th	No more than 50-minutes

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, teachers 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 can be assigned detention. In some cases when the infraction is considered more serious an automatic detention may be assigned. 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.

When a detention is assigned the parent is then notified, via incident slip, phone call or email, and the child will receive detention the next day, or a day that has been agreed upon with their teacher. Detention is held from **3:25-3:55 pm**, Mondays through Thursdays. The teachers rotate the responsibility for supervision during detention. During this time students are asked to complete a reflection activity related to their incident.

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 or 19th, 2020 & March 11th or March 12th 2021**. Appointments are scheduled for one evening and one afternoon at a time convenient to both parents and teachers. Teachers often schedule other times as well.

Inter-School Transitions

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

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.

Classroom Placements

Students are assigned each year to a classroom based on a wide variety of variables. We worked hard to

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balance all student needs. We do not accept teacher requests.

FOOD SERVICE

BREAKFAST/RECESS/SNACKS/LUNCH*

Breakfast is an important meal and a wonderful springboard for our children to start their day energized and fueled up in an effort to maximize learning. All three elementary schools, along with GMS and CHS, are now offering breakfast for purchase (or via free/reduced lunch status.) Our school breakfast program will begin the first day of school and continue throughout the year at **8:50** am in the cafeteria and **concluded** by **9:10** am so that students may join their classmates in a timely fashion to begin the school day with proper nutrition and energy. **The menu will include 1 hot option, and a la carte items such as muffins, juice, and milk. Free meal benefits carry over to this breakfast program.**

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 which identifies the daily offerings. Lunch and milk prices as well as information on our computerized lunch purchase system (NutriKids) are 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 1246.

Cost/Payment (ASK at Cabinet)

Elementary Lunch	\$3.00
Milk	\$0.50
Reduced Lunch Price	\$0.40
Breakfast- Full Price	\$2.00
Reduced Breakfast	\$0.30
Free Lunch and/or Breakfast	\$0.00

Students can pay **with cash** or draw from **pre-paid monies** in their NutriKids account.

NutriKids

Students enter their 4-digit PIN# when they exit the food service line. This system will provide total anonymity for students receiving a Free or Reduced Price Meal Benefit. Their meal purchase will be processed just as it is for all other students.

PIN #s do not change for returning students; new students will receive a letter with the PIN and Student ID number.

Pre-Payment Options

- Students can pre-pay in line using cash or check.
- Checks should be made payable to CANTON PUBLIC SCHOOLS FOOD SERVICE DEPARTMENT with the student ID# on it.
- Checks can also be submitted in the secure drop box located outside of the office.
- Pre-payments can be made with a credit card, debit card or e-check using the mySchoolBucks.com website (click on the Lunch Menu and Food Services link on the Luce Website) ***There is a convenience fee of \$1.95 per transaction.**

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- If you have more than one child in the district you can handle all online prepayments from the same online account.
- If you would like your child’s account to be set so that only a school meal may be purchased (not a la carte items) please contact Martha Lawless at 781-921-5060 x 1246.

Charge Lunch Policy

Canton Public Schools Food Service Department is a self-funded program. Staffing levels do not allow for the extensive time involved in billing for charged lunches.

Under no circumstance do we want a child to go without lunch. If your child forgets their lunch, lunch money, or has \$0.00 funds available in their Nutrikids individual student account, we will provide your child with a lunch consisting of a peanut butter sandwich and the other components offered with the meal on that day. A cheese sandwich will be offered if there is a peanut allergy. You will be billed for the cost of that lunch by the Food Service Department.

More details about the school meals program can be found on the Luce Website (click on the Lunch Menu and Food Services link on the Luce Website)

Cafeteria Code of Conduct

Be Responsible:

1. Know your lunch account number if you are buying.
2. Make sure you have everything you need before sitting down.
3. Raise your hand if you need help or if you want to be excused.
4. Sign out when leaving to use the bathroom.
5. Clean up after yourself and help to keep the cafeteria clean.

Be Respectful:

1. Wait your turn.
2. Use your manners.
3. Talk quietly using kind words.

Be Safe:

1. Enter and leave in an orderly manner, always walking.
2. Sit with feet on the floor, and bottom on the seat.
3. Eat your own food.
4. Make sure all food stays in the cafeteria

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.

Lunch Schedule

Grades

K & 2

1 & 3

Lunch

11:40 - 12:05

12:10 - 12:35

Recess

12:05 - 12:30

12:35 - 1:00

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* These times are subject to adjustments as necessary.

Responsibilities

RESPONSIBILITY OF PARENTS

Parents are the first and foremost educators of their children. Their role as educators is critical for students in developing positive attitudes toward school. 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 support the creation of a Culture of Achievement and Equity for your child(ren) in partnership with the school.
2. To become familiar with the Student/Family Handbook and its policies and to discuss this information with their child
3. To sign and promptly return the signature form
4. To work with the school personnel to assist their child in developing self-discipline
5. To contact their child's teacher or building principal should a concern arise
6. To make appointments when a conference is needed
7. To help in the enforcement of any disciplinary procedure imposed by a teacher or administrator
8. To ensure their child's consistent attendance and punctuality
9. To ensure that the student is prepared for school each day with all completed homework and assignments.

RESPONSIBILITY OF ADMINISTRATION

1. To create a Culture of Achievement and Equity for all staff and students.
2. To set a climate of mutual respect, tolerance for individual differences, and positive support for all learners
3. To address all major violations of our discipline code brought to the administrator's attention
4. To contact parents in the event of each major violation
5. To take all steps deemed appropriate and necessary to address students who repeatedly engage in major violations
6. To give direction and support to all staff members as disciplinary concerns and problems arise

RESPONSIBILITY OF ALL TEACHERS

1. To create a Culture of Achievement and Equity for all students.
2. To consistently communicate expectations and monitor student behavior is every teacher's responsibility
3. To call attention to positive behavior as frequently as possible
4. To actively supervise students between classes and at dismissal according to building policy
5. To keep accurate records of misconduct by their homeroom students and to monitor the frequency of occurrences. Effort should also be made to call attention to positive behavior

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6. To accompany classes to special classes, the lunchroom, recess, and any other major event, at the designated times
7. To support positive student behavior and insure optimal student learning, teachers may use a variety of measures including:
 - a. Personal interview and discussion with the pupil
 - b. Removal from the group
 - c. Communication with parents, via telephone, note, or email
 - d. Holding parent, teacher, pupil conference
 - e. After school detention
 - f. Requesting assistance from the principal if appropriate
 - g. Work with counselor on behavior modification plan

RESPONSIBILITY OF STUDENTS

1. To engage in and contribute to creating a Culture of Achievement in school.
2. To exhibit the core values of SHINE each day in school.
3. To walk respectfully and politely in corridors, including going to and from buses.
4. To interact with teachers, educational assistants, supervisors, other school staff and other students respectfully.
5. To keep the school clean and neat by using wastebaskets and other trash containers.
6. To be responsible for the care of all books and school supplies issued, and to cover all books that go home.
7. To use the lavatories quickly, properly, and return to class.
8. To avoid situations which could result in injury, such as fighting, pushing or throwing objects.
9. To check with their teachers for make-up work following absences from school.
10. To be orderly during emergency procedures (evacuation and lockdown drills) and follow the directions of the adult in charge.
11. To follow the classroom rules and guidelines established by the teacher.
12. To use appropriate and respectful language at all times.
13. To treat other students with respect and courtesy.
14. To come to school with completed homework and assignments.
15. To refrain from having a cell phone on and on their person during the course of the school day. Cell phones are to remain off and in a student's bag throughout the duration of the school day.

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.

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CLASSROOM RULES

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

1. Students should report to school each and every day **with** the intention to make forward progress in their academics and social relationships.
2. Students have the right to an educational environment free from unnecessary disruption.
3. Students' actions must reflect an understanding of and an appreciation for the safety and well-being of one's self and others.

General Consequences of Misconduct

Our goal is to provide all students with a full and appropriate education that assists them in developing 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, staff will seek to assist students in developing and maintaining appropriate conduct that allows for their full participation.

This section provides examples of conduct that is prohibited at school, on the school bus, and at school-related events. Of course, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school, on the bus, or at a school-sponsored event could lead to consequences, including discipline. This section also outlines procedures that will be followed prior to any suspension from school.

Each act of misconduct will be dealt with individually. Thus, this section does not include blanket statements as to consequences for specific actions. Factors to be considered include the nature of the conduct, the age of the student and other relevant concerns. 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 different, perhaps more meaningful, alternative when all sit down together to explore the conduct that is of concern.**

*****Please note consequences should be aligned to the infraction.*****

1. Missing a portion of a classroom privileges (i.e. **time on the Chromebook**).
2. Removal from the situation.
3. Parent Information report or note to parents with possible discretion of assigning an after-school detention given with one day's notice. The Luce School, like all of the schools in Canton, reserves the right to assign a student a detention for a serious offense including hurting others or not respecting the property of another.
4. Short term suspension will be considered for serious offenses. Due process rights for students facing a short term suspension (ten days or less) include:
 - a. Oral or written notice of the charges against him/her
 - b. An explanation of the evidence against him/her
 - c. The opportunity to present his/her side of the story to the school principal or his/her designee

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Examples of serious offenses include:

Disrespect, Disobedience: Failing to comply with directions from teachers, administrators, or school employees on school grounds, at school crossings, or at school-related activities **after multiple redirects**

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

Tuancy: Being absent from school without appropriate excuse

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

Robbery/Larceny: Stealing from property that belongs to an individual or the Canton Public Schools

Property Damage: Willfully destroying, damaging, or defacing school property or the property of others. Students should be aware that Vandalism is illegal as stated in Massachusetts General Laws, 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 concern and will deal with it accordingly, including seeking reimbursement in full for damage caused by vandalism

Smoking: Smoking (use of any tobacco products) and use of e-cigarettes 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 result in suspension or expulsion as per state law. Any illegal weapon will be turned over to the Police Department. In accordance with federal law, any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices. 20 U.S.C. §8921.

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,

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please be sure that your child is dressed for outdoor play. The recess periods are scheduled daily following lunch.

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, cell phones or smart technology.
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.
12. Students playing tag-like games are only allowed to use two finger tag.
13. **Luce SHINE Slide:** The shine slide is a main vehicle for getting from the upper to the lower playground for SY 2020-2021.
14. Students should only go down the slide once to access the lower playground during recess.
15. There can only be one student on the slide at any point. The next student must wait for the slide to be cleared before entering the slide.

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. 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.

Seasonal celebrations are typically coordinated with the room parents. ***Cupcakes, cakes and other treats of this sort are not allowed due to BOTH our new wellness policy, concerns around allergies, and Massachusetts' new nutritional policy which is the strictest in the United States. Please see the new "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.

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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

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.

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.

Parent Groups

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

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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 10th, October 1st, November 12th, December 3rd, January 7th, February 4th, March 3rd, April 7th, May 5th and June 2nd. (CHECK WITH THE CAPT)

CAPT Board of Directors (CHECK WITH THE CAPT)

President: Melanie Greitzer (Melanie_fm@hotmail.com)

Vice-President:

Secretary: Tara Bilini (taralynne217@yahoo.com)

Treasurer: Mindy Anastasia (mindy.anastasia@gmail.com)

Opportunities to Volunteer for CAPT

You may be interested in joining one of the many CAPT committees serving our school. If you are interested in volunteering please contact a member 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.

Room Parents

Each classroom at the Luce has designated room parents, arranged through and supervised by CAPT. Room Parents act as the primary liaison between the classroom teacher and the students' families. The responsibility of a Room Parent is to:

1. Assist the classroom teacher in planning and coordinating special classroom events.
2. Communicate with parents about needed supplies.
3. Communicate with families to disseminate CAPT, Luce School Council and other Canton Public Schools information.
4. Work with families to obtain needed volunteers for school and CAPT events.

Room parents must have a current CORI and maintain confidentiality at all times.

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 Shaw's, 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. Happy Shopping!

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SCHOOL COUNCIL

“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 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 2020-2021 School Year

Teacher Representatives

Anne Cohen- Teacher Representative (cohen@cantonma.org)

Heather Lazaro- Teacher Representative (lazaroh@cantonma.org)

Susan Olsen- Teacher Representative (olsens@cantonma.org)

Parent Representatives

Nicki Farrington: farringtoncrew@gmail.com

Kate Camerano: mkcamerano@comcast.net

Jammie Carty: cartyj@cantonma.org

Yeshi Gaskin Lamour, Co-Chair/Principal (lamoury@cantonma.org)

CANTON ALLIANCE for PUBLIC EDUCATION (CAPE)

The Canton Alliance for Public Education (CAPE) is a non-profit, community-based foundation dedicated to enhancing Canton's commitment to excellence in public education. We seek to promote innovative and productive programs that challenge students and teachers to achieve their true potential. As a partner with both the community and the schools, we raise money to sponsor grants for projects that will successfully achieve this mission.

CAPE is staffed entirely by volunteers who solicit funding for grants from generous individuals, corporations and foundations. We encourage you to join the ranks of those who advocate for a brighter future for our schools and our students by investing in our success.

<http://www.cantonma.org/pages/CantonPublicSchools/Community/CAPE>

CANTON FAMILIES EMBRACING DIVERSITY (CFED)

Canton's demographics are changing and the community and Public schools are becoming increasingly diverse – economically, culturally and racially. We feel there is a need to increase awareness of multicultural presence

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and issues affecting our children's education and ability to matriculate in the community. The needs assessment and ultimately the findings are a good step. However, we believe there is a step that we as Families Embracing Diversity ought to take as well. Not only should we assist the Canton schools' efforts but also insure their accountability.

There is much impact we believe a group like this could and should have in Canton. For example, we could serve as a resource to the Canton School System and the Canton community on things such as:

1. Diverse Representation in the Public School Administration and Staff
2. Diversity Education in the classroom
3. Diverse presence in community activities

It is our hope to advance the general welfare of all students of color and the Canton Public School student body as a whole. You can contact us at familieembracingdiversity@gmail.com or call 857-208-0054

CANTON PARENT ADVISORY COUNCIL for STUDENT SERVICES (CPACSS)

CPACSS is an advisory group to the Canton Public Schools and its community of special needs parents. Our goals are to help promote communication and programs within the Canton community to encourage greater understanding, tolerance, acceptance, compassion and inclusion of special needs children.

www.cantonma.org/pages/CantonPublicSchools/Departments/StudentServices/CPACSS

Music Counts

Music Counts promotes programs within the school curriculum as well as sponsors a range of music activities that meet outside the school day. We also provide support and scholarships for before and after-school lesson programs. *Music Counts* relies on parent volunteers to organize and support music program events.

www.cantonma.org/pages/CantonPublicSchools/Community/MusicCounts

Future Problem Solving Program (FPS) (IS THIS RELEVANT?)

Future Problem Solving is a terrific way to develop more creative students and improve upon a student's oral and written communication skill, research, and teamwork skills for students in grades 4-12. FPS challenges students to apply information they have learned to some of the most complex issues facing society. Students are asked to think, make decisions and, in some cases, to carry out their solutions. The program consists of 3 components: Team Problem Solving, Community Problem Solving and Scenario Writing. These groups meet outside of the school day and are run by volunteers.

Contact www.cantonfutureproblemsolvers@gmail.org if interested and/or for more information.

Volunteerism

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, 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. Additional opportunities include CAPT events, room parents, book fairs, Luce School Carnival, Luce School Council, Field Day, field trips, etc. In addition many teachers utilize parents to assist in the classroom. Parents are invited to participate during special days (Career Day, Mystery Reader Day, etc.). If you or someone you know would like to help, please contact the school office. ALL volunteers, when working in the school and supervising students, must have a CORI (Criminal Offender Record Information) background check- this is a

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state mandate. The form for this check is located in the main office. Please allow several weeks for the CORI results to be posted back to the school before assuming any volunteer activities.

To ensure student safety, all of our volunteers **must** submit a CORI form, which should be updated every three years. If you are in direct-contact with students, fingerprinting is also required.

SECURITY

BUILDING SECURITY/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 door bell 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.

Evacuation Drills & Lockdowns

Fire drills are held periodically during the school year. During these drills students exit the building and stand in designated areas where they will be accounted for. Enhanced lockdown procedures are in place and practiced in the event of an emergency situation. These include: Shelter in Place, Lockdown and Evacuation. All drills are conducted in collaboration with Canton safety officials.

CORI FORMS & FINGERPRINTING

Anyone who wants to volunteer in the school at any capacity has to have an updated CORI Form on file in the office. Forms can be found online or picked up in the office. A copy of a valid license should accompany the form in order for it to be processed.

Anyone who wants to volunteer for a Field Trip must be fingerprinted (along with an updated CORI form) beforehand. 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 indentogo appointment receipt to the Luce office.

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.

TRANSPORTATION

Pick Up/Drop Off

When dropping off or picking up your child, please pay close attention to the crosswalks and crossing guards.

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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. **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 a 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. Students are dismissed to line up for their buses at **3:25** pm.

Walkers are dismissed via the main school entrance, classroom doors or the kindergarten side entrance, depending on their grade. Cars should not arrive before 3:20 pm. 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.**

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.

Bus

Please make sure your child is familiar with the letter of the bus he/she takes to and from school. These may be two different letters. 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. For safety, accountability and overcrowding concerns, **students are NOT allowed to switch buses or bus stops for any reason.**

2020-2021 Canton Public Schools

Student/Family Handbook Appendix

School Committee

Chairperson	Kristin Mirliani
Vice Chairperson	Kristian Merenda
Secretary	Nichola Gallagher
Board Member	Maureen Moran
Board Member	Charles Rae

Central Office Administration

Superintendent of Schools	Dr. Jennifer Fischer-Mueller
Assistant Superintendent of Schools	Derek Folan
Director of Student Services	Dianna Mullen
Assistant Director of Student Services	Mehan Byrne
Business Administrator	Barry Nectow
Director of Teaching and Learning	Deborah Rooney
Director of Technology and Digital Learning	Julianne Shore
Facilities Director	Brian Lynch
Food Service Director	Martha Lawless
Nurse Leader	Elizabeth Nightingale
Technology Administrators	Mike Wentland
	Mike Barucci

*****Yellow highlights indicate changes from the prior year district appendix***

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Strategic Framework

8/15/19

Strategic Framework 2018 – 2023

CANTON PUBLIC SCHOOLS

Our Vision

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

Our Mission

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

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

Long-term Strategic Objectives

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

Rationale for Long-term Strategic Objectives

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

1 Achieving Educational Excellence & Ensuring Equity	2 Cultivating School Climate & Culture	3 Transforming Teaching & Learning	4 Achieving District Excellence
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Strategic Areas of Focus

The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

1.1 Educational Equity

Identify and eliminate obstacles and barriers (ideological, institutional, interpersonal, and internal) to student learning and growth

1.2 Educational Excellence & Continuous Improvement

Establish targeted outcomes; comprehensively monitor and analyze growth and achievement; identify effective strategies for teaching and learning, including systems of support and extension

1.3 Excellent Educators for Every Student, Every Day

Ensure all adults have the skills and knowledge necessary to meet the academic and social emotional needs of every student through ongoing, differentiated adult learning; recruit and retain high-quality staff reflective of student demographics; utilize an evaluation system that promotes growth and accountability

1.4 Equitable Access to High Quality Instruction

Ensure every student, every day, receives high-quality instruction and support in the least restrictive environment possible; promote inclusive classrooms and school that benefit all students

2.1 Social Emotional Learning

Develop PreK-12 SEL competencies and curricula as foundational support for student well-being in schools that are safe, welcoming, and inclusive

2.2 Behavioral Intervention

Develop PreK-12 behavioral intervention strategies that enrich school climate and culture; promote student self-management and self-awareness as a member of the school community

2.3 Professional Culture

Build adult professional communities committed to the district's vision and mission by fostering educator voice and agency and by creating the conditions necessary for educators to learn with and from each other

2.4 School Safety

Provide safe facilities and appropriate learning environments that support a sense of security and comfort for students and staff; employ emergency/crisis management plans and practices

3.1 Designing Student

Learning & Growth

Design engaging and relevant instruction; integrate technology to create transformational learning experiences for every student

3.2 Student Agency, Voice, and Ownership of Learning

Implement organizational structures and processes that strengthen student agency, student voice, and student ownership of learning

3.3 Educators' Creativity & Innovation

Nurture educators' creativity, promote opportunities for innovation, and support the ongoing development of a growth mindset among educators; develop opportunities for teacher leaders to serve as catalysts for the advancement of teaching and learning

4.1 Indicators of Excellence

Create our CPS identity, targets for improvement, and criteria for accountability by developing Indicators of Excellence with metrics, benchmarks and strategies; share with the public annually

4.2 Facilities

Complete facilities master plan and educational visioning; develop facilities that inspire widespread transformation in student learning; determine the immediate and short-term decisions, timeline, and resources needed for our long-term plan

4.3 Financial Responsibilities

Develop and implement processes and tools that ensure transparent budgeting and a comprehensive budget document; link fiscal resources to student outcomes

4.4 Mission-Driven

Organization & Operations

Develop efficient operational systems and organizational structures that nurture a coherent, mission-driven organization that creates the conditions necessary for excellence across all schools and programs

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

Student Learning Outcomes

Student School Experience

District Responsibilities



Letter from the Superintendent

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September 7, 2020

Dear Canton Parents/Guardians and Students,

This is a start to school like no other. The CPS staff have been working tirelessly to prepare for the reopening of school for all students on September 16, 2020. The School Committee and Canton Teachers Association believe that a phase-in hybrid approach is the better way to start school in such an uncertain time. To best support all students and staff during remote learning, hybrid or all-in, with all safety precautions in place regardless of the model of teaching and learning at that time, the sSchool Handbooks and District Appendix provide information outlining important expectations and common practices across the school system.

Regardless of the unique nature of this school year, our Strategic Framework stands strong. The Long-Term Strategic Objectives are the overarching goals with the more specific Strategic Areas of Focus and the individual School Improvement Plans serving as areas for more detailed planning and action.

Also, in the planning and development of the Comprehensive School Reopening Plan approved by the School Committee on August 6, 2020, we committed ourselves to:

- Student and staff safety
- Equity and advancing excellence
- Rigorous, high quality teaching and learning
- Students' authentic sense of belonging and joy
- Communication and collaboration with stakeholders
- Continuous improvement and reflection
- Adaptive and innovative approaches

The School Reopening Plan provides many details regarding specifics of this year. Like every other year, policies, laws and regulations change, and we adjust our District Appendix and School Handbooks. I strongly encourage you to carefully review these documents including the accompanying signature page to express your understanding of these expectations.

Please contact your school's Principal if you have any questions, comments or concerns so that we can improve our communications with you and better serve every student within the Canton Public Schools.

Respectfully,



Jennifer Fischer-Mueller, Ed.D

Superintendent



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GENERAL INFORMATION

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

A. Residency Requirements

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

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

Exceptions to the residency requirements include:

- (1) students whose families move out of town during their senior year of high school;
- (2) students in any other grade whose families move out of town after April 1st, who would like to finish the current school year and who pay the daily per pupil cost to remain enrolled and any future costs the District incurs on student’s behalf;
- (3) students for whom another community or state agency may pay approved tuition rates; and
- (4) homeless students entitled to a free, appropriate public education in accordance with the provisions of the McKinney-Vento Homeless Education Assistance Act. (See Policy JFABD for additional details). Decisions regarding residency may be appealed to the Superintendent of Schools who may exercise discretion if the situation warrants it. The Superintendent’s decision shall be final.

B. Investigation

Once the student has enrolled, school principals are required to look into situations in which there is reason to believe that the phone number and the address do not appear to be authentic. The principals will report questionable situations to the Superintendent or his/her designee.

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The Canton Public Schools may conduct an investigation into the residency of any student at any time. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may authorize a home visit and/or utilize the Canton Police Department or private investigator to further investigate a residency concern.

C. Removal of Non-Resident Students

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

A student, other than a high school senior, who becomes a non-resident on or after April 1st, may elect to pay the daily per pupil tuition cost, plus any future costs the district incurs on student's behalf, and complete the rest of the school year in his/her present school. Only students whose families move out of town during their senior year of high school will be allowed to complete the school year tuition free.

D. Tuition

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

E. Elementary Neighborhood Schools

Students shall attend their neighborhood elementary school unless there is a space issue, bullying issue, necessary special needs education classroom, or any Superintendent determined compelling reason.

RESIDENCY AND REGISTRATION PROCEDURES

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

Proof of residency is required to enroll and to remain in the Canton Public Schools. All applicants must submit at least one document from each Category. Students over 18 years of age not residing with a parent or guardian/proxy must provide proof of residency as required below. Separate provisions are provided for students covered under the Homelessness Act (MGL c.76S5).

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

Required Categories for Proof of Residency

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

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* You must submit both of these documents.		
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The Family Education and Privacy Act Massachusetts Student Records Regulations

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (“Regulations”) together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the building principal.

(a) The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H (“Section 34H”) law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. Information about these procedures can be obtained from the building principal.

(b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

(c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Canton Public Schools and who need access to a record in order to fulfill their duties. Such school officials may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with regard to the use and maintenance of education records. The Canton Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials, so long as the disclosure is for purposes related to the student’s enrollment or transfer.

As required by law, the Canton Public Schools routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request and the name and address of students to third party mail services that have been approved by the Department of

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Elementary and Secondary Education upon the request of a district or charter school. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the building principal. Absent the receipt of a written objection from the parent/eligible student by at least two weeks from the date of the notice, this information will be released without further notice or consent.

(d) The **right to file a complaint** concerning alleged failures by the district to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

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Protection of Pupil Rights Amendments

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

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ACADEMICS

Academic Freedom

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

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

Constitution of the Commonwealth of Massachusetts

Attendance Pupil Absence Notification Program

Chapter 76 Section 1 MGL

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

Chapter 76 Section 2 MGL

Under Massachusetts State Law, Chapter 76, Section 2 provides for duties of parents as follows: Every person in control of a child shall cause him to attend school on a daily basis and, if he fails to do so for seven days sessions or fourteen half-day sessions within a period of six months, he shall, on complaint by a supervisor or attendance officer, be punished.

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

Philosophy

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

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

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

Notification by Parent/Guardian that their Child will be Absent

The parent/guardian will contact the school using the extension and time referenced in the procedure, to call in their student absent or late to school.

Notification by Parent/Guardian not Received (Daily Absences)

Step 1: If a message has not been left, school personnel will call parents/guardians and/or emergency contact person after the start of school. **This call does not replace the need for parents to call on the day of the absence. Additionally, at the elementary level, the child must bring in a signed written note the day the students returns to school.**

Step 2: If a message has been left for the parent/guardian and school personnel do not receive a call back from the parent/guardian or emergency contact person, the district reserves the right to contact Home/School Interventionist and/ or police to request a home well check visit. Typically, the school will contact the Home/School Interventionist or police within 90 minutes of the opening of school.

Step 3: School personnel will speak to and/or meet with family when contact is made to address need for better means of communication.

Notification to Parent/Guardian of Excessive Absences

Step 1: Each year, the school will email/ send letters to families after five absences.

Step 2: State Guidelines mandate that a school investigate when a student is absent for more than seven (7) school days or fourteen (14) half days within a six month period. Upon completion of an investigation, if the school determines the absences are not related to a child's health, a complaint may be filed with the Juvenile Division of the Dedham District Court. This court office is responsible for handling concerns regarding school attendance. Before any court is notified, a warning letter will be sent home and parents will be asked for documentation explaining the absences, followed by a request to come in for a meeting with guidance counselors and school administrators or designee.

Step 3: (Specific to Canton High School Students): Attendance reports on all students at CHS will be run at each term for each class. Those students with 7 or more absences will meet with

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administrators to create an action plan. Failure to complete an action plan could result in loss of credit.

Notification to Parent/Guardian of Excessive Tardies

Step 1: Student/Parent will be contacted by a school administrator regarding excessive tardies.

Step 2: Administration will meet with student and parent/guardian and a correction plan will be put into place with required follow up.

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

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

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

Parents may decide not to send their children to school given severe weather conditions. Such absences are **EXCUSED**. Student(s) absent for any such reason will be given the full opportunity to make-up all work for that day.

ENGLISH LANGUAGE LEARNERS

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

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

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

The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with the No Child Left Behind Act.

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20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)

42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)

603 CMR 14.00

If there is a request for translation, please contact your school's ELL department.

Electronic Devices

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

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

Canton Public Schools Responsible Use Policy (RUP) Guidelines for Students

Responsible Use Policy (RUP) Guidelines for Students

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

GSuite for Education Student Accounts

Students in grades **K-12** are assigned a GSuite for Education (formerly Google Apps for Education) account. In addition, students in grades **K-12** are assigned a Canton Public Schools Gmail account for educational use only. GSuite is a suite of web-based software applications that allow for the creation and collaboration of documents, spreadsheets, presentations, websites, email and much more. The benefits for teachers and students include the ability to collaborate and communicate on projects and assignments in real-time online. Students will also have access to their files in Google Apps anywhere they have internet access at any time on just about any type of device. Many teachers use Google Classroom as a learning management platform that allows students to access class content and assessments, turn in completed work, and as a digital library for classroom resources.

Students will follow school policies for appropriate use when using any internet-based services like Gsuite Apps, including Gmail. These services are considered an extension of the school's network. Students have no expectation of privacy in their

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use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement. Students should never share personal information online in public spaces including their assigned GSuite account.

For more information on Google's privacy and security, please [click here](#)

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

Canton Public Schools Responsibilities:

The Responsible Use Policy is based on our requirement by Children's internet Protection Act (CIPA, 2017) to support our protection measures to block and filter internet access to obscene pictures and sites that are harmful to minors. In addition, our internet safety policy must include the monitoring of online activities of minors, we must provide education to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response (CIPA, 2017). Since students may be using the district's technology at home more, a web filtering system will be deployed to each device used outside the school district. However, even with the best of intentions to monitor and filter the internet and online material and content, there are no guarantees that your child might access, acquire or transmit inappropriate content. The Canton Public Schools cannot be held liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools' computer network and/or the internet.

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

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

Student Responsibilities:

I am responsible for practicing positive digital citizenship

- I understand that CPS Technology is provided only for the purpose of my participation in CPS educational programs.
- I will ensure that my interactive contributions to websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technologies are designed to maintain a productive and appropriate educational environment for other students and staff.

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- I will be honest in all digital communication, including accurately identifying my own postings and contributions.
- I understand that what I do and post online must be consistent with maintaining a safe and secure school environment for all.
- I understand when given permission to access another individual's personal accounts, I am still responsible for my actions when accessing these accounts.
- I will use school appropriate language in all electronic communications, including email, social media, audio recordings, video conferencing, and artistic works.

I am responsible for keeping personal information private

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

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

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

I am responsible for treating others with respect and dignity

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

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

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

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

- I will not gain unauthorized access or violate District security settings and filters, including the use of proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or applications on any District computers, tablets, chromebooks, smartphones, or other new technologies.

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- I will not access my personal data plan on my own device during the school day to participate in classroom assignments or activities. Personal data plans do not have District filters.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

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

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

I am responsible for respecting the works of others

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

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

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

Parent/Guardian and Student Responsibilities:

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

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

Terms and Conditions of the CPS Technology Responsible Use Policy:

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

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

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

Field Trips

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

1. Students will not be allowed to participate in a field trip if it is felt that their participation will be detrimental to the successful completion of any assigned school work unless otherwise addressed with their teacher(s).
2. Students attending field trips are not only responsible for all class material presented the day of the field trip in all of the classes that they miss, but are also responsible for submitting, before leaving the school, any previously assigned work due that day.
3. All school rules remain in effect during a field trip.
4. A list of students attending the field trip will be submitted to three weeks for day trips and 45 days to overnight trip prior to the trip to determine if medication or accommodations are needed. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parents(s) of students with certain health care needs may be offered preferential attendance as a chaperone on a field trip.
5. If medication is needed or may be required on a field trip, the medication administration plan must be completed by the student's parents/guardians and physician and be on file in the nurse's office. If appropriate documentation and medication are not on file they will not be allowed to attend the field trip. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip.
6. Students going on a field trip must be in school at the start of the school day. Any student who is tardy to school may lose their opportunity to attend the field trip.

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Home or Hospital Instruction

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

The services will be provided with sufficient frequency to allow the student to continue progressing in his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal will coordinate such services with the Special Education Administrator for students who are eligible for special education. Home/hospital services are not considered special education unless the student has been determined eligible for special education and the home/hospital services are included on the student's IEP.

If, in the opinion of the student's physician, a student eligible for special education services is likely to remain at home, in a hospital, or in a pediatric nursing home for medical reasons for more than 60 school days in any school year, the Special Education Administrator will without undue delay convene a Team to consider evaluation needs, and, if appropriate, to amend the existing IEP or develop a new IEP suited to the student's unique circumstances.

Homeschooling

The Massachusetts General Laws require the school district to determine that a Homeschooling program is equal to public schooling "in thoroughness and efficiency and the progress made therein" prior to approving such a program.

When a parent/guardian of a child between the ages of 6 and 16 wishes to establish a home-based educational program, the procedures set forth below must be followed. Prior to removing the child from public school, the parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment. The following must be included with the notice:

1. The name, age, place of residence, and number of hours of attendance of each child in the home program;
2. Information about the academic or other qualifications of the individuals who will be teaching the children;
3. The proposed curriculum and the number of hours of instruction in each of the proposed subjects;
4. Names and description of textbooks, workbooks and other instructional aides to be used by the children. The administrator may request access to such materials if necessary to assess the level of instruction in comparison to curriculum of the public schools.

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5. Proposed method of assessing each child's progress, to include periodic testing or, in the alternative, an agreed upon form of evaluation, and plans for providing the required portfolio of learning at the end of the school year.

A student being educated in a home-based program within the district may participate in after school athletics, clubs, and any other optional activities, subject to the same enrollment and behavioral criteria as other students. Any student who participates in athletics through the public schools is required to provide requested records of health and immunization and to purchase accident insurance.

Students in a home-based program are not able to participate in academic or enrichment activities scheduled to occur within the regular school day. (M.G.L. 69:1D; 76:1)

Pregnant Students

The Canton Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Canton Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.
(M.G.L. 71:84, Title IX: 20 U.S.C. § 1681, 34 CFR §106.40(b))

Promotion and Retention of Students

The School Committee is dedicated to the continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, portfolios of student work, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians.

In the K-5 and middle schools, the final decision with respect to promotion will rest with the building Principal. Policies for promotion in the high school will be printed in Student Handbooks, after approval by the School Committee.

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Students Who Permanently Leave School

G.L. c. 76, § 18, sets forth the process for establishing that a student age 16 or older has permanently left school. The statute requires that the administrator of the school last attended by the student:

- Send notice within a prescribed timeline from the student's tenth consecutive absence to the student and parent or guardian in both the primary language of the home, to the extent practicable, and English, which contains information prescribed in the statute. Among other things, the notice must initially offer at least 2 dates and times for an exit interview.
- Convene an exit interview which may proceed without the parent or guardian if the superintendent or designee has made a good faith effort to include the parent or guardian.
- Include a team of school personnel in the exit interview such as the principal, guidance counselor, teachers and other relevant school staff, and give the student information about the benefits of earning a high school diploma, the detrimental effects of leaving school, and alternative education programs and services available to the student.
- For the first 2 years following the student's withdrawal from Canton High School, the district sends annual written notice by first class mail to the last known address of a former student who has not earned a competency determination and has not transferred to another school. The notice informs the student of the availability of publicly funded post-high school academic support programs and encourages the student to participate in those programs.

Transfers and Withdrawals

Students who are transferring to another school at any point throughout the school year must let the building administration know and submit a [Release of Student Information Form](#) and provide the contact information for which to send their records. Consistent with the 603 CMR 23.07 (4)(g), Canton Public School will forward the student's student record to the school the student seeks or intends to enroll. Students must clean out their personal spaces and return all of their textbooks to their respective teachers.

For students transferring to the Canton Public Schools, a request for a copy of the student's student record will be made to the student's former school at the time of registration. Incoming students and their families must submit a [Release of Student Information Form](#) to avoid any delay in Canton's receipt of these records.

Parents and Guardians: Please note that the school has the authority to release relevant student record information without your prior consent, or the consent of the eligible student, in certain circumstances including:

- To the Department of Children and Families: in cases of suspected child abuse or neglect (603 CMR 23.07(4)(c));
- To federal, state and local education officials: whose duties require access (603 CMR 23.07(4)(d));
- To appropriate parties in connection with a health or safety emergency: including weapons reports (Mass. Gen. Laws, Chapter 71, Section 37L; 603 CMR 23.07(4)(e)); or
- To a student's new school: Consistent with the Education Reform Act, schools have the authority to transfer a student's complete record to the new school, without prior consent, as long as notice is provided that the school the student is leaving forwards student records. (603 CMR 23.07(4)(g)).

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This document is your notice that the Canton Public School District forwards student records to schools in which a current or former student seeks or intends to enroll.

Wellness Education

Wellness education includes classes in Physical Education, Health, and Family and Consumer Sciences. The Canton community recognizes that lifetime wellness, social/emotional skills, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. Our Wellness curriculum is aligned with the Massachusetts Comprehensive Health Curriculum Frameworks, National Health Education Standards and the National Physical Education Standards. Contact the K-12 Wellness Coordinator if you have any questions regarding our curriculum at 781-821-5050 ext. 2901.

Physical Education

All K-12 Canton Public School students are required to take Physical Education each year. The amount of time dedicated for PE varies at each level. Elementary students have PE for forty-five minutes each week. Middle school students have PE twice in their six-day schedule for the entire school year. All 9-12 high school students are assigned PE three times in their seven-day schedule for one semester. Each PE teacher will inform students of the proper footwear and clothing required for their grade level. When weather permits, PE classes are held outside and students are expected to come to class prepared for the outdoors.

Excused Physical Activity during Physical Education

Students may be excused from participating in physical activity during Physical Education classes for an illness or injury, by providing the **school nurse** with a note from their physician or their parent/guardian that explains the reason for the excuse. Notes must not be submitted to the Physical Education teacher. For any excused participation in physical activity during Physical Education classes beyond one class period, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note. In grades 6-12, students who are medically excused from physical activity during Physical Education will be given appropriate alternative work to complete and will count towards their term grade.

Health

Students in grades K-10 are assigned Health Education each year. Elementary students have Health once each week, middle school students twice in their six-day schedule for one semester, and grades 9 & 10 students will have Health three times in their seven-day schedule for one semester. Grade 11 and 12 students may select Health courses as a part of their Wellness choice options. Health Education curriculum is skills-based and include instruction in the areas of growth and development, nutrition, reproduction/sexuality, mental health, family life, interpersonal relationships, disease prevention and control, safety and injury prevention, substance use/abuse

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prevention, violence prevention, consumer health and resource management, and community and public health.

Notification of Human Sexuality Education

Beginning in grade 4, age appropriate topics in human sexuality are taught in Health Education. Grades 4 and 5 health classes include units covering physical and emotional changes that occur during puberty. Parents of 4th and 5th grade students will be provided an opportunity to review the puberty units prior to implementation through an evening presentation conducted by Wellness staff. Grades 6-8 students have additional instruction in puberty, safe dating, and human reproduction. In grades 9 & 10, students will be instructed on the functions of the reproductive system, human reproduction, reducing the risk for an unintended pregnancy and sexually transmitted diseases and infections, and safe dating. Family and Child Studies, Safety and Self Defense, and Life After Canton are some of the grade 11 & 12 Wellness choice courses that may include units that specifically address human sexuality. We encourage all parents to participate in the education of their children. Parents may contact the K-12 Wellness Coordinator for information regarding the human sexuality units of instruction. It is strongly recommended that all students participate in the lessons scheduled for their grade level. Parents choosing to exempt their son/daughter from the health lessons that specifically address human sexuality must forward written notification to the Principal and Wellness Coordinator. Students who are exempted from the lessons will not be penalized and will be provided with alternative work.

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CODE OF CONDUCT

A well-ordered, friendly atmosphere in the classroom and the school is essential:

- If students are to learn to the maximum of their capacity and feel content in their environment,
- If good relations with the community are to be upheld, and
- If the total school operation is to be carried out in the best manner possible.

Pupil discipline directly affects the quality of the educational environment. The general purpose of discipline should be to bring about a positive change in a student's attitude and behavior.

Helping establish a desirable teaching-learning situation is the work of many people: parents, pupils, teachers, administrators and the members of the school committee. The community is involved as well because habits learned or condoned in the schools will be carried over into everyday life.

BEHAVIOR EXPECTATIONS

The Canton Public Schools have high expectations for student behavior as we strive to reach our goal of fostering an inclusive, reflective and engaged community. Our district emphasizes respectful relationships and uses an educational approach to discipline and asks students and families to use disciplinary action as opportunities to learn from student mistakes. *Disciplinary decisions are designed to correct or prevent undesirable behavior and to help students understand positive behavior and to take responsibility for their actions.* Student Handbooks at each level provide examples of conduct that is prohibited and school-sponsored events. However, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school-sponsored event could lead to discipline, including suspension and in some cases expulsion.

Individual teachers handle most corrective disciplinary action. This action can include a warning, a teacher/student conference, a parent/guardian conference or a lunch or after school detention. More serious infractions are reported to the administration for resolution. Procedures to be followed in the event of a suspension or expulsion are set forth below.

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STATUTORY OFFENSES: CONDUCT THAT MAY LEAD TO EXPULSION UNDER M.G.L. c. 71, §37H and 37H½

1. Weapons, Drugs and Assaults

Under M.G.L. c. 71, §37H, any student who is found on school premises or at a school-sponsored or school-related event, including an athletic game, in possession of a dangerous weapon, or in possession of a controlled substances as defined in Chapter 94C, including, but not limited to marijuana, cocaine, or heroin, may be subject to expulsion from school or the school district by the principal. Additionally any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related event, including athletic games, may be subject to expulsion from school.

Any student who is suspended or expelled from school under the provisions of M.G.L. c. 71, §37H shall have an opportunity to receive educational services and make academic progress during the period of removal as set forth below.

“Dangerous weapons” includes not only knives and guns, but explosive devices and other weapons carried and/or used in a manner to intimidate or with the intent to cause harm to another person. A “dangerous weapon” may also include ordinary items or objects when used in a dangerous or threatening manner. Such items include: pens and pencils, scissors, needles and pins, nails, baseball bats, matches/lighters, tools, etc. Illegal weapons will be turned over to the Canton Police Department.

NOTE: No toy or replica weapons of any kind, including guns and knives, will be permitted on school premises, school grounds, on the bus, or at school-sponsored or school-related events, including athletic games. These items will be confiscated and may result in suspension or expulsion if they are determined by the principal or designee to be in violation of this policy.

In addition, students who engage in conduct set forth in M.G.L. c. 71, §37H may be excluded from extracurricular, or non-academic activities at the Principal's discretion.

M.G.L. c. 71, §37H

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

2. Felony Complaints and Felony Convictions

Section 37H½ of Chapter 71 of the Massachusetts General Laws allows the principal of a school to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, regardless of whether the alleged conduct occurred at school or in connection with a school-related activity, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. This section also allows a principal to expel a student who has been convicted of or who has admitted guilt with respect to a felony or felony delinquency if he or she determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school.

M.G.L. c. 71, § 37H½

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence

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in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

3. Due Process Procedures Applicable To Statutory Offenses

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing with the student, to be followed by a formal hearing with the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

The informal hearing with the student will generally take place before the short-term suspension and will include the following:

- (1) Oral and written notice of the charges to the student
- (2) If student denies the charges, an oral or written explanation of the evidence against him/her
- (3) An opportunity to present his or her side of the story and any relevant facts

In the case of danger or a substantial disruption, this process will occur soon after, rather than before, the suspension.

A letter will be mailed to the parent/guardian of the suspended student stating:

- (1) The reason for the suspension
- (2) A statement of the effective date and duration of the suspension
- (3) A statement regarding whether the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H.

When considering the suspension/exclusion of a student charged with or convicted of a felony, the Principal will use the standards and procedures set forth in M.G.L. c. 71, §37H½. In addition, prior to initiating such

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procedures, the Principal may meet informally with the student and/or his or her parents/guardians to review the charge and the applicable standards if the Principal deems appropriate.

CONDUCT OTHER THAN STATUTORY OFFENSES (M.G.L. c. 71, §37H^{3/4})

Conduct of concern in a school setting that is not covered by M.G.L. c. 71, §§37H and 37H^{1/2} may result in disciplinary action up to and including long term suspension (up to 90 days) from school. The administration will determine the consequences for serious infractions of the Code of Conduct and avoid using long-term suspension from school (i.e., more than ten days cumulative in a school year) as a consequence until alternatives have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district member who can provide more detailed information.

DUE PROCESS PROCEDURES THAT APPLY TO DISCIPLINE FOR CONDUCT

OTHER THAN STATUTORY OFFENSES

A. In-School Suspension for Less than 10 Cumulative Days During a School Year

An in-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive days, or no more than ten school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, does not count as removal for purposes of calculating school days. In-school suspension may be used as an alternative to short-term suspension for disciplinary offenses.

The procedure for an in-school suspension of no more than ten (10) school days (consecutive or cumulatively for multiple infractions during the school year) is as follows:

1. The administrator will inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, he or she will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the student's parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is

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unable to reach the parent/guardian after making and documenting at least two (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

3. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior, if such meeting has not already occurred (see above). The administrator shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or other method of delivery agreed to by the principal and the parent/guardian.

In-school suspension for 10 days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.00. If a student is placed in an in-school suspension for more than 10 days, consecutively or cumulatively during a school year, such suspension is deemed a long-term suspension, and subject to the procedures for long-term suspension found at page 33.

B. Short-Term Suspension

A short-term suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a short-term suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will provide the student and his/her parent/guardian oral and written notice and an opportunity for a hearing on the charge.

1. **Notice:** Written notice of the offense shall be provided to the student and parent/guardian in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice will include the following:

- a. the disciplinary offense;
- b. the basis for the charge;
- c. the potential consequences, including potential length of student's suspension;
- d. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e. the date, time, and location of the hearing; and
- f. the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

Written notice may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent/guardian.

2. Efforts to Involve Parent/Guardian: In addition to the written notice, the administrator will make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.
3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
4. Decision: Based on the available information, including mitigating circumstances, the administrator shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed. The administrator will provide written notice to the student and parent/guardian of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

If the student is in a preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

C. Long-Term Suspension

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular or school-sponsored events, or both, shall not count as removal in calculating school days.

Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, §37H or M.G.L. c. 71, §37H½ no student may be placed on a long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in section B above, plus notice to the student and parent/guardian of the following additional rights:

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- a. In advance of the hearing, the opportunity to review the student’s record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b. the right to be represented by counsel or a lay person of the student’s choice, at the student’s/parent’s/guardian’s expense;
- c. the right to produce witnesses on his or her behalf and to present the student’s explanation of the alleged incident, but the student may not be compelled to do so;
- d. the right to cross-examine witnesses presented by the school district; and
- e. the right to request that the hearing be recorded by the administrator, and to receive a copy of the audio recording upon request. If a request is made to record the hearing, the administrator shall inform all participants before the hearing that an audio record will be made and that a copy will be provided to the student and parent/guardian upon request.
- f. The notice shall also include notice of the right to appeal the administrator’s decision to the superintendent.

2. Format of Hearing: At the hearing, the student will be afforded all of the rights afforded a student in a short-term suspension hearing, plus the additional rights set forth in the Notice of Hearing (above). The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student’s conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian.

If the administrator decides to suspend the student on a long-term basis, the written determination will:

- a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- b. Set out the key facts and conclusions reached;
- c. Identify the length and effective date of the suspension, as well as a date of return to school;
- d. Include notice of the student’s opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 consecutive days);
- e. Inform the student of the right to appeal the decision to the superintendent or designee, but only if the discipline imposed is a long-term suspension. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator’s determination on appeal.

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If the student is in a preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

D. Emergency Removal

Notwithstanding the provisions for short or long-term suspensions set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the administrator will:

- Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian as provided in Section B or C above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent/guardian.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of Section B or C above, as applicable.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

E. Appeal to the Superintendent

A student who is placed on long-term suspension following a hearing with the administrator shall have the right to appeal the administrator's decision to the superintendent. A notice of appeal must be filed with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days.

The following apply:

- The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a

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hearing day and time that would allow the parent/guardian to participate. The superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.

- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision. The decision of the superintendent constitutes the final decision of the school district.

GENERAL INFORMATION REGARDING DISCIPLINE

1. Parents and legal guardians are strongly urged to accompany their child upon returning to school following a suspension.
2. The Principal shall provide written notification to the Superintendent if the student does not return to school upon completion of his/her suspension.
3. As part of a school wide education plan, the Principal shall inform the student and the parents of opportunities the student will be given to continue their academic progress during the term of the suspension. The student shall be given access to class assignments and retain the ability to take quizzes and tests upon their return to school. The Principal shall also provide the student and the parents with a list of available alternative educational services which may be utilized during a suspension of more than 10 consecutive days.
4. The Principal shall ensure that all personnel assigned to his/her school report in writing to him/her an incident involving a student's possession or use of a dangerous weapon on school premises at any time. The Principal shall file a report concerning the weapon with the Superintendent. The Principal shall file copies of said weapon report with the local Chief of Police, the Department of Children and Families, and the Director of Student Services, who shall arrange an assessment of the student involved in said weapon report. The student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Department of Elementary and Secondary Education. Upon completion of a counseling session, a follow-up assessment may be made of the student by those involved in the initial assessment.
5. Where appropriate, school officials may work with parents to arrange for the assessment of a student who has engaged in misconduct.
6. A student transferring into the Canton Public Schools shall provide the building Principal with complete school records. Said records shall include, but not be limited to, any incidents involving suspension(s)/expulsion(s) or violation(s) of criminal acts or any incident reports in which such student was previously excluded from school.
7. The Principal shall notify the Canton Police Department whenever a student has committed an assault/assault and battery upon a school staff member, an assault/assault and battery by means of a dangerous weapon, is in possession of a dangerous weapon, distributes a controlled substance, including alcohol, or is in possession of a controlled substance, including alcohol, for the second/subsequent time.
8. The Principal may, at his/her discretion, notify the Canton Police Department whenever a student is in possession of a controlled substance, including alcohol, for the first time, or commits a delinquent/criminal act in violation of federal or Massachusetts law not specified in the above paragraph.
9. All discipline reports and records are confidential and cannot be disclosed to other parents.

POLICIES THAT ADDRESS PARTICULAR CONDUCT

Drug and Alcohol Abuse Policy

The use, possession, or sale or distribution of alcoholic beverages or controlled substances is forbidden by state law.

1. Any student found using, selling or distributing prescription or illegal drugs or alcohol, or possessing any type of drug paraphernalia, including vaping products, in school, on school grounds, or at a school-sponsored event, will be immediately turned over to the police and **will**

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be subject to suspension from school. Students in possession of prescription or illegal drugs are subject to expulsion by the Principal.

2. Any teacher who believes that a student may be using drugs, alcohol or vaping will report the matter immediately to the school administration. If, after an assessment **by the school nurse**, the administration believes that the student may be using drugs, alcohol or vaping, the student's parent(s) will be notified.
3. The referral, counseling, and re-entry policy for the high school will be as determined by the Principal or his/her designee.
4. The Principal will take appropriate actions against any student found to be in possession of, consuming, or under the influence of drugs, alcohol or vaping, on school property, or at a school-sponsored event. (Note: It is not a violation of this policy for a student to take a medication specifically prescribed for the student's own use by his/her doctor.) Students must take such medication in the nurse's office.)
5. On-site school administrators retain final authority in determining what constitutes a prohibited drug and in evaluating potential danger.

Although the Principal has the authority to expel students for possession of prescription or illegal drugs, the Principal will consider taking steps in following the protocol in making his/her determination.

First violation:

1. A ten (10) day out-of-school suspension or a five (5) day out-of-school suspension and successful completion of a school-approved drug/alcohol counseling program. If the student does not enroll and participate in the counseling program within the first five (5) days of his/her suspension, the ten-day out-of-school suspension will be applied.
2. The student will also be unable to participate in or attend any after-school or extra-curricular programs or school-sponsored events for a ten (10) consecutive school week period. (Consequences for participation in interscholastic athletics are outlined in the CHS Athletic Code of Conduct and any appropriate document in the event of any GMS sport being added.) If the student becomes a participant in an approved counseling program, and is successful in completing the program, the student may be certified for reinstatement to activities after a minimum period of five (5) weeks. Official documentation of attendance and proof of the successful completion of the counseling program must be submitted to the Principal's office at the end of the program. Once the student is enrolled in an approved counseling program, he/she may be allowed by the Principal to attend practice, but not dress or participate in official games, meets, performances, etc. during this five (5) week period.
3. If the student holds a class office, student council office, athletic team captain (including captain-elect), or activity office or other leadership role at the time of the infraction, that position will be lost.

Second violation:

1. A ten (10) day out-of-school suspension will be imposed and a ten (10) consecutive school month period of ineligibility will be applied for all athletic and extra-curricular activities. If the student, of his/her own volition, becomes a participant in an approved drug and alcohol program the student may be certified for reinstatement in all school programs after a minimum period of five (5) consecutive school months. Such certification must be issued by the director or a counselor of the drug and alcohol program.

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2. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Hazing Policy

Definition of Hazing

The Canton Public Schools defines hazing as any conduct or method of initiation into any student group, whether on or off school premises, which willfully or recklessly produces mental or physical discomfort, embarrassment, harassment, or ridicule. (MGL Chapter 269; Section 17, 18, and 19.)

Discipline Action

Anyone involved in any act of hazing may be subject to suspension or removal from the team or activity and may receive school suspension up to 90 days.

If during the investigation of a potential hazing case, it is determined that the actions are deemed to involve other violations, such as harassment, bullying or a lack of Title IX compliance, the CPS policies dealing with those areas will be followed as well. When necessary and allowed by MGL, police may be involved.

All students should be aware of the provisions of Massachusetts General Law Chapter 269, Sections 17-19, An Act Prohibiting the Practice of Hazing. A summary of this law is as follows: Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Anyone who is a principal organizer or participant in the crime of hazing shall be punished by a fine of not more than one thousand dollars or by imprisonment in a House of Correction for not more than one hundred days or by both a fine and imprisonment. Anyone who knows of another person being the victim of hazing and who has witness to, and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such to an appropriate law enforcement official as soon as reasonably practicable. Failure to do so shall be punished by a fine of not more than five hundred dollars.

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School Disruptions

Students are prohibited from participating in disruptive demonstrations and protests that result in destruction of property, violation of school rules, or any other unlawful activities. Disruptive assemblies may include:

- Assembly of large groups of students called for the specific purpose of disrupting the school day
- Demonstrations that deprive other students of their rights to pursue their education in an orderly environment or obstruct corridors or prevent free movement among students who are not participants.

School Safety Concerns

If a student is asked to leave school for emotional or anger management reasons, where appropriate, the district will work with the parents to arrange for evaluation by a psychiatrist/psychologist to assess whether the student may be a danger to self or others.

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools, and required schools and school districts to take certain steps to address bullying. As part of this law, the District was required to create a [Bullying Prevention and Intervention Plan \(BPIP\)](#) with information about the policies and procedures the District will follow to prevent bullying and retaliation, or to respond to it when it occurs. The BPIP also includes information on staff development and training, resources for students and parents, and community involvement. A copy of the District's BPIP is available online, on the District's [website](#). The parts of the law (M.G.L. 71, § 37O) that are important for students and parents/guardians to know are described below.

CPS is committed to providing a safe and encouraging learning environment for all of our students. Anyone with questions regarding bullying or the District's BPIP is encouraged to contact their building principal.

Prohibition Against Bullying

The CPS strictly enforces a prohibition against bullying, including without limitation, cyberbullying, of any of its students by anyone, including school staff, and also strictly enforces a prohibition against retaliation of any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Acts of bullying, which include cyberbullying, are prohibited:

- a) On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- b) At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

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CPS recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, and/or knowledge and strategies to respond to bullying or harassment.

Definitions

Aggressor is a student or member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. Causes physical or emotional harm to the target or damage to the target's property;
- ii. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. Creates a hostile environment at school for the target;
- iv. Infringes on the rights of the target at school; or
- v. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, as defined in M.G.L. c. 71, § 37O, is bullying through the use of technology or electronic devices, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

- i. The creation of a web page or blog in which the creator assumes the identity of another person or
- ii. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v) of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. **All school staff (including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals) are required to immediately report any instance of bullying or retaliation they witness or become aware of to their building principal using the CPS Suspicion of Bullying Reporting Form.** The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

The District has made a variety of reporting resources available to the school community including a [Suspicion of Bullying Reporting Form](#). This form is available on the District's website and at each school in the district. In addition, each building principal will identify and publicize to students, staff and parents/guardians, any additional reporting resources available in his or her building.

Use of the District's Suspicion of Bullying Reporting Form is NOT required as a condition of making a report. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents/guardians, and others may request assistance from any staff member to complete a written report. Students will be provided with practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

In the event of an allegation against the principal, the matter should be reported to the superintendent and if against the superintendent, to the chair of the school committee.

Pre-Investigation/Ensuring Student Safety

Before fully investigating the allegations of alleged bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the alleged aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will also take steps to implement appropriate strategies for protecting from bullying or retaliation, a student who has reported alleged bullying or retaliation, a student who provides information during an investigation of alleged bullying or retaliation, or a student who witnesses or has reliable information about a reported act of alleged bullying or retaliation.

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Any student who reports suspicion of bullying from a member of the school staff will be extended protections during and after the investigation. This may include but is not limited to a safety plan, access to school counseling, schedule adjustments, and access to a safe space for support throughout the school day as needed.

Complaint Investigation

When the school principal or designee receives a complaint of bullying or retaliation, he or she shall promptly conduct an investigation. The investigation may include an interview with the student, parent/guardian, staff members or community member who filed the complaint, the student alleged to be a victim of bullying or retaliation, the student(s) or staff member(s) alleged to have committed the bullying or retaliation, witnesses to any alleged incidents or others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful, and that retaliation is strictly prohibited and will result in disciplinary action. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process.

Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will:

- a) Determine what remedial action is required, if any, and
- b) Determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the appropriate personnel, and the target's or aggressor's parents or guardians, if the aggressor is a student, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development. In addition, it will be determined if a referral needs to be made to the Title IX Compliance Officer.

Obligations to Notify Others

If the principal or designee determines that bullying or retaliation has occurred, he or she shall:

- (1) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation;
- (2) notify the parents or guardians of the aggressor, if the aggressor is a student;
- (3) notify another school or school district if the incident involves students from more than one school or school district; and
- (4) notify the local law enforcement agency if the principal or designee believes that criminal charges may be pursued against the aggressor. This notice may be given at any point after receiving a report of bullying or retaliation, including after an investigation.

There may be circumstances in which the principal or designee contacts parents/guardians prior to any investigation. All notice will be consistent with state regulations at 603 CMR 49.00.

Disciplinary Action and Response To Bullying

If it is determined that bullying or other inappropriate conduct has been committed, the principal or designee will take action that is appropriate under the circumstances. When a student is determined to have engaged in bullying or retaliation and the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline may include: requiring the aggressor to work with school personnel on improving behavior; a recommendation for counseling or other therapeutic interventions; disciplinary consequences up to and including court involvement; or disciplinary consequences consistent with the school's policies and code of conduct up to and including expulsion.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

As part of the District's efforts to balance the need for accountability with the need to teach appropriate behavior, the principal or designee may consider the use of skill-building approaches with students who have been victims of bullying or in lieu of or in addition to discipline for student who are found to have engaged in bullying or retaliation. These approaches include:

- Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- Providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- Implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- Adopting behavioral plans to include a focus on developing specific social skills; and
- Making a referral for evaluation.

Promoting Safety for the Target and Others

Following an investigation, the principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement those supportive measures immediately.

False Accusations

If the principal or designee determines that a student or staff member knowingly made a false allegation of bullying or retaliation, that student or staff person may be subject to disciplinary action.

Problem Resolution System

Any parent/guardian wishing to file a claim/concern or seeking assistance outside of the District may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

POLICY PROHIBITING AND ADDRESSING HARASSMENT

In accordance with our Nondiscrimination Policy the Canton Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, gender identity or disability. Consistent with our Policy Prohibiting and Addressing Bullying, Canton Public Schools specifically prohibits all conduct that creates an intimidating, hostile environment for others. However, such conduct based upon the protected classifications described above requires particular attention.

A. Definitions

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability, when such communication or conduct is sufficiently serious to interfere with an employee's job duties or with a student's ability to participate in or benefit from his/her educational programs or school sponsored-events. By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

Sexual Harassment. Sexual harassment includes not only the types of conduct listed above that is based upon gender, but can also includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

B. Harassment and Retaliation Prohibited

Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

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C. Reporting & Investigating Incidents Of Harassment

Canton Public Schools will promptly investigate every complaint of harassment. If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should immediately inform the building principal or the Non-Discrimination/Harassment Coordinator for the district Stephanie Shapiro. The Coordinator can be reached at Canton Public Schools, 960 Washington Street, Canton, MA 02021 or by telephone at 781-821-5060 ext 2107. If you do not wish to discuss your claim with either of these administrators, notify the Superintendent of Schools. Any allegation of harassment by the Superintendent should be addressed to the Chair of the School Committee. To see School Committee contact information, [click here](#).

The Coordinator or Designee will promptly investigate any complaint of harassment.

If the Coordinator or Designee determines that harassment or retaliation has occurred, he/she will take effective steps reasonably calculated to end the harassment, to eliminate any hostile environment and its effects, and to prevent the harassment from recurring

In certain cases, the harassment of a student may constitute child abuse under MA Law. The Canton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

Nothing in this policy is intended to restrict the Canton Public School's authority to address conduct that is inappropriate for a school setting, whether or not it meets the definition of harassment.

D. Closure of a Complaint

When an investigation has been completed, school personnel will inform the complainant of the results and notify the Coordinator

State and Federal Agencies

The Canton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for students is the United States Department of Education Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109 (telephone 617-289-0111) (TTY: 1-800-877-8339). The state agencies responsible for enforcing such laws are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-2310) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

SEARCHES AND INTERROGATIONS

Searches by Staff

Students' school lockers, **including cubbies**, remain the property of the school and are subject to inspection at any time by school officials.

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In the event that school administration has reasonable suspicion to believe that a student has in his/her possession or otherwise in his/her vehicle, locker or belongings, evidence that a student committed a crime or violation of the disciplinary policy, the school administrator may conduct a search. Students, their bags, backpacks, lockers, electronic devices and vehicles on school property or at school-sponsored events (on or off school property) as well as other items/areas may be the subject of such a search.

The Canton School Department may periodically utilize police K9's under the direction of the Canton Police Department to search school property and the surrounding campus for the presence of controlled substances, drugs or explosives.

School officials are authorized to question students about information that is relevant to the performance of their duties, including enforcement of school rules.

Formal Interrogations by Police

When law enforcement officials seek to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will generally make an effort to contact the student's parent or guardian so that the responsible individual may be notified of the situation.

TOBACCO/ELECTRONIC CIGARETTE 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 (including chewing tobacco) 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. Electronic Cigarettes/Vape are covered under the Drug and Alcohol Policy. The policy can be found [here](#).

TRANSPORTATION/BUS BEHAVIOR

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Students are to board the bus at their assigned bus stop, **and students are not to be driven to alternate bus stops to board the bus**. Regular student transportation is a privilege, not a right, and is dependent upon the student's behavior while on the bus.

The principal or his/her designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the student has previously been involved in misbehavior on the bus, and other circumstances. The following general guidelines, however, will be used by principals in determining penalties for disobedience or misbehavior.

- | | |
|-------------------|---|
| 1. First Offense | a warning or up to three days off the bus |
| 2. Second Offense | up to one week off the bus |
| 3. Third Offense | up to one month off the bus |
| 4. Fourth Offense | up to one year off the bus |

There are no refunds of bus fees for the situations described above. Other penalties, including suspension from school, may also apply.

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COMMUNICATION

It is the general goal of the District to foster relationships with parents that encourage cooperation between the home and school in establishing and achieving common educational goals for students. As appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction. Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

BLACKBOARD CONNECT

Blackboard Connect is the telephone and email notification system that Canton Public Schools utilizes to reach our community for time-sensitive situations, outreach for events and daily attendance notifications. It is the most efficient way to keep our district and community more secure, informed, and involved. It is the parent/guardians responsibility to keep their child's information up-to-date in regards to telephone numbers, addresses and email address changes. Please contact your child's main office to update your information in the event that personal information changes at your household after the student demographic verifications are sent out at the beginning of each school year.

CHAIN OF COMMUNICATION

Students and their parents/guardians are encouraged to initiate communication with staff members regarding their own or their child's academic or behavioral progress as well as to address concerns. The procedure for discussing concerns is to contact the following in this order: Teacher; Counselor; Team Leader or Department Coordinator; Dean of Students, Student Services Coordinator or Assistant Principal; Principal; Assistant Superintendent; and lastly, the Superintendent.

Each staff member should acknowledge and respond to all parent/guardian communication, i.e., telephone calls, emails, etc., within approximately forty-eight hours of its receipt unless there is an emergency. If the staff member contacted does not respond within that time frame, please leave a reminder voicemail or send a reminder email. If a response is not received within approximately twenty-four hours of the reminder, please contact the next staff member in the order outlined above. If a parent or guardian wishes to proceed in a more formal manner in addressing the concern, the parent or guardian should first consult with the teacher (or other staff member) most directly involved whenever appropriate. If the problem is not resolved at the teacher/parent level, then an additional meeting can be arranged with the principal, parents, and the teacher (or other staff member), as appropriate. If needed, further concerns may be addressed to the central office administration.

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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.

District--Public Website Only*	https://www.cantonma.org
Early Childhood Program--Public Website Only*	https://www.cantonma.org/preschool
Hansen Elementary School--Public Website Only*	https://www.cantonma.org/hansen
JFK Elementary School--Public Website Only*	https://www.cantonma.org/kennedy
Luce Elementary School--Public Website Only*	https://www.cantonma.org/luce
Galvin Middle School--Public Website Only*	https://www.cantonma.org/gms
Canton High School--Public Website Only*	https://www.cantonma.org/chs

REDIKER PORTALS

The Rediker (Student Management System) will host the GMS and CHS private portals (called PortalPlus) for the school year. Activation codes will be sent to parents, guardians and students AFTER school starts to allow our educators to post information for their new classes. The GMS and CHS portal login will allow access to private reports that include: Attendance, demographics, transcripts and schedules. If you need your access code, please contact the main office.

The preschool and elementary schools currently do not have a private portal for students. All reports are emailed individually to the parent/guardians.

MEDIA RELEASE/DIRECTORY INFORMATION

Throughout the course of the school year, opportunities often arise for placing student work, names and or photos/video/audio in newsletters, on local cable television in local newspapers such as the Canton Citizen and the Canton Journal, and on the Canton Public Schools' website, individual school websites, external websites (e.g., Kidblog) and other forms of social media (e.g., Twitter). If you do not respond, we will assume, a "Yes" reply - that you give permission to include your child in various media, including social media. The Media Release can be found on the Handbook Signature Page.

All Canton Public School students are included in Directory Information. If you do not want your child included, you may opt out. Please contact your school directly.

RELATIONS WITH PARENT ORGANIZATION

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:

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1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations at each school building. For this purpose the Committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization makes the request.

SCHOOL CANCELLATION, DELAYS, OR CLOSING DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

If weather conditions are severe, one of the following actions may be taken by the Superintendent or designee.

Cancellation

If school is canceled, you will receive an automated recorded message from the Superintendent, and notification will be posted on the website at www.cantonma.org. Additionally, the “no school,” announcement will be carried, beginning at 6:30 a.m., by radio stations, WHDH, WBZ, and WEEI, on television channels 4, 5, 7, and on local Cable TV. When there is NO School all classes and school activities are canceled for the day, including scheduled adult evening classes, recreation programs, etc.

One Hour Delay, Ninety Minute Delay, and Two Hour Delay

Occasionally, weather conditions may make it necessary to delay the opening of school. Morning bus pickups and the start of classes will be postponed accordingly. All other school activities (meals, dismissals, etc.) will take place at their regularly scheduled times. The Superintendent will generate an automated telephone message, notification will be posted on the website, and the stations listed above will announce delayed openings for the Canton Schools beginning at 6:30 A.M.

Please do not telephone the Police Department, Fire Department or the Department of Public Works to ask about NO SCHOOL, or DELAYED OPENING announcements. Each of the foregoing must make and receive many important telephone calls of an emergency nature, and your telephone call only interferes with the performance of their duties at a critical time in the morning. Please wait for the phone call from the Superintendent, check the website, listen to the radio stations, or watch the morning news stations listed above.

Early Closing

Notification: If severe weather conditions develop during the school day and the decision is made by the Canton Schools’ Administration to close the schools early, parents and guardians will receive an automated recorded message from the Superintendent. An announcement will be carried by the television and radio stations listed above. In the event of severe weather, please listen to your radio or watch your television for possible announcements. Do not call the school or the Administration offices

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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.

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner. In order to keep such discussions within a practical size, student representatives will be permitted to participate with the Principal, staff members, or School Committee members who may be involved. (M.G.L. 76:17)

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FACILITIES

A.H.E.R.A. NOTIFICATION (annual)

As a requirement of the A.H.E.R.A. (Asbestos Hazard Emergency Response Act) regulations, it becomes necessary to inform all persons in the Town of Canton that the Asbestos Management Plan for all schools is located in the main office of each individual school and a copy of each is also located at the Maintenance Department office.

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FINANCIAL--FEES AND PAYMENTS

BUILDING RENTAL

Information about renting space in a Canton Public School Building can be found on the website, or by clicking here. [District Forms Webpage](#)

LUNCH PAYMENTS

See [Food Services Section](#) page 55 below.

ONLINE PAYMENTS

The Canton Public Schools accepts payments and fees online, through an online payment vendor, MySchoolsBucks.com. Examples of payments include transportation fees, kindergarten and preschool tuition, lunch payments and athletic fees. Payments can be made by two methods:

- ACH (E-Check) Payments \$0.25 now being accepted for all purchases except Food Services. The \$0.25 program fee will be added to your total at the time of checkout and paid directly to myschoolbucks. The \$0.25 program fee is per \$500.00 in total transactions. If your transaction exceeds \$500.00, you will be charged an additional \$0.25 and your bank statement will show two transactions.
- Credit Card Payments: There will be a 3.95% program fee added to your total purchase at the time of checkout and paid directly to myschoolbucks.
- Food Services Payments Only: There will be a \$1.95 program fee added to your purchase at the time of checkout and paid directly to myschoolbucks. Maximum addition to your student's meal account is \$120.00 per transaction.

More information can be found on the district and school websites.

STUDENT FEES, FINES, AND CHANGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these school fees.

A school may exact a fee or charge only upon Committee approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

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Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

STUDENT FUNDRAISING ACTIVITIES

The school committee fundraising policy will be reviewed during the 2019-2020 school year.

STUDENT GIFTS AND SOLICITATIONS

Students will be discouraged from giving gifts to classroom teachers and other school personnel. There will be no formal exchange of gifts between students in the classroom in accordance with the Massachusetts Ethics Commission Conflict of Interest advisory. Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the building administrator or Superintendent of Schools.

Any organization desiring to distribute flyers or other materials to students may do so only with the approval of the Superintendent.

TRANSPORTATION FEES

See Transportation Section.



FOOD SERVICES

GENERAL INFORMATION

The Food Service Department of Canton Public Schools recognizes the importance of sound nutrition in academic achievement and is committed to offering a variety of healthy foods to children through the school breakfast and lunch program. Over 300,000 meals are served each year at the Canton Schools. We proudly participate in the National School Lunch Program. All meals served meet or exceed the nutritional guidelines set by the USDA.

All schools use the Nutrikids Point of Sale System and [MySchoolBucks](#) for student account funds. Cash is also acceptable at all registers.

Each student has an 8 digit student ID number and 4 digit PIN number.

- **Breakfast Program:** Breakfast is served every day at the following schools: Rodman Early Childhood Program, Canton High, William H. Galvin, Lt. Peter M. Hansen, J.F. Kennedy and Dean S. Luce School.
- **Lunch Program:** Lunch is served daily at the following schools: Rodman Early Childhood Program, Canton High, William H. Galvin, Lt. Peter Hansen, J.F. Kennedy and Dean S. Luce School.

FREE AND REDUCED PRICE MEALS APPLICATIONS

Students may be eligible for free or reduced price meals. During the first week of school a Free and Reduced Meal Application is given to every student. Applications are available in the main office at all schools, the Food Service Department Office, 960 Washington St, Canton and [on the district's website](#). Applications can also be completed and submitted online using MySchoolApps. This electronic application can be found [on the district's website](#).

PURCHASING SCHOOL MEALS

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 \$1.95. 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.

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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 at 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.

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HEALTH SERVICES

CONFIDENTIAL HEALTH INFORMATION/MEDICAL SERVICES/ 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, staff, and Emergency Services only on a need-to-know basis to maintain the health and safety of your child.

Parents/guardians of students with a medical concern (asthma, diabetes, seizures, life-threatening allergies, or any other medical condition) should contact the school nurse to develop an appropriate plan to meet the needs of your child, while in school.

Students with an acute injury (fracture, sprain or other condition) that requires the use of crutches, or a wheelchair, should notify the school nurse prior to the return to school. The school nurse will work with parents/guardians to develop appropriate accommodations and notify appropriate personnel.

COMMUNICABLE DISEASE GUIDELINES

Any concern or diagnosis of a communicable disease, please notify the school nurse, immediately. The school nurse will assist with the procedures needed, regarding the return to school policies.

<u>Disease</u>	<u>Recommended Minimum Absence From School</u>
Chicken Pox	From first eruption until lesions are crusted over, child is fever free for 24 hours, and until 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.

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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 first dose of medicine, no drainage, and doctor's note provided, clearing for re-entry
Pinworm	From diagnosis until 24 - 48 hours after treatment and doctor's note provided, clearing for re-entry
Head Lice	From diagnosis, until first treatment - student must be checked by school nurse and approved for re-entry

CONCUSSION POLICY

Canton Public Schools, in order to protect the health and safety of students and to comply with 105 CMR 201.000 enacted in June 2011, has developed a Concussion Management Policy to provide standardized procedures for persons involved in the prevention, training, management and return to academics, learning, and play decisions regarding students who incur head injuries. The intent of this policy is to assist a student, diagnosed with a concussion so they are identified, treated, referred appropriately and receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

ELEVATOR

The elevator is available exclusively for students with a physical disability or injury. The school nurse will meet with the students to discuss guidelines for use of the elevator and to issue a key 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 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 accommodation plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip, as needed.

FOOD ALLERGY MANAGEMENT

In order to minimize the incidence of life-threatening allergic reactions, our school system will maintain a district-wide plan to address life-threatening allergies with the intent to reduce and/or eliminate potential reactions. The focus of the Food Allergy Management Policy is prevention, education awareness, communication and emergency response. The Food Allergy Management Plan is the basis for procedural guidelines that will be implemented at the school level and provided for consistency across all schools within the district. Please refer to the Health Services webpage to view the policy.

FORMS

All health and medication forms are available from the school nurse or may be downloaded from the web at <http://www.cantonma.org/pages/CantonPublicSchools/AboutCantonPublicSchools/DistrictForms>

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HEALTHY DECISION MAKING

The Canton community recognizes that lifetime wellness, social/emotional well being, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. The district has implemented, and continues to modify, a Pre K-12 Comprehensive School Wellness Program. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy lifetime habits. We will teach, encourage, and support healthy eating choices and daily physical activity for our students. With this in mind, **all foods made available on school campuses during school hours should offer children nutritious choices.** **Cupcakes, cakes and other food treats of this sort are strongly discouraged in order to comply with our Wellness Policy and concerns around food allergies.**

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ILLNESS/INJURY AT SCHOOL

Students who become ill or injured during the school day are requested, when possible, to notify their teacher before going to the health office. Middle and high school students are requested, when possible, to obtain a written pass to see the school nurse. The exception would be in an emergency situation. All accidents that occur on school property must be reported to the teacher and the school nurse. Students with minor health concerns will be treated and sent back to class. The school nurse does not contact each and every parent when a student comes to the nurse. The school nurse will make the determination of parental contact based on his/her assessment as well as the need for observation and/or follow-up. More serious health conditions will be referred to a parent/guardian, physician or counselor. Parents/Guardians are responsible for the care and transportation of their child, who cannot stay in school.

The school nurse will determine if the student requires dismissal for an illness or injury and will call the parent/guardian to make transportation arrangements. Students are requested to not call parents/guardians to be picked up from school without seeing the school nurse for health assessment.

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.

ILLNESS REQUIRING ABSENCE FROM SCHOOL

Upon return from any absence, students must provide a note describing the reason for the absence. If your child is out of school for five days or more you should notify the school nurse. Any school absence for five or more consecutive days requires a note from a health care provider which should be presented to the school nurse before the student returns to school. Without medical documentation these are considered unexcused absences. When you call the absentee line of your school, please specify the nature of the illness. Here are some guidelines to follow:

Keep your child home if he/she:

- 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 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 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. It is essential to keep your telephone contact numbers and the emergency contacts updated as they will be needed 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.*

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IMMUNIZATIONS

No student will be allowed to attend school until health records have been reviewed and approved by the school nurse.

No student, as defined by the Department of Public Health in 105 CMR 220.400-500, is allowed to attend a preschool, or kindergarten through grade 12 without a certificate of immunizations documenting that the child has been immunized in accordance with current DPH recommended schedules for preschool, elementary, middle and high school students.

<http://www.cantonma.org/pages/CantonPublicSchools/Departments/HealthServices/SchoolEntryRequirements>

There are specific exceptions to the DPH immunization requirements which may be discussed with the school nurse as needed.

INSURANCE

Please contact the school nurse for information about obtaining health insurance or finding a primary health care provider or a dentist.

LATEX PRODUCTS

The use of latex balloons and other latex products are not allowed in the school.

MEDICATION POLICY

Prescription Medication: Students requiring prescription medications, including inhalers, during the school day must have signed medical orders from a health care provider and permission from 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 and from school.**

Medications should be administered before and after school whenever possible.

All medication must be taken in the Health Office except for certain medications, which may be carried by the student, based on their health care needs with the authorization and planning of the health care provider, parent/guardian and school nurse. There is additional planning and paperwork required for a student to self-administer an inhaler. Please notify the nurse to assist with the planning process.

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. The Health Office also has a list of Standing Orders from the school physician for treatment of minor injuries and/or illnesses.

NUTRITION

Parents/guardians are encouraged to ensure that students eat breakfast before coming to school. A well-balanced diet, including three meals and two snacks a day, will improve academic performance. The school nurse is available to help students with any nutritional problems including obesity, failure to thrive, and eating disorders. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy lifestyle. We will teach, encourage, and support healthy eating choices for our students. Please notify the school nurse if you or your child need any assistance with nutritional needs.

With this in mind, **all foods made available on school campuses during school hours should offer children nutritious choices.** Food is no longer encouraged at any of our celebrations.

The “Act Relative to School Nutrition” was signed into law on July 30, 2010 and required that schools participating in the National School Lunch Program must comply with the nutrition standards as of August 1, 2012. The goal of the law was to establish standards for competitive foods and beverages sold or provided in public schools during the school day to ensure that schools offer students food and beverage choices that will enhance learning, contribute to their healthy growth and development, and cultivate life-long healthy eating behaviors.

PHYSICAL ACTIVITY EXCLUSION

Students may be excused from participating in physical education classes for an illness or injury, only if a physician note is provided to the school nurse.

PHYSICAL EXAMINATIONS

All new students, and students entering grade 1, 4, 7, and 10, are required to submit a record of a complete physical exam before the start of school each year. Students participating in athletics must have a completed physical examination within 12 months of the start of their pre-season or try-outs.

REST

All students should arrive at school well-rested and ready to learn. Depending on age, students generally require between 8-12 hours of sleep each night.

SCHOOL ENTRY REQUIREMENTS

All new students registering with the Canton Public School District are required to submit updated immunization records, consistent with MA state requirements and documentation of a complete physical exam by a licensed physician, nurse practitioner or physician’s assistant within one year prior to entrance to school or within 30 days after school entry. Immunization records must accompany the physical exam. A student transferred from another school system will be directed to the pre enrollment nurse for determination of medical clearance for enrollment. There are specific exceptions to the DPH immunization requirements which may be discussed with the school nurse as needed.

Students participating in athletics and those requesting a work permit must have a complete physical annually.

SCHOOL NURSING TEAM

Members of the **School Nursing Team** are essential members of the school’s multidisciplinary team in advocating for the student’s health needs in relation to the entire school community. The school nurses teach individual students, parents and staff about health and wellness issues and strive to promote an understanding of

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student health needs. Members of the School Nursing Team may conduct or assist in teaching lessons on age appropriate health topics such as hand hygiene, nutrition, mental wellness, and growth and development. The team works in collaboration with the wellness and guidance staff to provide information and assist in presentations based on the needs of the student population.

SCREENINGS

Health screenings are mandated by the Massachusetts Department of Public Health and are conducted in the following grades:

• Vision: K-5, 7 and 10	• Hearing: K-3, 7 and 10	• Height and Weight: K- 12
• BMI: 1, 4, 7 and 10	• Postural Screening: 5-9	• SBIRT Screening: 9

*If a parent wishes to waive the state mandated screening for BMI, postural or SBIRT screening, a request in writing must be submitted to the school nurse prior to the scheduled time for those screenings.

Parents/guardians are notified if a student does not meet the minimal screening standards, as needed. School nurses will work with families to obtain the appropriate referral and follow-up services needed.

BMI: Body Mass Index is a measure of body fat based on height and weight.

SBIRT: Screening, Brief Intervention, and Referral to Treatment is an evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and illicit drugs.



RIGHTS

NON-DISCRIMINATION NOTICE

The Canton Public Schools (“District”) does not exclude from participation, deny the benefits of, or otherwise discriminate against individuals on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age, homelessness, active military/veteran status, or any other category protected by state or federal law in the administration of its education and employment policies, or in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); Title IX of the Education Amendments of 1972 (Title IX); Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1974 (Age Discrimination Act), the Boy Scouts of America Equal Access Act, and the implementing regulations for these laws. The District’s policy of non-discrimination extends to students, staff, the general public, and individuals with whom it does business. (School Committee Policy on Non-Discrimination and Harassment, Policy AC).

Any person who feels his or her rights have been violated under any of these provisions may contact the following individuals who have been designated to handle inquiries regarding the District’s non-discrimination policies:

<p>Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 bromfieldd@cantonma.org</p>	<p>Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org</p>
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In addition, a complaint may be filed using the [District’s Discrimination and Grievance Procedures](#).

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SECTION 504 OF THE REHABILITATION ACT

The Canton Public Schools is committed to a policy of nondiscrimination against qualified persons with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended (ADA).

Section 504 of the Rehabilitation Act (1973) is a federal civil rights law that protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Specifically, Section 504 requires that “No otherwise qualified individual with disabilities in the United States...shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance....” For more information on Section 504 referral, eligibility and complaint procedures, please consult the [District’s Section 504 Eligibility Guidelines and Procedures](#) available on the District’s website. A copy may also be obtained through the Student Services’ Office or your school principal.

DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a change in placement for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student’s disability. A change in placement results where a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitute a pattern of shorter suspensions accumulating to 10 school days during the school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student’s disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student’s ability to benefit from his education. If the conduct is not directly related to the student’s disability, the district may discipline the student as it does general education students.

HOMELESS CHILDREN AND YOUTH/FOSTER CARE

The McKinney-Vento Act is designed to remove barriers to enrollment and retention in school of homeless children and youth. A homeless child is defined broadly as “any child or youth without a fixed, regular, and adequate residence.” These students include those who are “doubled up” with friends or relatives (sharing the housing of others due to loss of housing, economic hardship), runaways, those awaiting placement by DCF, unaccompanied youths, as well as others.

Students who are homeless have the right to stay in the school district they attended prior to the loss of housing and the right to be transported to their school of origin from their temporary housing. In the alternative, the student may choose to attend school in the district where their temporary housing is located. In the event a

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homeless student does not have the documents usually required for enrollment, such as proof of residency, school records, or proof of immunizations, the district's Homeless Education Coordinator will assist students in obtaining these records and further provide for school attendance while doing so. Questions regarding our policy for homeless students can be directed to our Homeless Coordinator.

Children in Foster Care

Federal law, *Every Student Succeeds Act* (ESSA), ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the District is committed to supporting efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

Students in Foster Care are defined as students placed by the Department of Children and Families (DCF) into 24-hour out-of-home care, away from his/her parents or guardians. These placements include, among others:

- foster family homes;
- foster homes of relatives;
- emergency shelters (including STARR programs and Transitional Care units);
- residential facilities;
- child care institutions;
- group homes; and
- pre-adoptive homes.

Foster care students may continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). ESSA also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced.

District Foster Care Point of Contact (POC)

The Superintendent shall designate an appropriate staff person to be the District's Point of Contact to help ensure the educational stability of students in foster care.

The POC is responsible for the following:

- Participating in the process for making best interest determinations in collaboration with DCF representatives, and documenting those determinations;

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- Ensuring school enrollment and attendance of students in foster care and timely transfer of records, as needed;
- Developing and implementing procedures for providing and coordinating cost-effective transportation, as needed; and
- Facilitating professional development for district staff as needed to promote educational stability for students in foster care.

Additionally, the POC will help ensure that students in foster care:

- Are identified and supported through coordination between districts and DCF;
- Are enrolled in and regularly attending school; and
- Have full and equal opportunity to succeed in school and to meet the same challenging state academic standards as other students, and to receive educational services for which they are eligible.

Decisions about whether a student in foster care should continue to attend the school of origin are made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed, and these parties should have the opportunity to participate meaningfully in the decision-making process. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination. When DCF and the involved district(s) cannot agree about whether it is in the student's best interest to remain in the school of origin or to enroll and attend locally, and DCF makes a final decision that the district cannot accept, the district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by ESE and DCF. Decisions made through this process are not subject to review. Under ESSA, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

LEGAL REF.: Every Student Succeeds Act (ESSA).

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

Grievance Procedures

Any person who feels his or her rights have been violated or any person with inquiries or complaints concerning the District's compliance with Title VI (Civil Rights Act of 1964), Title IX (sex discrimination), Section 504

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(disability discrimination), the Americans with Disabilities Act (ADA) (disability discrimination) or Chapter 622 (Massachusetts Equal Educational Opportunity law) is encouraged to contact the following compliance officers who have been designated to coordinate the District’s efforts to comply with these laws:

FOR SECTION 504 AND ADA COMPLAINTS PLEASE SUBMIT TO:	FOR TITLE IX AND CIVIL RIGHTS COMPLAINTS PLEASE SUBMIT TO:
<p>Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 mullend@cantonma.org</p>	<p>Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org</p>

Inquiries and complaints may also be made to building level administrators authorized to resolve such complaints or by using the Grievance Form available on the District’s website. A list of building based personnel authorized to resolve informal complaints is provided in the District Family/Student Handbook Appendix.

I. Informal Complaints

Students, families, District employees and other third parties are encouraged, where appropriate, to attempt to resolve complaints regarding an alleged discriminatory practice or incident on an informal basis. Upon receiving an informal complaint regarding an allegedly discriminatory practice, the school official shall attempt, within their authority, to work with the individual to resolve the complaint fairly and within a reasonable timeframe. Most informal complaints should be able to be resolved within 10 school days. The District will inform the parties of the outcome or resolution of the complaint at the end of the process.

When appropriate, an informal complaint may be referred to the appropriate compliance officer for formal review and investigation. Anyone who does not wish to seek informal resolution of their discrimination complaints, or who is dissatisfied with attempts at informal resolution, may also present their complaints directly to the designated compliance officer.

II. Formal Complaints

A student, family, District employee, or third party may file a formal complaint by filling out a [Discriminatory Practice Review/Grievance Form](#) available on the District’s website. A complaint should be filed as close to the incident as possible, as complaints are more easily resolved at the time of the incident. In the event a student or complainant is unable to complete the grievance form the compliance officer or designee shall take such information in person.

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Any principal who receives a report of alleged discrimination or harassment, either verbal or written, shall put it in writing within 48 hours and forward it to the appropriate compliance officer.

- After receiving a formal written complaint, the compliance officer or designee will, within five (5) school days, acknowledge the complaint, and give notification to the appropriate school/personnel identified in the complaint and to the individual against whom the complaint has been filed.
- The compliance officer or designee shall make a thorough and expeditious investigation of the complaint, in as confidential a manner as possible, to ensure prompt and appropriate action. At a minimum, the investigation shall include contacting the complainant and the person against whom the complaint was filed. Both parties shall be provided an opportunity to present witnesses and other evidence.
- When the investigation has concluded, the results of the investigation shall be reduced to written findings of fact. The person filing the complaint and the person alleged to have committed the conduct will be informed of the outcome of the investigation, including a determination of whether a discriminatory act has occurred. All notice to parents must comply with applicable state and federal privacy laws and regulations.
- A copy of the final determination as to whether a discriminatory act has occurred shall be furnished to the appropriate administrator/supervisor, and the Superintendent of Schools.

Most complaints are resolved within thirty (30) school days after the formal complaint is received. If more than thirty (30) school days is required for the investigation, the compliance officer or designee will inform the complainant and the person against whom the complaint was filed of the need for extended time and the reason why additional time is required to complete the investigation. If additional extended time is needed this step may be repeated every (30) school days until the complaint is resolved.

If a complaint is substantiated, action will be taken to correct the discriminatory or harassing behavior, prevent any future occurrence, and remedy the effects of the discrimination or harassment on the complainant and others, as appropriate. Retaliation of any form or for any reason is strictly forbidden.

A party not satisfied with the outcome of an investigation or the resolution reached through either the informal or formal resolution procedures detailed above, may submit a written appeal to the Superintendent of Schools within thirty (30) days of the resolution of the informal complaint or the compliance officer or designee's determination. The Superintendent of Schools or designee will respond, in writing, within fifteen (15) working days.

State and Federal Remedies

Using the Canton Public School District's complaint process does not prohibit students and families from also filing a complaint with a state or federal agency. Most of these agencies have a limited time-period for filing a claim (OCR – 180 days; ESE – within same school year)

United States Department of Education Office for Civil Rights (OCR)
5 Post Office Square
8th Floor

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Boston, MA 02109
(617) 289-0111

Massachusetts Department of Elementary & Secondary Education (ESE)
75 Pleasant Street
Malden, MA 02148
(781) 338-3000

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights:

603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of student's’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student’s age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms: The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between

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the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.

(2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

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Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record
- (d)

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit

any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

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Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. the parent has been denied visitation, or
 3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

Family Educational Rights and Privacy Act of 1974,
P.L. 93-380, Amended, P.L. 103-382, 1994, M.G.L. 66:10 71:34 A, B, D, E, H

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Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002
603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12
Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers
and Guidelines, Sept. 1995

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sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)*

Non-Custodial Parents' Rights

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. The parent has been denied visitation, or
 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

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Maintenance of Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The School Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

Family Educational Rights and Privacy Act of 1974

P.L. 93-380, Amended P.L. 103-382, 1994

M.G.L. 66:10 71:34A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.

603 CMR: Dept. Of Elementary and Secondary Education 23.00 through 23:12

Mass Dept. Of Education publication, Student Records: Questions, Answers and Guidelines, Sept. 1995

Transfer of Student Records

Notice: Canton Public School District forwards student records to schools in which a current or former student seeks or intends to enroll. (click [here](#) for further information on transferring and withdrawing and student records.)



SAFETY AND SECURITY

EVACUATION/FIRE DRILLS AND LOCKDOWNS

Evacuation or Fire drills are held periodically during the school year. During these drills students exit the building and stand in designated areas where they will be accounted for.

When the alarm sounds, students are to follow the exit directions posted in each room. Students are expected to pass quickly in an orderly manner, forming into double lines on each stairway. Talking is not allowed at any time during an evacuation. If it is necessary to receive vital directions or information during a real fire, it is of great importance that these can be heard by all. If a student is not with their class when an alarm sounds, they should leave by the nearest exit and not attempt to join their class in the building. Students must then rejoin their class outside the building. All classes and students must move away from the building and wait silently for the “all clear” announcement before returning to the building.

Enhanced lockdown procedures are in place and practiced in the event of an emergency situation. These include: Shelter in Place, Lockdown and Evacuation. All drills are conducted in collaboration with Canton safety officials. There may be times when safety requires students to remain in their classrooms or other locations in the school. Students will receive instructions about lockdown procedures and must take these directions seriously. There may be lockdown practice drills to insure that everyone understands the procedures of a lockdown. For the safety of all, it is important that students follow all directions of adults during lockdown drills or announcements. Students who do not follow the directions given by staff will be subject to disciplinary action.

MICHAEL'S LAW

Canton Public Schools has developed a District-wide Medical Emergency Response Plan in consultation with members of the school community, including administrators, school nurses, athletic team trainer, coaches, local medical and other emergency responders, and other community providers. The purpose of the plan is to reduce the incidence of life-threatening emergencies and promote efficient responses to such emergencies.

Components of the Response Plan include, but are not limited to:

1. Safety Assessments on school property to prevent injuries and accidents.
2. Ongoing relationships of Canton School Administrators with fire and police chiefs as required under the Multi-Hazard Evacuation Plan.
3. Accessibility to 911 Emergency Response and associated protocols.
4. Contact information for each school's Crisis Team members and a Canton Crisis Phone Tree, each with telephone and extensions, and cell phone numbers for rapid accessibility.
5. Medical Emergency Protocols posted in all public areas on campus with instructions on how to activate the local emergency medical services (EMS).
6. Cardiopulmonary Resuscitation (CPR) and First Aid Training.
7. Medical Emergency Response Drills.
8. Presence of Automated External Defibrillators (AEDs) in all school buildings.

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POLICY ON RESTRAINT OF STUDENTS

The Canton Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Purpose

The purpose of this policy is to ensure that every student attending the Canton Public Schools is free from the unlawful use of physical restraint. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Use of Restraint

Physical restraint⁵ shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances. Prone restraint⁶ is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

- (a) as a means of discipline or punishment;
- (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

⁵ Physical restraint shall mean direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. [603 CMR 46.02.](#)

⁶ Prone restraint shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position. [603 CMR 46.02.](#)

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(c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;

(d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include the use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Mechanical restraint⁷, medication restraint⁸, and seclusion⁹ shall be prohibited in public education programs. Seclusion does not include a time-out, as defined within the Regulations.¹⁰

The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

Proper Administration of Physical Restraint

Only Canton personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. Nothing in this policy shall preclude a teacher, employee or agent of the Canton Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Staff Training

All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

⁷ Mechanical restraint shall mean the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. 603 CMR 46.02.

⁸ Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior.

⁹ Seclusion shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

¹⁰ Time-out means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

Additionally, the school must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

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Reporting Requirements

Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

The Principal or designee shall review restraint data weekly to determine whether one or more students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the student's progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

Prevention of Dangerous Behavior

As set forth in the Regulations, the Canton Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

Parent Engagement

In accordance with the regulations, the Canton Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

Complaint Procedures

A student or representative who has a complaint regarding the District's restraint practices may report the matter to the building principal. In the event the principal is alleged to have engaged in improper restraint practices, the report should be made to: Canton Public Schools Director of Student Services

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Complaints must be filed in writing within 30 school days of the event giving rise to the complaint and must include (1) a description, in as much detail as possible, of the alleged events; (2) the date and location of occurrence; and (3) all persons who have knowledge of the events (witnesses), as can be reasonably determined.

District personnel will investigate the reported events, including interviewing witnesses deemed necessary and appropriate to determine the facts relevant to the complaint. Such investigation will generally be completed and a written disposition made within twenty school days of receiving the complaint. If this timeline is not met, the reason(s) for not meeting will be documented.

Employees should note that violation of this policy (i.e., the Regulations) may result in disciplinary action, subject to applicable procedural and contractual requirements. It is understood that in the event a resolution contemplated by the Canton Public Schools involves disciplinary action against an employee, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to cease specific conduct with respect to the complainant).

If the complaint is not satisfied with an initial disposition, the grievant may appeal to the Superintendent, who can be contacted as follows:

Canton Public Schools Superintendent of Schools
960 Washington Street Canton, MA 02021 781-821-5060 x 1125

Additional information, including a copy of the regulations, can be obtained from the Director of Student Services who can be reached at 781-821-5060 x1244. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html.

SCHOOL RESOURCE OFFICERS

A School Resource Officer (SRO) is a law enforcement officer who works in a school system. The main goal of the SRO is to prevent juvenile delinquency by promoting positive relations between youth and law enforcement. They assist administration with concerns surrounding bus safety and behavior, discipline referrals and attendance, and participate in both regular education and special education meetings as necessary. In addition, school resource officers may conduct wellness checks at a student's place of residence if the school determines the child's safety is in jeopardy. The school resource officers also work with teachers and counselors to educate students in bullying and cyber bullying, drug and alcohol awareness, the transition to high school and other topics that involve the safety and well-being of our students.

VOLUNTEERS and CHAPERONES

To support student safety, all school volunteers, including field trip chaperones, must submit a CORI form and get fingerprinted. **If you anticipate volunteering, you are strongly encouraged to complete these requirements early in the school year, as there may be delays.** CORI forms must be updated every three years. [Click here to access the District Forms.](#)



SPECIAL EDUCATION

DISCIPLINE OF STUDENTS with SPECIAL NEEDS and STUDENTS WHOSE ELIGIBILITY for SPECIAL EDUCATION SERVICES is SUSPECTED

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300, et. seq., (“IDEA”) provides eligible students with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students.

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations require that additional provisions be made for students with disabilities. The principal shall notify the Administrator of Special Education of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

Generally school personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 cumulative days (to the extent those alternatives are applied to students without disabilities) Generally after a child with a disability has been removed from his or her placement for ten school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; As appropriate, a manifestation determination a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior will be conducted. See 34 CFR 300.530(d).

Short-Term Removals

Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student’s disability. Students may be removed for periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitute a “change of placement” as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student’s IEP goals, as determined by the principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

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Change of Placement

A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a “change in placement.” Prior to a suspension that constitutes a change in placement, the student’s Team, including the student’s parents/guardians, must convene to determine whether the behavior is a manifestation of the student’s disability. In making this determination, the Team must review all relevant information in the student’s file, including the IEP, teacher observations, and any relevant information provided by the parents/guardians, to determine if the conduct was caused by, or had a direct and substantial relationship to the student’s disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination

If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury

Regardless of the Team’s decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or (3) has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team’s decision on the “manifestation determination” or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the MA DESE at 781-455-0400 x 213.

Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent/guardian refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion with services provided through the school-wide education service plan as applicable to all students. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

1. Parents’ request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Special Education Director or designee and/or Principal.
2. The Special Education Director or designee shall contact the parent(s) for initial scheduling conversation within approximately five (5) days of receipt of the parents’ request.
3. When a parent requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the Director of Special Education and the building principal before it is processed. The District shall provide timely access to the program and such approval may only be withheld for those reasons outlined within law and DESE regulation.
4. The Special Education Director or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom). The District will permit access that is of sufficient duration and extent to accomplish the purpose of the visit.
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption.
6. If the observer is not the parent, the parent must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.

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8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
9. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
10. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.
11. A school administrator, or designee, also will observe at the same time and may take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period.

(MGL 71B:3) Massachusetts Department of Elementary and Secondary Education Technical Assistance Advisory SPED 2009-2 dated January 8, 2009

PROGRAMS FOR STUDENTS WITH DISABILITIES

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

Rehabilitation Act of 1973, Section 504

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

(PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

By legislation, both Massachusetts and the United States have declared the intention of guaranteeing educational opportunity to every handicapped child, and—insofar as possible—to do so within the public schools and the normal classroom.

These general aims of government create specific responsibilities for the public schools, which it is the committee's intention to fulfill. The committee will comply with its obligation to provide personnel, facilities, materials, and educational access for children with special needs, defined by the state as children who,

"because of temporary or permanent adjustment difficulties arising from intellectual, sensory, emotional, physical or perceptual factors, cerebral dysfunctions, or other specific learning disabilities, or any combination of these, require special education."

All children between the ages of three and 22 who have a special need, unless they have received a high school diploma or equivalent, - are included.

In most cases of special need, the committee will arrange for the suitable assistance within the public schools, using the facilities and personnel provided for that purpose. Some children will be assigned to educational collaboratives conducted by more than one town; and a few will require even more specialized arrangements, sometimes including residential programs.

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The procedures for recognizing, referring, and programming special needs cases will be developed by the Student Services Department under the supervision of the superintendent and in cooperation with other administrators and teachers. State and federal guidelines will provide the bases of these procedures. In all cases, parents of students with special needs will be included in planning for their children and will have the right of due process in case of any disagreement with school personnel.

Education for All Handicapped Children Act of 1975, Rehabilitation Act of 1973, M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 7/1/81



TRANSPORTATION

GENERAL

The Canton Schools will transport K-12 students on a daily basis according to the policy and guidelines listed below.

- The purpose of student busing is to provide safe transportation for those students who live beyond a reasonable walking distance from their schools. In fulfilling this purpose the School Department will try to ensure that student transportation is reasonably convenient. Parents and students should keep in mind, however, that buses are used to transport high school, middle school and elementary students in close succession, and that they must, therefore, be tightly scheduled. Plus, there are a limited number of buses at our disposal.
- Student handbooks for elementary, middle and high schools outline the responsibilities of the students with regard to their conduct on the bus. Violations of the rules or conduct outlined in the handbook may result in temporary or permanent suspension of the bus riding privileges. No refunds will be issued for students suspended from bus service.
- Transportation applications are sent out via email at the end of April each year. All forms must be returned whether or not your student requires transportation. All students must submit forms even if they are not required to pay the fee. Deadlines for payment are clearly delineated. If space is available, applications received after the deadline will be processed on approximately October 1st and/or placed on a waiting list.
- Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus.
- Regular student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus.
- Parents should not expect buses to operate over roads that are not properly maintained, on private lanes or driveways, or on dead ends or cul-du-sacs. School buses are not permitted to back up in order to make a turn around.
- Buses try to maintain a schedule but due to traffic considerations and weather conditions, times may vary.
-

ELIGIBILITY FOR BUS TRANSPORTATION

The Canton Public Schools follow the State of Massachusetts requirements for transporting students, which is any student in grades kindergarten through sixth, who lives more than 2 miles from the school they are entitled to attend, shall be eligible for transportation at no cost. (MGL., c71, sec 68)

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- A. All special needs in-town preschool students may receive transportation at no cost to the family if required by IEP.
- B. Grades K – 6: Students who live over two miles from their school OR must cross or walk along Route 138, receive transportation at no cost to the family.
- C. Grades K – 6: Students who live under two miles have the option of receiving transportation for a fee.
- D. All students grades 7 – 12, regardless of distance or location, have the option of receiving transportation for a fee.
- E. By law, children who receive free or reduced lunch, do not have to pay for transportation but must still apply each year for both transportation and free or reduced lunch.

Notes:

- 1. Mileage is determined by the “Transfinder Pro” transportation software system. This is a scheduling and routing package that contains a GPS (Global Positioning System) and the Town of Canton map provided by the assessor’s office. Measurements are made from the end of the student’s driveway to the beginning of the driveway at the school, not door-to-door.
- 2. Massachusetts General Law and the Department of Elementary & Secondary Education define the route to a school as a “commonly traveled route”. The route between the residence and the school is a “walkable distance” not necessarily the route the bus may take.
- 3. Serious safety hazards: the Transportation Manager will investigate all requests for bus transportation because of safety hazards. Where necessary, school officials will consult with the Canton Police before making a judgment as to whether a particular situation warrants busing.

ROUTING OF BUSES

- A. All kindergarten children will be picked up in the morning and dropped off in the afternoon at either their neighborhood bus stop or their homes, wherever is more feasible. There is no guarantee of door-to-door pick up or drop off. Kindergarten students will not be dropped off at a bus stop unless a parent, responsible adult or older student is there to escort them home. If no one is present to meet the students, they will be returned to their school.
- B. The Transportation Manager will make every effort to ensure that no student has to walk more than one half (1/2) mile to the bus stop.
- C. Maintaining the sidewalks and roadways is the responsibility of the Public Works Department, and they should be notified for repairs or maintenance.
- D. For the purpose of busing, special needs student will be subject to the same policies as all students unless the Director of Student Services recommends special arrangements or the student’s IEP specifically requires transportation modifications.
- E. If a medical need arises, where a student may need temporary transportation, the parent needs to contact the child’s school nurse.
- F. Children on crutches, who can still ride the bus, should sit near the front of the bus for safety reasons.
- G. Students are to be transported from their assigned bus stop. Students are not permitted to ride on any bus except the one to which they are assigned, unless prior approval has been granted.
- H. If an elementary school child requires before or after school care from a different location than their home location, the request must be made, in writing, to the Transportation Manager. Locations will only be considered that are within Canton town limits and within the child’s elementary school district.
- I. Bus drivers do not determine stops, nor can they change stops. Drivers cannot, by law, drive a bus with student numbers greater than its capacity, except in a very specific case of emergency and then only at the direction of the School Department. Drivers cannot allow non-students (including parents) onto the buses.

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- J. Routes will be considered “full” when 47 secondary students or 65 elementary students are assigned to them. Applications that arrive after the buses have reached capacity will be put on a waitlist.

REGULATION FOR SCHOOL BUS USE FOR ALL STUDENTS

A. STUDENT'S Loading and Unloading at the bus stop and at the school

1. Be on time at the designated bus stop – buses will not stop if a child is not waiting at the stop. Waiting inside the house until the bus arrives is not acceptable. Children should be waiting at their stop at least five minutes prior to the bus arrival.
2. Bus riders should conduct themselves in a safe manner while waiting. This means staying off the road and away from other people’s property.
3. Wait until the bus comes to a complete stop before moving toward the bus and attempting to board the bus.
4. Board or leave the bus by crossing the street in front of the bus at a distance of about ten feet and only cross the street upon the signal of the bus driver.
5. Bus riders will not crowd or push while boarding the bus.
6. Bus riders will sit on the bus according to grade i.e. fifth graders in the back to kindergarten in the front OR eighth graders in the back to sixth graders in the front. There is no seating plan for high school students.
7. Students cannot ride a bus without a bus pass. If a student loses or misplaces his/her bus pass, s/he must obtain a new pass from the Transportation Manager. Replacement passes are available from the Transportation Office for a fee.

B. STUDENT’S – Riding the bus

1. All parts of the body i.e. hands, arms, head, feet, legs, etc must be kept inside the bus at all times. Permission from the driver should be given before any windows are opened or closed.
2. No eating or drinking is permitted on the bus, including candy and gum.
3. Children must keep the bus clean – remove all trash and belongings.
4. Talking shall be conducted in a low tone, i.e. no shouting, screaming, yelling or unnecessary distractions. Profane, derogatory or disturbing language shall not be used.
5. Cell phones, games and iPods can only be used with headphones. Video recording by students, parents, or guardians is not permitted on any bus. Canton schools and the bus company will not take responsibility for any item brought on or left on the bus.
6. Bus riders must remain seated at all times. For elementary students, there could be three students to a seat and for GMS and CHS, there should be two students to a seat.
7. No items can be in the aisle or blocking an exit. Instruments and projects can only go on the bus if the items can fit securely on the student's’ lap with room for another student in the seat.
8. School buses are an extension of the school day – all rules concerning discipline apply to the behaviors on the bus. The driver is responsible for the safety of the children and can enforce rules on the bus.
9. Student’s misbehavior may be documented by the bus drivers who have discipline forms that should be completed and submitted to the Principals at each school. Children may be suspended from the bus for a period of time or completely removed from transportation. No refunds will be given.

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10. If a student damages any part of the bus (e.g. tearing seats), the parent is responsible for paying for the damage.

PAYMENTS

- A. Fees for the Pay and Ride program are set by the School Committee each year. Payment is due on or before a date determined by the School Committee, with application form, to the school in which your child is currently enrolled.
- B. Payments can be made by credit card or ACH - log onto www.myschoolbucks.com. If you already have an account in “My School Bucks” that you use to pay for your child’s school lunches, you will automatically find the Transportation Program in your School Store. If you don’t not have an account in “My School Bucks” you will need to register as a new user. You will be asked to create a username and password and will be given the opportunity to add any number of children to your account. When adding a child, you will be asked for his/her Student ID. Please reference you Pay and Ride Program Application for the unique identification number. *Please note that during checkout there will be a 3.95% transaction fee added to your total transportation credit card purchase or twenty-five cents (\$0.25) for ACH transactions. This fee is paid directly to myschoolbucks.*
- C. If you pay online, Pay and Ride applications must be completed and submitted in order for students to be assigned a bus.
- D. If you are eligible for free or reduced lunch, you do not need to make a payment, but you are required to submit the Pay and Ride Application each year. You must fill out a new Free or Reduced Lunch form each year as soon as they become available in the summer. If you are no longer eligible for free or reduced lunch, you will be contacted by the Transportation Office to make full payment before your child will be assigned a bus. All transportation procedures apply even if you do not have to make a payment.
- E. No payments will be refunded without approval from the Business Administrator.

TRANSPORTATION/BUS BEHAVIOR (also found under Code of Conduct)

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Regular student transportation is a privilege, not a right, and is dependent upon the student’s good behavior while on the bus.

The principal or his/her designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the student has previously been involved in misbehavior on the bus, and other circumstances. The following general guidelines, however, will be used by principals in determining penalties for disobedience or misbehavior.

- | | |
|-------------------|---|
| 1. First Offense | a warning or up to three days off the bus |
| 2. Second Offense | up to one week off the bus |
| 3. Third Offense | up to one month off the bus |
| 4. Fourth Offense | up to one year off the bus |

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There are no refunds of bus fees for the situations described above. Other penalties, including suspension from school, may also apply.

TRANSPORTATION TO ALTERNATIVE ADDRESS

Transportation to alternate addresses, including daycare centers and afterschool programs for those students who are not regular riders of the bus in question, can be provided only if the daycare or afterschool provider is located in the same school district and those students have the same transportation schedule consistently every day of the week for the entire year without variations or deviations. For instance, students could be transported Monday, Wednesday, and Friday to daycare and Tuesday and Thursday to their home, but this would have to remain the same all year. Students can only ride the bus that has been assigned to them.

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GALVIN MIDDLE SCHOOL

55 Pecunit Street

Canton, MA 02021

Main Office: 781-821-5070

Fax: 781-575-6509

Website: <https://www.cantonma.org/gms>

Follow Us on Twitter: <https://twitter.com/GalvinMiddle>

Student/Family Handbook

2020 - 2021



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

****Yellow highlights indicate changes from the prior year building handbook and/or district appendix. ****

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TRANSLATIONS

English

If you need any of this document translated please contact Dianna Mullen, Director of Student Services, at mullend@cantonma.org or 781-821-5060 x1244.

Chinese

如果您需要本文件的任何部分的翻译, 请联系Dianna Mullen(黛布拉 布罗姆菲尔德), 学生服务处处长
mullend@cantonma.org
或 781-821-5060 x1244。

Spanish

Si usted necesita alguno de este documento traducido póngase en contacto con Dianna Mullen, la directora de Servicios Estudiantiles, en mullend@cantonma.org o 781-821-5060 x1244.

French

Si vous avez besoin de traduire ce document s'il vous plaît contacter Dianna Mullen, la directrice des Services aux étudiants, à mullend@cantonma.org ou 781-821-5060 x1244.

District Liaisons

Director of Student Services		781- 821-5060 ext. 1244
Homeless Liaisons	Dianna Mullen, Director Stephanie Shapiro, Coordinator	781- 821-5060 ext. 1244 781- 821-5050 ext. 2107
English Language Learner Liaison	Dianna Mullen, Director	781- 821-5060 ext. 1244
Section 504 District Coordinator	Dianna Mullen, District	781- 821-5060 ext. 1244
Title II Liaison	Dianna Mullen	781- 821-5060 ext. 1244
Title VI Civil Rights Officer	Dianna Mullen Stephanie Shapiro	781- 821-5060 ext. 1244 781- 821-5050 ext. 2107
Title IX Officer	Stephanie Shapiro	781- 821-5050 ext. 2107

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GMS Administrative and Office Directory

Main Telephone Number: 781-821-5070

To view full staff directory, [click here](#).

<i>Position</i>	<i>Name</i>	<i>Extension</i>
Principal	Ms. Sarah Shannon	3103
Assistant Principal	Mr. James Spillane	3104
Student Services Coordinator	Ms. Amy Muldoon	3117
Dean of Students	Karim Gibson	3184
Nurse	Ms. Lauren Fallon	3110
Guidance Counselor - Grade 6	Ms. Ashley Caron	3107
Guidance Counselor - Grade 7	Ms. Kelli Corsetti	3127
Guidance Counselor - Grade 8	Ms. Kari Denitzio	3128
School-Home Interventionist	Ms. Catherine DeMassi	3185
School Adjustment Counselor	Ms. Jina Guimond	3108
School Adjustment Counselor	Ms. Meg Hobbs	3129
School Psychologist	Ms. Laurie Zaino	3109
Administrative Assistant	Ms. Courtney Gaboury	3101
Administrative Assistant	Ms. Melissa Gabriel	3100
Administrative Assistant	Ms. Lynn Piana	3102
School Resource Officer	Officer Jon McCourt	3188

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GENERAL INFORMATION

AFTER SCHOOL

It is a student's responsibility to inform parents/guardians that they are scheduled to stay after school. Students may remain after school for the following reasons:

- To complete make-up work or extra help sessions (scheduled **in advance with a teacher**)
- To participate in extracurricular activities
- To serve an administrative or teacher detention

Students who remain after school should report directly to the appropriate staff member and/or location at the close of school. If students are not remaining after school for a teacher or to participate in a specific activity they must leave school at the regular dismissal time. If students are found loitering in the school or on school property after dismissal, **they may be subject to disciplinary action and parents will be called to pick them up.** Students who stay after school must remain on the front sidewalk or in the main lobby until parents/guardians arrive. For safety reasons, no student should be in an unauthorized/unsupervised area of the school before or after school hours, nor should they leave school grounds.

BREAKFAST PROGRAM

The Galvin Middle School provides breakfast in the cafeteria every morning between **7:20 - 7:35** am for all students. **Breakfast ends promptly at 7:35 each morning and students are expected to be in homeroom by 7:45 am.** For more information regarding food items and prices, please visit our website at www.cantonma.org/pages/CantonPublicSchools/Departments/FoodServices/LunchMenus

Students are expected to make safe, appropriate and positive decisions while in the cafeteria. They are also expected to throw away their trash, and check the floor for trash or spills. If at any time a student is not meeting the breakfast program expectations, they will not be allowed to participate in the program for a determined length of time.

CLASS SCHEDULE

The Galvin Middle School rotates through a *six* day cycle schedule with seven periods each day. Classes are 47 minutes long. Please see the Galvin Middle School website <http://www.edline.net/pages/GalvinMiddleSchool> for a copy of the rotating schedule.

ELECTRONIC DEVICES

All electronic devices, including student cell phones, headphones, and smart devices, must be turned off and put away **upon entering the building and** between the hours of **7:35** am and **2:15 pm**. All electronic devices should remain in the student's locker or backpack during the school day. If a student's electronic device becomes

visible without staff permission, it will be confiscated and a parent/guardian will be contacted and asked to retrieve it from the main office. Further disciplinary action may result for repeated offenses.

If a student needs to contact a parent during school time, the main office telephone is available for student use.

Electronic devices may be allowed to be used in class with staff permission only for educational purposes.

LATE BUS

The Canton Public Schools provides a late bus on Mondays, Wednesdays and Thursdays each week. Students who remain after school to complete make-up work, to receive additional help, to participate in extracurricular activities, or to complete a detention must report to the library with a pass from their teacher immediately following their session. Students are expected to quietly complete their homework with the after school supervisors while they wait for the late bus to arrive. Late bus privileges can be revoked when misbehavior occurs.

LOCKERS

Students will have a locker assigned to them for their use only. Locker combinations should not be shared with friends as this often leads to conflict. Be sure that the lock is secured each time before leaving the locker, do not pre-set locker combinations and do not kick open lockers. Please do not keep expensive personal possessions in your locker. Entering another student's locker at anytime is a very serious offense subject to disciplinary action.

Students may go to their locker as determined by their team of teachers. Students can generally go to their lockers at the following times:

- before homeroom
- before and after special blocks
- before and after lunch
- dismissal

Students' lockers may only be decorated on the inside with pictures using magnets. The outside of the locker may not be decorated. Lockers should not be written on with markers or white-out. Students will have to pay a fee if a custodian has to clean their locker.

The law is very specific with regard to locker searches in the interest of student welfare and safety. Students are reminded that lockers are the property of the Town of Canton and are loaned to them for use while attending school. School administrators may enter a student's locker at any time to ensure the maintenance of school safety and student welfare. Any illegal substances and/or paraphernalia and dangerous items and/or weapons found in a student's locker will be turned over to the police immediately.

NANCY J. MULRY LIBRARY MEDIA CENTER

The Nancy J. Mulry Library Media Center is a curriculum based research facility whose primary function is to assist faculty and students in locating and utilizing a wide variety of educational materials. It is fully automated

and provides access to a well-organized print collection through its Spectrum catalog. Non-print resources such as videos and software that supplement the learning process and stimulate the needs of students can also be accessed through Spectrum. Computer workstations with Internet/Intranet access and printing and scanning capabilities are available for students and staff to use.

The Library Media Center and the technology department support the GMS Researcher on the Galvin homepage. The Researcher is a research problem-solving model based on information literacy skills. The Library Media Center is flexibly scheduled. Students may come to the library throughout the course of the day, either from study periods, during a class period with proper permission from the teacher or with a teacher. The media center is open mornings as posted by the school librarian.

All students receive an orientation to the Library Media Center at the beginning of the school year where rules and procedures are outlined. The librarian invites all students to explore the world of research and reading that can be found at the Nancy J. Mulry Library Media Center

ACADEMICS

ATTENDANCE

ABSENCE

The Galvin Middle School begins with homeroom at 7:45 am each day. Students are expected to be in school on time each day unless they are sick or have a family emergency such as an accident or death in the family. Families are encouraged to take vacations during regularly scheduled school vacations.

If a student is absent, a parent/guardian is required to call the attendance line at 781-821-5070 ext. 3102 on the morning of the absence by 8:00 am. When the student reports back to school following an absence, he/she must bring a signed written note explaining the reason for the absence (except for an illness if the family has called and spoken to the guidance secretary). 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. Without medical documentation, these are considered unexcused absences.

If a student is late (after 7:45 am), the student needs a signed written note from a parent/guardian or the parent/guardian must call the office at 781-821-5070 ext. 3102 to report the student as tardy. If there is no note present or telephone call, the student will be given an unexcused tardy. If tardy, the student should sign in on the tardy sheet located in the guidance office and obtain a tardy slip from the office before going to homeroom or class.

It is Galvin Middle School policy to call parents/guardians in the morning if a message has not been left to make sure parents/guardians know students are absent or tardy. ***This call does not replace the need for you to call and/or bring in a signed written note the day the student returns to school.***

If a voice message has been left by the Galvin Middle School for parents/guardians and emergency contacts to inform them that a student is not present in school and the school does not receive a call back from the parent/guardian or emergency contacts, the Galvin Middle School reserves the right to conduct a wellness check at the student's provided residence(s).

EARLY DISMISSAL

If students are to be dismissed from school before the regular dismissal time, they must bring a signed written note to the guidance office before reporting to their homeroom. At the time of dismissal, parents/guardians must come to the main office to pick-up their child. If a signed dismissal note has not been submitted by the student in the morning, the parent/guardian will be required to complete a form at the time of dismissal. Students should come to the office five minutes before dismissal to meet their parents/guardians in the office. Dismissals prior to 11:00 am are considered an excused absence.

LATE TO CLASS

Students are expected to pass directly from one class to the next. *There should be no loitering in the corridors between classes.* Students have 3 minutes passing time between classes. If students enter the classroom after passing period ends they are considered late. Tardiness to class is subject to disciplinary action including detention.

If a student needs to leave a classroom for any reason, they must ask the teacher for permission, sign out of their classroom and get a signed pass from their teacher. Students should report directly to their destination and return to class as soon as possible. Students will not be allowed to repeatedly (over a number of days) go to the bathroom and/or their lockers without proper documentation from a doctor.

ACADEMIC INFORMATION

Please see the Galvin Middle School's Program of Studies at <http://www.edline.net/pages/GalvinMiddleSchool> under "[About Galvin Middle School.](#)"

ADDITIONAL HELP

Teachers are available for additional help before or after school until 2:35 pm to assist students beyond the regular classroom time. Many teachers will also stay beyond 2:35 as needed. Students should make an appointment with the teacher before staying for extra help or to complete make-up work beyond 2:35 pm. All students are encouraged to take advantage of this opportunity.

COURSE CHANGES

Any schedule changes (excluding math and music which had spring deadlines) must be requested via email to the student's guidance counselor by September 14, 2020. When students decide not to take an elective course, they are always placed in another course first, if available, and not a study hall.

HIGH HONORS AND HONORS

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Students must maintain an A or P (pass) average in all subjects to earn high honors recognition. Students must have at least a B or P average in every subject to earn honors recognition. In order to earn either high honors or honors recognition, students must receive good conduct marks in every subject. The Honor Roll is published in the local media.

PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE

Upon promotion from grade 8, students may be eligible to receive the President’s Award for Educational Excellence. In order to achieve this distinctive honor, students must maintain an A- or higher every marking period during their time spent at the Galvin. Thereby, incoming grade 6 students would need to achieve 11 consecutive terms on the high honor roll. All classes including academics and exploratory subjects/**specials** (i.e. Visual Arts, Music and Wellness, etc.) are included in this determination.

HOMEWORK

Homework is given, as needed, to reinforce and extend the work done in class. Long-range project assignments and independent study work will be given and enrichment reading is always encouraged. **Although time spent on homework varies widely among students, grade 6 students should dedicate one hour per day to homework and grades 7 & 8 should dedicate one to two hours daily to homework.** *If there is no specifically assigned work for a class, students are expected to study, reread or review the class work at home each night.*

It is the student’s responsibility to see that the homework is turned in on time and to check with teachers for make-up homework following an absence. Each student is responsible for writing down all homework assignments in their student agenda. In addition, some teachers post homework assignments on their teacher website; students and their parents/guardians should check teacher websites, where appropriate, to learn about assignments missed during absences. For longer absences, parents/guardians should contact the guidance office. Homework will be available within 48 hours of the request.

MAKE-UP WORK

If students are absent, it is ***their responsibility*** to obtain the missed class work and homework assignments, including quizzes and tests. If a student is absent for more than two days, parents/guardians should request on the attendance line that their child’s class work and homework be made available within 48 hours. Parents/guardians must then come to the school to pick up the work by 3:00 pm on the day that the work should be ready.

Students will have one day to make up work for every day absent after returning to school unless other arrangements are made between them and their teacher. Before progress reports are sent home and before the close of the term, students should check with teachers for any work (including quizzes or tests) that is missing or incomplete.

MARKING SYSTEM

Letter Grade Numerical Average

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 or below

PROMOTION POLICY

All students are expected to pass **all** subject areas. The principal makes the final decision about retention if a student fails any subject area.

The following set of factors will be the basis upon which the principal, in consultation with the student, their parents/guardians, teachers, counseling staff and other administrators, formulates a decision as to whether or not a particular student should earn promotion to the next grade level:

- **Achievement and Performance**
- **Effort and Attitude**
- **Previous Retention**
- **Extenuating Circumstances**
- **Attendance**

Students who earn a final course grade of "F" in either English Language Arts or mathematics or both will be required to enroll in and successfully complete an approved summer school program with a passing grade of "70" to be promoted to the next grade level. The program must total at least 40 hours of instruction per subject and be approved by the principal or his/her designee.

Students who earn a final course grade of "F" in science or social studies in addition to English Language Arts and/or mathematics will be required to complete an approved summer school program with a passing grade of "70." The program must total at least 40 hours of instruction per subject and be approved by the principal or his/her designee.

Students who show a continual lack of progress will also be considered for additional math or reading classes and other supports to assist them with their learning. If a student is in danger of failing a class and/or in danger

of repeating a grade level, supporting evidence should be documented by the teacher and communicated to the student, their family and administration immediately and consistently throughout the year.

Students who are failing one or more classes at the end of the first term will receive a letter from the principal. Students who are failing one or more courses at the end of the second term and/or third term will be asked to meet with the principal or his/her designee to discuss what steps should be taken to improve student achievement regarding summer school and/or possible retention.

STRATEGIES FOR ACADEMIC SUCCESS

Students who are prepared for class, work more cooperatively with the teacher and their classmates, and who actively participate in each lesson, will enjoy the most satisfactory and successful outcomes from each class.

A model Galvin Middle School student arrives to each class with:

- a positive and respectful attitude towards the learning process, their teacher or *substitute*, and their classmates *as well as the learning environment as a whole.*
- an agenda notebook
- assigned homework completed
- a notebook or binder with class notes
- active listening and participation skills
- curiosity and effort
- a growth mindset

Students should talk with their parents/guardians or other adults about what they are studying. Create a study area at home that is distraction free and that has the appropriate materials needed to do homework. Students should get their clothes and school supplies and materials prepared and packed the night before.

TEXTBOOKS

Textbooks are the property of the school system and should be covered upon receipt. Students pay for lost books and books damaged beyond what would be expected for one year's use. Lost or damaged texts will be paid for at the replacement cost of the text and students will not receive their end of year report card until doing so. If a student loses a textbook, a new text may not be issued until the cost of the textbook has been paid by the family.

WELLNESS EDUCATION

Wellness education includes classes in Physical Education and Health. The Canton community recognizes that lifetime wellness, social/emotional skills, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. Our Wellness classes are aligned with the Massachusetts Comprehensive Health Curriculum Frameworks, National Health Education Standards and the National Physical Education Standards. Contact the K-12 Wellness Coordinator, *(Ryan Gordy)*, if you have any questions regarding our curriculum at 781-821-5050 ext. 2901.

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Health Education

The Health Education curriculum for grades 6-8 includes instruction in the areas of growth and development, nutrition, reproduction/sexuality, mental health, family life, interpersonal relationships, disease prevention and control, safety and injury prevention, substance use/abuse prevention, violence prevention, consumer health and resource management, and community and public health.

Notification of Human Sexuality Education

In grades 6-8, standards-based and age appropriate units of instruction in puberty, safe dating, and human reproduction are included in the health curriculum. We strongly recommend that all students participate in all lessons scheduled for their grade level. Parent/Guardian's choosing to exclude their son/daughter from the reproduction/sexuality lessons taught in Health Education must forward written notification to the Principal. Students who are exempted from these lessons will not be penalized and will be provided with alternative work.

Physical Education

Physical education is a required course at the Galvin Middle School and all students are expected to fully participate in all classes. The program consists of group and individual activities and provides instruction for lifelong physical activity and fitness. Students are required to wear clothing that provides freedom of movement and allows students to actively engage in the lessons. Jeans are not acceptable attire for Physical Education.

Approved attire includes:

1. Athletic shorts and pants
2. T-shirts (long or short-sleeved)
3. Warm-up pants
4. Sweat shirts and pants
5. Socks
6. Sneakers with securely tied laces.

For safety reasons, no jewelry is to be worn. Failure to dress appropriately or to participate will be reflected in student grades and may result in disciplinary action.

Excused Physical Activity during Physical Education

Students may be excused from participating in physical activity during Physical Education classes for an illness or injury, by providing the school nurse with a note from their physician or their parent/guardian that explains the reason for the excuse. Notes must not be submitted to the Physical Education teacher. For any excused participation in physical activity during Physical Education classes beyond one class period, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note. Students who are medically excused from physical activity during Physical Education will be given appropriate alternative work to complete and will count towards their term grade.

Students with Concussions

Students who are medically excused from participating in physical education due to a concussion will report directly to the nurse's office during their scheduled PE class periods and will not be given alternative work to complete. These students' term grades will not be impacted by the missed P.E. classes.

CODE OF CONDUCT

CAFETERIA

Students should treat arrival to lunch like a class and walk promptly to the cafeteria. Upon arrival in the cafeteria, students must be quietly seated at their lunch table and tables will be told by the staff on duty when they can proceed to the lunch line to purchase lunch items. Students should wait in line and be respectful of those in front of them.

Students should return to their table and remain seated while eating. They should talk in a reasonable tone and immediately stop talking if an adult asks for their attention in person and/or via the speaker system. When being addressed as a large group initially and asked to stop talking, students should raise their hands to indicate they are listening. Students may not throw food or disrupt the comfort of others while eating lunch.

Each student is responsible for properly disposing of their own trash.

Students may leave the cafeteria during lunch to use the bathroom or the telephone with permission from a staff member on duty and with the appropriate pass.

Students will be dismissed from the cafeteria when their table is clean and quiet.

Administration and staff reserve the right to assign disciplinary action for inappropriate cafeteria behavior including assigning students to specific tables, including homeroom assigned tables.

DRESS CODE

Galvin Middle School believes that there is a relationship between good dress habits, good work habits and proper school behavior. Reasonable regulations of student attire can further the school's educational mission and create an atmosphere reflecting the serious and important purpose of education. School provides an environment where students learn and prepare for their eventual placement in the professional workplace. 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 of the educational process.

Students' attire should be considered appropriate for the organization we all know as school, as opposed to, for example, the beach.

Possible examples of clothing and/or accessories not allowed may include:

- See-through shirts / muscle shirts / halter tops / bare midriff tops / tube tops /shorts or skirts that show the buttocks / pants or shorts worn noticeably below the waist line
- Clothing that has pictures, wording, symbols or gestures that relate to sex, drugs, alcohol, tobacco, or profane or inappropriate language
- **Hats and hoods.**

Students wearing other types of clothing or accessories that may disrupt the educational process and are deemed not appropriate for school, as determined by the principal or his/her designee will be addressed. Students' attire and/or accessories relating to religious purposes is appropriate.

Members of the GMS staff (advisors, coaches, and teachers) have the authority to require higher standards of dress in order to participate in special activities, including field trips and events, which take place beyond the school campus.

If students or parents/guardians have any doubt about wearing any item of clothing, they should consult with the Assistant Principal or Dean of Students before wearing that piece of clothing.

If a student is dressed inappropriately, the GMS 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 his/her 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.

STRATEGIES FOR BEHAVIORAL SUCCESS

The Galvin Middle School uses an educational approach to discipline and asks students and families to use disciplinary action as opportunities to learn from student mistakes. Disciplinary decisions are designed to correct or prevent undesirable behavior and to help students understand positive behavior and to take responsibility for their actions.

A model Galvin Middle School student:

- is kind, honest and respectful to others and their property (raises hand in class, uses appropriate language, respectful of school property, etc.)
- arrives to school on-time and is appropriately dressed **according to the dress code above**
- walks (**no running**) appropriately in the hallways and speaks at an appropriate volume (**no yelling/shouting**)
- keeps their hands and feet to themselves (includes touching others as well as jumping up and grabbing the doorways)

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- uses their lockers at only the designated team times and uses the bathroom and water fountains at only the appropriate times
- arrives to each class on-time or with a pass if late
- accepts consequences appropriately
- does not bring food/gum/beverages (except clear water bottle) to class without the teacher's permission

Individual teachers handle most corrective disciplinary action. This action can include a warning, a teacher/student conference, a parent/guardian conference, lunch or after school detention. More serious infractions are reported to the administration for resolution.

STRATEGIES ROOM

The Strategies Room has a space available for students who need additional behavioral support throughout the day as well as space available for students who need additional social and emotional support throughout the day.

Students sent out of class for behavior disruptions will process the incident with the strategies room staff, *if not immediately, when the student settles to a level of comfort. The goal of the strategies room facilitator is to work with all students in the best way possible.* Students should also bring an academic assignment with them or work on a reflection activity. Students will return to class when the student and the strategies room staff has processed the incident and determine the student is ready and available for learning.

Students who are sent to the strategies room three or more times for disrupting the educational process will be assigned an after school detention; parents/guardians and the student's counselor will be contacted. Students who are sent to the strategies room a fourth time will have their parents/guardians contacted and a meeting will be held with the student, parents/guardians and counselor. Students who are sent to the strategies room a fifth time for disrupting the educational process will be assigned a one-day, in-school suspension the following school day; students and their parents/guardians, counselor and administration will be contacted and a meeting will be held with the student, parents/guardians, counselor and administration. Students who are sent to the strategies room more than five times for disrupting the educational process will meet with their parents/guardians, counselor and administration to develop a further course of action.

Students who are assigned an in-school suspension will report to the strategies room when arriving at school. Students will process the incident with the strategies room staff, complete class academic work and complete reflection activities throughout the day.

Students who are referred to the strategies room for a social and emotional concern will be asked to process the concern with the strategies room staff and together they will determine further course of action. Students will return to class when the student and the strategies room staff determine the student is ready and available for learning. Parents/guardians, the student's teachers, counselor and administration may be contacted.

UNACCEPTABLE BEHAVIOR

It is the exclusive authority of the school administration to investigate and interpret student infractions and decide the appropriate disciplinary action warranted.

The following violations, including but not limited to, of school rules are so serious that they endanger any student, teacher or the entire school community and create significant disruption to the educational process. The consequence for these behaviors could result in a 5 – 10 day suspension, possible referral to the police department, referral for counseling, possible expulsion from school and loss of school privileges **including field trips and extra curricular and/or after school activities.**

- Possession of weapons, fireworks
- Possession, distribution, or being under the influence of any intoxicant or prescription drugs or misuse of inhalants; includes alcohol, tobacco, e-cigarettes, vape device, and/or any other smoking devices
- False fire alarms or bomb threats
- Any/all acts of arson - this includes possession or unauthorized use of matches, lighters or other items that could be used to start fires
- Intentional violation of civil rights; this includes knowledgeable, malicious use of racial, ethnic, religious and/or sexual slurs, harassment* and vulgarity
- Malicious vandalism or graffiti or destruction of property
- Aggravated, malicious assault on any member of the school community
- Threats to seriously injure or kill any member of the school community
- Possession or use of social media that interferes with and/or substantially disrupts the school day, i.e. “sex”ting
- Bullying
- Fighting
- **Civil rights violations**

***Note:** In cases of physical sexual harassment the administration must report the case to the Canton Police Department and the Department of Child and Family Services.

All other unacceptable behavior listed below may result in one or more of the following consequences: verbal or written warning, temporary placement in the strategies room, after school detention, administrative detention, in-school suspension and/or an out-of-school suspension as determined by the administration. Consequences are determined within the context of each situation.

The following list includes, but is not limited to, additional unacceptable behavior choices. Student:

- was unkind, dishonest and/or disrespectful to others and their property
- arrived to school late
- was inappropriately dressed
- inappropriate hallway behavior: running, jumping, yelling or pushing.

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- did not keep their hands and feet to themselves
- used their locker at an undesignated time
- used the bathroom and/or water fountain at an inappropriate time and/or excessively
- arrived to class late or without a pass
- accepted consequences inappropriately
- brought food/gum/beverages (except clear water bottle) to class without the teacher's permission
- used an electronic device between 7:40 am and 2:10 pm without a staff member's permission
- used an electronic device to photograph/video another student/faculty member without permission
- any form of cheating or copying another student's work
- loitering after school hours
- **Plagiarism or copying another student's work**

Please see the CPS Family Handbook Appendix for a complete listing of code of conduct violations, definitions, laws, and procedures. **All discipline reports and records are confidential and cannot be disclosed to other parents.**

SAFETY AND SECURITY

SCHOOL RESOURCE OFFICER

The Galvin Middle School has a school resource officer who works together with students, staff and families to educate, support, and encourage a safe and orderly school environment.

The school resource officer sees students on and off the bus each morning, is a visible presence in the halls during passing periods, and attends all three lunches. He/she assists administration with concerns surrounding bus safety and behavior, discipline referrals and attendance, and participates in both regular education and special education meetings as necessary. In addition, the school resource officer may conduct wellness checks at student's place of residence if the school determines the child's safety is in jeopardy.

The school resource officer also works with teachers and counselors to educate students in bullying and cyber bullying, drug and alcohol awareness, the transition to high school and other topics that involve the safety and well-being of our students.

SCHOOL SEARCHES

The Canton School Department may periodically utilize police K9's under the direction of the Canton Police Department to search school property and the surrounding campus for the presence of controlled substances, drugs or explosives.

STUDENT VISITORS TO GMS

Requests for student visitors must be presented to administration two weeks prior to the requested visit date for consideration and is at the discretion of the principal and/or designee. If a visit is approved, counselors will then be contacted for permission for the guest to attend classes and the visitor is expected to follow all school rules. If misbehavior occurs, the visitor's parents/guardians will be contacted and the visitor will be asked to leave immediately.

STUDENT ACTIVITIES

CLUBS AND AFTER SCHOOL ACTIVITIES

The Galvin Middle School offers after school clubs three times per year for a fee. Offerings and fees vary each year.

The Galvin Middle School also offers after school activities including Student Leadership Council, Yearbook, Literary Magazine, the GMS Musical, Robotics and Solar Car Club.

EXTRA CURRICULAR, END OF THE YEAR ACTIVITIES AND FIELD TRIPS

All students have the opportunity to participate in enrichment activities whether academic or athletic in nature, i.e. Battle of the Bone, Dodgeball, and the Student-Staff Basketball and Volleyball game, as well as attend one-day and/or multi-day educational field trips. ***This participation is a privilege and students must be attending school, demonstrating positive behavior choices and earning passing grades in all subjects (including specials) in order to participate.***

All eighth grade students will be given an academic, behavior, and attendance contract at the beginning of the school year which students and families must read and sign, outlining the expectations required to participate in all end of year activities.

Seventh grade students attending the World Language field trip will be given an academic, behavior and attendance contract at the beginning of the school year which students and families must read and sign, outlining the expectations required to attend the World Language field trip.

Students whose behavior creates a safety issue for others or results in multiple disciplinary actions may be excluded from one or more extracurricular and/or end-of-the year activities by the administration. Students and families will be notified if the student is in danger of being excluded from any extracurricular and/or end of the year activities.

Field trips are designed by teachers to enrich the curriculum. Students must have a signed permission form from a parent/guardian and must have paid the cost of the trip to attend. 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. Behavior on a field trip is the same as if students were in school and students are responsible for completing any missed class work and homework while attending the field trip.

OFF CAMPUS, SCHOOL SPONSORED EVENTS

The Galvin Middle School's strategies for academic and behavioral success applies to students at any and all off campus, school sponsored events, including those that may extend beyond the normal school hours.

TRANSPORTATION

BUS POLICY AND CONDUCT

Bus safety is of paramount importance. 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 students and may report **students** to the Principal, **Assistant Principal or Dean of Students** for any action that might cause harm.
- Parents/guardians should reinforce safe riding habits.
- Students assume the responsibility of behaving in a manner conducive to the safety of all passengers.
- **Students must ride only their assigned bus.**

If questions arise, parents/guardians are encouraged to contact the school administrators or the district-wide transportation 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. On the bus, students are seated by grade level - grade 6 students sit in the front of the bus, grade 7 students sit in the middle, and grade 8 students sit in the back of the bus.
8. Keep the bus aisles clear at all times. This is for student safety.
9. Board and leave buses only at their designated stops.
10. Immediately move away from the bus and proceed directly home.
11. Students must have a valid bus pass and are only allowed to ride their assigned bus, per the bus company. Due to safety and accountability **parents/guardians and staff are not allowed to write notes indicating that students may ride another bus.**
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.

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14. Maintain conduct and courtesy expected in any school situation.

Riders are not to:

1. Stand or move about the vehicle when it is in motion.
2. Use profane or abusive language.
3. Use tobacco, e-cigarettes or any smoking devices in any form.
4. Carry or use intoxicants.
5. Eat or drink on the bus.
6. Extend any part of the 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. Yell and/or spit on the bus or out of the bus windows.
10. Carry animals, other live objects, or 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.

Please see the CPS Family Handbook Appendix for more specific information on the consequences for misbehavior on the buses.

Transportation to Alternate Addresses

Transportation to alternate addresses, including daycare centers and afterschool programs for those students who are not regular riders of the bus in question, can be provided only if the daycare or 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 without variations or deviations. For instance, students could be transported Monday, Wednesday, and Friday to daycare and Tuesday and Thursday to their home, but this would have to remain the same all year. Students can only ride the bus that has been assigned to them.

2020-2021 Canton Public Schools

Student/Family Handbook Appendix

School Committee

Chairperson	Kristin Mirliani
Vice Chairperson	Kristian Merenda
Secretary	Nichola Gallagher
Board Member	Maureen Moran
Board Member	Charles Rae

Central Office Administration

Superintendent of Schools	Dr. Jennifer Fischer-Mueller
Assistant Superintendent of Schools	Derek Folan
Director of Student Services	Dianna Mullen
Assistant Director of Student Services	Mehan Byrne
Business Administrator	Barry Nectow
Director of Teaching and Learning	Deborah Rooney
Director of Technology and Digital Learning	Julianne Shore
Facilities Director	Brian Lynch
Food Service Director	Martha Lawless
Nurse Leader	Elizabeth Nightingale
Technology Administrators	Mike Wentland
	Mike Barucci

*****Yellow highlights indicate changes from the prior year district appendix***

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Strategic Framework 2018 – 2023

CANTON PUBLIC SCHOOLS

Our Vision To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens

Our Mission Canton Public Schools is an educational community that seeks to blend academic growth with the social development of every child. Our goal for every child is to be a successful learner and to accept mistakes as a step in human growth.

Our Core Values Academic Excellence and Rigor; Inclusive and Engaged Community; Respectful and Responsible Relationships; Continuous Reflection and Improvement

Long-term Strategic Objectives

1 Achieving Educational Excellence & Ensuring Equity To attain educational excellence across all schools, in every classroom, every day, in support of consistently high growth and outcomes for every student	2 Cultivating School Climate & Culture To create and sustain a school climate and culture that support a rich educational environment for all students and staff	3 Transforming Teaching & Learning To create rigorous, relevant, and contemporary learning experiences so that the PreK-12 journey supports student development and prepares students for their futures	4 Achieving District Excellence To develop state-of-the-art operational systems that assure access to high-quality resources, including facilities, aligned to our educational vision, equitably distributed, and utilized efficiently
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Rationale for Long-term Strategic Objectives

<p><i>Our commitment to educational equity requires that we identify unconscious and implicit biases and the impact they have on our students, families, and staff.</i></p> <p><i>Educational excellence is our expectation that every student will demonstrate high levels of growth and achievement.</i></p> <p><i>We foster educational excellence through high-quality teaching, strong systems of support and enrichment, and aligned, compelling curricula.</i></p>	<p><i>As student learning is inextricably linked to a school’s social environment, adults have a collective responsibility to build a positive climate and culture in all of our schools.</i></p> <p><i>We must pay careful attention to, model, and provide explicit instruction in the social-emotional skills that contribute to a healthy climate and culture and support overall student well-being.</i></p>	<p><i>Public education exists not only within the context of our local Canton community but also within the larger context of our global society.</i></p> <p><i>As the world experiences rapid and dramatic changes in technology, the economy, and society, the traditional paradigm of teaching and learning is also changing.</i></p> <p><i>More than ever, we must teach our students to collaborate skillfully, to maintain a growth mindset, and to seek and make use of new knowledge.</i></p>	<p><i>The District serves as the overarching, mission-driven organization that creates the conditions necessary for educational excellence.</i></p> <p><i>As public servants, staff embody a professional culture that is notably responsive and respectful with the community and among each other.</i></p> <p><i>District staff oversee all system operations, including staffing, finances, and facilities. Effective management allows for a focus on our primary mission: teaching and learning.</i></p>
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Long-term Strategic Objectives

1 Achieving Educational Excellence & Ensuring Equity	2 Cultivating School Climate & Culture	3 Transforming Teaching & Learning	4 Achieving District Excellence
Strategic Areas of Focus			
<p>1.1 Educational Equity</p> <p>Identify and eliminate obstacles and barriers (ideological, institutional, interpersonal, and internal) to student learning and growth</p> <p>1.2 Educational Excellence & Continuous Improvement</p> <p>Establish targeted outcomes; comprehensively monitor and analyze growth and achievement; identify effective strategies for teaching and learning, including systems of support and extension</p> <p>1.3 Excellent Educators for Every Student, Every Day</p> <p>Ensure all adults have the skills and knowledge necessary to meet the academic and social emotional needs of every student through ongoing, differentiated adult learning; recruit and retain high-quality staff reflective of student demographics; utilize an evaluation system that promotes growth and accountability</p> <p>1.4 Equitable Access to High Quality Instruction</p> <p>Ensure every student, every day, receives high-quality instruction and support in the least restrictive environment possible; promote inclusive classrooms and school that benefit all students</p>	<p>2.1 Social Emotional Learning</p> <p>Develop PreK-12 SEL competencies and curricula as foundational support for student well-being in schools that are safe, welcoming, and inclusive</p> <p>2.2 Behavioral Intervention</p> <p>Develop PreK-12 behavioral intervention strategies that enrich school climate and culture; promote student self-management and self-awareness as a member of the school community</p> <p>2.3 Professional Culture</p> <p>Build adult professional communities committed to the district’s vision and mission by fostering educator voice and agency and by creating the conditions necessary for educators to learn with and from each other</p> <p>2.4 School Safety</p> <p>Provide safe facilities and appropriate learning environments that support a sense of security and comfort for students and staff; employ emergency/crisis management plans and practices</p>	<p>3.1 Designing Student Learning & Growth</p> <p>Design engaging and relevant instruction; integrate technology to create transformational learning experiences for every student</p> <p>3.2 Student Agency, Voice, and Ownership of Learning</p> <p>Implement organizational structures and processes that strengthen student agency, student voice, and student ownership of learning</p> <p>3.3 Educators’ Creativity & Innovation</p> <p>Nurture educators’ creativity, promote opportunities for innovation, and support the ongoing development of a growth mindset among educators; develop opportunities for teacher leaders to serve as catalysts for the advancement of teaching and learning</p>	<p>4.1 Indicators of Excellence</p> <p>Create our CPS identity, targets for improvement, and criteria for accountability by developing Indicators of Excellence with metrics, benchmarks and strategies; share with the public annually</p> <p>4.2 Facilities</p> <p>Complete facilities master plan and educational visioning; develop facilities that inspire widespread transformation in student learning; determine the immediate and short-term decisions, timeline, and resources needed for our long-term plan</p> <p>4.3 Financial Responsibilities</p> <p>Develop and implement processes and tools that ensure transparent budgeting and a comprehensive budget document; link fiscal resources to student outcomes</p> <p>4.4 Mission-Driven Organization & Operations</p> <p>Develop efficient operational systems and organizational structures that nurture a coherent, mission-driven organization that creates the conditions necessary for excellence across all schools and programs</p>

Indicators of Excellence: Criteria that measure success toward meeting Strategic Framework objectives

Student Learning Outcomes

Student School Experience

District Responsibilities

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Letter from the Superintendent

September 7, 2020

Dear Canton Parents/Guardians and Students,

This is a start to school like no other. The CPS staff have been working tirelessly to prepare for the reopening of school for all students on September 16, 2020. The School Committee and Canton Teachers Association believe that a phase-in hybrid approach is the better way to start school in such an uncertain time. To best support all students and staff during remote learning, hybrid or all-in, with all safety precautions in place regardless of the model of teaching and learning at that time, the sSchool Handbooks and District Appendix provide information outlining important expectations and common practices across the school system.

Regardless of the unique nature of this school year, our Strategic Framework stands strong. The Long-Term Strategic Objectives are the overarching goals with the more specific Strategic Areas of Focus and the individual School Improvement Plans serving as areas for more detailed planning and action.

Also, in the planning and development of the Comprehensive School Reopening Plan approved by the School Committee on August 6, 2020, we committed ourselves to:

- Student and staff safety
- Equity and advancing excellence
- Rigorous, high quality teaching and learning
- Students' authentic sense of belonging and joy
- Communication and collaboration with stakeholders
- Continuous improvement and reflection
- Adaptive and innovative approaches

The School Reopening Plan provides many details regarding specifics of this year. Like every other year, policies, laws and regulations change, and we adjust our District Appendix and School Handbooks. I strongly encourage you to carefully review these documents including the accompanying signature page to express your understanding of these expectations.

Please contact your school's Principal if you have any questions, comments or concerns so that we can improve our communications with you and better serve every student within the Canton Public Schools.

Respectfully,

Jennifer Fischer-Mueller, Ed.D

Superintendent

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GENERAL INFORMATION

Residency and Registration Policy (School Committee File JF-E)

A. Residency Requirements

Only children of school age who actually reside in the Town of Canton are entitled to attend the Canton Public Schools (M.G.L., c. 76, s. 5). “Residence” is the primary place where a person dwells permanently, and is the place that is the center of his or her domestic, social, and civic life. Temporary residence in the Town of Canton for the purpose of enrolling in the Canton Public Schools, shall not be considered residency. (M.G.L. c. 76, s. 6). Persons who are found to temporarily reside in Canton for the special purpose of enrolling in the Canton Public Schools will be dismissed immediately from the Canton Public Schools and the parent(s), guardian(s), or others may be jointly and severally liable to the school district for tuition and other costs and fees.

Before any student is assigned to or attends any Canton public school, the student’s parent or legal guardian must provide documents demonstrating proof of permanent residency in Canton. The student cannot be enrolled until residency is established. Residency can, and does, change for students and their families, therefore the Canton Public Schools reserves the right to request additional, updated information at any time, and to routinely verify the residency of students entering grades preschool, kindergarten, six and nine. The Canton Public Schools will implement administrative procedures consistent with this policy.

Exceptions to the residency requirements include:

- (1) students whose families move out of town during their senior year of high school;
- (2) students in any other grade whose families move out of town after April 1st, who would like to finish the current school year and who pay the daily per pupil cost to remain enrolled and any future costs the District incurs on student’s behalf;
- (3) students for whom another community or state agency may pay approved tuition rates; and
- (4) homeless students entitled to a free, appropriate public education in accordance with the provisions of the McKinney-Vento Homeless Education Assistance Act. (See Policy JFABD for additional details). Decisions regarding residency may be appealed to the Superintendent of Schools who may exercise discretion if the situation warrants it. The Superintendent’s decision shall be final.

B. Investigation

Once the student has enrolled, school principals are required to look into situations in which there is reason to believe that the phone number and the address do not appear to be authentic. The principals will report questionable situations to the Superintendent or his/her designee.

The Canton Public Schools may conduct an investigation into the residency of any student at any time. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may authorize a home visit and/or utilize the Canton Police Department or private investigator to further investigate a residency concern.

C. Removal of Non-Resident Students

If it is discovered that a Canton student is a nonresident, the student's parent or legal guardian will be notified of the violation and instructed to enroll the student in the school district of the city or town where he or she actually lives. Failure to transfer the student out of the Canton Public Schools within five (5) school days will result in the student's immediate dismissal from the Canton Public Schools, unless there are fewer than ten (10) school days left in the marking period/school year; in which case, the student will be transferred at the end of the marking period/school year.

A student, other than a high school senior, who becomes a non-resident on or after April 1st, may elect to pay the daily per pupil tuition cost, plus any future costs the district incurs on student's behalf, and complete the rest of the school year in his/her present school. Only students whose families move out of town during their senior year of high school will be allowed to complete the school year tuition free.

D. Tuition

When a violation is determined, the Canton Public Schools will take action to recover tuition and other costs expended on behalf of the child during the period of non-residency. Parent(s), guardian(s), and other(s) may be jointly and severally liable to the Canton Public Schools for the student's tuition and other academic or related costs, as well as any investigation costs or legal fees incurred by the District as a result of any violations.

E. Elementary Neighborhood Schools

Students shall attend their neighborhood elementary school unless there is a space issue, bullying issue, necessary special needs education classroom, or any Superintendent determined compelling reason.

RESIDENCY AND REGISTRATION PROCEDURES

- a. The procedure for registering students is as follows:

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Proof of residency is required to enroll and to remain in the Canton Public Schools. All applicants must submit at least one document from each Category. Students over 18 years of age not residing with a parent or guardian/proxy must provide proof of residency as required below. Separate provisions are provided for students covered under the Homelessness Act (MGL c.76S5).

- b. All students new to the Canton Public Schools must register online at www.CantonMA.org/registration. Parents, guardians or state-agency appointed proxies are required to complete the online registration process. Building principals or an appointee will receive a copy of the registration form and verify home addresses and telephone numbers.
- c. Any irregularities shall be reported to the Central Office for follow-up action. If any living arrangements change, it must be reported to the school department immediately.
- d. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may utilize the Canton Police Department to further investigate a residency concern.

Required Categories for Proof of Residency

Category 1	Category 2	Category 3
<ul style="list-style-type: none"> ● Copy of most recent mortgage payment ● If you no longer pay a mortgage on your home, you must submit a copy of the property deed or a copy of the discharge of mortgage. ● Purchase and Sales Agreement ● Property tax bill ● Copy of Lease (including BHS and HUD leases, student name must be included on lease) <u>and</u> record of most recent rent 	<p>Utility bill or work order within the past 60 days:</p> <ul style="list-style-type: none"> ● Gas bill ● Oil bill ● Electric bill ● Cable bill <p>If you live in a household where all utilities are in someone else’s name, and if this is noted on your lease or affidavit, then you may submit a utility bill in the name of the homeowner.</p>	<ul style="list-style-type: none"> ● Copy of a valid government issued photo identification, e.g., Massachusetts driver’s license or state issued ID card with a valid Canton, MA address on it. <p>Dated within the past year:</p> <ul style="list-style-type: none"> ● W-2 form (private information may be blocked out) ● Vehicle registration ● Excise tax bill

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<p>payment.*</p> <p>* You must submit both of these documents.</p>		
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The Family Education and Privacy Act Massachusetts Student Records Regulations

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (“Regulations”) together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the building principal.

(a) The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H (“Section 34H”) law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. Information about these procedures can be obtained from the building principal.

(b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

(c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Canton Public Schools and who need access to a record in order to fulfill their duties. Such school officials may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with regard to the use and maintenance of education records. The Canton Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials, so long as the disclosure is for purposes related to the student’s enrollment or transfer.

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As required by law, the Canton Public Schools routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request and the name and address of students to third party mail services that have been approved by the Department of Elementary and Secondary Education upon the request of a district or charter school. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the building principal. Absent the receipt of a written objection from the parent/eligible student by at least two weeks from the date of the notice, this information will be released without further notice or consent.

(d) The **right to file a complaint** concerning alleged failures by the district to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.



Protection of Pupil Rights Amendments

The Canton Public Schools adheres to the Protection of Pupil Rights Amendment (PPRA), a federal law that affords parents and eligible students (those who have reached the age of 18) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. An overview of these rights follows:

a. Consent to federally funded surveys concerning “protected information.” Schools must obtain written consent of the parent or eligible student prior to requiring the student to participate in a survey that is funded in whole or in part by a program of the United States Department of Education (USDOE) if the survey concerns one or more of the following protected areas of information (“protected information survey”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

b. Opt out of certain surveys and exams even if not federally funded. Parents and eligible students must receive notice of any of the following activities and have the right to opt out of them.

1. Any protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;¹

^{1/} Mass. Gen. Laws §71, §57 requires schools to conduct physical examinations of students “to ascertain defects in sight or hearing, postural or other physical defects tending to prevent his receiving the full benefits of his school work and to ascertain physical defects of the feet which might unfavorably influence the child’s health or physical efficiency.”

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3. Activities involving collection, disclosure, or use of personal information^{2/} obtained from students for the purposes of marketing or selling or otherwise distributing the information to others.^{3/}

c. Inspect certain materials. Upon request, parents and eligible students have the right to inspect the following before the school district administers or uses them:

1. Protected information surveys of students;
2. Surveys created by a third party.
3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
4. Instructional materials^{4/} used as part of the educational curriculum

d. Receive notification of the district’s policies on the PPRA. After consultation with parents, the Canton Public Schools has adopted the following policies to implement the PPRA:

Notice of Rights The Superintendent will arrange for direct notice to parents/eligible students of this policy at the beginning of each school year, either through the U.S. Mail or e-mail, and will provide updates within a reasonable time period after any substantive changes. The Superintendent may also include notice of this policy along with other routine legal notices in one or more local newspapers.

Notice of Activities The Superintendent will arrange for direct notice to parents/eligible students at least annually at the beginning of the school year of the activities or surveys identified in the PPRA that the Canton Public Schools anticipates conducting. The Superintendent will provide parents/eligible students with consent forms or the opportunity to opt a child out of activities, if applicable.

Inspection of Materials Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the building principal. The building principal will respond to requests within ten calendar days. Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.

^{2/} Personal information is defined as individually identifiable information including a student or parent’s first and last name; home address; telephone number; or social security number. 20 USC §1232h (c)(6)(E).

^{3/} The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: college or other postsecondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low-cost literacy products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide genitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student; the sale by students of products or services to raise funds for school-related or educational-related activities; student recognition programs.

^{4/} The term “instructional materials” is defined as instructional material that is provided to the student, regardless of format, including printed or representational materials, audio visual materials (such as materials accessible through the internet.) The term does not include academic tests or academic assessments. USC §1232h(c)(6)(A).

Protections of Student Privacy The Superintendent will insure that procedures are in place to protect student privacy in the administration of protected information surveys and in the collection, disclosure or use of personal information for marketing, selling or other distribution purposes.

Parents or eligible students who believe their rights under the PPRA have been violated may file a complaint within the district by contacting Stephanie Shapiro at shapiros@cantonna.org or 781-821-5060 ext 2107. Complaints may also be filed with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605



ACADEMICS

Academic Freedom

The School Committee seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society as set forth in the Constitutions of the United States and the State.

Constitution of the Commonwealth of Massachusetts

Attendance Pupil Absence Notification Program

Chapter 76 Section 1 MGL

According to Chapter 76 section 1 of the Massachusetts General Laws, each school shall have a policy of notifying parent or guardians within 3 days of an absence if the school has not received notification of the absence. Additionally, parent or guardians will be notified of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year.

Chapter 76 Section 2 MGL

Under Massachusetts State Law, Chapter 76, Section 2 provides for duties of parents as follows: Every person in control of a child shall cause him to attend school on a daily basis and, if he fails to do so for seven days sessions or fourteen half-day sessions within a period of six months, he shall, on complaint by a supervisor or attendance officer, be punished.

The principal, or designee, will make reasonable effort to meet with the parents of any child who has 5 or more unexcused absences. The purpose of this meeting will be to develop action steps to improve the student's attendance.

Philosophy

It is our expectation that students will be in attendance on a daily basis, unless they are ill. We firmly believe, and national educational data supports, that regular attendance and academic achievement go hand in hand. Students need to be in the classroom to benefit from instruction and from interaction and exchange of ideas with peers. The Canton Public Schools strive to build a community of learners and this community is hindered when students are absent.

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Excessive absences or tardiness can lead to incomplete and unsatisfactory work, increased difficulty in meeting class and curricular standards, and lower course grades. Developing a positive attendance/school habit begins in Kindergarten.

Along with regular attendance, students need to be on time and prepared for the day. It is the legal responsibility of parent/guardians to ensure good attendance. It is not possible for the student to make up or duplicate the classroom learning experiences missed during absences. Because learning is an interactive process among students, their peers, and teachers, absences affect individual students and the class as a whole. Parents or guardians of those students displaying irregular attendance or frequent tardiness will be notified of our concerns by phone, mail and/or email.

Notification by Parent/Guardian that their Child will be Absent

The parent/guardian will contact the school using the extension and time referenced in the procedure, to call in their student absent or late to school.

Notification by Parent/Guardian not Received (Daily Absences)

Step 1: If a message has not been left, school personnel will call parents/guardians and/or emergency contact person after the start of school. **This call does not replace the need for parents to call on the day of the absence. Additionally, at the elementary level, the child must bring in a signed written note the day the students returns to school.**

Step 2: If a message has been left for the parent/guardian and school personnel do not receive a call back from the parent/guardian or emergency contact person, the district reserves the right to contact Home/School Interventionist and/ or police to request a home well check visit. Typically, the school will contact the Home/School Interventionist or police within 90 minutes of the opening of school.

Step 3: School personnel will speak to and/or meet with family when contact is made to address need for better means of communication.

Notification to Parent/Guardian of Excessive Absences

Step 1: Each year, the school will email/ send letters to families after five absences.

Step 2: State Guidelines mandate that a school investigate when a student is absent for more than seven (7) school days or fourteen (14) half days within a six month period. Upon completion of an investigation, if the school determines the absences are not related to a child's health, a complaint may be filed with the Juvenile Division of the Dedham District Court. This court office is responsible for handling concerns regarding school attendance. Before any court is notified, a warning letter will be sent home and parents will be asked for documentation explaining the absences, followed by a request to come in for a meeting with guidance counselors and school administrators or designee.

Step 3: (Specific to Canton High School Students): Attendance reports on all students at CHS will be run at each term for each class. Those students with 7 or more absences will meet with

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administrators to create an action plan. Failure to complete an action plan could result in loss of credit.

Notification to Parent/Guardian of Excessive Tardies

Step 1: Student/Parent will be contacted by a school administrator regarding excessive tardies.

Step 2: Administration will meet with student and parent/guardian and a correction plan will be put into place with required follow up.

Vacations and Absence Due to Non-Medical Reasons/Inclement Weather

It is important for children to receive continuous instruction on a daily basis while school is in session. Each day of instruction missed sets a child back and creates added pressure on the child and on the school. The school calendar is published far in advance of the school year to help parents plan family trips so that they can coincide with school vacations. Parents are urged to comply with the school calendar.

The district discourages families from planned absences/family vacations and reminds them that teachers are not required to provide advance homework when students and their families plan a vacation when school is in session. It is the student's responsibility to make up the missed work and he/she will have as many days as missed to make up work, plus one. Since assignments are based upon material which has been previously taught, work must be made up after a child returns as assignments cannot be sent home in advance.

Parents may decide not to send their children to school given severe weather conditions. Such absences are **EXCUSED**. Student(s) absent for any such reason will be given the full opportunity to make-up all work for that day.

ENGLISH LANGUAGE LEARNERS

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance.

The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Dept. of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with the No Child Left Behind Act.

20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)

42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)

603 CMR 14.00

If there is a request for translation, please contact your school's ELL department.

Electronic Devices

The technology mission of the Canton Public Schools is to ensure that technology is an integral component of our educational community, enhancing learning, instruction, communication and information management. To meet this mission, networked computers, wireless devices, non-networked computers, peripheral equipment, as well as other forms of technology are made available for student use. It is the goal of the district to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication for the purpose of encouraging educational excellence.

Technology use that is integrated into school curriculum fosters information retrieval skills, encourages critical thinking skills, collaboration and provides educational opportunities. Technology access is a privilege, not a right. Along with this privilege, come certain responsibilities for all users. The school district provides access to all electronic devices for educational purposes only. All users must conform to the terms and conditions established by the district. Students and parent/guardians are responsible to read and sign the Responsible Use Policy each year with the understanding that no technology access will be provided to any students who fail to sign and return the policy.

Canton Public Schools Responsible Use Policy (RUP) Guidelines for Students

Responsible Use Policy (RUP) Guidelines for Students

The Canton Public Schools ("CPS" or "District") endeavors to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication, with the goal of encouraging educational excellence. Thus, the District seeks to ensure that technology is an integral component of our educational community. Equipment made available for student use includes networked computers and wireless devices with internet/Intranet access, peripheral equipment, as well as other forms of technology. CPS technology access includes, but is not limited to, the CPS Network, the internet, instructional database subscriptions, wireless devices, networked equipment and other technologies that may become available for student use over time.

GSuite for Education Student Accounts

Students in grades **K-12** are assigned a GSuite for Education (formerly Google Apps for Education) account. In addition, students in grades **K-12** are assigned a Canton Public Schools Gmail account for educational use only. GSuite is a suite of web-based software applications that allow for the creation and collaboration of documents, spreadsheets, presentations, websites, email and much more. The benefits for teachers and students include the ability to collaborate and communicate on projects and assignments in real-time online. Students will also have access to their files in Google Apps anywhere they have internet access at any time on just about any type of device. Many teachers use Google Classroom as a learning management platform that allows students to access class content and assessments, turn in completed work, and as a digital library for classroom resources.

Students will follow school policies for appropriate use when using any internet-based services like Gsuite Apps, including Gmail. These services are considered an extension of the school's network. Students have no expectation of privacy in their

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use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement. Students should never share personal information online in public spaces including their assigned GSuite account.

For more information on Google's privacy and security, please [click here](#)

Purpose of the Responsible Use Policy: The purpose of the District's Responsible Use Policy (RUP) Guidelines is to promote positive digital citizenship for our students, a citizenship that involves accessing appropriate resources and using electronic devices safely and effectively. It also seeks to avoid unauthorized access or disclosure of sensitive, confidential and proprietary information and avoid unlawful activities. The RUP Guidelines apply to student use of computers, internet, wireless devices, instructional database subscriptions, electronic mail and all other forms of electronic equipment or communication provided by the District/network, regardless of the physical location of the user. Thus, the RUP Guidelines apply even when a student uses District-provided equipment or accounts while not on school property and/or uses non-District devices to access the District network or databases.

Canton Public Schools Responsibilities:

The Responsible Use Policy is based on our requirement by Children's internet Protection Act (CIPA, 2017) to support our protection measures to block and filter internet access to obscene pictures and sites that are harmful to minors. In addition, our internet safety policy must include the monitoring of online activities of minors, we must provide education to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response (CIPA, 2017). Since students may be using the district's technology at home more, a web filtering system will be deployed to each device used outside the school district. However, even with the best of intentions to monitor and filter the internet and online material and content, there are no guarantees that your child might access, acquire or transmit inappropriate content. The Canton Public Schools cannot be held liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools' computer network and/or the internet.

The District's system network, computers, technology devices, and information technology is the property of the District and is subject to inspection at any time and without prior notice. **Users have no expectation of privacy in the use of the District's system network, computers, technology devices, and information technology.** Canton Public Schools reserves the right to monitor, inspect, copy, review and store any and all use of the internet, the District's system network, computers, technology devices, and information technology, including, but not limited to a student's district provided Google account and all other software used for teaching and learning for the District.

CPS technology access for students in Canton is a privilege, not a right. With this privilege, come certain responsibilities for all users. All users must conform to the responsibilities established by this District policy.

Student Responsibilities:

I am responsible for practicing positive digital citizenship

- I understand that CPS Technology is provided only for the purpose of my participation in CPS educational programs.
- I will ensure that my interactive contributions to websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technologies are designed to maintain a productive and appropriate educational environment for other students and staff.

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- I will be honest in all digital communication, including accurately identifying my own postings and contributions.
- I understand that what I do and post online must be consistent with maintaining a safe and secure school environment for all.
- I understand when given permission to access another individual's personal accounts, I am still responsible for my actions when accessing these accounts.
- I will use school appropriate language in all electronic communications, including email, social media, audio recordings, video conferencing, and artistic works.

I am responsible for keeping personal information private

- I will not share personal information about myself or others including, but not limited to: name, home address, telephone numbers, birth dates, usernames, passwords or visuals such as pictures, videos, or drawings.
- I will not meet anyone in person that I have met only on the internet.
- I will be aware of and adhere to privacy settings on websites that I visit.

I am responsible for my passwords and my actions on District accounts

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others without permission.
- I will log out of my accounts and equipment to ensure my privacy and security.
- I will log out of unattended equipment and accounts if another student hasn't logged off in order to maintain their privacy and security.
- I understand that technology can be interrupted and unpredictable and will use multiple means to save and backup my information.

I am responsible for treating others with respect and dignity

- I will not send and/or distribute hateful, discriminatory, harassing digital communication, or engage in inappropriate sharing of images.
- I understand that bullying and harassment in any form, including cyber bullying, is unacceptable.

I am responsible for accessing only educational content when using District technology

- I will not seek out, display, or circulate material that is deemed hurtful, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network and equipment for illegal, political, or commercial purposes is strictly forbidden.
- I understand that the District has internet filters and will immediately notify District personnel if inappropriate content is accessed.

I am responsible for respecting and maintaining the security of the District electronic resources and networks

- I will not gain unauthorized access or violate District security settings and filters, including the use of proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or applications on any District computers, tablets, chromebooks, smartphones, or other new technologies.

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- I will not access my personal data plan on my own device during the school day to participate in classroom assignments or activities. Personal data plans do not have District filters.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling District equipment

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will report any misuse of the CPS Network and all other technology. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or their property.
- I will take care of the physical condition of the District equipment.
- I will only make modifications to system or software settings with District equipment when instructed by school personnel.

I am responsible for respecting the works of others

- I will follow all copyright (<http://copyright.gov/title17/>) guidelines, and properly cite all sources.
- I will not copy the work of another person and represent it as my own.
- I will not download illegally obtained music, software, applications, and other works.

I am responsible for personal technology when I bring in my own device (BYOD) to the school’s buildings.

- I understand that I am responsible to safeguard my own equipment.
- I will only use my equipment when the teacher has given me permission. At the elementary level, the use of cellphones is prohibited during the school day. Students who bring cellphones to school must keep them turned off, and cell phones must remain in their backpack at all times. Cell phones may be used for emergencies only under the direction of school personnel. When electronic devices are needed to access the curriculum, teachers will provide them. Elementary students do not need cell phones during the school day.
- I know that I am not to use any other student’s equipment without permission of that specific student.
- I will only access the District wireless capabilities, not my personal data plan, when using my equipment because of the appropriate filtering for my educational research.

Parent/Guardian and Student Responsibilities:

I am responsible for my actions and will refrain from recording any video conference remote lesson, or any virtual meeting involving Canton educators, staff, or students

- In accordance with state and federal laws, staff, students, and parents/guardians must refrain from recording any video conference remote lesson or any virtual meeting involving Canton educators, staff, or students.
- I acknowledge that it is a violation of the law to record without the consent of every participant.
- Anyone found in violation of this policy may result in suspension or revocation of their email account or independent access to the internet, school disciplinary action and, if warranted, referral to law enforcement authorities.

Terms and Conditions of the CPS Technology Responsible Use Policy:

The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

The signature for this Responsible Use Policy is included on the Canton Public Schools Student/Family Handbook signature page. By signing the CPS Responsible Use Policy (RUP) Guidelines on the handbook signature page, I am acknowledging my understanding of my responsibilities outlined above. I also agree to the following statements:

- I give permission for my child to have access to the internet that corresponds with their grade level I have discussed with my child regarding the responsibilities with the use of the Canton Public Schools internet access and materials.
- My child understands and agrees to follow the Responsible Use Policy for Canton Public Schools.
- I will not hold the Canton Public Schools liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools' computer network and/or the internet.
- I understand that any violation by my child of the terms of the Responsible Use Policy may result in suspension or revocation of their email account or independent access to the internet, school disciplinary action and, if warranted, referral to law enforcement authorities.

The school district may not provide access to any student who fails to sign the Responsible Use Policy.

Field Trips

Students participating in a school-sanctioned trip are required to have the school permission form completed, signed by a parent or guardian, and returned to the faculty supervisor as directed. At this time, students are also required to submit any money necessary to meet expenses.

1. Students will not be allowed to participate in a field trip if it is felt that their participation will be detrimental to the successful completion of any assigned school work unless otherwise addressed with their teacher(s).
2. Students attending field trips are not only responsible for all class material presented the day of the field trip in all of the classes that they miss, but are also responsible for submitting, before leaving the school, any previously assigned work due that day.
3. All school rules remain in effect during a field trip.
4. A list of students attending the field trip will be submitted to three weeks for day trips and 45 days to overnight trip prior to the trip to determine if medication or accommodations are needed. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parents(s) of students with certain health care needs may be offered preferential attendance as a chaperone on a field trip.
5. If medication is needed or may be required on a field trip, the medication administration plan must be completed by the student's parents/guardians and physician and be on file in the nurse's office. If appropriate documentation and medication are not on file they will not be allowed to attend the field trip. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip.
6. Students going on a field trip must be in school at the start of the school day. Any student who is tardy to school may lose their opportunity to attend the field trip.

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Home or Hospital Instruction

Upon receipt of a physician's written order that a student must remain at home or in hospital on a day or overnight basis for medical reasons for a period of not less than fourteen school days during any school year the principal or designee will arrange for the provision of educational services in the home or hospital. The medical statement from the physician must include, at a minimum, the date the student was admitted to a hospital or confined to home, the medical reason and expected duration of the confinement, and what medical needs should be considered in planning the student's educational services.

The services will be provided with sufficient frequency to allow the student to continue progressing in his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal will coordinate such services with the Special Education Administrator for students who are eligible for special education. Home/hospital services are not considered special education unless the student has been determined eligible for special education and the home/hospital services are included on the student's IEP.

If, in the opinion of the student's physician, a student eligible for special education services is likely to remain at home, in a hospital, or in a pediatric nursing home for medical reasons for more than 60 school days in any school year, the Special Education Administrator will without undue delay convene a Team to consider evaluation needs, and, if appropriate, to amend the existing IEP or develop a new IEP suited to the student's unique circumstances.

Homeschooling

The Massachusetts General Laws require the school district to determine that a Homeschooling program is equal to public schooling "in thoroughness and efficiency and the progress made therein" prior to approving such a program.

When a parent/guardian of a child between the ages of 6 and 16 wishes to establish a home-based educational program, the procedures set forth below must be followed. Prior to removing the child from public school, the parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment. The following must be included with the notice:

1. The name, age, place of residence, and number of hours of attendance of each child in the home program;
2. Information about the academic or other qualifications of the individuals who will be teaching the children;
3. The proposed curriculum and the number of hours of instruction in each of the proposed subjects;
4. Names and description of textbooks, workbooks and other instructional aides to be used by the children. The administrator may request access to such materials if necessary to assess the level of instruction in comparison to curriculum of the public schools.

5. Proposed method of assessing each child's progress, to include periodic testing or, in the alternative, an agreed upon form of evaluation, and plans for providing the required portfolio of learning at the end of the school year.

A student being educated in a home-based program within the district may participate in after school athletics, clubs, and any other optional activities, subject to the same enrollment and behavioral criteria as other students. Any student who participates in athletics through the public schools is required to provide requested records of health and immunization and to purchase accident insurance.

Students in a home-based program are not able to participate in academic or enrichment activities scheduled to occur within the regular school day. (M.G.L. 69:1D; 76:1)

Pregnant Students

The Canton Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Canton Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.
(M.G.L. 71:84, Title IX: 20 U.S.C. § 1681, 34 CFR §106.40(b))

Promotion and Retention of Students

The School Committee is dedicated to the continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, portfolios of student work, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians.

In the K-5 and middle schools, the final decision with respect to promotion will rest with the building Principal. Policies for promotion in the high school will be printed in Student Handbooks, after approval by the School Committee.

Students Who Permanently Leave School

G.L. c. 76, § 18, sets forth the process for establishing that a student age 16 or older has permanently left school. The statute requires that the administrator of the school last attended by the student:

- Send notice within a prescribed timeline from the student's tenth consecutive absence to the student and parent or guardian in both the primary language of the home, to the extent practicable, and English, which contains information prescribed in the statute. Among other things, the notice must initially offer at least 2 dates and times for an exit interview.
- Convene an exit interview which may proceed without the parent or guardian if the superintendent or designee has made a good faith effort to include the parent or guardian.
- Include a team of school personnel in the exit interview such as the principal, guidance counselor, teachers and other relevant school staff, and give the student information about the benefits of earning a high school diploma, the detrimental effects of leaving school, and alternative education programs and services available to the student.
- For the first 2 years following the student's withdrawal from Canton High School, the district sends annual written notice by first class mail to the last known address of a former student who has not earned a competency determination and has not transferred to another school. The notice informs the student of the availability of publicly funded post-high school academic support programs and encourages the student to participate in those programs.

Transfers and Withdrawals

Students who are transferring to another school at any point throughout the school year must let the building administration know and submit a [Release of Student Information Form](#) and provide the contact information for which to send their records. Consistent with the 603 CMR 23.07 (4)(g), Canton Public School will forward the student's student record to the school the student seeks or intends to enroll. Students must clean out their personal spaces and return all of their textbooks to their respective teachers.

For students transferring to the Canton Public Schools, a request for a copy of the student's student record will be made to the student's former school at the time of registration. Incoming students and their families must submit a [Release of Student Information Form](#) to avoid any delay in Canton's receipt of these records.

Parents and Guardians: Please note that the school has the authority to release relevant student record information without your prior consent, or the consent of the eligible student, in certain circumstances including:

- To the Department of Children and Families: in cases of suspected child abuse or neglect (603 CMR 23.07(4)(c));
- To federal, state and local education officials: whose duties require access (603 CMR 23.07(4)(d));
- To appropriate parties in connection with a health or safety emergency: including weapons reports (Mass. Gen. Laws, Chapter 71, Section 37L; 603 CMR 23.07(4)(e)); or
- To a student's new school: Consistent with the Education Reform Act, schools have the authority to transfer a student's complete record to the new school, without prior consent, as long as notice is provided that the school the student is leaving forwards student records. (603 CMR 23.07(4)(g)).

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This document is your notice that the Canton Public School District forwards student records to schools in which a current or former student seeks or intends to enroll.

Wellness Education

Wellness education includes classes in Physical Education, Health, and Family and Consumer Sciences. The Canton community recognizes that lifetime wellness, social/emotional skills, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. Our Wellness curriculum is aligned with the Massachusetts Comprehensive Health Curriculum Frameworks, National Health Education Standards and the National Physical Education Standards. Contact the K-12 Wellness Coordinator if you have any questions regarding our curriculum at 781-821-5050 ext. 2901.

Physical Education

All K-12 Canton Public School students are required to take Physical Education each year. The amount of time dedicated for PE varies at each level. Elementary students have PE for forty-five minutes each week. Middle school students have PE twice in their six-day schedule for the entire school year. All 9-12 high school students are assigned PE three times in their seven-day schedule for one semester. Each PE teacher will inform students of the proper footwear and clothing required for their grade level. When weather permits, PE classes are held outside and students are expected to come to class prepared for the outdoors.

Excused Physical Activity during Physical Education

Students may be excused from participating in physical activity during Physical Education classes for an illness or injury, by providing the **school nurse** with a note from their physician or their parent/guardian that explains the reason for the excuse. Notes must not be submitted to the Physical Education teacher. For any excused participation in physical activity during Physical Education classes beyond one class period, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note. In grades 6-12, students who are medically excused from physical activity during Physical Education will be given appropriate alternative work to complete and will count towards their term grade.

Health

Students in grades K-10 are assigned Health Education each year. Elementary students have Health once each week, middle school students twice in their six-day schedule for one semester, and grades 9 & 10 students will have Health three times in their seven-day schedule for one semester. Grade 11 and 12 students may select Health courses as a part of their Wellness choice options. Health Education curriculum is skills-based and include instruction in the areas of growth and development, nutrition, reproduction/sexuality, mental health, family life, interpersonal relationships, disease prevention and control, safety and injury prevention, substance use/abuse prevention, violence prevention, consumer health and resource management, and community and public health.

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Notification of Human Sexuality Education

Beginning in grade 4, age appropriate topics in human sexuality are taught in Health Education. Grades 4 and 5 health classes include units covering physical and emotional changes that occur during puberty. Parents of 4th and 5th grade students will be provided an opportunity to review the puberty units prior to implementation through an evening presentation conducted by Wellness staff. Grades 6-8 students have additional instruction in puberty, safe dating, and human reproduction. In grades 9 & 10, students will be instructed on the functions of the reproductive system, human reproduction, reducing the risk for an unintended pregnancy and sexually transmitted diseases and infections, and safe dating. Family and Child Studies, Safety and Self Defense, and Life After Canton are some of the grade 11 & 12 Wellness choice courses that may include units that specifically address human sexuality. We encourage all parents to participate in the education of their children. Parents may contact the K-12 Wellness Coordinator for information regarding the human sexuality units of instruction. It is strongly recommended that all students participate in the lessons scheduled for their grade level. Parents choosing to exempt their son/daughter from the health lessons that specifically address human sexuality must forward written notification to the Principal and Wellness Coordinator. Students who are exempted from the lessons will not be penalized and will be provided with alternative work.



CODE OF CONDUCT

A well-ordered, friendly atmosphere in the classroom and the school is essential:

- If students are to learn to the maximum of their capacity and feel content in their environment,
- If good relations with the community are to be upheld, and
- If the total school operation is to be carried out in the best manner possible.

Pupil discipline directly affects the quality of the educational environment. The general purpose of discipline should be to bring about a positive change in a student's attitude and behavior.

Helping establish a desirable teaching-learning situation is the work of many people: parents, pupils, teachers, administrators and the members of the school committee. The community is involved as well because habits learned or condoned in the schools will be carried over into everyday life.

BEHAVIOR EXPECTATIONS

The Canton Public Schools have high expectations for student behavior as we strive to reach our goal of fostering an inclusive, reflective and engaged community. Our district emphasizes respectful relationships and uses an educational approach to discipline and asks students and families to use disciplinary action as opportunities to learn from student mistakes. *Disciplinary decisions are designed to correct or prevent undesirable behavior and to help students understand positive behavior and to take responsibility for their actions.* Student Handbooks at each level provide examples of conduct that is prohibited and school-sponsored events. However, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school-sponsored event could lead to discipline, including suspension and in some cases expulsion.

Individual teachers handle most corrective disciplinary action. This action can include a warning, a teacher/student conference, a parent/guardian conference or a lunch or after school detention. More serious infractions are reported to the administration for resolution. Procedures to be followed in the event of a suspension or expulsion are set forth below.

STATUTORY OFFENSES: CONDUCT THAT MAY LEAD TO EXPULSION UNDER M.G.L. c. 71, §37H and 37H½

1. Weapons, Drugs and Assaults

Under M.G.L. c. 71, §37H, any student who is found on school premises or at a school-sponsored or school-related event, including an athletic game, in possession of a dangerous weapon, or in possession of a controlled substances as defined in Chapter 94C, including, but not limited to marijuana, cocaine, or heroin, may be subject to expulsion from school or the school district by the principal. Additionally any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related event, including athletic games, may be subject to expulsion from school.

Any student who is suspended or expelled from school under the provisions of M.G.L. c. 71, §37H shall have an opportunity to receive educational services and make academic progress during the period of removal as set forth below.

“Dangerous weapons” includes not only knives and guns, but explosive devices and other weapons carried and/or used in a manner to intimidate or with the intent to cause harm to another person. A “dangerous weapon” may also include ordinary items or objects when used in a dangerous or threatening manner. Such items include: pens and pencils, scissors, needles and pins, nails, baseball bats, matches/lighters, tools, etc. Illegal weapons will be turned over to the Canton Police Department.

NOTE: No toy or replica weapons of any kind, including guns and knives, will be permitted on school premises, school grounds, on the bus, or at school-sponsored or school-related events, including athletic games. These items will be confiscated and may result in suspension or expulsion if they are determined by the principal or designee to be in violation of this policy.

In addition, students who engage in conduct set forth in M.G.L. c. 71, §37H may be excluded from extracurricular, or non-academic activities at the Principal's discretion.

M.G.L. c. 71, §37H

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

2. Felony Complaints and Felony Convictions

Section 37H½ of Chapter 71 of the Massachusetts General Laws allows the principal of a school to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, regardless of whether the alleged conduct occurred at school or in connection with a school-related activity, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. This section also allows a principal to expel a student who has been convicted of or who has admitted guilt with respect to a felony or felony delinquency if he or she determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school.

M.G.L. c. 71, § 37H½

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence

in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

3. Due Process Procedures Applicable To Statutory Offenses

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing with the student, to be followed by a formal hearing with the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

The informal hearing with the student will generally take place before the short-term suspension and will include the following:

- (1) Oral and written notice of the charges to the student
- (2) If student denies the charges, an oral or written explanation of the evidence against him/her
- (3) An opportunity to present his or her side of the story and any relevant facts

In the case of danger or a substantial disruption, this process will occur soon after, rather than before, the suspension.

A letter will be mailed to the parent/guardian of the suspended student stating:

- (1) The reason for the suspension
- (2) A statement of the effective date and duration of the suspension
- (3) A statement regarding whether the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H.

When considering the suspension/exclusion of a student charged with or convicted of a felony, the Principal will use the standards and procedures set forth in M.G.L. c. 71, §37H½. In addition, prior to initiating such

procedures, the Principal may meet informally with the student and/or his or her parents/guardians to review the charge and the applicable standards if the Principal deems appropriate.

CONDUCT OTHER THAN STATUTORY OFFENSES (M.G.L. c. 71, §37H¾)

Conduct of concern in a school setting that is not covered by M.G.L. c. 71, §§37H and 37H½ may result in disciplinary action up to and including long term suspension (up to 90 days) from school. The administration will determine the consequences for serious infractions of the Code of Conduct and avoid using long-term suspension from school (i.e., more than ten days cumulative in a school year) as a consequence until alternatives have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district member who can provide more detailed information.

DUE PROCESS PROCEDURES THAT APPLY TO DISCIPLINE FOR CONDUCT

OTHER THAN STATUTORY OFFENSES

A. In-School Suspension for Less than 10 Cumulative Days During a School Year

An in-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive days, or no more than ten school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, does not count as removal for purposes of calculating school days. In-school suspension may be used as an alternative to short-term suspension for disciplinary offenses.

The procedure for an in-school suspension of no more than ten (10) school days (consecutive or cumulatively for multiple infractions during the school year) is as follows:

1. The administrator will inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, he or she will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the student's parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is

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unable to reach the parent/guardian after making and documenting at least two (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

3. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior, if such meeting has not already occurred (see above). The administrator shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or other method of delivery agreed to by the principal and the parent/guardian.

In-school suspension for 10 days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.00. If a student is placed in an in-school suspension for more than 10 days, consecutively or cumulatively during a school year, such suspension is deemed a long-term suspension, and subject to the procedures for long-term suspension found at page 33.

B. Short-Term Suspension

A short-term suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a short-term suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will provide the student and his/her parent/guardian oral and written notice and an opportunity for a hearing on the charge.

1. Notice: Written notice of the offense shall be provided to the student and parent/guardian in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice will include the following:

- a. the disciplinary offense;
- b. the basis for the charge;
- c. the potential consequences, including potential length of student's suspension;
- d. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e. the date, time, and location of the hearing; and
- f. the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

Written notice may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent/guardian.

2. Efforts to Involve Parent/Guardian: In addition to the written notice, the administrator will make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.

3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: Based on the available information, including mitigating circumstances, the administrator shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed. The administrator will provide written notice to the student and parent/guardian of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

If the student is in a preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

C. Long-Term Suspension

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular or school-sponsored events, or both, shall not count as removal in calculating school days.

Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, §37H or M.G.L. c. 71, §37H½ no student may be placed on a long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in section B above, plus notice to the student and parent/guardian of the following additional rights:

- a. In advance of the hearing, the opportunity to review the student’s record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b. the right to be represented by counsel or a lay person of the student’s choice, at the student’s/parent’s/guardian’s expense;
- c. the right to produce witnesses on his or her behalf and to present the student’s explanation of the alleged incident, but the student may not be compelled to do so;
- d. the right to cross-examine witnesses presented by the school district; and
- e. the right to request that the hearing be recorded by the administrator, and to receive a copy of the audio recording upon request. If a request is made to record the hearing, the administrator shall inform all participants before the hearing that an audio record will be made and that a copy will be provided to the student and parent/guardian upon request.
- f. The notice shall also include notice of the right to appeal the administrator’s decision to the superintendent.

2. Format of Hearing: At the hearing, the student will be afforded all of the rights afforded a student in a short-term suspension hearing, plus the additional rights set forth in the Notice of Hearing (above). The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student’s conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian.

If the administrator decides to suspend the student on a long-term basis, the written determination will:

- a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- b. Set out the key facts and conclusions reached;
- c. Identify the length and effective date of the suspension, as well as a date of return to school;
- d. Include notice of the student’s opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 consecutive days);
- e. Inform the student of the right to appeal the decision to the superintendent or designee, but only if the discipline imposed is a long-term suspension. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator’s determination on appeal.

If the student is in a preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

D. Emergency Removal

Notwithstanding the provisions for short or long-term suspensions set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the administrator will:

- Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian as provided in Section B or C above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent/guardian.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of Section B or C above, as applicable.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

E. Appeal to the Superintendent

A student who is placed on long-term suspension following a hearing with the administrator shall have the right to appeal the administrator's decision to the superintendent. A notice of appeal must be filed with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days.

The following apply:

- The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a

hearing day and time that would allow the parent/guardian to participate. The superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.

- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision. The decision of the superintendent constitutes the final decision of the school district.

GENERAL INFORMATION REGARDING DISCIPLINE

1. Parents and legal guardians are strongly urged to accompany their child upon returning to school following a suspension.
2. The Principal shall provide written notification to the Superintendent if the student does not return to school upon completion of his/her suspension.
3. As part of a school wide education plan, the Principal shall inform the student and the parents of opportunities the student will be given to continue their academic progress during the term of the suspension. The student shall be given access to class assignments and retain the ability to take quizzes and tests upon their return to school. The Principal shall also provide the student and the parents with a list of available alternative educational services which may be utilized during a suspension of more than 10 consecutive days.
4. The Principal shall ensure that all personnel assigned to his/her school report in writing to him/her an incident involving a student's possession or use of a dangerous weapon on school premises at any time. The Principal shall file a report concerning the weapon with the Superintendent. The Principal shall file copies of said weapon report with the local Chief of Police, the Department of Children and Families, and the Director of Student Services, who shall arrange an assessment of the student involved in said weapon report. The student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Department of Elementary and Secondary Education. Upon completion of a counseling session, a follow-up assessment may be made of the student by those involved in the initial assessment.
5. Where appropriate, school officials may work with parents to arrange for the assessment of a student who has engaged in misconduct.
6. A student transferring into the Canton Public Schools shall provide the building Principal with complete school records. Said records shall include, but not be limited to, any incidents involving suspension(s)/expulsion(s) or violation(s) of criminal acts or any incident reports in which such student was previously excluded from school.
7. The Principal shall notify the Canton Police Department whenever a student has committed an assault/assault and battery upon a school staff member, an assault/assault and battery by means of a dangerous weapon, is in possession of a dangerous weapon, distributes a controlled substance, including alcohol, or is in possession of a controlled substance, including alcohol, for the second/subsequent time.
8. The Principal may, at his/her discretion, notify the Canton Police Department whenever a student is in possession of a controlled substance, including alcohol, for the first time, or commits a delinquent/criminal act in violation of federal or Massachusetts law not specified in the above paragraph.
9. All discipline reports and records are confidential and cannot be disclosed to other parents.

POLICIES THAT ADDRESS PARTICULAR CONDUCT

Drug and Alcohol Abuse Policy

The use, possession, or sale or distribution of alcoholic beverages or controlled substances is forbidden by state law.

1. Any student found using, selling or distributing prescription or illegal drugs or alcohol, or possessing any type of drug paraphernalia, including vaping products, in school, on school grounds, or at a school-sponsored event, will be immediately turned over to the police and **will**

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be subject to suspension from school. Students in possession of prescription or illegal drugs are subject to expulsion by the Principal.

2. Any teacher who believes that a student may be using drugs, alcohol or vaping will report the matter immediately to the school administration. If, after an assessment **by the school nurse**, the administration believes that the student may be using drugs, alcohol or vaping, the student's parent(s) will be notified.
3. The referral, counseling, and re-entry policy for the high school will be as determined by the Principal or his/her designee.
4. The Principal will take appropriate actions against any student found to be in possession of, consuming, or under the influence of drugs, alcohol or vaping, on school property, or at a school-sponsored event. (Note: It is not a violation of this policy for a student to take a medication specifically prescribed for the student's own use by his/her doctor.) Students must take such medication in the nurse's office.)
5. On-site school administrators retain final authority in determining what constitutes a prohibited drug and in evaluating potential danger.

Although the Principal has the authority to expel students for possession of prescription or illegal drugs, the Principal will consider taking steps in following the protocol in making his/her determination.

First violation:

1. A ten (10) day out-of-school suspension or a five (5) day out-of-school suspension and successful completion of a school-approved drug/alcohol counseling program. If the student does not enroll and participate in the counseling program within the first five (5) days of his/her suspension, the ten-day out-of-school suspension will be applied.
2. The student will also be unable to participate in or attend any after-school or extra-curricular programs or school-sponsored events for a ten (10) consecutive school week period. (Consequences for participation in interscholastic athletics are outlined in the CHS Athletic Code of Conduct and any appropriate document in the event of any GMS sport being added.) If the student becomes a participant in an approved counseling program, and is successful in completing the program, the student may be certified for reinstatement to activities after a minimum period of five (5) weeks. Official documentation of attendance and proof of the successful completion of the counseling program must be submitted to the Principal's office at the end of the program. Once the student is enrolled in an approved counseling program, he/she may be allowed by the Principal to attend practice, but not dress or participate in official games, meets, performances, etc. during this five (5) week period.
3. If the student holds a class office, student council office, athletic team captain (including captain-elect), or activity office or other leadership role at the time of the infraction, that position will be lost.

Second violation:

1. A ten (10) day out-of-school suspension will be imposed and a ten (10) consecutive school month period of ineligibility will be applied for all athletic and extra-curricular activities. If the student, of his/her own volition, becomes a participant in an approved drug and alcohol program the student may be certified for reinstatement in all school programs after a minimum period of five (5) consecutive school months. Such certification must be issued by the director or a counselor of the drug and alcohol program.

2. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Hazing Policy

Definition of Hazing

The Canton Public Schools defines hazing as any conduct or method of initiation into any student group, whether on or off school premises, which willfully or recklessly produces mental or physical discomfort, embarrassment, harassment, or ridicule. (MGL Chapter 269; Section 17, 18, and 19.)

Discipline Action

Anyone involved in any act of hazing may be subject to suspension or removal from the team or activity and may receive school suspension up to 90 days.

If during the investigation of a potential hazing case, it is determined that the actions are deemed to involve other violations, such as harassment, bullying or a lack of Title IX compliance, the CPS policies dealing with those areas will be followed as well. When necessary and allowed by MGL, police may be involved.

All students should be aware of the provisions of Massachusetts General Law Chapter 269, Sections 17-19, An Act Prohibiting the Practice of Hazing. A summary of this law is as follows: Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Anyone who is a principal organizer or participant in the crime of hazing shall be punished by a fine of not more than one thousand dollars or by imprisonment in a House of Correction for not more than one hundred days or by both a fine and imprisonment. Anyone who knows of another person being the victim of hazing and who has witness to, and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such to an appropriate law enforcement official as soon as reasonably practicable. Failure to do so shall be punished by a fine of not more than five hundred dollars.

School Disruptions

Students are prohibited from participating in disruptive demonstrations and protests that result in destruction of property, violation of school rules, or any other unlawful activities. Disruptive assemblies may include:

- Assembly of large groups of students called for the specific purpose of disrupting the school day
- Demonstrations that deprive other students of their rights to pursue their education in an orderly environment or obstruct corridors or prevent free movement among students who are not participants.

School Safety Concerns

If a student is asked to leave school for emotional or anger management reasons, where appropriate, the district will work with the parents to arrange for evaluation by a psychiatrist/psychologist to assess whether the student may be a danger to self or others.

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools, and required schools and school districts to take certain steps to address bullying. As part of this law, the District was required to create a [Bullying Prevention and Intervention Plan \(BPIP\)](#) with information about the policies and procedures the District will follow to prevent bullying and retaliation, or to respond to it when it occurs. The BPIP also includes information on staff development and training, resources for students and parents, and community involvement. A copy of the District's BPIP is available online, on the District's [website](#). The parts of the law (M.G.L. 71, § 37O) that are important for students and parents/guardians to know are described below.

CPS is committed to providing a safe and encouraging learning environment for all of our students. Anyone with questions regarding bullying or the District's BPIP is encouraged to contact their building principal.

Prohibition Against Bullying

The CPS strictly enforces a prohibition against bullying, including without limitation, cyberbullying, of any of its students by anyone, including school staff, and also strictly enforces a prohibition against retaliation of any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Acts of bullying, which include cyberbullying, are prohibited:

- a) On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- b) At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)

CPS recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, and/or knowledge and strategies to respond to bullying or harassment.

Definitions

Aggressor is a student or member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. Causes physical or emotional harm to the target or damage to the target's property;
- ii. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. Creates a hostile environment at school for the target;
- iv. Infringes on the rights of the target at school; or
- v. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, as defined in M.G.L. c. 71, § 37O, is bullying through the use of technology or electronic devices, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

- i. The creation of a web page or blog in which the creator assumes the identity of another person or
- ii. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v) of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

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Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. **All school staff (including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals) are required to immediately report any instance of bullying or retaliation they witness or become aware of to their building principal using the CPS Suspicion of Bullying Reporting Form.** The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

The District has made a variety of reporting resources available to the school community including a [Suspicion of Bullying Reporting Form](#). This form is available on the District's website and at each school in the district. In addition, each building principal will identify and publicize to students, staff and parents/guardians, any additional reporting resources available in his or her building.

Use of the District's Suspicion of Bullying Reporting Form is NOT required as a condition of making a report. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents/guardians, and others may request assistance from any staff member to complete a written report. Students will be provided with practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

In the event of an allegation against the principal, the matter should be reported to the superintendent and if against the superintendent, to the chair of the school committee.

Pre-Investigation/Ensuring Student Safety

Before fully investigating the allegations of alleged bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the alleged aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will also take steps to implement appropriate strategies for protecting from bullying or retaliation, a student who has reported alleged bullying or retaliation, a student who provides information during an investigation of alleged bullying or retaliation, or a student who witnesses or has reliable information about a reported act of alleged bullying or retaliation.

Any student who reports suspicion of bullying from a member of the school staff will be extended protections during and after the investigation. This may include but is not limited to a safety plan, access to school counseling, schedule adjustments, and access to a safe space for support throughout the school day as needed.

Complaint Investigation

When the school principal or designee receives a complaint of bullying or retaliation, he or she shall promptly conduct an investigation. The investigation may include an interview with the student, parent/guardian, staff members or community member who filed the complaint, the student alleged to be a victim of bullying or retaliation, the student(s) or staff member(s) alleged to have committed the bullying or retaliation, witnesses to any alleged incidents or others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful, and that retaliation is strictly prohibited and will result in disciplinary action. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process.

Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will:

- a) Determine what remedial action is required, if any, and
- b) Determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the appropriate personnel, and the target's or aggressor's parents or guardians, if the aggressor is a student, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development. In addition, it will be determined if a referral needs to be made to the Title IX Compliance Officer.

Obligations to Notify Others

If the principal or designee determines that bullying or retaliation has occurred, he or she shall:

- (1) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation;
- (2) notify the parents or guardians of the aggressor, if the aggressor is a student;
- (3) notify another school or school district if the incident involves students from more than one school or school district; and
- (4) notify the local law enforcement agency if the principal or designee believes that criminal charges may be pursued against the aggressor. This notice may be given at any point after receiving a report of bullying or retaliation, including after an investigation.

There may be circumstances in which the principal or designee contacts parents/guardians prior to any investigation. All notice will be consistent with state regulations at 603 CMR 49.00.

Disciplinary Action and Response To Bullying

If it is determined that bullying or other inappropriate conduct has been committed, the principal or designee will take action that is appropriate under the circumstances. When a student is determined to have engaged in bullying or retaliation and the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline may include: requiring the aggressor to work with school personnel on improving behavior; a recommendation for counseling or other therapeutic interventions; disciplinary consequences up to and including court involvement; or disciplinary consequences consistent with the school's policies and code of conduct up to and including expulsion.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

As part of the District's efforts to balance the need for accountability with the need to teach appropriate behavior, the principal or designee may consider the use of skill-building approaches with students who have been victims of bullying or in lieu of or in addition to discipline for student who are found to have engaged in bullying or retaliation. These approaches include:

- Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- Providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- Implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- Adopting behavioral plans to include a focus on developing specific social skills; and
- Making a referral for evaluation.

Promoting Safety for the Target and Others

Following an investigation, the principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement those supportive measures immediately.

False Accusations

If the principal or designee determines that a student or staff member knowingly made a false allegation of bullying or retaliation, that student or staff person may be subject to disciplinary action.

Problem Resolution System

Any parent/guardian wishing to file a claim/concern or seeking assistance outside of the District may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

POLICY PROHIBITING AND ADDRESSING HARASSMENT

In accordance with our Nondiscrimination Policy the Canton Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, gender identity or disability. Consistent with our Policy Prohibiting and Addressing Bullying, Canton Public Schools specifically prohibits all conduct that creates an intimidating, hostile environment for others. However, such conduct based upon the protected classifications described above requires particular attention.

A. Definitions

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability, when such communication or conduct is sufficiently serious to interfere with an employee's job duties or with a student's ability to participate in or benefit from his/her educational programs or school sponsored-events. By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

Sexual Harassment. Sexual harassment includes not only the types of conduct listed above that is based upon gender, but can also includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

B. Harassment and Retaliation Prohibited

Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

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C. Reporting & Investigating Incidents Of Harassment

Canton Public Schools will promptly investigate every complaint of harassment. If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should immediately inform the building principal or the Non-Discrimination/Harassment Coordinator for the district Stephanie Shapiro. The Coordinator can be reached at Canton Public Schools, 960 Washington Street, Canton, MA 02021 or by telephone at 781-821-5060 ext 2107. If you do not wish to discuss your claim with either of these administrators, notify the Superintendent of Schools. Any allegation of harassment by the Superintendent should be addressed to the Chair of the School Committee. To see School Committee contact information, [click here](#).

The Coordinator or Designee will promptly investigate any complaint of harassment.

If the Coordinator or Designee determines that harassment or retaliation has occurred, he/she will take effective steps reasonably calculated to end the harassment, to eliminate any hostile environment and its effects, and to prevent the harassment from recurring

In certain cases, the harassment of a student may constitute child abuse under MA Law. The Canton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

Nothing in this policy is intended to restrict the Canton Public School's authority to address conduct that is inappropriate for a school setting, whether or not it meets the definition of harassment.

D. Closure of a Complaint

When an investigation has been completed, school personnel will inform the complainant of the results and notify the Coordinator

State and Federal Agencies

The Canton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for students is the United States Department of Education Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109 (telephone 617-289-0111) (TTY: 1-800-877-8339). The state agencies responsible for enforcing such laws are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-2310) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

SEARCHES AND INTERROGATIONS

Searches by Staff

Students' school lockers, **including cubbies**, remain the property of the school and are subject to inspection at any time by school officials.

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In the event that school administration has reasonable suspicion to believe that a student has in his/her possession or otherwise in his/her vehicle, locker or belongings, evidence that a student committed a crime or violation of the disciplinary policy, the school administrator may conduct a search. Students, their bags, backpacks, lockers, electronic devices and vehicles on school property or at school-sponsored events (on or off school property) as well as other items/areas may be the subject of such a search.

The Canton School Department may periodically utilize police K9's under the direction of the Canton Police Department to search school property and the surrounding campus for the presence of controlled substances, drugs or explosives.

School officials are authorized to question students about information that is relevant to the performance of their duties, including enforcement of school rules.

Formal Interrogations by Police

When law enforcement officials seek to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will generally make an effort to contact the student's parent or guardian so that the responsible individual may be notified of the situation.

TOBACCO/ELECTRONIC CIGARETTE 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 (including chewing tobacco) 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. Electronic Cigarettes/Vape are covered under the Drug and Alcohol Policy. The policy can be found [here](#).

TRANSPORTATION/BUS BEHAVIOR

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Students are to board the bus at their assigned bus stop, **and students are not to be driven to alternate bus stops to board the bus**. Regular student transportation is a privilege, not a right, and is dependent upon the student's behavior while on the bus.

The principal or his/her designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the student has previously been involved in misbehavior on the bus, and other circumstances. The following general guidelines, however, will be used by principals in determining penalties for disobedience or misbehavior.

- | | |
|-------------------|---|
| 1. First Offense | a warning or up to three days off the bus |
| 2. Second Offense | up to one week off the bus |
| 3. Third Offense | up to one month off the bus |
| 4. Fourth Offense | up to one year off the bus |

There are no refunds of bus fees for the situations described above. Other penalties, including suspension from school, may also apply.



COMMUNICATION

It is the general goal of the District to foster relationships with parents that encourage cooperation between the home and school in establishing and achieving common educational goals for students. As appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction. Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

BLACKBOARD CONNECT

Blackboard Connect is the telephone and email notification system that Canton Public Schools utilizes to reach our community for time-sensitive situations, outreach for events and daily attendance notifications. It is the most efficient way to keep our district and community more secure, informed, and involved. It is the parent/guardians responsibility to keep their child's information up-to-date in regards to telephone numbers, addresses and email address changes. Please contact your child's main office to update your information in the event that personal information changes at your household after the student demographic verifications are sent out at the beginning of each school year.

CHAIN OF COMMUNICATION

Students and their parents/guardians are encouraged to initiate communication with staff members regarding their own or their child's academic or behavioral progress as well as to address concerns. The procedure for discussing concerns is to contact the following in this order: Teacher; Counselor; Team Leader or Department Coordinator; Dean of Students, Student Services Coordinator or Assistant Principal; Principal; Assistant Superintendent; and lastly, the Superintendent.

Each staff member should acknowledge and respond to all parent/guardian communication, i.e., telephone calls, emails, etc., within approximately forty-eight hours of its receipt unless there is an emergency. If the staff member contacted does not respond within that time frame, please leave a reminder voicemail or send a reminder email. If a response is not received within approximately twenty-four hours of the reminder, please contact the next staff member in the order outlined above. If a parent or guardian wishes to proceed in a more formal manner in addressing the concern, the parent or guardian should first consult with the teacher (or other staff member) most directly involved whenever appropriate. If the problem is not resolved at the teacher/parent level, then an additional meeting can be arranged with the principal, parents, and the teacher (or other staff member), as appropriate. If needed, further concerns may be addressed to the central office administration.

CAMPUS SUITE

Campus Suite is the current company that hosts our public websites that all of the Canton Public Schools use for posting information about the district and school on the internet. Campus Suite is designed to keep teachers, students, parents and the educational community informed about events occurring in the Canton Community.

District--Public Website Only*	https://www.cantonma.org
Early Childhood Program--Public Website Only*	https://www.cantonma.org/preschool
Hansen Elementary School--Public Website Only*	https://www.cantonma.org/hansen
JFK Elementary School--Public Website Only*	https://www.cantonma.org/kennedy
Luce Elementary School--Public Website Only*	https://www.cantonma.org/luce
Galvin Middle School--Public Website Only*	https://www.cantonma.org/gms
Canton High School--Public Website Only*	https://www.cantonma.org/chs

REDIKER PORTALS

The Rediker (Student Management System) will host the GMS and CHS private portals (called PortalPlus) for the school year. Activation codes will be sent to parents, guardians and students AFTER school starts to allow our educators to post information for their new classes. The GMS and CHS portal login will allow access to private reports that include: Attendance, demographics, transcripts and schedules. If you need your access code, please contact the main office.

The preschool and elementary schools currently do not have a private portal for students. All reports are emailed individually to the parent/guardians.

MEDIA RELEASE/DIRECTORY INFORMATION

Throughout the course of the school year, opportunities often arise for placing student work, names and or photos/video/audio in newsletters, on local cable television in local newspapers such as the Canton Citizen and the Canton Journal, and on the Canton Public Schools' website, individual school websites, external websites (e.g., Kidblog) and other forms of social media (e.g., Twitter). If you do not respond, we will assume, a "Yes" reply - that you give permission to include your child in various media, including social media. The Media Release can be found on the Handbook Signature Page.

All Canton Public School students are included in Directory Information. If you do not want your child included, you may opt out. Please contact your school directly.

RELATIONS WITH PARENT ORGANIZATION

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:

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1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations at each school building. For this purpose the Committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization makes the request.

SCHOOL CANCELLATION, DELAYS, OR CLOSING DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

If weather conditions are severe, one of the following actions may be taken by the Superintendent or designee.

Cancellation

If school is canceled, you will receive an automated recorded message from the Superintendent, and notification will be posted on the website at www.cantonma.org. Additionally, the “no school,” announcement will be carried, beginning at 6:30 a.m., by radio stations, WHDH, WBZ, and WEEI, on television channels 4, 5, 7, and on local Cable TV. When there is NO School all classes and school activities are canceled for the day, including scheduled adult evening classes, recreation programs, etc.

One Hour Delay, Ninety Minute Delay, and Two Hour Delay

Occasionally, weather conditions may make it necessary to delay the opening of school. Morning bus pickups and the start of classes will be postponed accordingly. All other school activities (meals, dismissals, etc.) will take place at their regularly scheduled times. The Superintendent will generate an automated telephone message, notification will be posted on the website, and the stations listed above will announce delayed openings for the Canton Schools beginning at 6:30 A.M.

Please do not telephone the Police Department, Fire Department or the Department of Public Works to ask about NO SCHOOL, or DELAYED OPENING announcements. Each of the foregoing must make and receive many important telephone calls of an emergency nature, and your telephone call only interferes with the performance of their duties at a critical time in the morning. Please wait for the phone call from the Superintendent, check the website, listen to the radio stations, or watch the morning news stations listed above.

Early Closing

Notification: If severe weather conditions develop during the school day and the decision is made by the Canton Schools’ Administration to close the schools early, parents and guardians will receive an automated recorded message from the Superintendent. An announcement will be carried by the television and radio stations listed above. In the event of severe weather, please listen to your radio or watch your television for possible announcements. Do not call the school or the Administration offices

during these critical times. The phone lines must be kept open for the purposes of contacting parents and placing emergency calls.

Your Child's Plans: Parents should develop a plan for their children to follow in the event that the school is closed early, without prior warning. No child should be anxious about where to go in the event of an early closing.

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner. In order to keep such discussions within a practical size, student representatives will be permitted to participate with the Principal, staff members, or School Committee members who may be involved. (M.G.L. 76:17)



FACILITIES

A.H.E.R.A. NOTIFICATION (annual)

As a requirement of the A.H.E.R.A. (Asbestos Hazard Emergency Response Act) regulations, it becomes necessary to inform all persons in the Town of Canton that the Asbestos Management Plan for all schools is located in the main office of each individual school and a copy of each is also located at the Maintenance Department office.

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FINANCIAL--FEES AND PAYMENTS

BUILDING RENTAL

Information about renting space in a Canton Public School Building can be found on the website, or by clicking here. [District Forms Webpage](#)

LUNCH PAYMENTS

See [Food Services Section](#) page 55 below.

ONLINE PAYMENTS

The Canton Public Schools accepts payments and fees online, through an online payment vendor, MySchoolBucks.com. Examples of payments include transportation fees, kindergarten and preschool tuition, lunch payments and athletic fees. Payments can be made by two methods:

- ACH (E-Check) Payments \$0.25 now being accepted for all purchases except Food Services. The \$0.25 program fee will be added to your total at the time of checkout and paid directly to myschoolbucks. The \$0.25 program fee is per \$500.00 in total transactions. If your transaction exceeds \$500.00, you will be charged an additional \$0.25 and your bank statement will show two transactions.
- Credit Card Payments: There will be a 3.95% program fee added to your total purchase at the time of checkout and paid directly to myschoolbucks.
- Food Services Payments Only: There will be a \$1.95 program fee added to your purchase at the time of checkout and paid directly to myschoolbucks. Maximum addition to your student's meal account is \$120.00 per transaction.

More information can be found on the district and school websites.

STUDENT FEES, FINES, AND CHANGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these school fees.

A school may exact a fee or charge only upon Committee approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

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Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

STUDENT FUNDRAISING ACTIVITIES

The school committee fundraising policy will be reviewed during the 2019-2020 school year.

STUDENT GIFTS AND SOLICITATIONS

Students will be discouraged from giving gifts to classroom teachers and other school personnel. There will be no formal exchange of gifts between students in the classroom in accordance with the Massachusetts Ethics Commission Conflict of Interest advisory. Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the building administrator or Superintendent of Schools.

Any organization desiring to distribute flyers or other materials to students may do so only with the approval of the Superintendent.

TRANSPORTATION FEES

See Transportation Section.



FOOD SERVICES

GENERAL INFORMATION

The Food Service Department of Canton Public Schools recognizes the importance of sound nutrition in academic achievement and is committed to offering a variety of healthy foods to children through the school breakfast and lunch program. Over 300,000 meals are served each year at the Canton Schools. We proudly participate in the National School Lunch Program. All meals served meet or exceed the nutritional guidelines set by the USDA.

All schools use the Nutrikids Point of Sale System and [MySchoolBucks](#) for student account funds. Cash is also acceptable at all registers.

Each student has an 8 digit student ID number and 4 digit PIN number.

- **Breakfast Program:** Breakfast is served every day at the following schools: Rodman Early Childhood Program, Canton High, William H. Galvin, Lt. Peter M. Hansen, J.F. Kennedy and Dean S. Luce School.
- **Lunch Program:** Lunch is served daily at the following schools: Rodman Early Childhood Program, Canton High, William H. Galvin, Lt. Peter Hansen, J.F. Kennedy and Dean S. Luce School.

FREE AND REDUCED PRICE MEALS APPLICATIONS

Students may be eligible for free or reduced price meals. During the first week of school a Free and Reduced Meal Application is given to every student. Applications are available in the main office at all schools, the Food Service Department Office, 960 Washington St, Canton and [on the district's website](#). Applications can also be completed and submitted online using MySchoolApps. This electronic application can be found [on the district's website](#).

PURCHASING SCHOOL MEALS

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 \$1.95. 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.

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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 at 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

CONFIDENTIAL HEALTH INFORMATION/MEDICAL SERVICES/ 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, staff, and Emergency Services only on a need-to-know basis to maintain the health and safety of your child.

Parents/guardians of students with a medical concern (asthma, diabetes, seizures, life-threatening allergies, or any other medical condition) should contact the school nurse to develop an appropriate plan to meet the needs of your child, while in school.

Students with an acute injury (fracture, sprain or other condition) that requires the use of crutches, or a wheelchair, should notify the school nurse prior to the return to school. The school nurse will work with parents/guardians to develop appropriate accommodations and notify appropriate personnel.

COMMUNICABLE DISEASE GUIDELINES

Any concern or diagnosis of a communicable disease, please notify the school nurse, immediately. The school nurse will assist with the procedures needed, regarding the return to school policies.

Disease	Recommended Minimum Absence From School
Chicken Pox	From first eruption until lesions are crusted over, child is fever free for 24 hours, and until 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.

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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 first dose of medicine, no drainage, and doctor's note provided, clearing for re-entry
Pinworm	From diagnosis until 24 - 48 hours after treatment and doctor's note provided, clearing for re-entry
Head Lice	From diagnosis, until first treatment - student must be checked by school nurse and approved for re-entry

CONCUSSION POLICY

Canton Public Schools, in order to protect the health and safety of students and to comply with 105 CMR 201.000 enacted in June 2011, has developed a Concussion Management Policy to provide standardized procedures for persons involved in the prevention, training, management and return to academics, learning, and play decisions regarding students who incur head injuries. The intent of this policy is to assist a student, diagnosed with a concussion so they are identified, treated, referred appropriately and receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

ELEVATOR

The elevator is available exclusively for students with a physical disability or injury. The school nurse will meet with the students to discuss guidelines for use of the elevator and to issue a key 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 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 accommodation plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip, as needed.

FOOD ALLERGY MANAGEMENT

In order to minimize the incidence of life-threatening allergic reactions, our school system will maintain a district-wide plan to address life-threatening allergies with the intent to reduce and/or eliminate potential reactions. The focus of the Food Allergy Management Policy is prevention, education awareness, communication and emergency response. The Food Allergy Management Plan is the basis for procedural guidelines that will be implemented at the school level and provided for consistency across all schools within the district. Please refer to the Health Services webpage to view the policy.

FORMS

All health and medication forms are available from the school nurse or may be downloaded from the web at <http://www.cantonma.org/pages/CantonPublicSchools/AboutCantonPublicSchools/DistrictForms>

HEALTHY DECISION MAKING

The Canton community recognizes that lifetime wellness, social/emotional well being, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. The district has implemented, and continues to modify, a Pre K-12 Comprehensive School Wellness Program. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy lifetime habits. We will teach, encourage, and support healthy eating choices and daily physical activity for our students. With this in mind, **all foods made available on school campuses during school hours should offer children nutritious choices.** Cupcakes, cakes and other food treats of this sort are strongly discouraged in order to comply with our Wellness Policy and concerns around food allergies.

ILLNESS/INJURY AT SCHOOL

Students who become ill or injured during the school day are requested, when possible, to notify their teacher before going to the health office. Middle and high school students are requested, when possible, to obtain a written pass to see the school nurse. The exception would be in an emergency situation. All accidents that occur on school property must be reported to the teacher and the school nurse. Students with minor health concerns will be treated and sent back to class. The school nurse does not contact each and every parent when a student comes to the nurse. The school nurse will make the determination of parental contact based on his/her assessment as well as the need for observation and/or follow-up. More serious health conditions will be referred to a parent/guardian, physician or counselor. Parents/Guardians are responsible for the care and transportation of their child, who cannot stay in school.

The school nurse will determine if the student requires dismissal for an illness or injury and will call the parent/guardian to make transportation arrangements. Students are requested to not call parents/guardians to be picked up from school without seeing the school nurse for health assessment.

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.

ILLNESS REQUIRING ABSENCE FROM SCHOOL

Upon return from any absence, students must provide a note describing the reason for the absence. If your child is out of school for five days or more you should notify the school nurse. Any school absence for five or more consecutive days requires a note from a health care provider which should be presented to the school nurse before the student returns to school. Without medical documentation these are considered unexcused absences. When you call the absentee line of your school, please specify the nature of the illness. Here are some guidelines to follow:

Keep your child home if he/she:

- 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 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 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. It is essential to keep your telephone contact numbers and the emergency contacts updated as they will be needed 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.*

IMMUNIZATIONS

No student will be allowed to attend school until health records have been reviewed and approved by the school nurse.

No student, as defined by the Department of Public Health in 105 CMR 220.400-500, is allowed to attend a preschool, or kindergarten through grade 12 without a certificate of immunizations documenting that the child has been immunized in accordance with current DPH recommended schedules for preschool, elementary, middle and high school students.

<http://www.cantonma.org/pages/CantonPublicSchools/Departments/HealthServices/SchoolEntryRequirements>

There are specific exceptions to the DPH immunization requirements which may be discussed with the school nurse as needed.

INSURANCE

Please contact the school nurse for information about obtaining health insurance or finding a primary health care provider or a dentist.

LATEX PRODUCTS

The use of latex balloons and other latex products are not allowed in the school.

MEDICATION POLICY

Prescription Medication: Students requiring prescription medications, including inhalers, during the school day must have signed medical orders from a health care provider and permission from 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 and from school.**

Medications should be administered before and after school whenever possible.

All medication must be taken in the Health Office except for certain medications, which may be carried by the student, based on their health care needs with the authorization and planning of the health care provider, parent/guardian and school nurse. There is additional planning and paperwork required for a student to self-administer an inhaler. Please notify the nurse to assist with the planning process.

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. The Health Office also has a list of Standing Orders from the school physician for treatment of minor injuries and/or illnesses.

NUTRITION

Parents/guardians are encouraged to ensure that students eat breakfast before coming to school. A well-balanced diet, including three meals and two snacks a day, will improve academic performance. The school nurse is available to help students with any nutritional problems including obesity, failure to thrive, and eating disorders. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy lifestyle. We will teach, encourage, and support healthy eating choices for our students. Please notify the school nurse if you or your child need any assistance with nutritional needs.

With this in mind, **all foods made available on school campuses during school hours should offer children nutritious choices.** Food is no longer encouraged at any of our celebrations.

The “Act Relative to School Nutrition” was signed into law on July 30, 2010 and required that schools participating in the National School Lunch Program must comply with the nutrition standards as of August 1, 2012. The goal of the law was to establish standards for competitive foods and beverages sold or provided in public schools during the school day to ensure that schools offer students food and beverage choices that will enhance learning, contribute to their healthy growth and development, and cultivate life-long healthy eating behaviors.

PHYSICAL ACTIVITY EXCLUSION

Students may be excused from participating in physical education classes for an illness or injury, only if a physician note is provided to the school nurse.

PHYSICAL EXAMINATIONS

All new students, and students entering grade 1, 4, 7, and 10, are required to submit a record of a complete physical exam before the start of school each year. Students participating in athletics must have a completed physical examination within 12 months of the start of their pre-season or try-outs.

REST

All students should arrive at school well-rested and ready to learn. Depending on age, students generally require between 8-12 hours of sleep each night.

SCHOOL ENTRY REQUIREMENTS

All new students registering with the Canton Public School District are required to submit updated immunization records, consistent with MA state requirements and documentation of a complete physical exam by a licensed physician, nurse practitioner or physician’s assistant within one year prior to entrance to school or within 30 days after school entry. Immunization records must accompany the physical exam. A student transferred from another school system will be directed to the pre enrollment nurse for determination of medical clearance for enrollment. There are specific exceptions to the DPH immunization requirements which may be discussed with the school nurse as needed.

Students participating in athletics and those requesting a work permit must have a complete physical annually.

SCHOOL NURSING TEAM

Members of the **School Nursing Team** are essential members of the school’s multidisciplinary team in advocating for the student’s health needs in relation to the entire school community. The school nurses teach individual students, parents and staff about health and wellness issues and strive to promote an understanding of

student health needs. Members of the School Nursing Team may conduct or assist in teaching lessons on age appropriate health topics such as hand hygiene, nutrition, mental wellness, and growth and development. The team works in collaboration with the wellness and guidance staff to provide information and assist in presentations based on the needs of the student population.

SCREENINGS

Health screenings are mandated by the Massachusetts Department of Public Health and are conducted in the following grades:

● Vision: K-5, 7 and 10	● Hearing: K-3, 7 and 10	● Height and Weight: K- 12
● BMI: 1, 4, 7 and 10	● Postural Screening: 5-9	● SBIRT Screening: 9

*If a parent wishes to waive the state mandated screening for BMI, postural or SBIRT screening, a request in writing must be submitted to the school nurse prior to the scheduled time for those screenings.

Parents/guardians are notified if a student does not meet the minimal screening standards, as needed. School nurses will work with families to obtain the appropriate referral and follow-up services needed.

BMI: Body Mass Index is a measure of body fat based on height and weight.

SBIRT: Screening, Brief Intervention, and Referral to Treatment is an evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and illicit drugs.



RIGHTS

NON-DISCRIMINATION NOTICE

The Canton Public Schools (“District”) does not exclude from participation, deny the benefits of, or otherwise discriminate against individuals on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age, homelessness, active military/veteran status, or any other category protected by state or federal law in the administration of its education and employment policies, or in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); Title IX of the Education Amendments of 1972 (Title IX); Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1974 (Age Discrimination Act), the Boy Scouts of America Equal Access Act, and the implementing regulations for these laws. The District’s policy of non-discrimination extends to students, staff, the general public, and individuals with whom it does business. (School Committee Policy on Non-Discrimination and Harassment, Policy AC).

Any person who feels his or her rights have been violated under any of these provisions may contact the following individuals who have been designated to handle inquiries regarding the District’s non-discrimination policies:

<p>Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 bromfieldd@cantonma.org</p>	<p>Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org</p>
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In addition, a complaint may be filed using the [District’s Discrimination and Grievance Procedures](#).

SECTION 504 OF THE REHABILITATION ACT

The Canton Public Schools is committed to a policy of nondiscrimination against qualified persons with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended (ADA).

Section 504 of the Rehabilitation Act (1973) is a federal civil rights law that protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Specifically, Section 504 requires that “No otherwise qualified individual with disabilities in the United States...shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance....” For more information on Section 504 referral, eligibility and complaint procedures, please consult the [District’s Section 504 Eligibility Guidelines and Procedures](#) available on the District’s website. A copy may also be obtained through the Student Services’ Office or your school principal.

DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a change in placement for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student’s disability. A change in placement results where a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitute a pattern of shorter suspensions accumulating to 10 school days during the school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student’s disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student’s ability to benefit from his education. If the conduct is not directly related to the student’s disability, the district may discipline the student as it does general education students.

HOMELESS CHILDREN AND YOUTH/FOSTER CARE

The McKinney-Vento Act is designed to remove barriers to enrollment and retention in school of homeless children and youth. A homeless child is defined broadly as “any child or youth without a fixed, regular, and adequate residence.” These students include those who are “doubled up” with friends or relatives (sharing the housing of others due to loss of housing, economic hardship), runaways, those awaiting placement by DCF, unaccompanied youths, as well as others.

Students who are homeless have the right to stay in the school district they attended prior to the loss of housing and the right to be transported to their school of origin from their temporary housing. In the alternative, the student may choose to attend school in the district where their temporary housing is located. In the event a

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homeless student does not have the documents usually required for enrollment, such as proof of residency, school records, or proof of immunizations, the district's Homeless Education Coordinator will assist students in obtaining these records and further provide for school attendance while doing so. Questions regarding our policy for homeless students can be directed to our Homeless Coordinator.

Children in Foster Care

Federal law, *Every Student Succeeds Act* (ESSA), ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the District is committed to supporting efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

Students in Foster Care are defined as students placed by the Department of Children and Families (DCF) into 24-hour out-of-home care, away from his/her parents or guardians. These placements include, among others:

- foster family homes;
- foster homes of relatives;
- emergency shelters (including STARR programs and Transitional Care units);
- residential facilities;
- child care institutions;
- group homes; and
- pre-adoptive homes.

Foster care students may continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). ESSA also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced.

District Foster Care Point of Contact (POC)

The Superintendent shall designate an appropriate staff person to be the District's Point of Contact to help ensure the educational stability of students in foster care.

The POC is responsible for the following:

- Participating in the process for making best interest determinations in collaboration with DCF representatives, and documenting those determinations;

- Ensuring school enrollment and attendance of students in foster care and timely transfer of records, as needed;
- Developing and implementing procedures for providing and coordinating cost-effective transportation, as needed; and
- Facilitating professional development for district staff as needed to promote educational stability for students in foster care.

Additionally, the POC will help ensure that students in foster care:

- Are identified and supported through coordination between districts and DCF;
- Are enrolled in and regularly attending school; and
- Have full and equal opportunity to succeed in school and to meet the same challenging state academic standards as other students, and to receive educational services for which they are eligible.

Decisions about whether a student in foster care should continue to attend the school of origin are made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed, and these parties should have the opportunity to participate meaningfully in the decision-making process. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination. When DCF and the involved district(s) cannot agree about whether it is in the student's best interest to remain in the school of origin or to enroll and attend locally, and DCF makes a final decision that the district cannot accept, the district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by ESE and DCF. Decisions made through this process are not subject to review. Under ESSA, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

LEGAL REF.: Every Student Succeeds Act (ESSA).

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

Grievance Procedures

Any person who feels his or her rights have been violated or any person with inquiries or complaints concerning the District's compliance with Title VI (Civil Rights Act of 1964), Title IX (sex discrimination), Section 504 (disability discrimination), the Americans with Disabilities Act (ADA) (disability discrimination) or Chapter

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622 (Massachusetts Equal Educational Opportunity law) is encouraged to contact the following compliance officers who have been designated to coordinate the District’s efforts to comply with these laws:

FOR SECTION 504 AND ADA COMPLAINTS PLEASE SUBMIT TO:	FOR TITLE IX AND CIVIL RIGHTS COMPLAINTS PLEASE SUBMIT TO:
<p>Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 mullend@cantonma.org</p>	<p>Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org</p>

Inquiries and complaints may also be made to building level administrators authorized to resolve such complaints or by using the Grievance Form available on the District’s website. A list of building based personnel authorized to resolve informal complaints is provided in the District Family/Student Handbook Appendix.

I. Informal Complaints

Students, families, District employees and other third parties are encouraged, where appropriate, to attempt to resolve complaints regarding an alleged discriminatory practice or incident on an informal basis. Upon receiving an informal complaint regarding an allegedly discriminatory practice, the school official shall attempt, within their authority, to work with the individual to resolve the complaint fairly and within a reasonable timeframe. Most informal complaints should be able to be resolved within 10 school days. The District will inform the parties of the outcome or resolution of the complaint at the end of the process.

When appropriate, an informal complaint may be referred to the appropriate compliance officer for formal review and investigation. Anyone who does not wish to seek informal resolution of their discrimination complaints, or who is dissatisfied with attempts at informal resolution, may also present their complaints directly to the designated compliance officer.

II. Formal Complaints

A student, family, District employee, or third party may file a formal complaint by filling out a [Discriminatory Practice Review/Grievance Form](#) available on the District’s website. A complaint should be filed as close to the incident as possible, as complaints are more easily resolved at the time of the incident. In the event a student or complainant is unable to complete the grievance form the compliance officer or designee shall take such information in person.

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Any principal who receives a report of alleged discrimination or harassment, either verbal or written, shall put it in writing within 48 hours and forward it to the appropriate compliance officer.

- After receiving a formal written complaint, the compliance officer or designee will, within five (5) school days, acknowledge the complaint, and give notification to the appropriate school/personnel identified in the complaint and to the individual against whom the complaint has been filed.
- The compliance officer or designee shall make a thorough and expeditious investigation of the complaint, in as confidential a manner as possible, to ensure prompt and appropriate action. At a minimum, the investigation shall include contacting the complainant and the person against whom the complaint was filed. Both parties shall be provided an opportunity to present witnesses and other evidence.
- When the investigation has concluded, the results of the investigation shall be reduced to written findings of fact. The person filing the complaint and the person alleged to have committed the conduct will be informed of the outcome of the investigation, including a determination of whether a discriminatory act has occurred. All notice to parents must comply with applicable state and federal privacy laws and regulations.
- A copy of the final determination as to whether a discriminatory act has occurred shall be furnished to the appropriate administrator/supervisor, and the Superintendent of Schools.

Most complaints are resolved within thirty (30) school days after the formal complaint is received. If more than thirty (30) school days is required for the investigation, the compliance officer or designee will inform the complainant and the person against whom the complaint was filed of the need for extended time and the reason why additional time is required to complete the investigation. If additional extended time is needed this step may be repeated every (30) school days until the complaint is resolved.

If a complaint is substantiated, action will be taken to correct the discriminatory or harassing behavior, prevent any future occurrence, and remedy the effects of the discrimination or harassment on the complainant and others, as appropriate. Retaliation of any form or for any reason is strictly forbidden.

A party not satisfied with the outcome of an investigation or the resolution reached through either the informal or formal resolution procedures detailed above, may submit a written appeal to the Superintendent of Schools within thirty (30) days of the resolution of the informal complaint or the compliance officer or designee's determination. The Superintendent of Schools or designee will respond, in writing, within fifteen (15) working days.

State and Federal Remedies

Using the Canton Public School District's complaint process does not prohibit students and families from also filing a complaint with a state or federal agency. Most of these agencies have a limited time-period for filing a claim (OCR – 180 days; ESE – within same school year)

United States Department of Education Office for Civil Rights (OCR)
5 Post Office Square
8th Floor

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Boston, MA 02109
(617) 289-0111

Massachusetts Department of Elementary & Secondary Education (ESE)
75 Pleasant Street
Malden, MA 02148
(781) 338-3000

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights:

603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of student's’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student’s age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms: The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between

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the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.

(2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record
- (d)

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

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(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 - 1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. the parent has been denied visitation, or
 - 3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - 4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

Family Educational Rights and Privacy Act of 1974,
P.L. 93-380, Amended, P.L. 103-382, 1994, M.G.L. 66:10 71:34 A, B, D, E, H

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Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002
603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12
Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers
and Guidelines, Sept. 1995

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Non-Custodial Parents' Rights

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. The parent has been denied visitation, or
 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

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Maintenance of Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The School Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

Family Educational Rights and Privacy Act of 1974

P.L. 93-380, Amended P.L. 103-382, 1994

M.G.L. 66:10 71:34A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.

603 CMR: Dept. Of Elementary and Secondary Education 23.00 through 23:12

Mass Dept. Of Education publication, Student Records: Questions, Answers and Guidelines, Sept. 1995

Transfer of Student Records

Notice: Canton Public School District forwards student records to schools in which a current or former student seeks or intends to enroll. (click [here](#) for further information on transferring and withdrawing and student records.)



SAFETY AND SECURITY

EVACUATION/FIRE DRILLS AND LOCKDOWNS

Evacuation or Fire drills are held periodically during the school year. During these drills students exit the building and stand in designated areas where they will be accounted for.

When the alarm sounds, students are to follow the exit directions posted in each room. Students are expected to pass quickly in an orderly manner, forming into double lines on each stairway. Talking is not allowed at any time during an evacuation. If it is necessary to receive vital directions or information during a real fire, it is of great importance that these can be heard by all. If a student is not with their class when an alarm sounds, they should leave by the nearest exit and not attempt to join their class in the building. Students must then rejoin their class outside the building. All classes and students must move away from the building and wait silently for the “all clear” announcement before returning to the building.

Enhanced lockdown procedures are in place and practiced in the event of an emergency situation. These include: Shelter in Place, Lockdown and Evacuation. All drills are conducted in collaboration with Canton safety officials. There may be times when safety requires students to remain in their classrooms or other locations in the school. Students will receive instructions about lockdown procedures and must take these directions seriously. There may be lockdown practice drills to insure that everyone understands the procedures of a lockdown. For the safety of all, it is important that students follow all directions of adults during lockdown drills or announcements. Students who do not follow the directions given by staff will be subject to disciplinary action.

MICHAEL'S LAW

Canton Public Schools has developed a District-wide Medical Emergency Response Plan in consultation with members of the school community, including administrators, school nurses, athletic team trainer, coaches, local medical and other emergency responders, and other community providers. The purpose of the plan is to reduce the incidence of life-threatening emergencies and promote efficient responses to such emergencies.

Components of the Response Plan include, but are not limited to:

1. Safety Assessments on school property to prevent injuries and accidents.
2. Ongoing relationships of Canton School Administrators with fire and police chiefs as required under the Multi-Hazard Evacuation Plan.
3. Accessibility to 911 Emergency Response and associated protocols.
4. Contact information for each school's Crisis Team members and a Canton Crisis Phone Tree, each with telephone and extensions, and cell phone numbers for rapid accessibility.
5. Medical Emergency Protocols posted in all public areas on campus with instructions on how to activate the local emergency medical services (EMS).
6. Cardiopulmonary Resuscitation (CPR) and First Aid Training.
7. Medical Emergency Response Drills.
8. Presence of Automated External Defibrillators (AEDs) in all school buildings.

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POLICY ON RESTRAINT OF STUDENTS

The Canton Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Purpose

The purpose of this policy is to ensure that every student attending the Canton Public Schools is free from the unlawful use of physical restraint. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Use of Restraint

Physical restraint⁵ shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances. Prone restraint⁶ is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

- (a) as a means of discipline or punishment;
- (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

⁵ Physical restraint shall mean direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. [603 CMR 46.02.](#)

⁶ Prone restraint shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position. [603 CMR 46.02.](#)

(c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;

(d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include the use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Mechanical restraint⁷, medication restraint⁸, and seclusion⁹ shall be prohibited in public education programs. Seclusion does not include a time-out, as defined within the Regulations.¹⁰

The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

Proper Administration of Physical Restraint

Only Canton personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. Nothing in this policy shall preclude a teacher, employee or agent of the Canton Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Staff Training

All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

⁷ Mechanical restraint shall mean the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. 603 CMR 46.02.

⁸ Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior.

⁹ Seclusion shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

¹⁰ Time-out means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

Additionally, the school must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

Reporting Requirements

Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

The Principal or designee shall review restraint data weekly to determine whether one or more students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the student's progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

Prevention of Dangerous Behavior

As set forth in the Regulations, the Canton Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

Parent Engagement

In accordance with the regulations, the Canton Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

Complaint Procedures

A student or representative who has a complaint regarding the District's restraint practices may report the matter to the building principal. In the event the principal is alleged to have engaged in improper restraint practices, the report should be made to: Canton Public Schools Director of Student Services
960 Washington Street Canton, MA 02021 781-821-5060 Ext. 1244

Complaints must be filed in writing within 30 school days of the event giving rise to the complaint and must include (1) a description, in as much detail as possible, of the alleged events; (2) the date and location of occurrence; and (3) all persons who have knowledge of the events (witnesses), as can be reasonably determined.

District personnel will investigate the reported events, including interviewing witnesses deemed necessary and appropriate to determine the facts relevant to the complaint. Such investigation will generally be completed and a written disposition made within twenty school days of receiving the complaint. If this timeline is not met, the reason(s) for not meeting will be documented.

Employees should note that violation of this policy (i.e., the Regulations) may result in disciplinary action, subject to applicable procedural and contractual requirements. It is understood that in the event a resolution contemplated by the Canton Public Schools involves disciplinary action against an employee, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to cease specific conduct with respect to the complainant).

If the complaint is not satisfied with an initial disposition, the grievant may appeal to the Superintendent, who can be contacted as follows:

Canton Public Schools Superintendent of Schools
960 Washington Street Canton, MA 02021 781-821-5060 x 1125

Additional information, including a copy of the regulations, can be obtained from the Director of Student Services who can be reached at 781-821-5060 x1244. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html.

SCHOOL RESOURCE OFFICERS

A School Resource Officer (SRO) is a law enforcement officer who works in a school system. The main goal of the SRO is to prevent juvenile delinquency by promoting positive relations between youth and law enforcement. They assist administration with concerns surrounding bus safety and behavior, discipline referrals and attendance, and participate in both regular education and special education meetings as necessary. In addition, school resource officers may conduct wellness checks at a student's place of residence if the school determines the child's safety is in jeopardy. The school resource officers also work with teachers and counselors to educate students in bullying and cyber bullying, drug and alcohol awareness, the transition to high school and other topics that involve the safety and well-being of our students.

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VOLUNTEERS and CHAPERONES

To support student safety, all school volunteers, including field trip chaperones, must submit a CORI form and get fingerprinted. If you anticipate volunteering, you are strongly encouraged to complete these requirements early in the school year, as there may be delays. CORI forms must be updated every three years. [Click here to access the District Forms.](#)



SPECIAL EDUCATION

DISCIPLINE OF STUDENTS with SPECIAL NEEDS and STUDENTS WHOSE ELIGIBILITY for SPECIAL EDUCATION SERVICES is SUSPECTED

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300, et. seq., (“IDEA”) provides eligible students with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students.

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations require that additional provisions be made for students with disabilities. The principal shall notify the Administrator of Special Education of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

Generally school personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 cumulative days (to the extent those alternatives are applied to students without disabilities) Generally after a child with a disability has been removed from his or her placement for ten school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; As appropriate, a manifestation determination a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior will be conducted. *See* 34 CFR 300.530(d).

Short-Term Removals

Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student’s disability. Students may be removed for periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitute a “change of placement” as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student’s IEP goals, as determined by the principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

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Change of Placement

A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a “change in placement.” Prior to a suspension that constitutes a change in placement, the student’s Team, including the student’s parents/guardians, must convene to determine whether the behavior is a manifestation of the student’s disability. In making this determination, the Team must review all relevant information in the student’s file, including the IEP, teacher observations, and any relevant information provided by the parents/guardians, to determine if the conduct was caused by, or had a direct and substantial relationship to the student’s disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination

If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury

Regardless of the Team’s decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or (3) has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team’s decision on the “manifestation determination” or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the MA DESE at 781-455-0400 x 213.

Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent/guardian refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion with services provided through the school-wide education service plan as applicable to all students. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

1. Parents’ request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Special Education Director or designee and/or Principal.
2. The Special Education Director or designee shall contact the parent(s) for initial scheduling conversation within approximately five (5) days of receipt of the parents’ request.
3. When a parent requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the Director of Special Education and the building principal before it is processed. The District shall provide timely access to the program and such approval may only be withheld for those reasons outlined within law and DESE regulation.
4. The Special Education Director or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom). The District will permit access that is of sufficient duration and extent to accomplish the purpose of the visit.
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption.
6. If the observer is not the parent, the parent must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.

8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
9. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
10. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.
11. A school administrator, or designee, also will observe at the same time and may take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period.

(MGL 71B:3) Massachusetts Department of Elementary and Secondary Education Technical Assistance Advisory SPED 2009-2 dated January 8, 2009

PROGRAMS FOR STUDENTS WITH DISABILITIES

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

Rehabilitation Act of 1973, Section 504

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

(PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

By legislation, both Massachusetts and the United States have declared the intention of guaranteeing educational opportunity to every handicapped child, and—insofar as possible—to do so within the public schools and the normal classroom.

These general aims of government create specific responsibilities for the public schools, which it is the committee's intention to fulfill. The committee will comply with its obligation to provide personnel, facilities, materials, and educational access for children with special needs, defined by the state as children who,

"because of temporary or permanent adjustment difficulties arising from intellectual, sensory, emotional, physical or perceptual factors, cerebral dysfunctions, or other specific learning disabilities, or any combination of these, require special education."

All children between the ages of three and 22 who have a special need, unless they have received a high school diploma or equivalent, - are included.

In most cases of special need, the committee will arrange for the suitable assistance within the public schools, using the facilities and personnel provided for that purpose. Some children will be assigned to educational collaboratives conducted by more than one town; and a few will require even more specialized arrangements, sometimes including residential programs.

The procedures for recognizing, referring, and programming special needs cases will be developed by the Student Services Department under the supervision of the superintendent and in cooperation with other

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administrators and teachers. State and federal guidelines will provide the bases of these procedures. In all cases, parents of students with special needs will be included in planning for their children and will have the right of due process in case of any disagreement with school personnel.

Education for All Handicapped Children Act of 1975, Rehabilitation Act of 1973, M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 7/1/81



TRANSPORTATION

GENERAL

The Canton Schools will transport K-12 students on a daily basis according to the policy and guidelines listed below.

- The purpose of student busing is to provide safe transportation for those students who live beyond a reasonable walking distance from their schools. In fulfilling this purpose the School Department will try to ensure that student transportation is reasonably convenient. Parents and students should keep in mind, however, that buses are used to transport high school, middle school and elementary students in close succession, and that they must, therefore, be tightly scheduled. Plus, there are a limited number of buses at our disposal.
- Student handbooks for elementary, middle and high schools outline the responsibilities of the students with regard to their conduct on the bus. Violations of the rules or conduct outlined in the handbook may result in temporary or permanent suspension of the bus riding privileges. No refunds will be issued for students suspended from bus service.
- Transportation applications are sent out via email at the end of April each year. All forms must be returned whether or not your student requires transportation. All students must submit forms even if they are not required to pay the fee. Deadlines for payment are clearly delineated. If space is available, applications received after the deadline will be processed on approximately October 1st and/or placed on a waiting list.
- Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus.
- Regular student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus.
- Parents should not expect buses to operate over roads that are not properly maintained, on private lanes or driveways, or on dead ends or cul-du-sacs. School buses are not permitted to back up in order to make a turn around.
- Buses try to maintain a schedule but due to traffic considerations and weather conditions, times may vary.
-

ELIGIBILITY FOR BUS TRANSPORTATION

The Canton Public Schools follow the State of Massachusetts requirements for transporting students, which is any student in grades kindergarten through sixth, who lives more than 2 miles from the school they are entitled to attend, shall be eligible for transportation at no cost. (MGL., c71, sec 68)

- A. All special needs in-town preschool students may receive transportation at no cost to the family if required by IEP.

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- B. Grades K – 6: Students who live over two miles from their school OR must cross or walk along Route 138, receive transportation at no cost to the family.
- C. Grades K – 6: Students who live under two miles have the option of receiving transportation for a fee.
- D. All students grades 7 – 12, regardless of distance or location, have the option of receiving transportation for a fee.
- E. By law, children who receive free or reduced lunch, do not have to pay for transportation but must still apply each year for both transportation and free or reduced lunch.

Notes:

- 1. Mileage is determined by the “Transfinder Pro” transportation software system. This is a scheduling and routing package that contains a GPS (Global Positioning System) and the Town of Canton map provided by the assessor’s office. Measurements are made from the end of the student’s driveway to the beginning of the driveway at the school, not door-to-door.
- 2. Massachusetts General Law and the Department of Elementary & Secondary Education define the route to a school as a “commonly traveled route”. The route between the residence and the school is a “walkable distance” not necessarily the route the bus may take.
- 3. Serious safety hazards: the Transportation Manager will investigate all requests for bus transportation because of safety hazards. Where necessary, school officials will consult with the Canton Police before making a judgment as to whether a particular situation warrants busing.

ROUTING OF BUSES

- A. All kindergarten children will be picked up in the morning and dropped off in the afternoon at either their neighborhood bus stop or their homes, wherever is more feasible. There is no guarantee of door-to-door pick up or drop off. Kindergarten students will not be dropped off at a bus stop unless a parent, responsible adult or older student is there to escort them home. If no one is present to meet the students, they will be returned to their school.
- B. The Transportation Manager will make every effort to ensure that no student has to walk more than one half (1/2) mile to the bus stop.
- C. Maintaining the sidewalks and roadways is the responsibility of the Public Works Department, and they should be notified for repairs or maintenance.
- D. For the purpose of busing, special needs student will be subject to the same policies as all students unless the Director of Student Services recommends special arrangements or the student’s IEP specifically requires transportation modifications.
- E. If a medical need arises, where a student may need temporary transportation, the parent needs to contact the child’s school nurse.
- F. Children on crutches, who can still ride the bus, should sit near the front of the bus for safety reasons.
- G. Students are to be transported from their assigned bus stop. Students are not permitted to ride on any bus except the one to which they are assigned, unless prior approval has been granted.
- H. If an elementary school child requires before or after school care from a different location than their home location, the request must be made, in writing, to the Transportation Manager. Locations will only be considered that are within Canton town limits and within the child’s elementary school district.
- I. Bus drivers do not determine stops, nor can they change stops. Drivers cannot, by law, drive a bus with student numbers greater than its capacity, except in a very specific case of emergency and then only at the direction of the School Department. Drivers cannot allow non-students (including parents) onto the buses.
- J. Routes will be considered “full” when 47 secondary students or 65 elementary students are assigned to them. Applications that arrive after the buses have reached capacity will be put on a waitlist.

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REGULATION FOR SCHOOL BUS USE FOR ALL STUDENTS

A. STUDENT'S Loading and Unloading at the bus stop and at the school

1. Be on time at the designated bus stop – buses will not stop if a child is not waiting at the stop. Waiting inside the house until the bus arrives is not acceptable. Children should be waiting at their stop at least five minutes prior to the bus arrival.
2. Bus riders should conduct themselves in a safe manner while waiting. This means staying off the road and away from other people's property.
3. Wait until the bus comes to a complete stop before moving toward the bus and attempting to board the bus.
4. Board or leave the bus by crossing the street in front of the bus at a distance of about ten feet and only cross the street upon the signal of the bus driver.
5. Bus riders will not crowd or push while boarding the bus.
6. Bus riders will sit on the bus according to grade i.e. fifth graders in the back to kindergarten in the front OR eighth graders in the back to sixth graders in the front. There is no seating plan for high school students.
7. Students cannot ride a bus without a bus pass. If a student loses or misplaces his/her bus pass, s/he must obtain a new pass from the Transportation Manager. Replacement passes are available from the Transportation Office for a fee.

B. STUDENT'S – Riding the bus

1. All parts of the body i.e. hands, arms, head, feet, legs, etc must be kept inside the bus at all times. Permission from the driver should be given before any windows are opened or closed.
2. No eating or drinking is permitted on the bus, including candy and gum.
3. Children must keep the bus clean – remove all trash and belongings.
4. Talking shall be conducted in a low tone, i.e. no shouting, screaming, yelling or unnecessary distractions. Profane, derogatory or disturbing language shall not be used.
5. Cell phones, games and iPods can only be used with headphones. Video recording by students, parents, or guardians is not permitted on any bus. Canton schools and the bus company will not take responsibility for any item brought on or left on the bus.
6. Bus riders must remain seated at all times. For elementary students, there could be three students to a seat and for GMS and CHS, there should be two students to a seat.
7. No items can be in the aisle or blocking an exit. Instruments and projects can only go on the bus if the items can fit securely on the student's' lap with room for another student in the seat.
8. School buses are an extension of the school day – all rules concerning discipline apply to the behaviors on the bus. The driver is responsible for the safety of the children and can enforce rules on the bus.
9. Student's misbehavior may be documented by the bus drivers who have discipline forms that should be completed and submitted to the Principals at each school. Children may be suspended from the bus for a period of time or completely removed from transportation. No refunds will be given.
10. If a student damages any part of the bus (e.g. tearing seats), the parent is responsible for paying for the damage.

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PAYMENTS

- A. Fees for the Pay and Ride program are set by the School Committee each year. Payment is due on or before a date determined by the School Committee, with application form, to the school in which your child is currently enrolled.
- B. Payments can be made by credit card or ACH - log onto www.myschoolbucks.com. If you already have an account in “My School Bucks” that you use to pay for your child’s school lunches, you will automatically find the Transportation Program in your School Store. If you don’t not have an account in “My School Bucks” you will need to register as a new user. You will be asked to create a username and password and will be given the opportunity to add any number of children to your account. When adding a child, you will be asked for his/her Student ID. Please reference you Pay and Ride Program Application for the unique identification number. *Please note that during checkout there will be a 3.95% transaction fee added to your total transportation credit card purchase or twenty-five cents (\$0.25) for ACH transactions. This fee is paid directly to myschoolbucks.*
- C. If you pay online, Pay and Ride applications must be completed and submitted in order for students to be assigned a bus.
- D. If you are eligible for free or reduced lunch, you do not need to make a payment, but you are required to submit the Pay and Ride Application each year. You must fill out a new Free or Reduced Lunch form each year as soon as they become available in the summer. If you are no longer eligible for free or reduced lunch, you will be contacted by the Transportation Office to make full payment before your child will be assigned a bus. All transportation procedures apply even if you do not have to make a payment.
- E. No payments will be refunded without approval from the Business Administrator.

TRANSPORTATION/BUS BEHAVIOR (also found under Code of Conduct)

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Regular student transportation is a privilege, not a right, and is dependent upon the student’s good behavior while on the bus.

The principal or his/her designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the student has previously been involved in misbehavior on the bus, and other circumstances. The following general guidelines, however, will be used by principals in determining penalties for disobedience or misbehavior.

- | | |
|-------------------|---|
| 1. First Offense | a warning or up to three days off the bus |
| 2. Second Offense | up to one week off the bus |
| 3. Third Offense | up to one month off the bus |
| 4. Fourth Offense | up to one year off the bus |

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There are no refunds of bus fees for the situations described above. Other penalties, including suspension from school, may also apply.

TRANSPORTATION TO ALTERNATIVE ADDRESS

Transportation to alternate addresses, including daycare centers and afterschool programs for those students who are not regular riders of the bus in question, can be provided only if the daycare or afterschool provider is located in the same school district and those students have the same transportation schedule consistently every day of the week for the entire year without variations or deviations. For instance, students could be transported Monday, Wednesday, and Friday to daycare and Tuesday and Thursday to their home, but this would have to remain the same all year. Students can only ride the bus that has been assigned to them.



Canton High School



2020-2021 Student/Family Handbook

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

Welcome to Canton High School

Main Office Telephone Number: 781-821-5050
 Main Office Fax Number: 781-821-5052
 Canton High School Office Hours: 7:30 A.M. to 3:30 P.M

Website <https://www.cantonma.org/chs/index>

Principal	David Turcotte	2102	turcotted@cantonma.org
Assistant Principal	Kelly Cavanaugh	2103	cavanaughk@cantonma.org
Assistant Principal	Josh Fogel	2127	fogeljo@cantonma.org
Director of Guidance	Meredith Chamberland	2104	chamberlandm@cantonma.org
Guidance Admin. Assistant	Anne Murray	2106	murraya@cantonma.org
Athletic Director	Danny Erickson	2111	ericksond@cantonma.org
Principal Admin. Assistant	Marsha Armando	2100	armandom@cantonma.org
Main Office Admin. Assistant	Doreen Shea	2116	shead@cantonma.org
Asst. Principal Admin. Asst.	Heather Sullivan	2101	sullivanh@cantonma.org

Canton High is a member of the College Board (CEEB #220545) and is accredited through the New England Association of Schools and Colleges (NEASC).

****Yellow highlights indicate changes from the prior year building handbook and/or district appendix. ****

CANTON HIGH SCHOOL

900 Washington Street • Canton, Massachusetts 02021 • Phone: (781) 821-5050 • Fax: (781) 575-6522

David Turcotte, Principal

Email: foland@cantonma.org



Kelly Cavanaugh, Assistant Principal

Email: cavanaughk@cantonma.org

Josh Fogel, Assistant Principal

Email: fogeljo@cantonma.org

September 2020

Dear Canton High School Students, Parents & Guardians:

The Canton High School (CHS) Handbook outlines the school's expectations, policies and procedures. The practices are intended to create an environment that fosters teaching and learning and enables staff and students to be physically and emotionally safe. All CHS policies are guided by district's Strategic Framework and the CHS Core Values:

- Academic excellence & rigor
- Inclusive community
- Respectful & responsible relationships
- Continuous improvement

Because the CHS Handbook is modified from year to year, we encourage you to review the document in its entirety. If you have any questions or concerns, please reach out to any of us.

Sincerely,

David Turcotte

Mr. David Turcotte
Principal

Kelly Cavanaugh

Mrs. Kelly Cavanaugh
Assistant Principal

Josh Fogel

Mr. Josh Fogel
Assistant Principal

TRANSLATIONS

English

If you need any of this document translated, please contact Dianna Mullen,
Director of Student Services at mullend@cantonma.org
or 781-821-5060 x1244.

Chinese

如果您需要本文件的任何部分的翻译, 请联系Dianna Mullen (黛布拉 布罗姆菲尔德), 学生服务处处长
mullend@cantonma.org
或 781-821-5060 x1244。

Spanish

Si usted necesita alguno de este documento traducido póngase en contacto con Dianna Mullen, la directora de
Servicios Estudiantiles, en mullend@cantonma.org o
781-821-5060 x1244.

French

Si vous avez besoin de traduire ce document s'il vous plaît contacter Dianna Mullen, la
directrice des Services aux étudiants, à mullend@cantonma.org ou 781-821-5060 x1244.

District Liaisons

Director of Student Services	Dianna Mullen	781- 821-5060 ext. 1244
Homeless Liaisons	Dianna Mullen, Director Stephanie Shapiro, Coordinator	781- 821-5060 ext. 1244 781- 821-5050 ext. 2107
English Language Learner Liaison	Dianna Mullen , Director	781- 821-5060 ext. 1244
Section 504 District Coordinator	Dianna Mullen : District	781- 821-5060 ext. 1244
Title II Liaison	Dianna Mullen	781- 821-5060 ext. 1244
Title VI Civil Rights Officer	Dianna Mullen Stephanie Shapiro	781- 821-5060 ext. 1244 781-821-5050 ext. 2107
Title IX Officer	Stephanie Shapiro	781- 821-5050 ext. 2107



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Students who have reached the age of 18 may notify the school administrations that they wish to exercise their age of majority rights. When this happens, the school's practice is to notify parents/guardians that the student has made this declaration. Students may then access all information about their records and are entitled to sign permission slips for trips, absence notes, tardy notes, and dismissal notes. Any student coming late to school or leaving early because of any type of appointment must still submit the proper documentation for the appointment. The nurse must still dismiss students who are ill before they may sign out of school.

AUTOMOBILES

Driving and parking vehicles on school property is voluntary and a privilege. On an annual basis, Grade 11 and 12 students wishing to drive to school must register with the main office. The registration fee is \$200. All students driving to and from school must park in the designated student parking area. When a student arrives at school, the car should be vacated and locked immediately. Students are not allowed in cars during the school day. In order to park on school property, students **must have affixed** to their vehicle a Canton High School parking sticker. **Students are NOT to park in the American Legion parking lot, the Rodman parking lot, the staff lots, the visitor spots, and/or any area not designated for student parking.**

Once all spots are taken, students can request to be put on a waiting list for on campus parking. Any student parking on school property without a sticker will receive disciplinary consequences and runs the risk of having their car towed.

Sophomore students are not allowed to park on campus. If a sophomore does park on campus and violates the student parking rules, they may not be eligible for a parking pass during the junior year.

Parking violations or unsafe driving on campus or in the neighborhoods surrounding the high school may result in a student losing parking privileges. In addition, student vehicles may be searched if a school administrator suspects the vehicle contains illegal or unsafe materials. If possible, the student will be present during the search. Parents/guardians will be notified of the search as soon as possible.

BELL SCHEDULE

Canton High School Period Rotation/Bell Schedule

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
8:00-8:53	A1	G1	F2	E3	D4	C5	B6
8:57-9:50	B1	A2	G2	F3	E4	D5	C6
9:54-10:47	C1	B2	A3	G3	F4	E5	D6
10:51-12:35 LUNCH	D1	C2	B3	A4	G4	F5	E6
12:39-1:32	E1	D2	C3	B4	A5	G5	F6
1:36-2:29	F1	E2	D3	C4	B5	A6	G6

LUNCH SCHEDULE		
First Lunch	11:18-11:41	History, Math, and Student Services
Second Lunch	11:45-12:08	English, World Language
Third Lunch	12:12-12:35	Science Wellness, Visual/ Performing Arts

CAREER CENTER

The Career Center is open during most periods of the day and also after school and is designed to help students explore career options, seek help with employment after school and determine activities to be done for the yearly twenty-hour (20) community service graduation requirement.

The Center has several computers which have programs designed to help students look at all types of career options. The Center also sponsors various career field trips in conjunction with the Schools-to-Careers Project. Announcements about all opportunities available from the Center are posted outside the Center, listed in the Daily Bulletin and broadcast during the morning announcements. For more information, students should contact Mr. Edward Amico at 781-821-5050 ext. 2115.

CENTURY CLUB

The Canton High School Century Club is one of a kind. The Century Club membership is strictly an honorary award given to those students who have achieved exemplary unweighted class rank. The unweighted rank is cumulative and it is reviewed annually after Term 3. One hundred (100) students are chosen from the four classes as follows: the top forty (40) seniors, the top thirty (30) juniors, the top twenty (20) sophomores, and the top ten (10) freshmen. Century Club members are honored at the Scholastic Honors Night in May.

CLASS DUES

Class dues will be established by each respective class or the class officers, both subject to the approval of the principal. Class dues will be used for gifts for students with extended illnesses, flowers for bereavement of class members, etc. In the event that the graduating class has a surplus of funds, said funds will be transferred to the yearbook account or miscellaneous account. All class functions, i.e. senior banquet, prom etc., will be paid for by the individual class member and not with class dues. Class dues will not be returned to a student who withdraws from school, but will remain in the class treasury.

CLASS TRIPS

When field trips are planned for Canton High School students, official notification is sent to parents/guardians. Parents/guardians are encouraged to contact the staff member coordinating the trip if they have any questions. Special guidelines have been established for student trips to foreign countries. These will be reviewed by all students who wish to participate in any of these trips.

CONDUCT AT SCHOOL-SPONSORED EVENTS

All school sponsored activities, regardless of the location, are considered a part of, or an extension to, the school day. All regulations pertaining to the students at school will be in effect at these activities. Administration reserves the right to prohibit a student from attending a school-sponsored event based on behavior, attendance or academic standing.

CONTACT SEQUENCE FOR SCHOOL ISSUES

The correct procedure for discussing school issues is to contact the following in order:

- The teacher or guidance counselor, then
- The department chairperson, then
- The assistant principal, then
- The principal, then
- The director of curriculum and instruction, and
- Lastly, the superintendent of schools

DANCES AND PROMS

Students who wish to participate in any school-sponsored dance or prom must sign a contract, which outlines the expectations of the event. Guests are only allowed to attend the CHS junior and senior proms. In order to attend those events, a guest would need to complete the CHS Prom Guest Form and be approved by the administration.

DIRECTED/SELF-DIRECTED STUDY

All students are assigned a study during unassigned class periods. Students in grades 9-11 may remain in their study or get a pass in advance of study from a teacher to get support or make up work. Students may also be eligible to get a pass to the library, guidance, or career center in advance of study as deemed by administration. All Seniors who meet the academic, behavioral, and attendance guidelines are eligible for self-directed study, which provides seniors the independence to choose where they would like to spend their unassigned blocks within the school building without being assigned a specific directed study. These areas include the library, cafeteria, guidance, career center, common areas designated by the administration, or with a teacher.

DRESS CODE

The dress code is intended to create an environment that is conducive to learning and appropriate for a school. Students are expected to dress in a manner that conforms with reasonable standards of health, safety and cleanliness. A student's clothing may not disrupt the educational process.

Examples of clothing which do not meet these standards include, but are not limited to:

- Exposed undergarments
- Clothing which exposes one's torso or buttocks
- Hoods that are pulled over one's head
- Clothing with profane or offense language or which contain images, words, or symbols relating to sex, drugs, alcohol, or other conduct prohibited at school

Students' attire and/or accessories relating to religious purposes is appropriate.

Members of the CHS staff (advisors, coaches, and teachers) may require higher standards of dress in order to participate in special activities, including field trips and events, which take place beyond the school campus. Additionally, staff may ask students to remove "smart devices/watches" during a class assignment or assessment and/or require certain clothing or footwear for a class activity.

If students or parents/guardians have any questions about whether an item of clothing is appropriate, they should consult with the Assistant Principal before wearing that piece of clothing.

If a student is dressed inappropriately, the CHS 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.

DRIVER AND TRAFFIC SAFETY EDUCATION

For information about Driver's Education at CHS, please contact Ms. Kathy Osborne, Supervisor of Driver Education at (781) 821-5050 ext. 2121. No school credit is awarded for this course. Click here for [Canton Driver Education's website](#).

EXTERNSHIP

The Senior Externship is a program that enables qualified seniors to spend the fourth term working on a career exploration project of their own choice, with the support and collaboration of the staff at Canton High School. These internships are work-based activities in which students engage in learning through practical and relevant experiences in a career path that is of interest to them. The Senior Externship is a six week unpaid independent study program offering seniors an opportunity to learn in an educational environment not previously available to the student.

Students must spend a minimum of 30 hours a week on their project, with exceptions on a case by case basis. Only students who meet high standards of reliability and responsibility are accepted into the Canton High

School Senior Externship program. Participation in the Senior **Externship** requires punctuality, good attendance, responsible citizenship, and satisfactory academic achievement.

Students must have an overall grade point average of a C or better during their senior year and selection will also be based upon attendance (including cuts, absences, and tardies) and school behavior (including detention). Students MUST fulfill their Service Learning obligation by the middle of third term to be eligible for participation in the Senior Externship.

FIELD TRIPS

1. Students participating in a school-sanctioned trip are required to have the school permission form completed, signed by a parent or guardian, and returned to the faculty supervisor as directed. At this time, students are also required to submit to their faculty supervisor any money necessary to meet expenses.
2. Students will not be allowed to participate in a field trip if it is felt that their participation will be detrimental to the successful completion of any assigned school work or if they are not in good standing with regard to academics, attendance or behavior.
3. Students attending field trips are not only responsible for all class material presented the day of the field trip in all of the classes that they miss, but are also responsible for submitting, before leaving the school, any previously assigned work due that day.
4. All school rules remain in effect during a field trip.
5. A list of students attending the field trip will be submitted to the nurse two weeks prior to the trip to determine if medication or accommodations are needed. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parents(s)/guardians of students with certain health care needs may be offered preferential attendance as a chaperone on a field trip.
6. If medication is needed or may be required on a field trip, the medication administration plan must be completed by the student's parents/guardians and physician and be on file in the nurse's office. If appropriate documentation and medication are not on file they will not be allowed to attend the field trip.
7. Students going on a field trip must be in school at the start of the school day. Any student who is tardy to school may lose their opportunity to attend the field trip.

FINAL EXAMINATIONS

All students in all grades will be scheduled for final examinations. **Any senior class student who earns an average of 87 or higher during terms 3 and 4 will be excused from the final exam in that particular subject.** Students enrolled in AP courses must follow the final exam expectations for the AP program. Should an underclassman be excused by the Principal from taking a final examination during the regular exam schedule, **they** will take a make-up exam during a time designated by the Principal or Assistant Principal. Should a senior student be excused by the Principal from a final exam, said exam will be made up during a senior make-up period prior to graduation. Students failing to take said exams without authorization will receive a zero grade in the examination missed. Permission to take any final exam early must be approved by the Principal.

FUNDRAISING

Any fundraising must be approved by the Principal or designee. Approved fundraising will be limited to two weeks and will not be done during the school day without prior permission.

LATE BUS

The Late Bus is available to CHS students on Monday, Wednesday and Thursdays. The Late Bus will arrive at 3:15 p.m. in the Rodman Loop. Students must meet expectations and follow all school and bus rules on the Late Bus.

LIBRARY

The Canton High School Library exists to provide equitable access to resources and informational technology for instructional and recreational use. As the learning center of the school community, the library will support curriculum and professional development while also enabling students to pursue their individual growth and interests. The mission of the Canton High School Library is to support all members of the school community with the resources and skills necessary to be successful readers, researchers, and users of information in the 21st century. To achieve this goal, the library staff will:

- Instruct students in the effective, efficient, and ethical use of resources and informational technology.
- Assist students in developing independent inquiry, research, and analytical skills for academic, personal, and recreational knowledge.
- Collaborate with faculty members to develop, enhance, and enrich the curriculum across content areas and grade levels.
- Create an environment which promotes curiosity, creativity, and critical thinking in acquiring and presenting new information.
- Provide opportunities to use the most current applications of educational and collaborative technologies as they continue to evolve.
- Promote and encourage learning and reading for instructional and recreational use by presenting a variety of genres and media formats.

LIBRARY POLICIES and PROCEDURES

HOURS: The Joseph E. Joyce Media Center is open from 7:45 A.M. to 2:45 P.M. On some days, the library is open before school from 7:15-7:45am and after school from 2:45-3:30pm.

DIRECTED STUDY PASSES: Students may obtain a pass to come to the library in advance of their directed study period. However, scheduled classes take priority over study hall use.

CHECKING OUT MATERIALS: All material leaving the library MUST be checked out. Materials must be returned in four (4) weeks. Materials may be renewed if the item is not reserved by another student. Students do not have to have the item(s) with them in order to renew.

OVERDUE & LATE FEES: Overdue Notices will be sent to English classes. Students are responsible for any fines that have accrued.

LOST OR DAMAGED ITEMS: Students are charged a replacement cost for lost and/or damaged material.

COMPUTER & ELECTRONIC USE: Students must have a student ID to check out Library laptops or any other electronic device. Students may use their own electronic device in the library for academic purposes and must abide by the Canton Public School's Responsible Use Policy (RUP) or privileges may be revoked.

LOCKERS

Each student will be assigned a locker. Students may go to lockers before and after school and between periods if they choose. Students going to lockers during a period must have a pass from the teacher. Master keys and copies of combinations for lockers are retained by the school. **Items prohibited from school** may not be stored in lockers, **which** include weapons, illegal drugs, alcoholic beverages, stolen property, tobacco products, or anything that may be disruptive or dangerous to the student body or staff. The school retains the right to inspect lockers periodically for compliance with these rules. Whenever possible, inspections will take place when the student is present.

MILITARY OBLIGATIONS

By federal law all males must register with the Selective Service office within 30 days of their 18th birthday. In addition, federal No Child Left Behind legislation requires the high school to supply all military branches with the names and addresses of all students. Students may opt off of this list by submitting a letter to the guidance office from a parent/guardian requesting this information not be sent.

NATIONAL HONOR SOCIETY

The [National Honor Society \(NHS\)](#) is one of the nation's premier organizations established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. The four main purposes of this group are "To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools" (from the NHS Constitution). The Canton High School Robert W. Tighe chapter of the National Honor Society strives to meet these purposes.

The NHS bases its criteria for membership on scholarship, character, leadership, and service. To be eligible for initial selection to membership, the candidate must have been in attendance at least one semester at Canton High School. Candidates eligible for selection to membership in this chapter must be members of the junior or senior class. Students must have a minimum Grade Point Average (GPA) of 3.3 in order to be eligible for selection to the Chapter. Junior and senior students with a cumulative average above this minimum will receive an invitation to apply.

Once **students** have reached this stage, **they** must fill out an application form detailing **their** community service, multiple leadership roles, character and scholarship. Applicants must have 30 hours of community service per year to be eligible. (Junior applicants need 60 hours and Senior applicants need 90 hours). Soon after the deadline, the application will be reviewed by a faculty council for selection into the National Honor Society. The NHS is an active organization that participates in events throughout the school year. Examples of its involvement are a free tutoring program, community service projects (above the required 20 hours), and the Project Bread Walk for Hunger in May.

SCHOOL HOURS AND USE OF BUILDING

Students should enter the main corridor of the building or the cafeteria when arriving at school. Other sections of the school will open to students at 7:50 A.M. School ends at 2:29 P.M. All students should leave the building by 3:15 P.M. except those students who remain for extra-curricular activities, library use, teacher assistance, or detention. Students engaging in any extracurricular activity must be under the supervision of a teacher. Student athletes will obtain books etc. from their lockers prior to practice since they are allowed only in the gym and locker areas after 2:29 P.M.

STUDENT COUNCIL

The Student Council is an organization through which the students may express their opinions, make recommendations to the school administration for improving the school, and participate in the management of school enterprises. The Council tries to promote leadership, initiative, and self-control among its members.

Each spring a president, vice president, secretary and treasurer are elected to carry on the work the following year. Students running for class office must follow all guidelines prepared by the Student Council advisor. Failure to follow these guidelines may result in the student not being permitted to run and/or serve.

STUDENT PASSES

No student should be in the corridors during class periods without a pass issued and signed by a staff member. **Students** assigned to a study hall who **desire** to visit another area must obtain a pass from the teacher in charge of said area and present it to **their** study hall teacher at the start of the study hall. **Students** will surrender their pass to the teacher in charge of the area to which **they** report.

STUDENT LEADERSHIP

Any student who holds a leadership position at Canton High School will be held to a **high** standard of behavior to maintain **their** position. If a student leader engages in a significant violation of the code of conduct or exhibits chronic behavioral problems, the principal or designee maintains the right to remove the leadership position from the student.

VALUABLES

Canton High School assumes no responsibility for items lost or stolen in school. Students should lock any valuable belongings in a locker.

VISITORS

Visitors may only shadow a student if they are thinking of transferring or if they are visiting from another country **as part of a school-sponsored exchange**. If a student wishes to bring a visitor to CHS for a day, the student must get permission from the **administration** at least one week in advance. Unaccompanied visitors to the school should be directed to the Main Office.

WORKING PAPERS

During the school year, students may obtain working papers before or after school in the Main Office. During the summer and vacations, they may be obtained in the Main Office/Guidance, 8:30 A.M. - 2:30 P.M., Monday through Friday.

ACADEMICS

2020-2021 CHS PROGRAM OF STUDIES

PROMOTIONAL REQUIREMENTS

All students must meet all of the following requirements in order to be promoted to the next grade level. A student's grade level shall be determined by the number of credits earned. **All credit totals are cumulative.** A student may earn up to 42 credits per year.

- In order to be considered a sophomore, a student must have earned a minimum of 27 credits.
- In order to be considered a junior, a student must have accumulated a minimum of 54 credits.
- In order to be considered a senior, a student must have accumulated a minimum of 81 credits
- During the senior year, a student must earn a minimum of 27 credits.

*Students must have enough credit and community service hours to participate in grade-level activities. (See above requirements)

LEVELING GUIDELINES

Research demonstrates that students learn best when they are challenged just beyond their comfort zone. As a result Canton High School offers three ability groupings to provide appropriately challenging courses. Students are grouped according to interest, prior achievement, the recommendations of teachers, guidance counselors and school administrators, and parental preference. In some instances, students may be recommended to change levels during the year, depending upon their performance. This method of grouping makes it possible for all students to proceed at an appropriate and challenging pace.

Advanced Placement (AP) Program

Advanced Placement (AP) level classes, available to juniors and seniors, allow students to complete college equivalent coursework while in high school. Extremely demanding, rigorous and fast-paced, AP classes require extensive reading, writing and thinking. **Additionally, students who sign up for AP courses are required to complete any summer assignments/reading prior to the start of school.** Students should carefully consider taking these classes and should seek guidance from parents, counselors and current teachers before finalizing their decision. Please consult program requirements listed for each department. Course change requests after school has begun may create other scheduling difficulties and limited options. Students and parents are encouraged to review texts before deciding to take an AP class. *Students enrolled in AP courses are required to take the AP Exam. AP Exams will serve as the course final.*

Honors Level

Honors level classes are rigorous and move at an accelerated pace. Success requires solid past achievement, a strong work ethic, and a high degree of motivation in the subject area. Students must be able to work independently and to complete a considerable number of comprehensive assignments requiring advanced skills. Students should carefully consider taking these classes and should seek guidance from parents, teachers and guidance counselors before finalizing their decision. Students and parents are encouraged to review texts before deciding to take an Honors level class.

College Preparatory (CP)

College Preparatory classes challenge students with rigorous instruction, skill development and content knowledge. The courses are designed to help students continue their pursuit of mastery in the specific subject area and prepare them appropriately for post-secondary learning. Students will have comprehensive learning opportunities daily to “stretch” their knowledge base and skill set at an appropriate pace, while also receiving high-quality support from staff.

Unleveled

Some courses are unleveled and this is done purposefully to encourage all students to take those courses based on their interests, talents and career goals. Although unleveled, these courses still feature an engaging, rigorous curriculum, high expectations, and comprehensive skill development.

NOTE: Requesting a course change after the school year has begun may create other scheduling difficulties and limited options.

COURSE CHANGES

(As posted in the [2020-2021 CHS PROGRAM OF STUDIES](#))

Add/Drop and Course Change Guidelines:

Course selection and course verification occurs in March. The master schedule is carefully constructed to match the requests of the greatest number of students each year. Therefore, it is imperative that students give time, thought, and ample consideration to their course selections. **Teacher recommendations for course levels should be strongly considered.**

Students should select courses and alternates carefully, as once schedules have been made it is difficult to make changes. ***Changes are only considered for sound educational reasons, not a change of one's mind.*** Not all course changes can be honored due to class size restrictions and scheduling conflicts. *To add/drop or change the level of a course the student must obtain and complete the add/drop course form from the department coordinator and consult with guidance.*

No course changes are permitted during the first seven day cycle of school, except when there are errors in the student's schedule or graduation requirements that need to be filled. Elective course request changes are not honored. After one seven day cycle, extenuating circumstances involving core courses and levels will be considered and require administrator approval.

ADD/DROP Period

The Course Add/Drop period begins the second cycle of school and ends a week after Term 1 Progress Reports. Course change requests may not be honored outside of the Add/Drop Period. Extenuating circumstances will be considered by the Principal.

1. If there is a concern that a student has been misplaced in their current course (AP, Honors, CP) the following steps should be followed within the ADD/DROP time period.
 - Counselors will advise the student to conference with teacher and department coordinator
 - The teacher and/or department coordinator will contact parents/guardian
 - a. If a change is warranted, the guidance counselor in collaboration with teacher, department coordinator, parent/guardian and student will determine appropriate placement and begin the schedule change process.
 - b. A “W” (Withdrawal) will be reflected in the grade column on a student’s report card (but not the transcript) to show level change. If approved, the change will require the signatures of a guidance counselor, teacher, department coordinator, **Assistant Principal** and parents/guardian.
 - c. **If the student changes a level or a course, the student’s grades from the dropped course will be applied to the new course.**
2. **Student requests for certain teachers cannot be honored.**
3. Adding classes after the first day of school will only be allowed as space and the student’s schedule constraints permit. Schedules will not be rearranged to accommodate elective changes. All course additions must be made within the first two full cycles (fourteen school days) of school.

COURSES TAKEN OUTSIDE OF CHS

Any student who is a full-time student at Canton High School may not receive graduation credit for a course taken outside of Canton High School during the school year without the prior approval of the high school principal. Students must apply in writing to the principal for any non-CHS course for credit.

SUMMER SCHOOL MAKE-UP AND CREDIT

A student may attend summer school for enrichment in a course **OR** a student may attend summer school to make up a failed course when the following criteria are met:

1. The student has not withdrawn from the course during the school year.
2. Student has received at least a 50 for a final grade.
3. A student obtains prior approval from the Principal or designee, before enrolling in summer courses at a different school system. The following conditions may apply: the student may be asked to submit a portfolio of work performed at summer school, including record of attendance, homework, tests, etc. The Principal or

designee reserves the right to administer a test which must be passed before students can receive credit for a course taken in summer school.

Summer school grades and credits appear on the Canton High School transcript, but are not included in calculating the Weighted or Unweighted GPA.

EARLY/DUAL ENROLLMENT IN COLLEGE

Early Enrollment is a specialized program available at some colleges that allows certain exceptional students to leave Canton High School at the end of their junior year to enroll as a full-time college student. Please note that not all colleges offer this option, and it is not the same as graduating from high school early. These students are advised that they are not eligible for consideration as valedictorian or salutatorian of their class. All students applying for early dismissal at the end of their junior year must have the approval of the Canton High School Principal, the Superintendent of Schools, and the Canton School Committee.

Students may apply coursework completed in college to the completion of their Canton High School diploma requirements and may be awarded their high school diploma upon successful completion of all requirements.

Dual Enrollment is a program that allows high school juniors and seniors to take college level courses at a local college while enrolled in high school. The Commonwealth of Massachusetts provides funding to public institutions of higher education to fund a limited number of students who take advantage of this option. Students who would like to pursue a Dual Enrollment course should meet with their counselor to discuss this option and are responsible for enrolling in the college course(s) directly with that college's registrar or Dual Enrollment coordinator.

ATTENDANCE POLICY

PHILOSOPHY

At Canton High School, we believe that learning is an ongoing process that requires daily interaction of students with their teachers and peers. Absence from class affects this learning process. Students are given opportunities to make up written work; however, it is not possible for the student to make up or duplicate the classroom learning experience missed during absence. Because learning is an interactive process among students, their peers, and teachers, absence affects individual students and the class as a whole.

Students need to be in the classroom to benefit from instruction and from interaction and exchange of ideas with peers. Canton High School strives to build a community of learners, and this community is hindered when students are absent. Excessive absences or tardiness can lead to incomplete and unsatisfactory work, increased difficulty in meeting class and curricular standards, and lower course grades.

Parents/guardians are partners with the school in assuring that students have consistent attendance and arrive to school and class on time. Parents should be aware of their students' absences and should call in those absences in advance or by 8:40 a.m. of the day on which the student is absent. Canton High School keeps accurate records of student attendance and will communicate promptly and consistently with parents/guardians regarding attendance issues.

This attendance policy is designed to foster a culture of learning at Canton High School.

The policy:

- Establishes firm expectations that on-time school and class attendance are important in sustaining the learning environment and in meeting individual learning needs.
- Provides significant flexibility to accommodate legitimate absence or lateness with a minimum of administrative procedure.
- Assures the timely flow of information from parents/guardians to school, and from school to parents/guardians about attendance at school and in class so that both can work to improve a situation before a student’s education suffers.
- Clearly defines the responsibilities of students, educators, and parents/guardians regarding absences, tardiness, and dismissals.

ATTENDANCE & TARDY INFORMATION DEFINITIONS

1. **Absence:** If **students** miss 15 minutes or more of any class, **they** will be marked as absent for that class. Teachers will record all absences and submit to the main office. Parents/guardians are required to call in ALL absences to the office at 821-5050 ext. 4 or 2101 to report the student absence the morning of the absence; however, this will NOT excuse an absence.

a. If **students are** absent from school, **they** are not allowed to participate in and/or attend any school-sponsored events or activities on that day.

b. A student must be in school for the final 5 periods of the day to be allowed to participate in or attend any athletic or extracurricular activities for that day. Any student dismissed during the day will not be eligible to participate in any athletic or extracurricular activities without prior consent from the Principal or Assistant Principal.

2. **Excused Absence:** All excused absences require documentation in the form of doctor’s notes, college admissions slips, or other similar paperwork (see below). Excusing any absence will be at the discretion of the administration and extenuating circumstances will always be considered.

Excused absences include, but are not limited to the following:

Absence Reason	Required Documentation
Religious holidays	Parent Note
Mandatory court visits	Court Documents
Testing (Special Education, etc.)	Evaluator Note
Field Trips/School-Sponsored Events	None Required
Physician/Dentist visits	Parent/Doctor Note
Funerals	Parent Note
College Visits (3 Maximum)	College Admissions Slip
Illness	Parent Phone call/Note

- a. All students will need to submit notes to the main office for excused absences upon returning to school. These notes will be kept on file. Students missing school for a physician/dentist appointment must provide either a note from a parent explaining the absence or a note from the physician/dentist. **The expectation is that all parents/guardians will personally sign any notes excusing absences, tardiness and dismissals.**
 - b. Absences lasting more than five (5) consecutive days due to illness will require a doctor’s note for explanation and clearance with the school nurse.
 - c. School-sponsored events such as field trips causing missed classes will not count toward absences in any class missed.
 - d. Suspensions are recorded as excused absences. Students will be required to make up all work missed during suspensions.
3. **Unexcused Absences:** Students who are marked absent unexcused (skipping, etc.) will not be allowed to make up work missed for any classes and will receive a zero for all class assignments including tests and quizzes.
4. **Truant:** A student will be considered truant for the day when **the student is** absent from school without parental permission. A class cut will be recorded for each class missed, and the student will receive a failing grade for all missed work.
5. **Tardy to School:** Students arriving to their first period class after the 8:00 bell will need to sign in at the attendance office and be marked tardy for the day.
6. Lateness to school because of extenuating circumstances can be excused only by the administration and requires documentation that includes the reasons for excused absences as listed below:

Tardiness Reason	Required Documentation
Religious holidays	Parent Note
Mandatory court visits	Court Documents
Testing (Special Education, etc.)	Evaluator Note
Field Trips/School-Sponsored Events	None Required
Physician/Dentist visits	Parent/Doctor Note
Funerals	Parent Note
College Visits (3 Maximum)	College Admissions Slip
Illness	Parent Phone call/Note

7. Unexcused tardiness before 8:15 will follow the schedule listed below for each quarter of the school year.

Number of Tardies per Quarter

3rd Tardy
5th Tardy
8th+ Tardy

Consequences

Detention
Detention with warning letter sent home
Meeting with family to discuss further interventions

Students arriving unexcused tardy to school after 8:15 A.M. (more than 15 minutes late) will be considered to have skipped 1st period class. The student will receive consequences in accordance with the (Class Skipping section) on page 27 in the Student Handbook. Every subsequent class that a student misses by more than 15 minutes will also be considered a class skip.

8. **Tardy to Class:** Tardies to class in 2nd-6th periods will be addressed by the specific teacher. Being more than 15 minutes tardy to a class without a proper pass results in an absence, and the student will receive consequences in accordance with the ‘Skipping Class’ section on in the student handbook. Chronic tardiness will be addressed by the Assistant Principal on an individual basis.

9. **Make Up of Missed Work:** Students are urged to make up missed work due to absences as rapidly as possible. If an extended absence is anticipated, students or parents/guardians should contact the appropriate guidance counselor so that work may be sent home to help ensure a smooth transition back to school. **Excused absent students will be given one day in excess of the number of days of consecutive absences to complete make-up work.** Example: A student is absent four consecutive days. Upon return to school, the student will be given five days to make up the work missed due to absence. Work not completed within this time will receive a zero.

DISMISSAL

A pupil wishing to be dismissed **MUST** bring a note from home stating the pupil’s full name, grade level, reason for dismissal, time for dismissal, and the parent/guardian signature. This note **MUST** be brought to the Main Office before school in the morning. When dismissal is arranged by phone, the parent **MUST** meet the student in the Main Office. Students who are being dismissed **MUST** sign-out on the log sheet in the Main Office just prior to leaving school, noting the time of dismissal. Dismissals from school for valid appointments should be limited to two per semester. In the event that the reason for dismissal is not judged acceptable by the administration, the student will receive zero grades in all classes missed and forfeit the right of make-up work. **If a student is dismissed because of illness, they are not allowed to attend or participate in any school-sponsored events or activities for that day without prior consent from the Principal, or Assistant Principal.**

EARLY RELEASE FROM SCHOOL

Because of our interest in the educational progress of each Canton High School student, all students are expected to complete the entire school year. Summer vacations and summer employment should be planned so that they do not interfere with final exams traditionally held during the last week of school. Exceptions to the rule must have the approval of the Principal.

COMMUNITY SERVICE LEARNING

Students are required to participate annually in twenty (20) hours of community service learning and/or career exploration learning. Students must have completed 20 hours of community service learning each year for a total of 80 hours in order to participate in the graduation ceremony.

GUIDANCE DEPARTMENT

The mission of the Canton High School Guidance Department is to provide comprehensive developmental guidance services for all students. During their time at Canton High School, **students** will pursue and expand on

their abilities, interests and aptitudes. Through their roles as personal counselor, academic counselor, post-secondary counselor, consultant, and facilitator, the guidance staff at Canton High School assists students in this process of self-discovery. The guidance staff encourages students to pursue the most appropriately challenging academic program they can handle with success.

Each student will meet in a guidance seminar once per seven day cycle for one quarter of the year. In guidance seminars, counselors will work with small groups of students to proactively discuss developmentally appropriate issues. The primary themes addressed are acclimation to high school and increasing independence (9th grade), self-assessment and discovery (10th grade), exploring post-secondary choices (11th grade), and preparing to transition to life beyond high school (12th grade). Students are encouraged to meet individually with their counselors in addition to these group sessions in order to discuss personal, academic, or any other issues. In order to accomplish this, students may sign up for appointments with their counselors during Directed Studies, before school, after school, or during lunch.

GRADING

GRADING INFORMATION MARKING SYSTEM

A+	=	97 – 100	C+	=	77 - 79
A	=	93 - 96	C	=	73 - 76
A-	=	90 - 92	C-	=	70 - 72
B+	=	87 - 89	D+	=	67 - 69
B	=	83 - 86	D	=	63 - 66
B-	=	80 - 82	D-	=	60 - 62 (minimum passing)
			E	=	0 - 59

GPA CALCULATIONS

Beginning with the class of 2012, there will be some significant changes to our course weightings and GPA calculations:

1. AP and Honors course weights are split into different categories
2. Use CP as the baseline calculation (e.g. 4.00=A, 3.00=B, etc.)
3. Adjust the weights of CP, Honors, and AP courses to align with the Massachusetts Department of Higher Education Grade Weight Table
4. Eliminate the current method of calculation and replace it with a simpler method using the Grade Weight Table. $\text{Weighted GPA} = (\text{Sum of Weighted Grade} \times \text{Credits for each course}) / \text{Total Credits}$
5. Use all graded courses in the calculation of the un-weighted GPA.

Note: Grade Weight Table and GPA Calculation Example.

CHS Grade Weight Table

	AP	Hon./Acc.	CP
A+	5.33	4.83	4.33
A	5.00	4.50	4.00
A-	4.67	4.17	3.67

B+	4.33	3.83	3.33
B	4.00	3.50	3.00
B-	3.67	3.17	2.67
C+	3.33	2.83	2.33
C	3.00	2.50	2.00
C-	2.67	2.17	1.67
D+	2.33	1.83	1.33
D	2.00	1.50	1.00
D-	1.67	1.17	0.67
E	0.00	0.00	0.00

GPA Calculation Example using new Weight Table

Course	Level	Credits	Grade	Weight	Weighted Points
English	AP	6	C+	3.33	3.33x6=19.98
History	Honors	6	B	3.50	3.5x6=21
Algebra 2	Honors	6	D-	1.17	1.17x6=7.02
Science	CP	6	B	3.00	3.00x6= 18.00
Spanish	CP	6	A-	3.67	3.67x6=22.02
Art I	Unleveled	(6)	A	N/I	N/I

30 Credits

88.02 Points

Weighted GPA = $88.02/30 = 2.93$

CLASS RANK/GPA

With exception of valedictorian and salutatorian Canton High School does not report an exact Rank in Class. In the college application process each student’s weighted GPA is reported along with a ‘histogram’ representing the GPA distribution of the entire graduating class.

CLASS VALEDICTORIAN AND SALUTATORIAN

The student in the Canton High School graduating class with the highest cumulative weighted GPA at the end of seven (7) semesters (following semester one (1) of a student's senior year) will receive the honor of being named the class valedictorian. The student with the second highest weighted GPA will be honored as the class salutatorian. In the case of a numerical tie there could be more than one valedictorian or salutatorian.

INCOMPLETE GRADES

A grade of "incomplete" should be given to a student who has not had sufficient time to make up work missed due to an excused absence. Students who fail to make up work within the prescribed time, however, will receive no credit for the missing work and will be graded accordingly. Incomplete grades must be resolved in 10 school days. Additional time due to extenuating circumstances must be approved by the administration.

PROGRESS REPORTS & REPORT CARDS

CHS wants to maintain a clear dialogue with the parent(s)/guardian of each student. Midway through each marking period, students and their parent(s)/guardian will receive a progress report in each subject. A teacher shall report any substantial change in a student's performance, conduct, and effort. At the close of each marking period, a student's term grade in each course is reported on the quarterly report card.

GRADUATION

GRADUATION REQUIREMENTS

Graduation will be held on a date selected by the School Committee. Participation in the annual graduation ceremony is optional and a privilege. If a senior does choose to participate, the student must meet all expectations set forth by the school. Seniors must complete all senior obligations prior to the distribution of caps and gowns and meet all expectations with regard to academics, graduation requirements, attendance, financial obligations, and behavior in order to take part in the graduation ceremony.

Canton High School graduates will wear green gowns, green caps, green and white tassels, and white stoles. Members of the National Honor Society, senior class officers and senior class representatives, the valedictorian and salutatorian will wear gold stoles. National Honor Society members and Century Club members will wear gold tassels. Cords associated with other honor societies will be worn by those members. Graduates may decorate their caps. All caps decorations must be 2D and meet the expectations set forth by the administration and staff. Caps are reviewed and approved prior to graduation.

In fairness to other graduates, all seniors must be present at all graduation practices if they wish to take part in the ceremony. In order to graduate from and to participate in the graduation exercises at Canton High School, a student must earn 120 credits. **Twenty-seven (27) of these credits must be earned during the senior year, and students must have completed twenty (20) hours of community service learning each year for a total of eighty (80) hours.** **Because of the COVID-19 pandemic, these hours may be modified, only for the 2020-2021 school year.**

The 120 credits necessary for graduation must include passing the following:

- Four (4) years of English
- Three (3) years of Social Studies (one of which must be U.S. History)

- Three (3) years of Math
- Three (3) years of Science (two years must include a lab)
- Two (2) years of World Language (This requirement applies to the Class of 2019 and beyond)
- Four (4) years of Wellness/PE AND Health Dynamics
- Six credits (6) from courses in the Visual or Performing Arts or Engineering Technology
- Three credits (3) in courses using computers/technology (*criteria for meeting this requirement is currently being reviewed)

Students must also meet state law related to MCAS exams. Students completing the graduation requirements listed above, but not passing all MCAS exams required by the state may receive a Certificate of Attainment at graduation.

Please note that those students who plan to apply to post-secondary colleges and universities must **EXCEED** these requirements to prepare for admission. Students should contact their Guidance Counselor for further information.

EARLY GRADUATION

Any request for a student to graduate from Canton High School in fewer than four years must be presented in writing to the Principal as early as possible, but no later than the spring of the student’s second year of high school. The student will still be responsible for completing all graduation requirements and may require approved outside coursework to be completed. The written plan must be approved by the Principal, the Director of Curriculum & Instruction, and the Superintendent.

HONOR ROLL REQUIREMENTS

Students who earn grades of B- or better in all subjects which give two and one half credits or more and a “Satisfactory” (S) grade in all minor subjects taken, will be eligible for the honor roll which is issued for each term period. Those students who earn grades of A in all subjects and a “Satisfactory” (S) grade in all minors taken will be eligible for the highest honors category. Students who are taking three or more accelerated (level 1) courses are eligible for the honor roll if they have no more than one C grade in those subjects which give two and one half credits or more and a “Satisfactory” (S) grade in all minor subjects taken.

MCAS & STANDARDIZED TESTING

Canton High School will follow all state regulations regarding MCAS tests. All students must earn a competency determination (CD) on the English Language Arts, Mathematics, and Science/Technology & Engineering exams. (see chart below for details regarding scores) Any student scoring below 220 (failing) will be given additional opportunities to retake the exam(s) during the times scheduled by the Department of Elementary and Secondary Education. For English Language Arts and Mathematics MCAS exams, students who score in the Needs Improvement category must also complete the requirements of an Educational Proficiency Plan (EPP) in order to receive their diploma.

MCAS Exam	Competency Determination	Requires Successful Completion of EPP	Failing
English Language Arts	472 and above	455-471	454 and below

Mathematics	472 and above	469-485	468 and below
Science/Technology & Engineering (Classes of 2020-2023)	220 and above	Successful completion of a relevant high school course	218 and below
Science/Technology & Engineering (Class of 2024)	Earn a score of 220 or higher	220-238 and fulfill requirements of an Educational Proficiency Plan	218 and below

Canton High School also administers the following college admissions testing: PSAT, PLAN, SAT Reasoning Test, SAT Subject Tests. Canton High School is not an ACT test center, but students are encouraged to take the ACT. Please see the [Program of Studies](#) for the complete listing of AP Courses/exams currently offered at Canton High School.

Students considering special testing options including but not limited to the Test of English as a Foreign Language (TOEFL) and the Armed Services Vocational Aptitude Battery (ASVAB) should discuss their options with their counselor.

TRANSFERS OR WITHDRAWAL FROM SCHOOL

Any student who plans to transfer or withdraw from Canton High should follow this procedure:

1. Notify the Guidance Office regarding the date when the student expects to leave Canton High School.
2. Clean out gym and corridor lockers.
3. Obtain a withdrawal form from the Guidance Office. Return books to teachers and have the withdrawal form initialed. Take the completed form to the Guidance Office.
4. If a student is transferring to another school, the student must obtain a transfer card from the Guidance Office. Transcripts of grades will be forwarded directly to the new school.

WELLNESS DEPARTMENT

Wellness education includes classes in Physical Education, Family and Consumer Sciences, and Health. The Canton community recognizes that lifetime wellness, social/emotional skills, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy habits. Our Wellness courses are aligned with the Massachusetts Comprehensive Health Curriculum Frameworks, National Health Education Standards and the National Physical Education Standards. Wellness courses include instruction in the areas of growth and development, physical activity and fitness, nutrition, reproduction/sexuality, mental health, family life, interpersonal relationships, disease prevention and control, safety and injury prevention, substance use/abuse prevention, violence prevention, consumer health and resource management, and community and public health. We encourage all parents to participate in the education of their children. Contact the K-12 Wellness Coordinator if you have any questions regarding our curriculum at 781-821-5050 ext. 2901. Parents choosing to exclude their son/daughter from the reproduction/sexuality units included in grade 9 and 10 Health Education and grade 11 and 12 Safety and Self Defense, Life After Canton, and Family and Child Studies must forward written notification to the Principal.

Excused Physical Activity

Students may be excused from participating in physical activity during Wellness classes for an illness or injury by providing the school nurse with a note from their physician or their parent/guardian that explains the reason for the excuse. For any excused participation in physical activity during Wellness classes beyond one class period, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note.

Concussions

1. Students who are medically excused from participating in physical education due to a concussion will report directly to the nurse's office during the scheduled PE class periods.
2. Students with total course participation of less than 65% will receive a grade of X (exempt) on their transcript and will be counted towards the Wellness graduation requirement.
3. Students with total course participation of 65% or more will receive a grade based upon earned scores during the time they were medically able to participate.

Other medically excused students

Students who are medically excused from participating in physical education classes will be assigned alternative work to be completed in the library during their regular Wellness class period. The purpose of the alternative assignment is to help students continue to learn about physical fitness and wellness and earn credit for the course. Grades earned for the alternative assignments will be in place of grades earned while participating actively in physical education class.

1. **Medically excused 1 to 10 class periods:** Students will report to their PE class to receive a library pass from their Wellness teacher. In the library, students will complete an article critique on current events. Students will do one critique for each period they are out of class. Specific directions for the assignment will be provided. Grades earned for the article assignments during these medically excused class periods will be counted towards their Wellness grades.
2. **Medically excused more than 10 periods:** Students will report to their PE class to receive a library pass from their Wellness teacher. For every month a student is medically excused from physical education class, the student will complete a critical analysis of a book. Specific directions for completing the assignment will be provided. Grades earned from the critical analysis of the books will be counted toward the Wellness grade.

ATHLETICS & EXTRACURRICULARS

ACADEMIC REQUIREMENTS

Required for Athletic and Extracurricular Activities

Canton High School's academic eligibility standards are designed to ensure that students are fully enrolled in school and actively engaged in their academic life on a consistent basis throughout the school year. These standards apply to all Athletic and Extracurricular Activities at CHS including but not limited to: athletics, drama, band, and clubs.

- A student cannot participate in Canton High School Extracurricular Activities unless that student is enrolled in at least 33 periods of academic courses in a 42 period cycle. Students should be aware that they can never carry more than 9 study halls at any time.
- **All students must be in school for the final five (5) periods of the day in order to participate in and/or attend an athletic, extracurricular or any school-sponsored event (on school grounds or off school grounds).**

- Academic eligibility of all students shall be considered as official only on the published date when report cards for that marking period are to be issued.
- Incomplete grades count as failing until such time as the grade has been officially completed. In some cases involving extenuating circumstances, a student with incomplete grades will be deemed eligible. These cases must be approved by the Athletic Director/Principal.
- Students who are not academically eligible may not participate **with the team, band, or other activity in any way.**

Eligibility during 2nd, 3rd and 4th marking period

Students are not eligible to participate in Canton High School athletic and extracurricular activities if they receive more than one failing grade (or the equivalent) in major academic classes. Major academic classes are defined as classes that meet 6 days out of 7 days in the cycle. A minor class is the equivalent of half of a major class. Minor classes are defined as classes that meet 3 out of 7 days in the cycle.

Examples:

All examples assume a student meets the 33 period minimum explained above.

Example #1- *A student who fails one Major class **OR** one or two Minor classes would still be ELIGIBLE.*

Example #2- *A student who fails one Major class **AND** one Minor class would be INELIGIBLE.*

Example #3- *A student who fails three Minor classes would be INELIGIBLE.*

- Eligibility is based on grades secured during the marking period preceding the activity (e.g.- 2nd quarter grades will determine a student’s eligibility during the 3rd quarter.)

Eligibility during 1st marking period

Final Course grades from the previous academic year will be used to determine eligibility during the 1st quarter of a year. This is for students entering grades 10-12 or students repeating 9th grade.

- **Students’** final grades **from** the previous academic year, must meet the following requirements to make **them** eligible for 1st quarter athletic participation. **The student must earn passing year-long grades in courses totaling at least 28 credits.**

[ATHLETIC DEPARTMENT](#)

[Canton Athletics Blog](#)

Twitter: @CantonAthletics

Canton High School is a member of the Hockomock League and offers a proud history of athletic competition. The sports for the 2015-16 seasons include:

FALL SPORTS

WINTER SPORTS

SPRING SPORTS

Boys Cross-Country- Varsity
Girls Cross-Country- Varsity
Girls Field Hockey- Varsity/JV
Boys Football- Varsity/JV/Freshmen
Boys Golf- Varsity
Boys Soccer- Varsity/JV
Girls Soccer- Varsity/JV
Girls Volleyball- Varsity/JV/Freshman
Cheerleading- Varsity/JV

Boys Basketball- Varsity/JV/Freshmen
Girls Basketball- Varsity/JV/Freshmen
Girls Gymnastics- Varsity
Boys Ice Hockey- Varsity/JV
Girls Ice Hockey- Varsity
Boys Winter Track- Varsity
Girls Winter Track- Varsity
Wrestling- Varsity
Boys Swimming- Varsity
Girls Swimming- Varsity

Boys Baseball-Varsity/JV/Freshman
Girls Softball- Varsity/JV/Freshman
Boys Lacrosse- Varsity/JV
Girls Lacrosse- Varsity/JV
Boys Tennis- Varsity
Girls Tennis- Varsity
Boys Spring Track- Varsity
Girls Spring Track- Varsity

ATHLETIC DEPARTMENT PHILOSOPHY

The concern of public education is the maximum development of its pupils. The Canton High School Athletic Program promotes education through the medium of physical activities. It makes its contribution to the growth and development of youth physically, mentally, emotionally, and socially. **The Canton High School Athletic Program is open to ALL students.**

First, and foremost, Canton High School is an academic institution. Satisfactory classroom standing must be maintained at all times by students exercising the privilege of athletic participation. Additional help, when needed in academic areas, is encouraged by all members of the athletic staff. Prior arrangements must be made with the head coach of that sport if practice time is to be affected for any reason.

Athletes and parent(s)/guardians are encouraged to communicate directly with the coaches concerning academic or other problems. Should you experience difficulty reaching a coach, please contact the Athletic Office or the Main School Office. Canton High School Athletic Office 781-821-5050 x 2111.

The importance of enforcement of all regulations should be apparent. A firm and fair policy of enforcement is necessary to prevent a travesty being made of regulations. High standards of conduct and citizenship are essential in maintaining a sound program of athletics. It is our intent to preserve rules that reasonably pertain to the health and safety of the individual and to the orderly conduct of sports.

Participation in competitive athletics may result in severe injury, including paralysis or death. Improvement in equipment, medical treatment, and physical conditioning, as well as rule changes, has reduced these risks, but it is impossible to totally eliminate such occurrences from athletics. Athletes and parents are encouraged to consult with the coaching staff relative to the potential dangers of that sport.

RULES AND REGULATIONS OF CANTON HIGH SCHOOL ARE FOR ALL STUDENTS REGARDLESS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER IDENTITY, SEX, SEXUAL ORIENTATION, AGE OR DISABILITY.

RULES, REGULATIONS AND CODE OF CONDUCT FOR CHS STUDENT-ATHLETES

Canton High School is an active member of the Massachusetts Interscholastic Athletic Association (henceforth referred to as the MIAA) and has agreed to conform to all of its rules and regulations governing high school athletics. Canton High School is also an active member of the Hockomock League and adheres to the constitution and by-laws of that League. Student-athletes should be aware of the rules and regulations of the above-mentioned organizations. MIAA rules can be found at www.miaa.net.

The following Canton High School Athletic rules, regulations and expectations of conduct are also to be adhered to by all interscholastic team members:

1. **Athletes** who, in the opinion of **their** coach, the Athletic Director or the Principal, **have** acted in a way which violates the spirit of sportsmanship, teamwork, or the positive nature of competition, may be suspended or dismissed from the team. This is not limited to on field behavior.
2. Attendance is mandatory at both practices and games. All absences from practices or contests must be approved in advance by the Head Coach. Unexcused absences may result in a game/contest suspension. A second unexcused absence in a season may result in further suspension or dismissal from the team. Missing a practice because of detention/suspension is not an excused absence.
3. Family vacations are not excused absences, and we ask that every effort be made by families not to schedule such vacations during school sports season. While it is understood that sometimes families have little choice as to when they are able to travel as a unit, students who miss games or practices due to family vacation will serve a minimum of a game suspension for each game missed. Students who miss practices or games for this purpose are not guaranteed playing time from that point on.
4. Canton High School adheres to the MIAA's Good Citizen Rule **which** states as follows, "Student athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension." Canton High School's policy is that a day must be served whether there was a practice or game the day of the suspension. If no team practice or game was scheduled on the day of the suspension, **students** will serve **their** "Good Citizen" athletic suspension on the day of the next practice or game.
5. **Student-athletes must be in school for the final five (5) periods of the day in order to participate in and/or attend an athletic event.** Students who leave school during the day and who do not return are also not eligible that day. Game forfeitures and/ or suspensions may result from violation of this attendance policy.
NOTE: Student-athletes are reminded that Canton High School is an academic institution and that a full day of classes is expected of all students. If it is believed that student-athletes are abusing the "5-period Rule," coaches and administrators may deem them ineligible.
EXCEPTION: Permission to participate on these days may be granted by the AD/Principal in some excused cases (funeral, verified college visit, court obligations, doctor's appointment, etc.) when requested and granted in advance.
6. Courtesy and obedience must be shown to all staff members and officials. Insubordination or insolence will not be tolerated. Any such violations shall result in suspension or dismissal, depending on the seriousness of the violation.
7. On athletic bus trips, all team members must go and return on the team bus, unless granted permission by the coach. In order for the coach to grant permission, 1. a permission note signed by the parent or guardian must be given to the AD/principal **before** the trip. 2. **students** may only go or return with **their own** parent or guardian.
8. Destruction or vandalism of personal, athletic, or school property will result in suspension or dismissal from the team, depending on the severity of the act.
9. Student-Athletes are responsible for all equipment or uniforms issued to them. Student-Athletes who lose or damage equipment will be required to pay replacement costs for comparable equipment. Student-Athletes who do not return equipment or pay replacement costs lose eligibility to play any other sports.
10. Appearance while representing the school shall at all time be reasonable and neat. Coaches may refuse to take **players** to an away game if **their** appearance would discredit the school.
11. Student-Athletes are expected to represent their teams and school in a positive, classy manner when attending other school contests as spectators. **Athletes** whose actions as **spectators** are embarrassing to **their** team or offensive may be suspended or dismissed from **their** team.

12. Hazing is illegal and will not be tolerated in any form. (See complete Hazing policy)
13. No student-athlete will be allowed to practice or play unless the athletic office has, on file, a copy of a recent physical exam report. (For purposes of this rule, the copy on file will expire 13 months from the date of the physical exam.)
14. Student-athletes are required to have on file in the athletic office a participation permission slip signed by their parent or guardian. This is included in the online registration process found at the CHS Athletics website.
15. Student-Athletes should report all injuries to their coaches and the athletic trainer. No player may continue or resume playing without the trainer's consent.
16. If a player visits a doctor for an injury sustained through participation in Canton High School athletics, that athlete will not be allowed to resume participation without completing the MIAA Return to Action Form.
17. The Head Coach may make decisions for dismissal or extended suspensions from a sport for infractions of the athletic code. Appeals of said dismissals or suspensions may be made to the athletic director.
18. Parents/guardians are responsible for picking up their children at the conclusion of games and practices. The supervisory responsibilities of team coaches within the town of Canton conclude at the end of practices or games. For out-of-town competitions, the supervisory responsibilities of coaches conclude once the team has returned to CHS.
19. While transportation is provided to CHS activities outside of Canton, it is the responsibility of the family of the student-athlete to provide transportation to and from events that occur within Canton.
20. Families of student-athletes who are injured while participating in Canton High School athletics must use their own health insurance to cover any medical bills. Certain bills that are not covered by personal health insurance may be covered under a school plan. For claim information, see Athletic Director or call Lefebvre Insurance Agency @ 508-384-0101.
21. All students are reminded that athletic practices/contests are extensions of the school day. All school rules apply as well.

ATHLETIC DEPARTMENT DRUG AND ALCOHOL, and TOBACCO ABUSE POLICY

The use, possession, sale or distribution of alcoholic beverages and controlled substances is forbidden by state law. It is also obvious that use of such chemicals is a detriment to the health and performance of student-athletes. Therefore, Canton High School's Athletic Department takes the issue of chemical use and abuse very seriously.

From the earliest fall practice date to the conclusion of the academic year or final athletic event - whichever is latest - a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol, marijuana, steroids, tobacco, or any controlled substance.* This policy includes products such as "non alcoholic (NA) or near beer", tobacco, vaping and vaping paraphernalia, and electronic cigarettes. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by the student's doctor.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

FIRST VIOLATION: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. All fractional parts of an event will be dropped when calculating 25% of the season. Students who become enrolled and participate fully, in a counseling program or

substance abuse class approved by the school, may be allowed to continue to practice with **their** team while serving the game suspension.

If the student is captain/captain-elect of a **current sport or another sport**, that position will be lost.

SECOND VIOLATION: When the Principal confirms, following an opportunity for the student to be heard, that a second violation has occurred in a single school year, a ten school-month ban from all CHS athletic teams will be imposed. No participation of any type, including attending games as a spectator, will be allowed during this ban.

If the student becomes a participant in a counseling program approved in advance by the Principal, the student may be certified for reinstatement to activities after a minimum of five months. Students choosing this option may not participate in any way with an athletic team during the five-month period.

Both the First Violation and Second Violation periods of suspensions may carry over to the following season or academic school year.

*It is important for both students and parents to be aware of the dangers associated with posting photos on social media. Several times in recent years CHS student-athletes have served athletic suspensions for photos which show students violating the substance abuse policy. Students and parents need to be aware that these sites are only semi-private and can lead to serious problems if not maintained in a respectful manner.

RIGHTS AND RESPONSIBILITIES OF COACHES AND PLAYERS

A POLICY OF THE CANTON SCHOOL COMMITTEE

1. The coach has the right to evaluate and select players based on the individual's ability, attitude, commitment, and potential for improvement.
2. The coach has a right to discipline any player who has violated the Rules, Regulations and Code of Conduct established by the Athletic Department and approved by the School Committee. It is expected that the behavior of team members will reflect well on the school and on the townspeople.
3. Each athlete will be informed of, and expected to adhere to, the Rules, Regulations and Code of Conduct as well as the written rules established by the coach and approved by the Athletic Director and the Principal.
4. Within one week of the coach's decision, an appeal of suspension or dismissal of a team member may be made in writing, first, to the Athletic Director and then, if necessary, to the Principal.
5. The coach will emphasize the importance of academics. Each athlete shall have ample opportunity to attend extra help and/or make-up sessions.

STUDENT CLUBS AND ACTIVITIES

Student clubs and activities are driven by student interest and are open to ALL students. Clubs and activities must have a faculty advisor who is available to supervise and support club meetings and programs. Clubs that are interested in hanging flyers, running donation drives or fundraisers, and/or reserving school spaces for events must get the approval of an assistant principal. **The following list shows clubs and activities from past**

years, and this list changes from year to year due to schedule demands and the level of student interest. Students wishing to start a new club should write a proposal and meet with the principal or designee.

A Cappella
Album Club
Anime Club
Art Club
Asian Cultural Society
ASL Club
Best Buddies
Book Club
Canton Character Crew
Canton Community Service Club
Canton Community Television
Chamber Orchestra
Chess Club
Comic Book Club
Canton Students Embracing Diversity (CSED)
Dance Club
Dungeons and Dragons Club
Drama Club
Environmental/Recycling Club
Eye in the Sky (video production)
Feminist Club
French Club
Friends on Fridays
Future Problem Solvers
Gaming Group
Garden Gate Project
Gay Straight Alliance (GSA)
German Club
Human Right Club
Jazz Band
Junior States of America (JSA)
Make A Wish Clob
Math Team
Mock Trial Team
Mu Alpha Theta
Ocean Club
Outdoors Club
Photography Club
Poetry Club
Political Discussions Club
Prism (School Literary Magazine)
Quizbowl
Robotics (Gearhounds and Robodogs)
Science Olympiad
Spanish Club

CODE OF CONDUCT INFORMATION

CODE OF CONDUCT

A well-ordered, friendly atmosphere in the classroom and the school is essential:

- If students are to learn to the maximum of their capacity and feel content in their environment,
- If good relations with the community are to be upheld, and
- If the total school operation is to be carried out in the best manner possible.

Pupil discipline directly affects the quality of the educational environment. The general purpose of discipline should be to bring about a positive change in a student's attitude and behavior.

Helping establish a desirable teaching-learning situation is the work of many people: parents, pupils, teachers, administrators and the members of the school committee. The community is involved as well because habits learned or condoned in the schools will be carried over into everyday life.

BEHAVIORAL STRATEGIES ROOM (SR261)

The strategies room (SR 261) will provide a disciplinary placement within the school in which the student develops a plan to avoid future disciplinary infractions and maintains academic progress by completing class work. The students will continue to receive academic support while they are excluded from the class and school activities. Students on an Individual Education Program will have their special education services delivered in the strategies room. Students will be required to process their behavior with a counselor, complete assigned work, and meet appropriate behavioral expectations in order to be allowed to return to their regular schedule as determined by an administrator.

ACADEMIC INTEGRITY

Canton High School expects all students to take responsibility for their own learning and act with the utmost integrity. Plagiarism and cheating of any kind is against our core values and will result in academic and/or disciplinary consequences. Academic integrity violations include, but are not limited to, submitting another's work as your own and collaborating on and/or sharing work that is intended to assess one's individual knowledge either in person, electronically, or through social media. Students are advised to take extreme precaution when sharing electronic documents with others. Documents should be shared only with approval from the teacher.

CONSEQUENCES

Offense	Possible Disciplinary Action
Assembly misbehavior	<i>detention, suspension and/or loss of privilege to attend</i>
Being in an unauthorized area during the school day, specifically during lunch time or after school hours. Loitering in the bathroom.	<i>detention/suspension</i>
Being in lower student parking lot without permission from 8:00 AM - 2:29 PM	<i>detention and/or suspension and loss of driving privileges</i>
Being on school grounds without permission during school time	<i>detention or suspension</i>
Being on school grounds for unauthorized reasons.	<i>detention or suspension</i>
Class skipping	<i>1st offense – two detentions* 2nd offense – Administrative detention* 3rd offense – In-school Suspension* Additional – up to three-day suspension* *No credit for missed academic work</i>
Ordering food and having it delivered to CHS during school hours/lunch time	<i>Admin. Detention/ISS</i>
Dangerous weapons	<i>see policy Dangerous Weapons</i>
Detention skipping	<i>1st offense: two detentions 2nd offense: Administrative Detention 3rd offense: two Administrative Detentions & parent/guardian meeting 4th offense: in-school suspension (SR261)</i>
Dishonesty or lying	<i>detention or suspension</i>
Driving to endanger on school property	<i>detention/ suspension and/or loss of parking privileges</i>
Drug and alcohol abuse	<i>see policy Drug/Alcohol Abuse</i>
Excessive unexcused tardiness	<i>detention, parent meeting, and suspension are possible</i>

Electronic Devices -- Violation of Classroom/ School Expectations/Responsible Use Policy (Student devices/phones will no longer be collected by staff)	Detention/Suspension **Unauthorized digital postings of any student, teacher or staff member may result in disciplinary action up to suspension or legal consequences, and the loss of CPS technology privileges
Failure to Follow Directions During Emergency Drills	<i>detention or suspension</i>
Failure to hand in Handbook Receipt	<i>detention or suspension</i>
Failure to have hall pass	<i>warning/detention</i>
Failure to produce pass to receiving teacher	<i>detention</i>
Failure to report to the office when directed	<i>one day suspension possible</i>
Disrupting a school activity or the education / False Fire Alarm	<i>up to ten day suspension, payment for expenses, possible exclusion from all school activities for the next 60 school days</i>
Felony violations: being charged with or convicted of	<i>possible exclusion, See M.G.L. Ch71. 37 H 1/2</i>
Fighting	<i>up to five days suspension</i>
Forgery related to school matters	<i>up to three days suspension</i>
Horseplay which endangers other students or staff	<i>up to three days suspension</i>
Illegal parking	<i>potential ticket from Canton police and administrative detention and/or loss of parking privileges for one month</i> <i>1st offense: 2 detentions and/or loss of senior privileges</i> <i>2nd offense: Admin. Detention and loss of parking privileges</i> <i>3rd offense: possible suspension & loss of parking privileges for remainder of school year</i>
Insubordination or insolence (e.g. failure to follow a reasonable faculty directive, or boldly disrespectful in speech or behavior)	<i>detention or suspension</i>
Leaving school without permission	<i>1st offense: Admin. Detention, 2nd offense: ISS</i> <i>3rd offense: 1-5 days OSS</i>

Offensive language or obscene gesture to a student/staff member	<i>detention/suspension</i>
Plagiarism or cheating	<i>1st offense: grade of zero “0” and possible exclusion from all leadership roles, National Honor Society membership, leadership activities, organizations Additional Offenses: administrative detention/suspension</i>
Possession of obscene and offensive material	<i>Confiscation of the material and detention or suspension</i>
Smoking or possession of smoking materials and/or tobacco products, including electronic cigarettes and vaping devices.	<i>Suspension and/or attend a smoking/vaping cessation program. MIAA chemical health violation and consequences.</i>
Stealing	<i>Up to a five day suspension</i>
Tardiness to class (unauthorized)	<i>teacher detention</i>
Threats, assaults or harassment directed at student, staff member, or the school community	<i>suspension up to ten days or expulsion possible</i>
Inciting other students to act with physical violence toward any other person	<i>detention to 10 day suspension</i>
Throwing snowballs or any other object that may injure others	<i>detention or suspension</i>
Truancy	<i>1st and 2nd: ISS; Subsequent offenses, OSS 1-5 days</i>
Unauthorized leaving school in automobile	<i>driver and/or student owner loss of parking privilege for 60 days and/or detention or suspension</i>
Unauthorized use of automobile	<i>up to 30 days loss of privilege to drive and park on school grounds</i>
Uncooperative or inappropriate behavior that results in the disruption of the educational process or a school event/activity.	<i>detention to 10-day suspension</i>
Vandalism	<i>detention or suspension and full restitution</i>
Violation of the dress code policy	<i>detention/suspension</i>

DETENTION

Teacher, office and administrative detention will come before any extracurricular activity, outside employment, etc.

Office detention will begin promptly at 2:35 P.M. and will end at 3:10 P.M. in SR261. Students tardy for office detention may be given an additional detention period. Students will report to the detention hall with **school work and are expected to be silent**. Extra help sessions may not be attended in lieu of office detention.

Administrative Detention will begin promptly at 2:35 p.m. and will end at 4:00 p.m. in a room designated by the office. Administrative Detention will run one or two days a week as needed, and the student expectations are the same as office detention. If a student skips an Administrative Detention, the Assistant Principal may conduct a meeting with the student and parent/guardian.

Office and Administrative Detentions may, however, be postponed by the Principal or Assistant Principal/Dean of Students for extra help sessions and other important meetings to include S.A.D.D., Student Awareness, Student Council, NHS, etc. In the case of an extra help session being attended, the note from the extra help teacher must be brought to the office as soon as the session is over.

2020-2021 Canton Public Schools Student/Family Handbook Appendix

School Committee

Chairperson	Kristin Mirliani
Vice Chairperson	Kristian Merenda
Secretary	Nichola Gallagher
Board Member	Maureen Moran
Board Member	Charles Rae

Central Office Administration

Superintendent of Schools	Dr. Jennifer Fischer-Mueller
Assistant Superintendent of Schools	Derek Folan
Director of Student Services	Dianna Mullen
Assistant Director of Student Services	Mehan Byrne
Business Administrator	Barry Nectow
Director of Teaching and Learning	Deborah Rooney
Director of Technology and Digital Learning	Julianne Shore
Facilities Director	Brian Lynch
Food Service Director	Martha Lawless
Nurse Leader	Elizabeth Nightingale
Technology Administrators	Mike Wentland
	Mike Barucci

*****Yellow highlights indicate changes from the prior year district appendix***

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Strategic Framework 2018 – 2023

CANTON PUBLIC SCHOOLS

Our Vision To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens

Our Mission Canton Public Schools is an educational community that seeks to blend academic growth with the social development of every child. Our goal for every child is to be a successful learner and to accept mistakes as a step in human growth.

Our Core Values Academic Excellence and Rigor; Inclusive and Engaged Community; Respectful and Responsible Relationships; Continuous Reflection and Improvement

Long-term Strategic Objectives

<p>1 Achieving Educational Excellence & Ensuring Equity</p> <p>To attain educational excellence across all schools, in every classroom, every day, in support of consistently high growth and outcomes for every student</p>	<p>2 Cultivating School Climate & Culture</p> <p>To create and sustain a school climate and culture that support a rich educational environment for all students and staff</p>	<p>3 Transforming Teaching & Learning</p> <p>To create rigorous, relevant, and contemporary learning experiences so that the PreK-12 journey supports student development and prepares students for their futures</p>	<p>4 Achieving District Excellence</p> <p>To develop state-of-the-art operational systems that assure access to high-quality resources, including facilities, aligned to our educational vision, equitably distributed, and utilized efficiently</p>
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Rationale for Long-term Strategic Objectives

<p><i>Our commitment to educational equity requires that we identify unconscious and implicit biases and the impact they have on our students, families, and staff.</i></p> <p><i>Educational excellence is our expectation that every student will demonstrate high levels of growth and achievement.</i></p> <p><i>We foster educational excellence through high-quality teaching, strong systems of support and enrichment, and aligned, compelling curricula.</i></p>	<p><i>As student learning is inextricably linked to a school's social environment, adults have a collective responsibility to build a positive climate and culture in all of our schools.</i></p> <p><i>We must pay careful attention to, model, and provide explicit instruction in the social-emotional skills that contribute to a healthy climate and culture and support overall student well-being.</i></p>	<p><i>Public education exists not only within the context of our local Canton community but also within the larger context of our global society.</i></p> <p><i>As the world experiences rapid and dramatic changes in technology, the economy, and society, the traditional paradigm of teaching and learning is also changing.</i></p> <p><i>More than ever, we must teach our students to collaborate skillfully, to maintain a growth mindset, and to seek and make use of new knowledge.</i></p>	<p><i>The District serves as the overarching, mission-driven organization that creates the conditions necessary for educational excellence.</i></p> <p><i>As public servants, staff embody a professional culture that is notably responsive and respectful with the community and among each other.</i></p> <p><i>District staff oversee all system operations, including staffing, finances, and facilities. Effective management allows for a focus on our primary mission: teaching and learning.</i></p>
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Long-term Strategic Objectives

1 Achieving Educational Excellence & Ensuring Equity	2 Cultivating School Climate & Culture	3 Transforming Teaching & Learning	4 Achieving District Excellence
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Strategic Areas of Focus

<p>1.1 Educational Equity</p> <p>Identify and eliminate obstacles and barriers (ideological, institutional, interpersonal, and internal) to student learning and growth</p> <p>1.2 Educational Excellence & Continuous Improvement</p> <p>Establish targeted outcomes; comprehensively monitor and analyze growth and achievement; identify effective strategies for teaching and learning, including systems of support and extension</p> <p>1.3 Excellent Educators for Every Student, Every Day</p> <p>Ensure all adults have the skills and knowledge necessary to meet the academic and social emotional needs of every student through ongoing, differentiated adult learning; recruit and retain high-quality staff reflective of student demographics; utilize an evaluation system that promotes growth and accountability</p> <p>1.4 Equitable Access to High Quality Instruction</p> <p>Ensure every student, every day, receives high-quality instruction and support in the least restrictive environment possible; promote inclusive classrooms and school that benefit all students</p>	<p>2.1 Social Emotional Learning</p> <p>Develop PreK-12 SEL competencies and curricula as foundational support for student well-being in schools that are safe, welcoming, and inclusive</p> <p>2.2 Behavioral Intervention</p> <p>Develop PreK-12 behavioral intervention strategies that enrich school climate and culture; promote student self-management and self-awareness as a member of the school community</p> <p>2.3 Professional Culture</p> <p>Build adult professional communities committed to the district’s vision and mission by fostering educator voice and agency and by creating the conditions necessary for educators to learn with and from each other</p> <p>2.4 School Safety</p> <p>Provide safe facilities and appropriate learning environments that support a sense of security and comfort for students and staff; employ emergency/crisis management plans and practices</p>	<p>3.1 Designing Student Learning & Growth</p> <p>Design engaging and relevant instruction; integrate technology to create transformational learning experiences for every student</p> <p>3.2 Student Agency, Voice, and Ownership of Learning</p> <p>Implement organizational structures and processes that strengthen student agency, student voice, and student ownership of learning</p> <p>3.3 Educators’ Creativity & Innovation</p> <p>Nurture educators’ creativity, promote opportunities for innovation, and support the ongoing development of a growth mindset among educators; develop opportunities for teacher leaders to serve as catalysts for the advancement of teaching and learning</p>	<p>4.1 Indicators of Excellence</p> <p>Create our CPS identity, targets for improvement, and criteria for accountability by developing Indicators of Excellence with metrics, benchmarks and strategies; share with the public annually</p> <p>4.2 Facilities</p> <p>Complete facilities master plan and educational visioning; develop facilities that inspire widespread transformation in student learning; determine the immediate and short-term decisions, timeline, and resources needed for our long-term plan</p> <p>4.3 Financial Responsibilities</p> <p>Develop and implement processes and tools that ensure transparent budgeting and a comprehensive budget document; link fiscal resources to student outcomes</p> <p>4.4 Mission-Driven Organization & Operations</p> <p>Develop efficient operational systems and organizational structures that nurture a coherent, mission-driven organization that creates the conditions necessary for excellence across all schools and programs</p>
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Indicators of Excellence: Criteria that measure success toward meeting Strategic Framework objectives

Student Learning Outcomes

Student School Experience

District Responsibilities



Letter from the Superintendent

September 7, 2020

Dear Canton Parents/Guardians and Students,

This is a start to school like no other. The CPS staff have been working tirelessly to prepare for the reopening of school for all students on September 16, 2020. The School Committee and Canton Teachers Association believe that a phase-in hybrid approach is the better way to start school in such an uncertain time. To best support all students and staff during remote learning, hybrid or all-in, with all safety precautions in place regardless of the model of teaching and learning at that time, the sSchool Handbooks and District Appendix provide information outlining important expectations and common practices across the school system.

Regardless of the unique nature of this school year, our Strategic Framework stands strong. The Long-Term Strategic Objectives are the overarching goals with the more specific Strategic Areas of Focus and the individual School Improvement Plans serving as areas for more detailed planning and action.

Also, in the planning and development of the Comprehensive School Reopening Plan approved by the School Committee on August 6, 2020, we committed ourselves to:

- Student and staff safety
- Equity and advancing excellence
- Rigorous, high quality teaching and learning
- Students' authentic sense of belonging and joy
- Communication and collaboration with stakeholders
- Continuous improvement and reflection
- Adaptive and innovative approaches

The School Reopening Plan provides many details regarding specifics of this year. Like every other year, policies, laws and regulations change, and we adjust our District Appendix and School Handbooks. I strongly encourage you to carefully review these documents including the accompanying signature page to express your understanding of these expectations.

Please contact your school's Principal if you have any questions, comments or concerns so that we can improve our communications with you and better serve every student within the Canton Public Schools.

Respectfully,

Jennifer Fischer-Mueller, Ed.D

Superintendent



GENERAL INFORMATION

Residency and Registration Policy (School Committee File JF-E)

A. Residency Requirements

Only children of school age who actually reside in the Town of Canton are entitled to attend the Canton Public Schools (M.G.L., c. 76, s. 5). “Residence” is the primary place where a person dwells permanently, and is the place that is the center of his or her domestic, social, and civic life. Temporary residence in the Town of Canton for the purpose of enrolling in the Canton Public Schools, shall not be considered residency. (M.G.L. c. 76, s. 6). Persons who are found to temporarily reside in Canton for the special purpose of enrolling in the Canton Public Schools will be dismissed immediately from the Canton Public Schools and the parent(s), guardian(s), or others may be jointly and severally liable to the school district for tuition and other costs and fees.

Before any student is assigned to or attends any Canton public school, the student’s parent or legal guardian must provide documents demonstrating proof of permanent residency in Canton. The student cannot be enrolled until residency is established. Residency can, and does, change for students and their families, therefore the Canton Public Schools reserves the right to request additional, updated information at any time, and to routinely verify the residency of students entering grades preschool, kindergarten, six and nine. The Canton Public Schools will implement administrative procedures consistent with this policy.

Exceptions to the residency requirements include:

- (1) students whose families move out of town during their senior year of high school;
- (2) students in any other grade whose families move out of town after April 1st, who would like to finish the current school year and who pay the daily per pupil cost to remain enrolled and any future costs the District incurs on student’s behalf;
- (3) students for whom another community or state agency may pay approved tuition rates; and
- (4) homeless students entitled to a free, appropriate public education in accordance with the provisions of the McKinney-Vento Homeless Education Assistance Act. (See Policy JFABD for additional details). Decisions regarding residency may be appealed to the Superintendent of Schools who may exercise discretion if the situation warrants it. The Superintendent’s decision shall be final.

B. Investigation

Once the student has enrolled, school principals are required to look into situations in which there is reason to believe that the phone number and the address do not appear to be authentic. The principals will report questionable situations to the Superintendent or his/her designee.

The Canton Public Schools may conduct an investigation into the residency of any student at any time. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may authorize a home visit and/or utilize the Canton Police Department or private investigator to further investigate a residency concern.

C. Removal of Non-Resident Students

If it is discovered that a Canton student is a nonresident, the student's parent or legal guardian will be notified of the violation and instructed to enroll the student in the school district of the city or town where he or she actually lives. Failure to transfer the student out of the Canton Public Schools within five (5) school days will result in the student's immediate dismissal from the Canton Public Schools, unless there are fewer than ten (10) school days left in the marking period/school year; in which case, the student will be transferred at the end of the marking period/school year.

A student, other than a high school senior, who becomes a non-resident on or after April 1st, may elect to pay the daily per pupil tuition cost, plus any future costs the district incurs on student's behalf, and complete the rest of the school year in his/her present school. Only students whose families move out of town during their senior year of high school will be allowed to complete the school year tuition free.

D. Tuition

When a violation is determined, the Canton Public Schools will take action to recover tuition and other costs expended on behalf of the child during the period of non-residency. Parent(s), guardian(s), and other(s) may be jointly and severally liable to the Canton Public Schools for the student's tuition and other academic or related costs, as well as any investigation costs or legal fees incurred by the District as a result of any violations.

E. Elementary Neighborhood Schools

Students shall attend their neighborhood elementary school unless there is a space issue, bullying issue, necessary special needs education classroom, or any Superintendent determined compelling reason.

RESIDENCY AND REGISTRATION PROCEDURES

- a. The procedure for registering students is as follows:

Proof of residency is required to enroll and to remain in the Canton Public Schools. All applicants must submit at least one document from each Category. Students over 18 years of age not residing with a parent or guardian/proxy must provide proof of residency as required below. Separate provisions are provided for students covered under the Homelessness Act (MGL c.76S5).

- b. All students new to the Canton Public Schools must register online at www.CantonMA.org/registration. Parents, guardians or state-agency appointed proxies

are required to complete the online registration process. Building principals or an appointee will receive a copy of the registration form and verify home addresses and telephone numbers.

- c. Any irregularities shall be reported to the Central Office for follow-up action. If any living arrangements change, it must be reported to the school department immediately.
- d. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may utilize the Canton Police Department to further investigate a residency concern.

Required Categories for Proof of Residency

Category 1	Category 2	Category 3
<ul style="list-style-type: none"> ● Copy of most recent mortgage payment ● If you no longer pay a mortgage on your home, you must submit a copy of the property deed or a copy of the discharge of mortgage. ● Purchase and Sales Agreement ● Property tax bill ● Copy of Lease (including BHS and HUD leases, student name must be included on lease) <u>and</u> record of most recent rent payment.* <p>* You must submit both of these documents.</p>	<p>Utility bill or work order within the past 60 days:</p> <ul style="list-style-type: none"> ● Gas bill ● Oil bill ● Electric bill ● Cable bill <p>If you live in a household where all utilities are in someone else's name, and if this is noted on your lease or affidavit, then you may submit a utility bill in the name of the homeowner.</p>	<ul style="list-style-type: none"> ● Copy of a valid government issued photo identification, e.g., Massachusetts driver's license or state issued ID card with a valid Canton, MA address on it. <p>Dated within the past year:</p> <ul style="list-style-type: none"> ● W-2 form (private information may be blocked out) ● Vehicle registration ● Excise tax bill



The Family Education and Privacy Act Massachusetts Student Records Regulations

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (“Regulations”) together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the building principal.

(a) The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H (“Section 34H”) law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. Information about these procedures can be obtained from the building principal.

(b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

(c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Canton Public Schools and who need access to a record in order to fulfill their duties. Such school officials may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with regard to the use and maintenance of education records. The Canton Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials, so long as the disclosure is for purposes related to the student’s enrollment or transfer.

As required by law, the Canton Public Schools routinely releases the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request and the name and address of students to third party mail services that have been approved by the Department of Elementary and Secondary Education upon the request of a district or charter school. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the building principal. Absent the receipt of a written objection from the parent/eligible student by at least two weeks from the date of the notice, this information will be released without further notice or consent.

(d) The **right to file a complaint** concerning alleged failures by the district to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.



Protection of Pupil Rights Amendments

The Canton Public Schools adheres to the Protection of Pupil Rights Amendment (PPRA), a federal law that affords parents and eligible students (those who have reached the age of 18) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. An overview of these rights follows:

a. Consent to federally funded surveys concerning “protected information.” Schools must obtain written consent of the parent or eligible student prior to requiring the student to participate in a survey that is funded in whole or in part by a program of the United States Department of Education (USDOE) if the survey concerns one or more of the following protected areas of information (“protected information survey”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

b. Opt out of certain surveys and exams even if not federally funded. Parents and eligible students must receive notice of any of the following activities and have the right to opt out of them.

1. Any protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;¹

^{1/} Mass. Gen. Laws §71, §57 requires schools to conduct physical examinations of students “to ascertain defects in sight or hearing, postural or other physical defects tending to prevent his receiving the full benefits of his school work and to ascertain physical defects of the feet which might unfavorably influence the child’s health or physical efficiency.”

3. Activities involving collection, disclosure, or use of personal information^{2/} obtained from students for the purposes of marketing or selling or otherwise distributing the information to others.^{3/}

c. Inspect certain materials. Upon request, parents and eligible students have the right to inspect the following before the school district administers or uses them:

1. Protected information surveys of students;
2. Surveys created by a third party.
3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
4. Instructional materials^{4/} used as part of the educational curriculum

d. Receive notification of the district’s policies on the PPRA. After consultation with parents, the Canton Public Schools has adopted the following policies to implement the PPRA:

Notice of Rights The Superintendent will arrange for direct notice to parents/eligible students of this policy at the beginning of each school year, either through the U.S. Mail or e-mail, and will provide updates within a reasonable time period after any substantive changes. The Superintendent may also include notice of this policy along with other routine legal notices in one or more local newspapers.

Notice of Activities The Superintendent will arrange for direct notice to parents/eligible students at least annually at the beginning of the school year of the activities or surveys identified in the PPRA that the Canton Public Schools anticipates conducting. The Superintendent will provide parents/eligible students with consent forms or the opportunity to opt a child out of activities, if applicable.

Inspection of Materials Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the building principal. The building principal will respond to requests within ten calendar days. Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.

^{2/} Personal information is defined as individually identifiable information including a student or parent’s first and last name; home address; telephone number; or social security number. 20 USC §1232h (c)(6)(E).

^{3/} The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: college or other postsecondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low-cost literacy products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide genitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student; the sale by students of products or services to raise funds for school-related or educational-related activities; student recognition programs.

^{4/} The term “instructional materials” is defined as instructional material that is provided to the student, regardless of format, including printed or representational materials, audio visual materials (such as materials accessible through the internet.) The term does not include academic tests or academic assessments. USC §1232h(c)(6)(A).

Protections of Student Privacy The Superintendent will insure that procedures are in place to protect student privacy in the administration of protected information surveys and in the collection, disclosure or use of personal information for marketing, selling or other distribution purposes.

Parents or eligible students who believe their rights under the PPRA have been violated may file a complaint within the district by contacting Stephanie Shapiro at shapiros@cantonna.org or 781-821-5060 ext 2107. Complaints may also be filed with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605



ACADEMICS

Academic Freedom

The School Committee seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society as set forth in the Constitutions of the United States and the State.

Constitution of the Commonwealth of Massachusetts

Attendance Pupil Absence Notification Program

Chapter 76 Section 1 MGL

According to Chapter 76 section 1 of the Massachusetts General Laws, each school shall have a policy of notifying parent or guardians within 3 days of an absence if the school has not received notification of the absence. Additionally, parent or guardians will be notified of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year.

Chapter 76 Section 2 MGL

Under Massachusetts State Law, Chapter 76, Section 2 provides for duties of parents as follows: Every person in control of a child shall cause him to attend school on a daily basis and, if he fails to do so for seven days sessions or fourteen half-day sessions within a period of six months, he shall, on complaint by a supervisor or attendance officer, be punished.

The principal, or designee, will make reasonable effort to meet with the parents of any child who has 5 or more unexcused absences. The purpose of this meeting will be to develop action steps to improve the student's attendance.

Philosophy

It is our expectation that students will be in attendance on a daily basis, unless they are ill. We firmly believe, and national educational data supports, that regular attendance and academic achievement go hand in hand. Students need to be in the classroom to benefit from instruction and from interaction and exchange of ideas with peers. The Canton Public Schools strive to build a community of learners and this community is hindered when students are absent.

Excessive absences or tardiness can lead to incomplete and unsatisfactory work, increased difficulty in meeting class and curricular standards, and lower course grades. Developing a positive attendance/school habit begins in Kindergarten.

Along with regular attendance, students need to be on time and prepared for the day. It is the legal responsibility of parent/guardians to ensure good attendance. It is not possible for the student to make up or duplicate the classroom learning experiences missed during absences. Because learning is an interactive process among students, their peers, and teachers, absences affect individual students and the class as a whole. Parents or guardians of those students displaying irregular attendance or frequent tardiness will be notified of our concerns by phone, mail and/or email.

Notification by Parent/Guardian that their Child will be Absent

The parent/guardian will contact the school using the extension and time referenced in the procedure, to call in their student absent or late to school.

Notification by Parent/Guardian not Received (Daily Absences)

Step 1: If a message has not been left, school personnel will call parents/guardians and/or emergency contact person after the start of school. **This call does not replace the need for parents to call on the day of the absence. Additionally, at the elementary level, the child must bring in a signed written note the day the students returns to school.**

Step 2: If a message has been left for the parent/guardian and school personnel do not receive a call back from the parent/guardian or emergency contact person, the district reserves the right to contact Home/School Interventionist and/ or police to request a home well check visit. Typically, the school will contact the Home/School Interventionist or police within 90 minutes of the opening of school.

Step 3: School personnel will speak to and/or meet with family when contact is made to address need for better means of communication.

Notification to Parent/Guardian of Excessive Absences

Step 1: Each year, the school will email/ send letters to families after five absences.

Step 2: State Guidelines mandate that a school investigate when a student is absent for more than seven (7) school days or fourteen (14) half days within a six month period. Upon completion of an investigation, if the school determines the absences are not related to a child's health, a complaint may be filed with the Juvenile Division of the Dedham District Court. This court office is responsible for handling concerns regarding school attendance. Before any court is notified, a warning letter will be sent home and parents will be asked for documentation explaining the absences, followed by a request to come in for a meeting with guidance counselors and school administrators or designee.

Step 3: (Specific to Canton High School Students): Attendance reports on all students at CHS will be run at each term for each class. Those students with 7 or more absences will meet with administrators to create an action plan. Failure to complete an action plan could result in loss of credit.

Notification to Parent/Guardian of Excessive Tardies

Step 1: Student/Parent will be contacted by a school administrator regarding excessive tardies.

Step 2: Administration will meet with student and parent/guardian and a correction plan will be put into place with required follow up.

Vacations and Absence Due to Non-Medical Reasons/Inclement Weather

It is important for children to receive continuous instruction on a daily basis while school is in session. Each day of instruction missed sets a child back and creates added pressure on the child and on the school. The school calendar is published far in advance of the school year to help parents plan family trips so that they can coincide with school vacations. Parents are urged to comply with the school calendar.

The district discourages families from planned absences/family vacations and reminds them that teachers are not required to provide advance homework when students and their families plan a vacation when school is in session. It is the student's responsibility to make up the missed work and he/she will have as many days as missed to make up work, plus one. Since assignments are based upon material which has been previously taught, work must be made up after a child returns as assignments cannot be sent home in advance.

Parents may decide not to send their children to school given severe weather conditions. Such absences are **EXCUSED**. Student(s) absent for any such reason will be given the full opportunity to make-up all work for that day.

ENGLISH LANGUAGE LEARNERS

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance.

The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Dept. of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with the No Child Left Behind Act.

20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)

42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)

If there is a request for translation, please contact your school's ELL department.

Electronic Devices

The technology mission of the Canton Public Schools is to ensure that technology is an integral component of our educational community, enhancing learning, instruction, communication and information management. To meet this mission, networked computers, wireless devices, non-networked computers, peripheral equipment, as well as other forms of technology are made available for student use. It is the goal of the district to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication for the purpose of encouraging educational excellence.

Technology use that is integrated into school curriculum fosters information retrieval skills, encourages critical thinking skills, collaboration and provides educational opportunities. Technology access is a privilege, not a right. Along with this privilege, come certain responsibilities for all users. The school district provides access to all electronic devices for educational purposes only. All users must conform to the terms and conditions established by the district. Students and parent/guardians are responsible to read and sign the Responsible Use Policy each year with the understanding that no technology access will be provided to any students who fail to sign and return the policy.

Canton Public Schools Responsible Use Policy (RUP) Guidelines for Students

Responsible Use Policy (RUP) Guidelines for Students

The Canton Public Schools ("CPS" or "District") endeavors to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication, with the goal of encouraging educational excellence. Thus, the District seeks to ensure that technology is an integral component of our educational community. Equipment made available for student use includes networked computers and wireless devices with internet/Intranet access, peripheral equipment, as well as other forms of technology. CPS technology access includes, but is not limited to, the CPS Network, the internet, instructional database subscriptions, wireless devices, networked equipment and other technologies that may become available for student use over time.

GSuite for Education Student Accounts

Students in grades **K-12** are assigned a GSuite for Education (formerly Google Apps for Education) account. In addition, students in grades **K-12** are assigned a Canton Public Schools Gmail account for educational use only. GSuite is a suite of web-based software applications that allow for the creation and collaboration of documents, spreadsheets, presentations, websites, email and much more. The benefits for teachers and students include the ability to collaborate and communicate on projects and assignments in real-time online. Students will also have access to their files in Google Apps anywhere they have internet access at any time on just about any type of device. Many teachers use Google Classroom as a learning management platform that allows students to access class content and assessments, turn in completed work, and as a digital library for classroom resources.

Students will follow school policies for appropriate use when using any internet-based services like Gsuite Apps, including Gmail. These services are considered an extension of the school's network. Students have no expectation of privacy in their use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement. Students should never share personal information online in public spaces including their assigned GSuite account.

For more information on Google's privacy and security, please [click here](#)

Purpose of the Responsible Use Policy: The purpose of the District’s Responsible Use Policy (RUP) Guidelines is to promote positive digital citizenship for our students, a citizenship that involves accessing appropriate resources and using electronic devices safely and effectively. It also seeks to avoid unauthorized access or disclosure of sensitive, confidential and proprietary information and avoid unlawful activities. The RUP Guidelines apply to student use of computers, internet, wireless devices, instructional database subscriptions, electronic mail and all other forms of electronic equipment or communication provided by the District/network, regardless of the physical location of the user. Thus, the RUP Guidelines apply even when a student uses District-provided equipment or accounts while not on school property and/or uses non-District devices to access the District network or databases.

Canton Public Schools Responsibilities:

The Responsible Use Policy is based on our requirement by Children’s internet Protection Act (CIPA, 2017) to support our protection measures to block and filter internet access to obscene pictures and sites that are harmful to minors. In addition, our internet safety policy must include the monitoring of online activities of minors, we must provide education to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response (CIPA, 2017). Since students may be using the district’s technology at home more, a web filtering system will be deployed to each device used outside the school district. However, even with the best of intentions to monitor and filter the internet and online material and content, there are no guarantees that your child might access, acquire or transmit inappropriate content. The Canton Public Schools cannot be held liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools’ computer network and/or the internet.

The District’s system network, computers, technology devices, and information technology is the property of the District and is subject to inspection at any time and without prior notice. **Users have no expectation of privacy in the use of the District’s system network, computers, technology devices, and information technology.** Canton Public Schools reserves the right to monitor, inspect, copy, review and store any and all use of the internet, the District’s system network, computers, technology devices, and information technology, including, but not limited to a student’s district provided Google account and all other software used for teaching and learning for the District.

CPS technology access for students in Canton is a privilege, not a right. With this privilege, come certain responsibilities for all users. All users must conform to the responsibilities established by this District policy.

Student Responsibilities:

I am responsible for practicing positive digital citizenship

- I understand that CPS Technology is provided only for the purpose of my participation in CPS educational programs.
- I will ensure that my interactive contributions to websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technologies are designed to maintain a productive and appropriate educational environment for other students and staff.
- I will be honest in all digital communication, including accurately identifying my own postings and contributions.
- I understand that what I do and post online must be consistent with maintaining a safe and secure school environment for all.
- I understand when given permission to access another individual’s personal accounts, I am still responsible for my actions when accessing these accounts.
- I will use school appropriate language in all electronic communications, including email, social media, audio recordings, video conferencing, and artistic works.

I am responsible for keeping personal information private

- I will not share personal information about myself or others including, but not limited to: name, home address, telephone numbers, birth dates, usernames, passwords or visuals such as pictures, videos, or drawings.
- I will not meet anyone in person that I have met only on the internet.
- I will be aware of and adhere to privacy settings on websites that I visit.

I am responsible for my passwords and my actions on District accounts

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others without permission.
- I will log out of my accounts and equipment to ensure my privacy and security.
- I will log out of unattended equipment and accounts if another student hasn't logged off in order to maintain their privacy and security.
- I understand that technology can be interrupted and unpredictable and will use multiple means to save and backup my information.

I am responsible for treating others with respect and dignity

- I will not send and/or distribute hateful, discriminatory, harassing digital communication, or engage in inappropriate sharing of images.
- I understand that bullying and harassment in any form, including cyber bullying, is unacceptable.

I am responsible for accessing only educational content when using District technology

- I will not seek out, display, or circulate material that is deemed hurtful, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network and equipment for illegal, political, or commercial purposes is strictly forbidden.
- I understand that the District has internet filters and will immediately notify District personnel if inappropriate content is accessed.

I am responsible for respecting and maintaining the security of the District electronic resources and networks

- I will not gain unauthorized access or violate District security settings and filters, including the use of proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or applications on any District computers, tablets, chromebooks, smartphones, or other new technologies.
- I will not access my personal data plan on my own device during the school day to participate in classroom assignments or activities. Personal data plans do not have District filters.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling District equipment

- I understand that vandalism in any form is prohibited.

- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will report any misuse of the CPS Network and all other technology. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or their property.
- I will take care of the physical condition of the District equipment.
- I will only make modifications to system or software settings with District equipment when instructed by school personnel.

I am responsible for respecting the works of others

- I will follow all copyright (<http://copyright.gov/title17/>) guidelines, and properly cite all sources.
- I will not copy the work of another person and represent it as my own.
- I will not download illegally obtained music, software, applications, and other works.

I am responsible for personal technology when I bring in my own device (BYOD) to the school’s buildings.

- I understand that I am responsible to safeguard my own equipment.
- I will only use my equipment when the teacher has given me permission. At the elementary level, the use of cellphones is prohibited during the school day. Students who bring cellphones to school must keep them turned off, and cell phones must remain in their backpack at all times. Cell phones may be used for emergencies only under the direction of school personnel. When electronic devices are needed to access the curriculum, teachers will provide them. Elementary students do not need cell phones during the school day.
- I know that I am not to use any other student’s equipment without permission of that specific student.
- I will only access the District wireless capabilities, not my personal data plan, when using my equipment because of the appropriate filtering for my educational research.

Parent/Guardian and Student Responsibilities:

I am responsible for my actions and will refrain from recording any video conference remote lesson, or any virtual meeting involving Canton educators, staff, or students

- In accordance with state and federal laws, staff, students, and parents/guardians must refrain from recording any video conference remote lesson or any virtual meeting involving Canton educators, staff, or students.
- I acknowledge that it is a violation of the law to record without the consent of every participant.
- Anyone found in violation of this policy may result in suspension or revocation of their email account or independent access to the internet, school disciplinary action and, if warranted, referral to law enforcement authorities.

Terms and Conditions of the CPS Technology Responsible Use Policy:

The signature for this Responsible Use Policy is included on the Canton Public Schools Student/Family Handbook signature page. By signing the CPS Responsible Use Policy (RUP) Guidelines on the handbook signature page, I am acknowledging my understanding of my responsibilities outlined above. I also agree to the following statements:

- *I give permission for my child to have access to the internet that corresponds with their grade level I have discussed with my child regarding the responsibilities with the use of the Canton Public Schools internet access and materials.*
- *My child understands and agrees to follow the Responsible Use Policy for Canton Public Schools.*

- *I will not hold the Canton Public Schools liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools' computer network and/or the internet.*
- *I understand that any violation by my child of the terms of the Responsible Use Policy may result in suspension or revocation of their email account or independent access to the internet, school disciplinary action and, if warranted, referral to law enforcement authorities.*

The school district **may not** provide access to any student who fails to sign the Responsible Use Policy

Field Trips

Students participating in a school-sanctioned trip are required to have the school permission form completed, signed by a parent or guardian, and returned to the faculty supervisor as directed. At this time, students are also required to submit any money necessary to meet expenses.

1. Students will not be allowed to participate in a field trip if it is felt that their participation will be detrimental to the successful completion of any assigned school work unless otherwise addressed with their teacher(s).
2. Students attending field trips are not only responsible for all class material presented the day of the field trip in all of the classes that they miss, but are also responsible for submitting, before leaving the school, any previously assigned work due that day.
3. All school rules remain in effect during a field trip.
4. A list of students attending the field trip will be submitted to **three weeks for day trips and 45 days to overnight trip prior** to the trip to determine if medication or accommodations are needed. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parents(s) of students with certain health care needs may be offered preferential attendance as a chaperone on a field trip.
5. If medication is needed or may be required on a field trip, the medication administration plan must be completed by the student's parents/guardians and physician and be on file in the nurse's office. If appropriate documentation and medication are not on file they will not be allowed to attend the field trip. The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip.
6. Students going on a field trip must be in school at the start of the school day. Any student who is tardy to school may lose their opportunity to attend the field trip.

Home or Hospital Instruction

Upon receipt of a physician's written order that a student must remain at home or in hospital on a day or overnight basis for medical reasons for a period of not less than fourteen school days during any school year the principal or designee will arrange for the provision of educational services in the home or hospital. The medical statement from the physician must include, at a minimum, the date the student was admitted to a hospital or confined to home, the medical reason and expected duration of the confinement, and what medical needs should be considered in planning the student's educational services.

The services will be provided with sufficient frequency to allow the student to continue progressing in his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal will coordinate such services with the Special Education Administrator for students who are eligible for special education. Home/hospital services are not considered special education unless the student has been determined eligible for special education and the home/hospital services are included on the student's IEP.

If, in the opinion of the student's physician, a student eligible for special education services is likely to remain at home, in a hospital, or in a pediatric nursing home for medical reasons for more than 60 school days in any school year, the Special Education Administrator will without undue delay convene a Team to consider evaluation needs, and, if appropriate, to amend the existing IEP or develop a new IEP suited to the student's unique circumstances.

Homeschooling

The Massachusetts General Laws require the school district to determine that a Homeschooling program is equal to public schooling "in thoroughness and efficiency and the progress made therein" prior to approving such a program.

When a parent/guardian of a child between the ages of 6 and 16 wishes to establish a home-based educational program, the procedures set forth below must be followed. Prior to removing the child from public school, the parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment. The following must be included with the notice:

1. The name, age, place of residence, and number of hours of attendance of each child in the home program;
2. Information about the academic or other qualifications of the individuals who will be teaching the children;
3. The proposed curriculum and the number of hours of instruction in each of the proposed subjects;
4. Names and description of textbooks, workbooks and other instructional aides to be used by the children. The administrator may request access to such materials if necessary to assess the level of instruction in comparison to curriculum of the public schools.
5. Proposed method of assessing each child's progress, to include periodic testing or, in the alternative, an agreed upon form of evaluation, and plans for providing the required portfolio of learning at the end of the school year.

A student being educated in a home-based program within the district may participate in after school athletics, clubs, and any other optional activities, subject to the same enrollment and behavioral criteria as other students. Any student who participates in athletics through the public schools is required to provide requested records of health and immunization and to purchase accident insurance.

Students in a home-based program are not able to participate in academic or enrichment activities scheduled to occur within the regular school day. (M.G.L. 69:1D; 76:1)

Pregnant Students

The Canton Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Canton Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

(M.G.L. 71:84, Title IX: 20 U.S.C. § 1681, 34 CFR §106.40(b))

Promotion and Retention of Students

The School Committee is dedicated to the continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, portfolios of student work, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians.

In the K-5 and middle schools, the final decision with respect to promotion will rest with the building Principal. Policies for promotion in the high school will be printed in Student Handbooks, after approval by the School Committee.

Students Who Permanently Leave School

G.L. c. 76, § 18, sets forth the process for establishing that a student age 16 or older has permanently left school. The statute requires that the administrator of the school last attended by the student:

- Send notice within a prescribed timeline from the student's tenth consecutive absence to the student and parent or guardian in both the primary language of the home, to the extent practicable, and English, which contains information prescribed in the statute. Among other things, the notice must initially offer at least 2 dates and times for an exit interview.
- Convene an exit interview which may proceed without the parent or guardian if the superintendent or designee has made a good faith effort to include the parent or guardian.
- Include a team of school personnel in the exit interview such as the principal, guidance counselor, teachers and other relevant school staff, and give the student information about the benefits of earning a high school

diploma, the detrimental effects of leaving school, and alternative education programs and services available to the student.

- For the first 2 years following the student's withdrawal from Canton High School, the district sends annual written notice by first class mail to the last known address of a former student who has not earned a competency determination and has not transferred to another school. The notice informs the student of the availability of publicly funded post-high school academic support programs and encourages the student to participate in those programs.

Transfers and Withdrawals

Students who are transferring to another school at any point throughout the school year must let the building administration know and submit a [Release of Student Information Form](#) and provide the contact information for which to send their records. Consistent with the 603 CMR 23.07 (4)(g), Canton Public School will forward the student's student record to the school the student seeks or intends to enroll. Students must clean out their personal spaces and return all of their textbooks to their respective teachers.

For students transferring to the Canton Public Schools, a request for a copy of the student's student record will be made to the student's former school at the time of registration. Incoming students and their families must submit a [Release of Student Information Form](#) to avoid any delay in Canton's receipt of these records.

Parents and Guardians: Please note that the school has the authority to release relevant student record information without your prior consent, or the consent of the eligible student, in certain circumstances including:

- To the Department of Children and Families: in cases of suspected child abuse or neglect (603 CMR 23.07(4)(c));
- To federal, state and local education officials: whose duties require access (603 CMR 23.07(4)(d));
- To appropriate parties in connection with a health or safety emergency: including weapons reports (Mass. Gen. Laws, Chapter 71, Section 37L; 603 CMR 23.07(4)(e)); or
- To a student's new school: Consistent with the Education Reform Act, schools have the authority to transfer a student's complete record to the new school, without prior consent, as long as notice is provided that the school the student is leaving forwards student records. (603 CMR 23.07(4)(g)).

[This document is your notice that the Canton Public School District forwards student records to schools in which a current or former student seeks or intends to enroll.](#)

Wellness Education

Wellness education includes classes in Physical Education, Health, and Family and Consumer Sciences. The Canton community recognizes that lifetime wellness, social/emotional skills, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. Our Wellness curriculum is aligned with the Massachusetts Comprehensive Health Curriculum Frameworks, National Health Education Standards and the National Physical Education Standards. Contact the K-12 Wellness Coordinator if you have any questions regarding our curriculum at 781-821-5050 ext. 2901.

Physical Education

All K-12 Canton Public School students are required to take Physical Education each year. The

amount of time dedicated for PE varies at each level. Elementary students have PE for forty-five minutes each week. Middle school students have PE twice in their six-day schedule for the entire school year. All 9-12 high school students are assigned PE three times in their seven-day schedule for one semester. Each PE teacher will inform students of the proper footwear and clothing required for their grade level. When weather permits, PE classes are held outside and students are expected to come to class prepared for the outdoors.

Excused Physical Activity during Physical Education

Students may be excused from participating in physical activity during Physical Education classes for an illness or injury, by providing the **school nurse** with a note from their physician or their parent/guardian that explains the reason for the excuse. Notes must not be submitted to the Physical Education teacher. For any excused participation in physical activity during Physical Education classes beyond one class period, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note. In grades 6-12, students who are medically excused from physical activity during Physical Education will be given appropriate alternative work to complete and will count towards their term grade.

Health

Students in grades K-10 are assigned Health Education each year. Elementary students have Health once each week, middle school students twice in their six-day schedule for one semester, and grades 9 & 10 students will have Health three times in their seven-day schedule for one semester. Grade 11 and 12 students may select Health courses as a part of their Wellness choice options. Health Education curriculum is skills-based and include instruction in the areas of growth and development, nutrition, reproduction/sexuality, mental health, family life, interpersonal relationships, disease prevention and control, safety and injury prevention, substance use/abuse prevention, violence prevention, consumer health and resource management, and community and public health.

Notification of Human Sexuality Education

Beginning in grade 4, age appropriate topics in human sexuality are taught in Health Education. Grades 4 and 5 health classes include units covering physical and emotional changes that occur during puberty. Parents of 4th and 5th grade students will be provided an opportunity to review the puberty units prior to implementation through an evening presentation conducted by Wellness staff. Grades 6-8 students have additional instruction in puberty, safe dating, and human reproduction. In grades 9 & 10, students will be instructed on the functions of the reproductive system, human reproduction, reducing the risk for an unintended pregnancy and sexually transmitted diseases and infections, and safe dating. Family and Child Studies, Safety and Self Defense, and Life After Canton are some of the grade 11 & 12 Wellness choice courses that may include units that specifically address human sexuality. We encourage all parents to participate in the education of their children. Parents may contact the K-12 Wellness Coordinator for information regarding the human sexuality units of instruction. It is strongly recommended that all students participate in the lessons scheduled for their grade level. Parents choosing to exempt their son/daughter from the health lessons that specifically address human sexuality must forward

written notification to the Principal and Wellness Coordinator. Students who are exempted from the lessons will not be penalized and will be provided with alternative work.



CODE OF CONDUCT

A well-ordered, friendly atmosphere in the classroom and the school is essential:

- If students are to learn to the maximum of their capacity and feel content in their environment,
- If good relations with the community are to be upheld, and
- If the total school operation is to be carried out in the best manner possible.

[Pupil discipline directly affects the quality of the educational environment. The general purpose of discipline should be to bring about a positive change in a student's attitude and behavior.](#)

[Helping establish a desirable teaching-learning situation is the work of many people: parents, pupils, teachers, administrators and the members of the school committee. The community is involved as well because habits learned or condoned in the schools will be carried over into everyday life.](#)

BEHAVIOR EXPECTATIONS

The Canton Public Schools have high expectations for student behavior as we strive to reach our goal of fostering an inclusive, reflective and engaged community. Our district emphasizes respectful relationships and uses an educational approach to discipline and asks students and families to use disciplinary action as opportunities to learn from student mistakes. *Disciplinary decisions are designed to correct or prevent undesirable behavior and to help students understand positive behavior and to take responsibility for their actions.* Student Handbooks at each level provide examples of conduct that is prohibited and school-sponsored events. However, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school-sponsored event could lead to discipline, including suspension and in some cases expulsion.

Individual teachers handle most corrective disciplinary action. This action can include a warning, a teacher/student conference, a parent/guardian conference or a lunch or after school detention. More serious infractions are reported to the administration for resolution. Procedures to be followed in the event of a suspension or expulsion are set forth below.

STATUTORY OFFENSES: CONDUCT THAT MAY LEAD TO EXPULSION UNDER M.G.L. c. 71, §37H and 37H½

1. Weapons, Drugs and Assaults

Under M.G.L. c. 71, §37H, any student who is found on school premises or at a school-sponsored or school-related event, including an athletic game, in possession of a dangerous weapon, or in possession of a controlled substances as defined in Chapter 94C, including, but not limited to marijuana, cocaine, or heroin, may be subject to expulsion from school or the school district by the principal. Additionally any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related event, including athletic games, may be subject to expulsion from school.

Any student who is suspended or expelled from school under the provisions of M.G.L. c. 71, §37H shall have an opportunity to receive educational services and make academic progress during the period of removal as set forth below.

“Dangerous weapons” includes not only knives and guns, but explosive devices and other weapons carried and/or used in a manner to intimidate or with the intent to cause harm to another person. A “dangerous weapon” may also include ordinary items or objects when used in a dangerous or threatening manner. Such items include: pens and pencils, scissors, needles and pins, nails, baseball bats, matches/lighters, tools, etc. Illegal weapons will be turned over to the Canton Police Department.

NOTE: No toy or replica weapons of any kind, including guns and knives, will be permitted on school premises, school grounds, on the bus, or at school-sponsored or school-related events, including athletic games. These items will be confiscated and may result in suspension or expulsion if they are determined by the principal or designee to be in violation of this policy.

In addition, students who engage in conduct set forth in M.G.L. c. 71, §37H may be excluded from extracurricular, or non-academic activities at the Principal's discretion.

M.G.L. c. 71, §37H

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

2. Felony Complaints and Felony Convictions

Section 37H½ of Chapter 71 of the Massachusetts General Laws allows the principal of a school to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, regardless of whether the alleged conduct occurred at school or in connection with a school-related activity, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. This section also allows a principal to expel a student who has been convicted of or who has admitted guilt with respect to a felony or felony delinquency if he or she determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school.

M.G.L. c. 71, § 37H½

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect.

The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

3. Due Process Procedures Applicable To Statutory Offenses

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing with the student, to be followed by a formal hearing with the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

The informal hearing with the student will generally take place before the short-term suspension and will include the following:

- (1) Oral and written notice of the charges to the student
- (2) If student denies the charges, an oral or written explanation of the evidence against him/her
- (3) An opportunity to present his or her side of the story and any relevant facts

In the case of danger or a substantial disruption, this process will occur soon after, rather than before, the suspension.

A letter will be mailed to the parent/guardian of the suspended student stating:

- (1) The reason for the suspension
- (2) A statement of the effective date and duration of the suspension
- (3) A statement regarding whether the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H.

When considering the suspension/exclusion of a student charged with or convicted of a felony, the Principal will use the standards and procedures set forth in M.G.L. c. 71, §37H^{1/2}. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his or her parents/guardians to review the charge and the applicable standards if the Principal deems appropriate.

CONDUCT OTHER THAN STATUTORY OFFENSES (M.G.L. c. 71, §37H^{3/4})

Conduct of concern in a school setting that is not covered by M.G.L. c. 71, §§37H and 37H^{1/2} may result in disciplinary action up to and including long term suspension (up to 90 days) from school. The administration will determine the consequences for serious infractions of the Code of Conduct and avoid using long-term suspension from school (i.e., more than ten days cumulative in a school year) as a consequence until alternatives have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district member who can provide more detailed information.

DUE PROCESS PROCEDURES THAT APPLY TO DISCIPLINE FOR CONDUCT

OTHER THAN STATUTORY OFFENSES

A. In-School Suspension for Less than 10 Cumulative Days During a School Year

An in-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive days, or no more than ten school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, does not count as removal for purposes of calculating school days. In-school suspension may be used as an alternative to short-term suspension for disciplinary offenses.

The procedure for an in-school suspension of no more than ten (10) school days (consecutive or cumulatively for multiple infractions during the school year) is as follows:

1. The administrator will inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, he or she will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the student's parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent/guardian after making and documenting at least two (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

3. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior, if such meeting has not already occurred (see above). The administrator shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or other method of delivery agreed to by the principal and the parent/guardian.

In-school suspension for 10 days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.00. If a student is placed in an in-school suspension for more than 10 days, consecutively or cumulatively during a school year, such suspension is deemed a long-term suspension, and subject to the procedures for long-term suspension found at page 33.

B. Short-Term Suspension

A short-term suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a short-term suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will provide the student and his/her parent/guardian oral and written notice and an opportunity for a hearing on the charge.

1. Notice: Written notice of the offense shall be provided to the student and parent/guardian in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice will include the following:
 - a. the disciplinary offense;
 - b. the basis for the charge;
 - c. the potential consequences, including potential length of student's suspension;
 - d. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - e. the date, time, and location of the hearing; and
 - f. the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

Written notice may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent/guardian.

2. Efforts to Involve Parent/Guardian: In addition to the written notice, the administrator will make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.

3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: Based on the available information, including mitigating circumstances, the administrator shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed. The administrator will provide written notice to the student and parent/guardian of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

If the student is in a preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

C. Long-Term Suspension

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular or school-sponsored events, or both, shall not count as removal in calculating school days.

Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, §37H or M.G.L. c. 71, §37H½ no student may be placed on a long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in section B above, plus notice to the student and parent/guardian of the following additional rights:
 - a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
 - b. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense;
 - c. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
 - d. the right to cross-examine witnesses presented by the school district; and
 - e. the right to request that the hearing be recorded by the administrator, and to receive a copy of the audio recording upon request. If a request is made to record the hearing, the administrator shall

inform all participants before the hearing that an audio record will be made and that a copy will be provided to the student and parent/guardian upon request.

- f. The notice shall also include notice of the right to appeal the administrator’s decision to the superintendent.

2. **Format of Hearing:** At the hearing, the student will be afforded all of the rights afforded a student in a short-term suspension hearing, plus the additional rights set forth in the Notice of Hearing (above). The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student’s conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. **Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian.

If the administrator decides to suspend the student on a long-term basis, the written determination will:

- a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- b. Set out the key facts and conclusions reached;
- c. Identify the length and effective date of the suspension, as well as a date of return to school;
- d. Include notice of the student’s opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 consecutive days);
- e. Inform the student of the right to appeal the decision to the superintendent or designee, but only if the discipline imposed is a long-term suspension. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator’s determination on appeal.

If the student is in a preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

D. Emergency Removal

Notwithstanding the provisions for short or long-term suspensions set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator’s judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the administrator will:

- Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian as provided in Section B or C above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent/guardian.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of Section B or C above, as applicable.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

E. Appeal to the Superintendent

A student who is placed on long-term suspension following a hearing with the administrator shall have the right to appeal the administrator's decision to the superintendent. A notice of appeal must be filed with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days.

The following apply:

- The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a hearing day and time that would allow the parent/guardian to participate. The superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that

imposed by the administrator's decision. The decision of the superintendent constitutes the final decision of the school district.

GENERAL INFORMATION REGARDING DISCIPLINE

1. Parents and legal guardians are strongly urged to accompany their child upon returning to school following a suspension.
2. The Principal shall provide written notification to the Superintendent if the student does not return to school upon completion of his/her suspension.
3. As part of a school wide education plan, the Principal shall inform the student and the parents of opportunities the student will be given to continue their academic progress during the term of the suspension. The student shall be given access to class assignments and retain the ability to take quizzes and tests upon their return to school. The Principal shall also provide the student and the parents with a list of available alternative educational services which may be utilized during a suspension of more than 10 consecutive days.
4. The Principal shall ensure that all personnel assigned to his/her school report in writing to him/her an incident involving a student's possession or use of a dangerous weapon on school premises at any time. The Principal shall file a report concerning the weapon with the Superintendent. The Principal shall file copies of said weapon report with the local Chief of Police, the Department of Children and Families, and the Director of Student Services, who shall arrange an assessment of the student involved in said weapon report. The student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Department of Elementary and Secondary Education. Upon completion of a counseling session, a follow-up assessment may be made of the student by those involved in the initial assessment.
5. Where appropriate, school officials may work with parents to arrange for the assessment of a student who has engaged in misconduct.
6. A student transferring into the Canton Public Schools shall provide the building Principal with complete school records. Said records shall include, but not be limited to, any incidents involving suspension(s)/expulsion(s) or violation(s) of criminal acts or any incident reports in which such student was previously excluded from school.
7. The Principal shall notify the Canton Police Department whenever a student has committed an assault/assault and battery upon a school staff member, an assault/assault and battery by means of a dangerous weapon, is in possession of a dangerous weapon, distributes a controlled substance, including alcohol, or is in possession of a controlled substance, including alcohol, for the second/subsequent time.
8. The Principal may, at his/her discretion, notify the Canton Police Department whenever a student is in possession of a controlled substance, including alcohol, for the first time, or commits a delinquent/criminal act in violation of federal or Massachusetts law not specified in the above paragraph.
9. All discipline reports and records are confidential and cannot be disclosed to other parents.

POLICIES THAT ADDRESS PARTICULAR CONDUCT

Drug and Alcohol Abuse Policy

The use, possession, or sale or distribution of alcoholic beverages or controlled substances is forbidden by state law.

1. Any student found using, selling or distributing prescription or illegal drugs or alcohol, or possessing any type of drug paraphernalia, including vaping products, in school, on school

grounds, or at a school-sponsored event, will be immediately turned over to the police and **will be subject to suspension from school. Students in possession of prescription or illegal drugs are subject to expulsion by the Principal.**

2. Any teacher who believes that a student may be using drugs, alcohol or vaping will report the matter immediately to the school administration. If, after an assessment by **the school nurse**, the administration believes that the student may be using drugs, alcohol or vaping, the student's parent(s) will be notified.
3. The referral, counseling, and re-entry policy for the high school will be as determined by the Principal or his/her designee.
4. The Principal will take appropriate actions against any student found to be in possession of, consuming, or under the influence of drugs, alcohol or vaping, on school property, or at a school-sponsored event. (Note: It is not a violation of this policy for a student to take a medication specifically prescribed for the student's own use by his/her doctor.) Students must take such medication in the nurse's office.)
5. On-site school administrators retain final authority in determining what constitutes a prohibited drug and in evaluating potential danger.

Although the Principal has the authority to expel students for possession of prescription or illegal drugs, the Principal will consider taking steps in following the protocol in making his/her determination.

First violation:

1. A ten (10) day out-of-school suspension or a five (5) day out-of-school suspension and successful completion of a school-approved drug/alcohol counseling program. If the student does not enroll and participate in the counseling program within the first five (5) days of his/her suspension, the ten-day out-of-school suspension will be applied.
2. The student will also be unable to participate in or attend any after-school or extra-curricular programs or school-sponsored events for a ten (10) consecutive school week period. (Consequences for participation in interscholastic athletics are outlined in the CHS Athletic Code of Conduct and any appropriate document in the event of any GMS sport being added.) If the student becomes a participant in an approved counseling program, and is successful in completing the program, the student may be certified for reinstatement to activities after a minimum period of five (5) weeks. Official documentation of attendance and proof of the successful completion of the counseling program must be submitted to the Principal's office at the end of the program. Once the student is enrolled in an approved counseling program, he/she may be allowed by the Principal to attend practice, but not dress or participate in official games, meets, performances, etc. during this five (5) week period.
3. If the student holds a class office, student council office, athletic team captain (including captain-elect), or activity office or other leadership role at the time of the infraction, that position will be lost.

Second violation:

1. A ten (10) day out-of-school suspension will be imposed and a ten (10) consecutive school month period of ineligibility will be applied for all athletic and extra-curricular activities. If the student, of his/her own volition, becomes a participant in an approved drug and alcohol program the student may be certified for reinstatement in all school programs after a minimum period of five (5) consecutive school months. Such certification must be issued by the director or a counselor of the drug and alcohol program.

- Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Hazing Policy

Definition of Hazing

The Canton Public Schools defines hazing as any conduct or method of initiation into any student group, whether on or off school premises, which willfully or recklessly produces mental or physical discomfort, embarrassment, harassment, or ridicule. (MGL Chapter 269; Section 17, 18, and 19.)

Discipline Action

Anyone involved in any act of hazing may be subject to suspension or removal from the team or activity and may receive school suspension up to 90 days.

If during the investigation of a potential hazing case, it is determined that the actions are deemed to involve other violations, such as harassment, bullying or a lack of Title IX compliance, the CPS policies dealing with those areas will be followed as well. When necessary and allowed by MGL, police may be involved.

All students should be aware of the provisions of Massachusetts General Law Chapter 269, Sections 17-19, An Act Prohibiting the Practice of Hazing. A summary of this law is as follows: Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Anyone who is a principal organizer or participant in the crime of hazing shall be punished by a fine of not more than one thousand dollars or by imprisonment in a House of Correction for not more than one hundred days or by both a fine and imprisonment. Anyone who knows of another person being the victim of hazing and who has witness to, and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such to an appropriate law enforcement official as soon as reasonably practicable. Failure to do so shall be punished by a fine of not more than five hundred dollars.

School Disruptions

Students are prohibited from participating in disruptive demonstrations and protests that result in destruction of property, violation of school rules, or any other unlawful activities. Disruptive assemblies may include:

- Assembly of large groups of students called for the specific purpose of disrupting the school day
- Demonstrations that deprive other students of their rights to pursue their education in an orderly environment or obstruct corridors or prevent free movement among students who are not participants.

School Safety Concerns

If a student is asked to leave school for emotional or anger management reasons, where appropriate, the district will work with the parents to arrange for evaluation by a psychiatrist/psychologist to assess whether the student may be a danger to self or others.

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools, and required schools and school districts to take certain steps to address bullying. As part of this law, the District was required to create a [Bullying Prevention and Intervention Plan \(BPIP\)](#) with information about the policies and procedures the District will follow to prevent bullying and retaliation, or to respond to it when it occurs. The BPIP also includes information on staff development and training, resources for students and parents, and community involvement. A copy of the District's BPIP is available online, on the District's [website](#). The parts of the law (M.G.L. 71, § 37O) that are important for students and parents/guardians to know are described below.

CPS is committed to providing a safe and encouraging learning environment for all of our students. Anyone with questions regarding bullying or the District's BPIP is encouraged to contact their building principal.

Prohibition Against Bullying

The CPS strictly enforces a prohibition against bullying, including without limitation, cyberbullying, of any of its students by anyone, including school staff, and also strictly enforces a prohibition against retaliation of any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Acts of bullying, which include cyberbullying, are prohibited:

- a) On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- b) At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

CPS recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, and/or knowledge and strategies to respond to bullying or harassment.

Definitions

Aggressor is a student or member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. Causes physical or emotional harm to the target or damage to the target's property;
- ii. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. Creates a hostile environment at school for the target;
- iv. Infringes on the rights of the target at school; or
- v. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, as defined in M.G.L. c. 71, § 37O, is bullying through the use of technology or electronic devices, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

- i. The creation of a web page or blog in which the creator assumes the identity of another person or
- ii. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v) of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. **All school staff (including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals) are required to immediately report any instance of bullying or retaliation they witness or become aware of to their building principal using the CPS Suspicion of Bullying Reporting Form.** The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

The District has made a variety of reporting resources available to the school community including a [Suspicion of Bullying Reporting Form](#). This form is available on the District's website and at each school in the district. In addition, each building principal will identify and publicize to students, staff and parents/guardians, any additional reporting resources available in his or her building.

Use of the District's Suspicion of Bullying Reporting Form is NOT required as a condition of making a report. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents/guardians, and others may request assistance from any staff member to complete a written report. Students will be provided with practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

In the event of an allegation against the principal, the matter should be reported to the superintendent and if against the superintendent, to the chair of the school committee.

Pre-Investigation/Ensuring Student Safety

Before fully investigating the allegations of alleged bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the alleged aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will also take steps to implement appropriate strategies for protecting from bullying or retaliation, a student who has reported alleged bullying or retaliation, a student who provides information during an investigation of alleged bullying or retaliation, or a student who witnesses or has reliable information about a reported act of alleged bullying or retaliation.

Any student who reports suspicion of bullying from a member of the school staff will be extended protections during and after the investigation. This may include but is not limited to a safety plan, access to school counseling, schedule adjustments, and access to a safe space for support throughout the school day as needed.

Complaint Investigation

When the school principal or designee receives a complaint of bullying or retaliation, he or she shall promptly conduct an investigation. The investigation may include an interview with the student, parent/guardian, staff members or community member who filed the complaint, the student alleged to be a victim of bullying or retaliation, the student(s) or staff member(s) alleged to have committed the bullying or retaliation, witnesses to any alleged incidents or others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful, and that retaliation is strictly prohibited and will result in disciplinary action. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process.

Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will:

- a) Determine what remedial action is required, if any, and
- b) Determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the appropriate personnel, and the target's or aggressor's parents or guardians, if the aggressor is a student, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development. In addition, it will be determined if a referral needs to be made to the Title IX Compliance Officer.

Obligations to Notify Others

If the principal or designee determines that bullying or retaliation has occurred, he or she shall:

- (1) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation;
- (2) notify the parents or guardians of the aggressor, if the aggressor is a student;
- (3) notify another school or school district if the incident involves students from more than one school or school district; and
- (4) notify the local law enforcement agency if the principal or designee believes that criminal charges may be pursued against the aggressor. This notice may be given at any point after receiving a report of bullying or retaliation, including after an investigation.

There may be circumstances in which the principal or designee contacts parents/guardians prior to any investigation. All notice will be consistent with state regulations at 603 CMR 49.00.

Disciplinary Action and Response To Bullying

If it is determined that bullying or other inappropriate conduct has been committed, the principal or designee will take action that is appropriate under the circumstances. When a student is determined to have engaged in bullying or retaliation and the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the

nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline may include: requiring the aggressor to work with school personnel on improving behavior; a recommendation for counseling or other therapeutic interventions; disciplinary consequences up to and including court involvement; or disciplinary consequences consistent with the school's policies and code of conduct up to and including expulsion.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

As part of the District's efforts to balance the need for accountability with the need to teach appropriate behavior, the principal or designee may consider the use of skill-building approaches with students who have been victims of bullying or in lieu of or in addition to discipline for student who are found to have engaged in bullying or retaliation. These approaches include:

- Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- Providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- Implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- Adopting behavioral plans to include a focus on developing specific social skills; and
- Making a referral for evaluation.

Promoting Safety for the Target and Others

Following an investigation, the principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement those supportive measures immediately.

False Accusations

If the principal or designee determines that a student or staff member knowingly made a false allegation of bullying or retaliation, that student or staff person may be subject to disciplinary action.

Problem Resolution System

Any parent/guardian wishing to file a claim/concern or seeking assistance outside of the District may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

POLICY PROHIBITING AND ADDRESSING HARASSMENT

In accordance with our Nondiscrimination Policy the Canton Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, gender identity or disability. Consistent with our Policy Prohibiting and Addressing Bullying, Canton Public Schools specifically prohibits all conduct that creates an intimidating, hostile environment for others. However, such conduct based upon the protected classifications described above requires particular attention.

A. Definitions

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability, when such communication or conduct is sufficiently serious to interfere with an employee's job duties or with a student's ability to participate in or benefit from his/her educational programs or school sponsored-events. By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

Sexual Harassment. Sexual harassment includes not only the types of conduct listed above that is based upon gender, but can also includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

B. Harassment and Retaliation Prohibited

Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

C. Reporting & Investigating Incidents Of Harassment

Canton Public Schools will promptly investigate every complaint of harassment. If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should immediately inform the building principal or the Non-Discrimination/Harassment Coordinator for the district Stephanie Shapiro. The Coordinator can be reached at Canton Public Schools, 960 Washington Street, Canton, MA 02021 or by telephone at 781-821-5060 ext 2107. If you do not wish to discuss your claim with either of these administrators, notify the Superintendent of Schools. Any

allegation of harassment by the Superintendent should be addressed to the Chair of the School Committee. To see School Committee contact information, [click here](#).

The Coordinator or Designee will promptly investigate any complaint of harassment.

If the Coordinator or Designee determines that harassment or retaliation has occurred, he/she will take effective steps reasonably calculated to end the harassment, to eliminate any hostile environment and its effects, and to prevent the harassment from recurring

In certain cases, the harassment of a student may constitute child abuse under MA Law. The Canton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

Nothing in this policy is intended to restrict the Canton Public School's authority to address conduct that is inappropriate for a school setting, whether or not it meets the definition of harassment.

D. Closure of a Complaint

When an investigation has been completed, school personnel will inform the complainant of the results and notify the Coordinator

State and Federal Agencies

The Canton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for students is the United States Department of Education Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109 (telephone 617-289-0111) (TTY: 1-800-877-8339). The state agencies responsible for enforcing such laws are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone 781-338-3000) (TTY 1-800-439-2310) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (TTY 617-994-6196).

SEARCHES AND INTERROGATIONS

Searches by Staff

Students' school lockers, **including cubbies**, remain the property of the school and are subject to inspection at any time by school officials.

In the event that school administration has reasonable suspicion to believe that a student has in his/her possession or otherwise in his/her vehicle, locker or belongings, evidence that a student committed a crime or violation of the disciplinary policy, the school administrator may conduct a search. Students, their bags, backpacks, lockers, electronic devices and vehicles on school property or at school-sponsored events (on or off school property) as well as other items/areas may be the subject of such a search.

The Canton School Department may periodically utilize police K9's under the direction of the Canton Police Department to search school property and the surrounding campus for the presence of controlled substances, drugs or explosives.

School officials are authorized to question students about information that is relevant to the performance of their duties, including enforcement of school rules.

Formal Interrogations by Police

When law enforcement officials seek to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will generally make an effort to contact the student's parent or guardian so that the responsible individual may be notified of the situation.

TOBACCO/ELECTRONIC CIGARETTE 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 (including chewing tobacco) 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. Electronic Cigarettes/Vape are covered under the Drug and Alcohol Policy. The policy can be found [here](#).

TRANSPORTATION/BUS BEHAVIOR

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Students are to board the bus at their assigned bus stop, **and students are not to be driven to alternate bus stops to board the bus**. Regular student transportation is a privilege, not a right, and is dependent upon the student's behavior while on the bus.

The principal or his/her designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the student has previously been involved in misbehavior on the bus, and other circumstances. The following general guidelines, however, will be used by principals in determining penalties for disobedience or misbehavior.

- | | |
|-------------------|---|
| 1. First Offense | a warning or up to three days off the bus |
| 2. Second Offense | up to one week off the bus |
| 3. Third Offense | up to one month off the bus |
| 4. Fourth Offense | up to one year off the bus |

There are no refunds of bus fees for the situations described above. Other penalties, including suspension from school, may also apply.



COMMUNICATION

It is the general goal of the District to foster relationships with parents that encourage cooperation between the home and school in establishing and achieving common educational goals for students. As appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction. Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

BLACKBOARD CONNECT

Blackboard Connect is the telephone and email notification system that Canton Public Schools utilizes to reach our community for time-sensitive situations, outreach for events and daily attendance notifications. It is the most efficient way to keep our district and community more secure, informed, and involved. It is the parent/guardians responsibility to keep their child's information up-to-date in regards to telephone numbers, addresses and email address changes. Please contact your child's main office to update your information in the event that personal information changes at your household after the student demographic verifications are sent out at the beginning of each school year.

CHAIN OF COMMUNICATION

Students and their parents/guardians are encouraged to initiate communication with staff members regarding their own or their child's academic or behavioral progress as well as to address concerns. The procedure for discussing concerns is to contact the following in this order: Teacher; Counselor; Team Leader or Department Coordinator; Dean of Students, Student Services Coordinator or Assistant Principal; Principal; Assistant Superintendent; and lastly, the Superintendent.

Each staff member should acknowledge and respond to all parent/guardian communication, i.e., telephone calls, emails, etc., within approximately forty-eight hours of its receipt unless there is an emergency. If the staff member contacted does not respond within that time frame, please leave a reminder voicemail or send a reminder email. If a response is not received within approximately twenty-four hours of the reminder, please contact the next staff member in the order outlined above. If a parent or guardian wishes to proceed in a more formal manner in addressing the concern, the parent or guardian should first consult with the teacher (or other staff member) most directly involved whenever appropriate. If the problem is not resolved at the teacher/parent level, then an additional meeting can be arranged with the principal, parents, and the teacher (or other staff member), as appropriate. If needed, further concerns may be addressed to the central office administration.

CAMPUS SUITE

Campus Suite is the current company that hosts our public websites that all of the Canton Public Schools use for posting information about the district and school on the internet. Campus Suite is designed to keep teachers, students, parents and the educational community informed about events occurring in the Canton Community.

District--Public Website Only*	https://www.cantonma.org
Early Childhood Program--Public Website Only*	https://www.cantonma.org/preschool
Hansen Elementary School--Public Website Only*	https://www.cantonma.org/hansen
JFK Elementary School--Public Website Only*	https://www.cantonma.org/kennedy
Luce Elementary School--Public Website Only*	https://www.cantonma.org/luce
Galvin Middle School--Public Website Only*	https://www.cantonma.org/gms
Canton High School--Public Website Only*	https://www.cantonma.org/chs

REDIKER PORTALS

The Rediker (Student Management System) will host the GMS and CHS private portals (called PortalPlus) for the school year. Activation codes will be sent to parents, guardians and students AFTER school starts to allow our educators to post information for their new classes. The GMS and CHS portal login will allow access to private reports that include: Attendance, demographics, transcripts and schedules. If you need your access code, please contact the main office.

The preschool and elementary schools currently do not have a private portal for students. All reports are emailed individually to the parent/guardians.

MEDIA RELEASE/DIRECTORY INFORMATION

Throughout the course of the school year, opportunities often arise for placing student work, names and or photos/video/audio in newsletters, on local cable television in local newspapers such as the Canton Citizen and the Canton Journal, and on the Canton Public Schools' website, individual school websites, external websites (e.g., Kidblog) and other forms of social media (e.g., Twitter). If you do not respond, we will assume, a "Yes" reply - that you give permission to include your child in various media, including social media. The Media Release can be found on the Handbook Signature Page.

All Canton Public School students are included in Directory Information. If you do not want your child included, you may opt out. Please contact your school directly.

RELATIONS WITH PARENT ORGANIZATION

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations at each school building. For this purpose the Committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization makes the request.

SCHOOL CANCELLATION, DELAYS, OR CLOSING DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

If weather conditions are severe, one of the following actions may be taken by the Superintendent or designee.

Cancellation

If school is canceled, you will receive an automated recorded message from the Superintendent, and notification will be posted on the website at www.cantonma.org. Additionally, the “no school,” announcement will be carried, beginning at 6:30 a.m., by radio stations, WHDH, WBZ, and WEEI, on television channels 4, 5, 7, and on local Cable TV. When there is NO School all classes and school activities are canceled for the day, including scheduled adult evening classes, recreation programs, etc.

One Hour Delay, Ninety Minute Delay, and Two Hour Delay

Occasionally, weather conditions may make it necessary to delay the opening of school. Morning bus pickups and the start of classes will be postponed accordingly. All other school activities (meals, dismissals, etc.) will take place at their regularly scheduled times. The Superintendent will generate an automated telephone message, notification will be posted on the website, and the stations listed above will announce delayed openings for the Canton Schools beginning at 6:30 A.M.

Please do not telephone the Police Department, Fire Department or the Department of Public Works to ask about NO SCHOOL, or DELAYED OPENING announcements.

Each of the foregoing must make and receive many important telephone calls of an emergency nature, and your telephone call only interferes with the performance of their duties at a critical time in the morning. Please wait for the phone call from the Superintendent, check the website, listen to the radio stations, or watch the morning news stations listed above.

Early Closing

Notification: If severe weather conditions develop during the school day and the decision is made by the Canton Schools' Administration to close the schools early, parents and guardians will receive an automated recorded message from the Superintendent. An announcement will be carried by the television and radio stations listed above. In the event of severe weather, please listen to your radio or watch your television for possible announcements. Do not call the school or the Administration offices during these critical times. The phone lines must be kept open for the purposes of contacting parents and placing emergency calls.

Your Child's Plans: Parents should develop a plan for their children to follow in the event that the school is closed early, without prior warning. No child should be anxious about where to go in the event of an early closing.

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner. In order to keep such discussions within a practical size, student representatives will be permitted to participate with the Principal, staff members, or School Committee members who may be involved. (M.G.L. 76:17)



FACILITIES

A.H.E.R.A. NOTIFICATION (annual)

As a requirement of the A.H.E.R.A. (Asbestos Hazard Emergency Response Act) regulations, it becomes necessary to inform all persons in the Town of Canton that the Asbestos Management Plan for all schools is located in the main office of each individual school and a copy of each is also located at the Maintenance Department office.



FINANCIAL--FEES AND PAYMENTS

BUILDING RENTAL

Information about renting space in a Canton Public School Building can be found on the website, or by clicking here. [District Forms Webpage](#)

LUNCH PAYMENTS

See [Food Services Section](#) page 55 below.

ONLINE PAYMENTS

The Canton Public Schools accepts payments and fees online, through an online payment vendor, MySchoolsBucks.com. Examples of payments include transportation fees, kindergarten and preschool tuition, lunch payments and athletic fees. Payments can be made by two methods:

- ACH (E-Check) Payments \$0.25 now being accepted for all purchases except Food Services. The \$0.25 program fee will be added to your total at the time of checkout and paid directly to myschoolbucks. The \$0.25 program fee is per \$500.00 in total transactions. If your transaction exceeds \$500.00, you will be charged an additional \$0.25 and your bank statement will show two transactions.
- Credit Card Payments: There will be a 3.95% program fee added to your total purchase at the time of checkout and paid directly to myschoolbucks.
- Food Services Payments Only: There will be a \$1.95 program fee added to your purchase at the time of checkout and paid directly to myschoolbucks. Maximum addition to your student's meal account is \$120.00 per transaction.

More information can be found on the district and school websites.

STUDENT FEES, FINES, AND CHANGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these school fees.

A school may exact a fee or charge only upon Committee approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

STUDENT FUNDRAISING ACTIVITIES

The school committee fundraising policy will be reviewed during the 2019-2020 school year.

STUDENT GIFTS AND SOLICITATIONS

Students will be discouraged from giving gifts to classroom teachers and other school personnel. There will be no formal exchange of gifts between students in the classroom in accordance with the Massachusetts Ethics Commission Conflict of Interest advisory. Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the building administrator or Superintendent of Schools.

Any organization desiring to distribute flyers or other materials to students may do so only with the approval of the Superintendent.

TRANSPORTATION FEES

See Transportation Section.



FOOD SERVICES

GENERAL INFORMATION

The Food Service Department of Canton Public Schools recognizes the importance of sound nutrition in academic achievement and is committed to offering a variety of healthy foods to children through the school breakfast and lunch program. Over 300,000 meals are served each year at the Canton Schools. We proudly participate in the National School Lunch Program. All meals served meet or exceed the nutritional guidelines set by the USDA.

All schools use the Nutrikids Point of Sale System and [MySchoolBucks](#) for student account funds. Cash is also acceptable at all registers.

Each student has an 8 digit student ID number and 4 digit PIN number.

- **Breakfast Program:** Breakfast is served every day at the following schools: Rodman Early Childhood Program, Canton High, William H. Galvin, Lt. Peter M. Hansen, J.F. Kennedy and Dean S. Luce School.
- **Lunch Program:** Lunch is served daily at the following schools: Rodman Early Childhood Program, Canton High, William H. Galvin, Lt. Peter Hansen, J.F.Kennedy and Dean S. Luce School.

FREE AND REDUCED PRICE MEALS APPLICATIONS

Students may be eligible for free or reduced price meals. During the first week of school a Free and Reduced Meal Application is given to every student. Applications are available in the main office at all schools, the Food Service Department Office, 960 Washington St, Canton and [on the district's website](#). Applications can also be completed and submitted online using MySchoolApps. This electronic application can be found [on the district's website](#).

PURCHASING SCHOOL MEALS

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 \$1.95. 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 at 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

CONFIDENTIAL HEALTH INFORMATION/MEDICAL SERVICES/ 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, staff, and Emergency Services only on a need-to-know basis to maintain the health and safety of your child.

Parents/guardians of students with a medical concern (asthma, diabetes, seizures, life-threatening allergies, or any other medical condition) should contact the school nurse to develop an appropriate plan to meet the needs of your child, while in school.

Students with an acute injury (fracture, sprain or other condition) that requires the use of crutches, or a wheelchair, should notify the school nurse prior to the return to school. The school nurse will work with parents/guardians to develop appropriate accommodations and notify appropriate personnel.

COMMUNICABLE DISEASE GUIDELINES

Any concern or diagnosis of a communicable disease, please notify the school nurse, immediately. The school nurse will assist with the procedures needed, regarding the return to school policies.

Disease	Recommended Minimum Absence From School
Chicken Pox	From first eruption until lesions are crusted over, child is fever free for 24 hours, and until 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 first dose of medicine, no drainage, and doctor's note provided, clearing for re-entry

Pinworm	From diagnosis until 24 - 48 hours after treatment and doctor's note provided, clearing for re-entry
Head Lice	From diagnosis, until first treatment - student must be checked by school nurse and approved for re-entry

CONCUSSION POLICY

Canton Public Schools, in order to protect the health and safety of students and to comply with 105 CMR 201.000 enacted in June 2011, has developed a Concussion Management Policy to provide standardized procedures for persons involved in the prevention, training, management and return to academics, learning, and play decisions regarding students who incur head injuries. The intent of this policy is to assist a student, diagnosed with a concussion so they are identified, treated, referred appropriately and receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

ELEVATOR

The elevator is available exclusively for students with a physical disability or injury. The school nurse will meet with the students to discuss guidelines for use of the elevator and to issue a key 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 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 accommodation plan. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip, as needed.

FOOD ALLERGY MANAGEMENT

In order to minimize the incidence of life-threatening allergic reactions, our school system will maintain a district-wide plan to address life-threatening allergies with the intent to reduce and/or eliminate potential reactions. The focus of the Food Allergy Management Policy is prevention, education awareness, communication and emergency response. The Food Allergy Management Plan is the basis for procedural guidelines that will be implemented at the school level and provided for consistency across all schools within the district. Please refer to the Health Services webpage to view the policy.

FORMS

All health and medication forms are available from the school nurse or may be downloaded from the web at <http://www.cantonma.org/pages/CantonPublicSchools/AboutCantonPublicSchools/DistrictForms>

HEALTHY DECISION MAKING

The Canton community recognizes that lifetime wellness, social/emotional well being, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. The district has implemented, and continues to modify, a Pre K-12 Comprehensive School Wellness Program. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy lifetime habits. We will teach, encourage, and support healthy eating choices and daily physical activity for our

students. With this in mind, **all foods made available on school campuses during school hours should offer children nutritious choices.** Cupcakes, cakes and other food treats of this sort are strongly discouraged in order to comply with our Wellness Policy and concerns around food allergies.

ILLNESS/INJURY AT SCHOOL

Students who become ill or injured during the school day are requested, when possible, to notify their teacher before going to the health office. Middle and high school students are requested, when possible, to obtain a written pass to see the school nurse. The exception would be in an emergency situation. All accidents that occur on school property must be reported to the teacher and the school nurse. Students with minor health concerns will be treated and sent back to class. The school nurse does not contact each and every parent when a student comes to the nurse. The school nurse will make the determination of parental contact based on his/her assessment as well as the need for observation and/or follow-up. More serious health conditions will be referred to a parent/guardian, physician or counselor. Parents/Guardians are responsible for the care and transportation of their child, who cannot stay in school.

The school nurse will determine if the student requires dismissal for an illness or injury and will call the parent/guardian to make transportation arrangements. Students are requested to not call parents/guardians to be picked up from school without seeing the school nurse for health assessment.

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.

ILLNESS REQUIRING ABSENCE FROM SCHOOL

Upon return from any absence, students must provide a note describing the reason for the absence. If your child is out of school for five days or more you should notify the school nurse. Any school absence for five or more consecutive days requires a note from a health care provider which should be presented to the school nurse before the student returns to school. Without medical documentation these are considered unexcused absences. When you call the absentee line of your school, please specify the nature of the illness. Here are some guidelines to follow:

Keep your child home if he/she:

- 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 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 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. It is essential to keep your telephone contact numbers and the emergency contacts updated as they will be needed 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.*

IMMUNIZATIONS

No student will be allowed to attend school until health records have been reviewed and approved by the school nurse.

No student, as defined by the Department of Public Health in 105 CMR 220.400-500, is allowed to attend a preschool, or kindergarten through grade 12 without a certificate of immunizations documenting that the child has been immunized in accordance with current DPH recommended schedules for preschool, elementary, middle and high school students.

<http://www.cantonma.org/pages/CantonPublicSchools/Departments/HealthServices/SchoolEntryRequirements>

There are specific exceptions to the DPH immunization requirements which may be discussed with the school nurse as needed.

INSURANCE

Please contact the school nurse for information about obtaining health insurance or finding a primary health care provider or a dentist.

LATEX PRODUCTS

The use of latex balloons and other latex products are not allowed in the school.

MEDICATION POLICY

Prescription Medication: Students requiring prescription medications, including inhalers, during the school day must have signed medical orders from a health care provider and permission from 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 and from school.**

Medications should be administered before and after school whenever possible.

All medication must be taken in the Health Office except for certain medications, which may be carried by the student, based on their health care needs with the authorization and planning of the health care provider, parent/guardian and school nurse. There is additional planning and paperwork required for a student to self-administer an inhaler. Please notify the nurse to assist with the planning process.

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. The Health Office also has a list of Standing Orders from the school physician for treatment of minor injuries and/or illnesses.

NUTRITION

Parents/guardians are encouraged to ensure that students eat breakfast before coming to school. A well-balanced diet, including three meals and two snacks a day, will improve academic performance. The school nurse is available to help students with any nutritional problems including obesity, failure to thrive, and eating disorders. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy lifestyle. We will teach, encourage, and support healthy eating choices for our students. Please notify the school nurse if you or your child need any assistance with nutritional needs.

With this in mind, **all foods made available on school campuses during school hours should offer children nutritious choices.** Food is no longer encouraged at any of our celebrations.

The “Act Relative to School Nutrition” was signed into law on July 30, 2010 and required that schools participating in the National School Lunch Program must comply with the nutrition standards as of August 1, 2012. The goal of the law was to establish standards for competitive foods and beverages sold or provided in public schools during the school day to ensure that schools offer students food and beverage choices that will enhance learning, contribute to their healthy growth and development, and cultivate life-long healthy eating behaviors.

PHYSICAL ACTIVITY EXCLUSION

Students may be excused from participating in physical education classes for an illness or injury, only if a physician note is provided to the school nurse.

PHYSICAL EXAMINATIONS

All new students, and students entering grade 1, 4, 7, and 10, are required to submit a record of a complete physical exam before the start of school each year. Students participating in athletics must have a completed physical examination within 12 months of the start of their pre-season or try-outs.

REST

All students should arrive at school well-rested and ready to learn. Depending on age, students generally require between 8-12 hours of sleep each night.

SCHOOL ENTRY REQUIREMENTS

All new students registering with the Canton Public School District are required to submit updated immunization records, consistent with MA state requirements and documentation of a complete physical exam by a licensed physician, nurse practitioner or physician’s assistant within one year prior to entrance to school or within 30 days after school entry. Immunization records must accompany the physical exam. A student transferred from another school system will be directed to the pre enrollment nurse for determination of medical clearance for enrollment. There are specific exceptions to the DPH immunization requirements which may be discussed with the school nurse as needed.

Students participating in athletics and those requesting a work permit must have a complete physical annually.

SCHOOL NURSING TEAM

Members of the **School Nursing Team** are essential members of the school’s multidisciplinary team in advocating for the student’s health needs in relation to the entire school community. The school nurses teach individual students, parents and staff about health and wellness issues and strive to promote an understanding of student health needs. **Members of the School Nursing Team may conduct or assist in teaching lessons on age appropriate health topics such as hand hygiene, nutrition, mental wellness, and growth and development. The**

team works in collaboration with the wellness and guidance staff to provide information and assist in presentations based on the needs of the student population.

SCREENINGS

Health screenings are mandated by the Massachusetts Department of Public Health and are conducted in the following grades:

● Vision: K-5, 7 and 10	● Hearing: K-3, 7 and 10	● Height and Weight: K- 12
● BMI: 1, 4, 7 and 10	● Postural Screening: 5-9	● SBIRT Screening: 9

*If a parent wishes to waive the state mandated screening for BMI, postural or SBIRT screening, a request in writing must be submitted to the school nurse prior to the scheduled time for those screenings.

Parents/guardians are notified if a student does not meet the minimal screening standards, as needed. School nurses will work with families to obtain the appropriate referral and follow-up services needed.

BMI: Body Mass Index is a measure of body fat based on height and weight.

SBIRT: Screening, Brief Intervention, and Referral to Treatment is an evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and illicit drugs.



RIGHTS

NON-DISCRIMINATION NOTICE

The Canton Public Schools (“District”) does not exclude from participation, deny the benefits of, or otherwise discriminate against individuals on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age, homelessness, active military/veteran status, or any other category protected by state or federal law in the administration of its education and employment policies, or in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); Title IX of the Education Amendments of 1972 (Title IX); Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1974 (Age Discrimination Act), the Boy Scouts of America Equal Access Act, and the implementing regulations for these laws. The District’s policy of non-discrimination extends to students, staff, the general public, and individuals with whom it does business. (School Committee Policy on Non-Discrimination and Harassment, Policy AC).

Any person who feels his or her rights have been violated under any of these provisions may contact the following individuals who have been designated to handle inquiries regarding the District’s non-discrimination policies:

<p>Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 bromfieldd@cantonma.org</p>	<p>Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org</p>
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In addition, a complaint may be filed using the [District’s Discrimination and Grievance Procedures](#).

SECTION 504 OF THE REHABILITATION ACT

The Canton Public Schools is committed to a policy of nondiscrimination against qualified persons with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended (ADA).

Section 504 of the Rehabilitation Act (1973) is a federal civil rights law that protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Specifically, Section 504 requires that “No otherwise qualified individual with disabilities in the United States...shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance....” For more information on Section 504 referral, eligibility and complaint procedures, please consult the [District’s Section 504 Eligibility Guidelines and Procedures](#) available on the District’s website. A copy may also be obtained through the Student Services’ Office or your school principal.

DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a change in placement for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student’s disability. A change in placement results where a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitute a pattern of shorter suspensions accumulating to 10 school days during the school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student’s disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student’s ability to benefit from his education. If the conduct is not directly related to the student’s disability, the district may discipline the student as it does general education students.

HOMELESS CHILDREN AND YOUTH/FOSTER CARE

The McKinney-Vento Act is designed to remove barriers to enrollment and retention in school of homeless children and youth. A homeless child is defined broadly as “any child or youth without a fixed, regular, and adequate residence.” These students include those who are “doubled up” with friends or relatives (sharing the housing of others due to loss of housing, economic hardship), runaways, those awaiting placement by DCF, unaccompanied youths, as well as others.

Students who are homeless have the right to stay in the school district they attended prior to the loss of housing and the right to be transported to their school of origin from their temporary housing. In the alternative, the student may choose to attend school in the district where their temporary housing is located. In the event a homeless student does not have the documents usually required for enrollment, such as proof of residency,

school records, or proof of immunizations, the district's Homeless Education Coordinator will assist students in obtaining these records and further provide for school attendance while doing so. Questions regarding our policy for homeless students can be directed to our Homeless Coordinator.

Children in Foster Care

Federal law, *Every Student Succeeds Act* (ESSA), ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the District is committed to supporting efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

Students in Foster Care are defined as students placed by the Department of Children and Families (DCF) into 24-hour out-of-home care, away from his/her parents or guardians. These placements include, among others:

- foster family homes;
- foster homes of relatives;
- emergency shelters (including STARR programs and Transitional Care units);
- residential facilities;
- child care institutions;
- group homes; and
- pre-adoptive homes.

Foster care students may continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). ESSA also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced.

District Foster Care Point of Contact (POC)

The Superintendent shall designate an appropriate staff person to be the District's Point of Contact to help ensure the educational stability of students in foster care.

The POC is responsible for the following:

- Participating in the process for making best interest determinations in collaboration with DCF representatives, and documenting those determinations;
- Ensuring school enrollment and attendance of students in foster care and timely transfer of records, as needed;

- Developing and implementing procedures for providing and coordinating cost-effective transportation, as needed; and
- Facilitating professional development for district staff as needed to promote educational stability for students in foster care.

Additionally, the POC will help ensure that students in foster care:

- Are identified and supported through coordination between districts and DCF;
- Are enrolled in and regularly attending school; and
- Have full and equal opportunity to succeed in school and to meet the same challenging state academic standards as other students, and to receive educational services for which they are eligible.

Decisions about whether a student in foster care should continue to attend the school of origin are made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed, and these parties should have the opportunity to participate meaningfully in the decision-making process. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination. When DCF and the involved district(s) cannot agree about whether it is in the student's best interest to remain in the school of origin or to enroll and attend locally, and DCF makes a final decision that the district cannot accept, the district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by ESE and DCF. Decisions made through this process are not subject to review. Under ESSA, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

LEGAL REF.: Every Student Succeeds Act (ESSA).

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

Grievance Procedures

Any person who feels his or her rights have been violated or any person with inquiries or complaints concerning the District's compliance with Title VI (Civil Rights Act of 1964), Title IX (sex discrimination), Section 504 (disability discrimination), the Americans with Disabilities Act (ADA) (disability discrimination) or Chapter 622 (Massachusetts Equal Educational Opportunity law) is encouraged to contact the following compliance officers who have been designated to coordinate the District's efforts to comply with these laws:

FOR SECTION 504 AND ADA COMPLAINTS PLEASE SUBMIT TO:	FOR TITLE IX AND CIVIL RIGHTS COMPLAINTS PLEASE SUBMIT TO:
<p>Dianna Mullen Section 504/ADA Compliance Officer Canton Public School District 960 Washington Street Canton, Massachusetts 02021 (781) 821-5060 ext. 1244 mullend@cantonma.org</p>	<p>Stephanie Shapiro Civil Rights Coordinator Canton High School 900 Washington Street Canton, Massachusetts 02021 (781) 821-5050 ext. 2107 shapiros@cantonma.org</p>

Inquiries and complaints may also be made to building level administrators authorized to resolve such complaints or by using the Grievance Form available on the District’s website. A list of building based personnel authorized to resolve informal complaints is provided in the District Family/Student Handbook Appendix.

I. Informal Complaints

Students, families, District employees and other third parties are encouraged, where appropriate, to attempt to resolve complaints regarding an alleged discriminatory practice or incident on an informal basis. Upon receiving an informal complaint regarding an allegedly discriminatory practice, the school official shall attempt, within their authority, to work with the individual to resolve the complaint fairly and within a reasonable timeframe. Most informal complaints should be able to be resolved within 10 school days. The District will inform the parties of the outcome or resolution of the complaint at the end of the process.

When appropriate, an informal complaint may be referred to the appropriate compliance officer for formal review and investigation. Anyone who does not wish to seek informal resolution of their discrimination complaints, or who is dissatisfied with attempts at informal resolution, may also present their complaints directly to the designated compliance officer.

II. Formal Complaints

A student, family, District employee, or third party may file a formal complaint by filling out a [Discriminatory Practice Review/Grievance Form](#) available on the District’s website. A complaint should be filed as close to the incident as possible, as complaints are more easily resolved at the time of the incident. In the event a student or complainant is unable to complete the grievance form the compliance officer or designee shall take such information in person.

Any principal who receives a report of alleged discrimination or harassment, either verbal or written, shall put it in writing within 48 hours and forward it to the appropriate compliance officer.

- After receiving a formal written complaint, the compliance officer or designee will, within five (5) school days, acknowledge the complaint, and give notification to the appropriate

school/personnel identified in the complaint and to the individual against whom the complaint has been filed.

- The compliance officer or designee shall make a thorough and expeditious investigation of the complaint, in as confidential a manner as possible, to ensure prompt and appropriate action. At a minimum, the investigation shall include contacting the complainant and the person against whom the complaint was filed. Both parties shall be provided an opportunity to present witnesses and other evidence.
- When the investigation has concluded, the results of the investigation shall be reduced to written findings of fact. The person filing the complaint and the person alleged to have committed the conduct will be informed of the outcome of the investigation, including a determination of whether a discriminatory act has occurred. All notice to parents must comply with applicable state and federal privacy laws and regulations.
- A copy of the final determination as to whether a discriminatory act has occurred shall be furnished to the appropriate administrator/supervisor, and the Superintendent of Schools.

Most complaints are resolved within thirty (30) school days after the formal complaint is received. If more than thirty (30) school days is required for the investigation, the compliance officer or designee will inform the complainant and the person against whom the complaint was filed of the need for extended time and the reason why additional time is required to complete the investigation. If additional extended time is needed this step may be repeated every (30) school days until the complaint is resolved.

If a complaint is substantiated, action will be taken to correct the discriminatory or harassing behavior, prevent any future occurrence, and remedy the effects of the discrimination or harassment on the complainant and others, as appropriate. Retaliation of any form or for any reason is strictly forbidden.

A party not satisfied with the outcome of an investigation or the resolution reached through either the informal or formal resolution procedures detailed above, may submit a written appeal to the Superintendent of Schools within thirty (30) days of the resolution of the informal complaint or the compliance officer or designee's determination. The Superintendent of Schools or designee will respond, in writing, within fifteen (15) working days.

State and Federal Remedies

Using the Canton Public School District's complaint process does not prohibit students and families from also filing a complaint with a state or federal agency. Most of these agencies have a limited time-period for filing a claim (OCR – 180 days; ESE – within same school year)

United States Department of Education Office for Civil Rights (OCR)
5 Post Office Square
8th Floor
Boston, MA 02109
(617) 289-0111

Massachusetts Department of Elementary & Secondary Education (ESE)
75 Pleasant Street
Malden, MA 02148
(781) 338-3000

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights:

603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of student's’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student’s age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms: The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for

the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

(a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;

- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record
- (d)

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- (a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or

4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

Family Educational Rights and Privacy Act of 1974,

P.L. 93-380, Amended, P.L. 103-382, 1994, M.G.L. 66:10 71:34 A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002

603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12

Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995

Non-Custodial Parents' Rights

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. The parent has been denied visitation, or
 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

Maintenance of Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The School Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

Family Educational Rights and Privacy Act of 1974

P.L. 93-380, Amended P.L. 103-382, 1994

M.G.L. 66:10 71:34A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.

603 CMR: Dept. Of Elementary and Secondary Education 23.00 through 23:12

Mass Dept. Of Education publication, Student Records: Questions, Answers and Guidelines, Sept. 1995

Transfer of Student Records

Notice: Canton Public School District forwards student records to schools in which a current or former student seeks or intends to enroll. (click [here](#) for further information on transferring and withdrawing and student records.)



SAFETY AND SECURITY

EVACUATION/FIRE DRILLS AND LOCKDOWNS

Evacuation or Fire drills are held periodically during the school year. During these drills students exit the building and stand in designated areas where they will be accounted for.

When the alarm sounds, students are to follow the exit directions posted in each room. Students are expected to pass quickly in an orderly manner, forming into double lines on each stairway. Talking is not allowed at any time during an evacuation. If it is necessary to receive vital directions or information during a real fire, it is of great importance that these can be heard by all. If a student is not with their class when an alarm sounds, they should leave by the nearest exit and not attempt to join their class in the building. Students must then rejoin their class outside the building. All classes and students must move away from the building and wait silently for the “all clear” announcement before returning to the building.

Enhanced lockdown procedures are in place and practiced in the event of an emergency situation. These include: Shelter in Place, Lockdown and Evacuation. All drills are conducted in collaboration with Canton safety officials. There may be times when safety requires students to remain in their classrooms or other locations in the school. Students will receive instructions about lockdown procedures and must take these directions seriously. There may be lockdown practice drills to insure that everyone understands the procedures of a lockdown. For the safety of all, it is important that students follow all directions of adults during lockdown drills or announcements. Students who do not follow the directions given by staff will be subject to disciplinary action.

MICHAEL'S LAW

Canton Public Schools has developed a District-wide Medical Emergency Response Plan in consultation with members of the school community, including administrators, school nurses, athletic team trainer, coaches, local medical and other emergency responders, and other community providers. The purpose of the plan is to reduce the incidence of life-threatening emergencies and promote efficient responses to such emergencies.

Components of the Response Plan include, but are not limited to:

1. Safety Assessments on school property to prevent injuries and accidents.
2. Ongoing relationships of Canton School Administrators with fire and police chiefs as required under the Multi-Hazard Evacuation Plan.
3. Accessibility to 911 Emergency Response and associated protocols.
4. Contact information for each school's Crisis Team members and a Canton Crisis Phone Tree, each with telephone and extensions, and cell phone numbers for rapid accessibility.
5. Medical Emergency Protocols posted in all public areas on campus with instructions on how to activate the local emergency medical services (EMS).
6. Cardiopulmonary Resuscitation (CPR) and First Aid Training.
7. Medical Emergency Response Drills.
8. Presence of Automated External Defibrillators (AEDs) in all school buildings.

POLICY ON RESTRAINT OF STUDENTS

The Canton Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Purpose

The purpose of this policy is to ensure that every student attending the Canton Public Schools is free from the unlawful use of physical restraint. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Use of Restraint

Physical restraint⁵ shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances. Prone restraint⁶ is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

- (a) as a means of discipline or punishment;
- (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;

⁵ Physical restraint shall mean direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. [603 CMR 46.02](#).

⁶ Prone restraint shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position. [603 CMR 46.02](#).

(d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include the use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Mechanical restraint⁷, medication restraint⁸, and seclusion⁹ shall be prohibited in public education programs. Seclusion does not include a time-out, as defined within the Regulations.¹⁰

The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

Proper Administration of Physical Restraint

Only Canton personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. Nothing in this policy shall preclude a teacher, employee or agent of the Canton Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Staff Training

All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

Additionally, the school must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

⁷ Mechanical restraint shall mean the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. 603 CMR 46.02.

⁸ Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior.

⁹ Seclusion shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

¹⁰ Time-out means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

Reporting Requirements

Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

The Principal or designee shall review restraint data weekly to determine whether one or more students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the student's progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

Prevention of Dangerous Behavior

As set forth in the Regulations, the Canton Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

Parent Engagement

In accordance with the regulations, the Canton Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

Complaint Procedures

A student or representative who has a complaint regarding the District's restraint practices may report the matter to the building principal. In the event the principal is alleged to have engaged in improper restraint practices, the report should be made to: Canton Public Schools Director of Student Services
960 Washington Street Canton, MA 02021 781-821-5060 Ext. 1244

Complaints must be filed in writing within 30 school days of the event giving rise to the complaint and must include (1) a description, in as much detail as possible, of the alleged events; (2) the date and location of occurrence; and (3) all persons who have knowledge of the events (witnesses), as can be reasonably determined.

District personnel will investigate the reported events, including interviewing witnesses deemed necessary and appropriate to determine the facts relevant to the complaint. Such investigation will generally be completed and a written disposition made within twenty school days of receiving the complaint. If this timeline is not met, the reason(s) for not meeting will be documented.

Employees should note that violation of this policy (i.e., the Regulations) may result in disciplinary action, subject to applicable procedural and contractual requirements. It is understood that in the event a resolution contemplated by the Canton Public Schools involves disciplinary action against an employee, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to cease specific conduct with respect to the complainant).

If the complaint is not satisfied with an initial disposition, the grievant may appeal to the Superintendent, who can be contacted as follows:

Canton Public Schools Superintendent of Schools
960 Washington Street Canton, MA 02021 781-821-5060 x 1125

Additional information, including a copy of the regulations, can be obtained from the Director of Student Services who can be reached at 781-821-5060 x1244. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html.

SCHOOL RESOURCE OFFICERS

A School Resource Officer (SRO) is a law enforcement officer who works in a school system. The main goal of the SRO is to prevent juvenile delinquency by promoting positive relations between youth and law enforcement. They assist administration with concerns surrounding bus safety and behavior, discipline referrals and attendance, and participate in both regular education and special education meetings as necessary. In addition, school resource officers may conduct wellness checks at a student's place of residence if the school determines the child's safety is in jeopardy. The school resource officers also work with teachers and counselors to educate students in bullying and cyber bullying, drug and alcohol awareness, the transition to high school and other topics that involve the safety and well-being of our students.

VOLUNTEERS and CHAPERONES

To support student safety, all school volunteers, including field trip chaperones, must submit a CORI form and get fingerprinted. **If you anticipate volunteering, you are strongly encouraged to complete these requirements early in the school year, as there may be delays. CORI forms must be updated every three years.** [Click here to access the District Forms.](#)



SPECIAL EDUCATION

DISCIPLINE OF STUDENTS with SPECIAL NEEDS and STUDENTS WHOSE ELIGIBILITY for SPECIAL EDUCATION SERVICES is SUSPECTED

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300, et. seq., (“IDEA”) provides eligible students with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students.

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations require that additional provisions be made for students with disabilities. The principal shall notify the Administrator of Special Education of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

Generally school personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 cumulative days (to the extent those alternatives are applied to students without disabilities) Generally after a child with a disability has been removed from his or her placement for ten school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; As appropriate, a manifestation determination a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior will be conducted. *See 34 CFR 300.530(d).*

Short-Term Removals

Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student’s disability. Students may be removed for periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitute a “change of placement” as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student’s IEP goals, as determined by the principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

Change of Placement

A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a “change in placement.” Prior to a suspension that constitutes a change in placement, the student’s Team, including the student’s parents/guardians, must convene to determine whether the behavior is a manifestation of the student’s disability. In making this determination, the Team must review all relevant information in the student’s file, including the IEP, teacher observations, and any relevant information provided by the parents/guardians, to determine if the conduct was caused by, or had a direct and substantial relationship to the student’s disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination

If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury

Regardless of the Team’s decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or (3) has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team’s decision on the “manifestation determination” or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the MA DESE at 781-455-0400 x 213.

Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent/guardian refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion with services provided through the school-wide education service plan as applicable to all students. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

1. Parents’ request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Special Education Director or designee and/or Principal.
2. The Special Education Director or designee shall contact the parent(s) for initial scheduling conversation within approximately five (5) days of receipt of the parents’ request.
3. When a parent requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the Director of Special Education and the building principal before it is processed. The District shall provide timely access to the program and such approval may only be withheld for those reasons outlined within law and DESE regulation.
4. The Special Education Director or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom). The District will permit access that is of sufficient duration and extent to accomplish the purpose of the visit.
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption.
6. If the observer is not the parent, the parent must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.
8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will be asked to leave. This notice is

particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.

9. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
10. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.
11. A school administrator, or designee, also will observe at the same time and may take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period.

(MGL 71B:3) Massachusetts Department of Elementary and Secondary Education Technical Assistance Advisory SPED 2009-2 dated January 8, 2009

PROGRAMS FOR STUDENTS WITH DISABILITIES

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

Rehabilitation Act of 1973, Section 504

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

(PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

By legislation, both Massachusetts and the United States have declared the intention of guaranteeing educational opportunity to every handicapped child, and—insofar as possible—to do so within the public schools and the normal classroom.

These general aims of government create specific responsibilities for the public schools, which it is the committee's intention to fulfill. The committee will comply with its obligation to provide personnel, facilities, materials, and educational access for children with special needs, defined by the state as children who,

"because of temporary or permanent adjustment difficulties arising from intellectual, sensory, emotional, physical or perceptual factors, cerebral dysfunctions, or other specific learning disabilities, or any combination of these, require special education."

All children between the ages of three and 22 who have a special need, unless they have received a high school diploma or equivalent, - are included.

In most cases of special need, the committee will arrange for the suitable assistance within the public schools, using the facilities and personnel provided for that purpose. Some children will be assigned to educational collaboratives conducted by more than one town; and a few will require even more specialized arrangements, sometimes including residential programs.

The procedures for recognizing, referring, and programming special needs cases will be developed by the Student Services Department under the supervision of the superintendent and in cooperation with other administrators and teachers. State and federal guidelines will provide the bases of these procedures. In all cases, parents of students with special needs will be included in planning for their children and will have the right of due process in case of any disagreement with school personnel.



TRANSPORTATION

GENERAL

The Canton Schools will transport K-12 students on a daily basis according to the policy and guidelines listed below.

- The purpose of student busing is to provide safe transportation for those students who live beyond a reasonable walking distance from their schools. In fulfilling this purpose the School Department will try to ensure that student transportation is reasonably convenient. Parents and students should keep in mind, however, that buses are used to transport high school, middle school and elementary students in close succession, and that they must, therefore, be tightly scheduled. Plus, there are a limited number of buses at our disposal.
- Student handbooks for elementary, middle and high schools outline the responsibilities of the students with regard to their conduct on the bus. Violations of the rules or conduct outlined in the handbook may result in temporary or permanent suspension of the bus riding privileges. No refunds will be issued for students suspended from bus service.
- Transportation applications are sent out via email at the end of April each year. All forms must be returned whether or not your student requires transportation. All students must submit forms even if they are not required to pay the fee. Deadlines for payment are clearly delineated. If space is available, applications received after the deadline will be processed on approximately October 1st and/or placed on a waiting list.
- Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus.
- Regular student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus.
- Parents should not expect buses to operate over roads that are not properly maintained, on private lanes or driveways, or on dead ends or cul-du-sacs. School buses are not permitted to back up in order to make a turn around.
- Buses try to maintain a schedule but due to traffic considerations and weather conditions, times may vary.
-

ELIGIBILITY FOR BUS TRANSPORTATION

The Canton Public Schools follow the State of Massachusetts requirements for transporting students, which is any student in grades kindergarten through sixth, who lives more than 2 miles from the school they are entitled to attend, shall be eligible for transportation at no cost. (MGL., c71, sec 68)

- A. All special needs in-town preschool students may receive transportation at no cost to the family if required by IEP.
- B. Grades K – 6: Students who live over two miles from their school OR must cross or walk along Route 138, receive transportation at no cost to the family.
- C. Grades K – 6: Students who live under two miles have the option of receiving transportation for a fee.
- D. All students grades 7 – 12, regardless of distance or location, have the option of receiving transportation for a fee.

- E. By law, children who receive free or reduced lunch, do not have to pay for transportation but must still apply each year for both transportation and free or reduced lunch.

Notes:

1. Mileage is determined by the “Transfinder Pro” transportation software system. This is a scheduling and routing package that contains a GPS (Global Positioning System) and the Town of Canton map provided by the assessor’s office. Measurements are made from the end of the student’s driveway to the beginning of the driveway at the school, not door-to-door.
2. Massachusetts General Law and the Department of Elementary & Secondary Education define the route to a school as a “commonly traveled route”. The route between the residence and the school is a “walkable distance” not necessarily the route the bus may take.
3. Serious safety hazards: the Transportation Manager will investigate all requests for bus transportation because of safety hazards. Where necessary, school officials will consult with the Canton Police before making a judgment as to whether a particular situation warrants busing.

ROUTING OF BUSES

- A. All kindergarten children will be picked up in the morning and dropped off in the afternoon at either their neighborhood bus stop or their homes, wherever is more feasible. There is no guarantee of door-to-door pick up or drop off. Kindergarten students will not be dropped off at a bus stop unless a parent, responsible adult or older student is there to escort them home. If no one is present to meet the students, they will be returned to their school.
- B. The Transportation Manager will make every effort to ensure that no student has to walk more than one half (1/2) mile to the bus stop.
- C. Maintaining the sidewalks and roadways is the responsibility of the Public Works Department, and they should be notified for repairs or maintenance.
- D. For the purpose of busing, special needs student will be subject to the same policies as all students unless the Director of Student Services recommends special arrangements or the student’s IEP specifically requires transportation modifications.
- E. If a medical need arises, where a student may need temporary transportation, the parent needs to contact the child’s school nurse.
- F. Children on crutches, who can still ride the bus, should sit near the front of the bus for safety reasons.
- G. Students are to be transported from their assigned bus stop. Students are not permitted to ride on any bus except the one to which they are assigned, unless prior approval has been granted.
- H. If an elementary school child requires before or after school care from a different location than their home location, the request must be made, in writing, to the Transportation Manager. Locations will only be considered that are within Canton town limits and within the child’s elementary school district.
- I. Bus drivers do not determine stops, nor can they change stops. Drivers cannot, by law, drive a bus with student numbers greater than its capacity, except in a very specific case of emergency and then only at the direction of the School Department. Drivers cannot allow non-students (including parents) onto the buses.
- J. Routes will be considered “full” when 47 secondary students or 65 elementary students are assigned to them. Applications that arrive after the buses have reached capacity will be put on a waitlist.

REGULATION FOR SCHOOL BUS USE FOR ALL STUDENTS

A. STUDENT'S Loading and Unloading at the bus stop and at the school

1. Be on time at the designated bus stop – buses will not stop if a child is not waiting at the stop. Waiting inside the house until the bus arrives is not acceptable. Children should be waiting at their stop at least five minutes prior to the bus arrival.
2. Bus riders should conduct themselves in a safe manner while waiting. This means staying off the road and away from other people's property.
3. Wait until the bus comes to a complete stop before moving toward the bus and attempting to board the bus.
4. Board or leave the bus by crossing the street in front of the bus at a distance of about ten feet and only cross the street upon the signal of the bus driver.
5. Bus riders will not crowd or push while boarding the bus.
6. Bus riders will sit on the bus according to grade i.e. fifth graders in the back to kindergarten in the front OR eighth graders in the back to sixth graders in the front. There is no seating plan for high school students.
7. Students cannot ride a bus without a bus pass. If a student loses or misplaces his/her bus pass, s/he must obtain a new pass from the Transportation Manager. Replacement passes are available from the Transportation Office for a fee.

B. STUDENT'S – Riding the bus

1. All parts of the body i.e. hands, arms, head, feet, legs, etc must be kept inside the bus at all times. Permission from the driver should be given before any windows are opened or closed.
2. No eating or drinking is permitted on the bus, including candy and gum.
3. Children must keep the bus clean – remove all trash and belongings.
4. Talking shall be conducted in a low tone, i.e. no shouting, screaming, yelling or unnecessary distractions. Profane, derogatory or disturbing language shall not be used.
5. Cell phones, games and iPods can only be used with headphones. Video recording by students, parents, or guardians is not permitted on any bus. Canton schools and the bus company will not take responsibility for any item brought on or left on the bus.
6. Bus riders must remain seated at all times. For elementary students, there could be three students to a seat and for GMS and CHS, there should be two students to a seat.
7. No items can be in the aisle or blocking an exit. Instruments and projects can only go on the bus if the items can fit securely on the student's' lap with room for another student in the seat.
8. School buses are an extension of the school day – all rules concerning discipline apply to the behaviors on the bus. The driver is responsible for the safety of the children and can enforce rules on the bus.
9. Student's misbehavior may be documented by the bus drivers who have discipline forms that should be completed and submitted to the Principals at each school. Children may be suspended from the bus for a period of time or completely removed from transportation. No refunds will be given.
10. If a student damages any part of the bus (e.g. tearing seats), the parent is responsible for paying for the damage.

PAYMENTS

- A. Fees for the Pay and Ride program are set by the School Committee each year. Payment is due on or before a date determined by the School Committee, with application form, to the school in which your child is currently enrolled.
- B. Payments can be made by credit card or ACH - log onto www.myschoolbucks.com. If you already have an account in “My School Bucks” that you use to pay for your child’s school lunches, you will automatically find the Transportation Program in your School Store. If you don’t not have an account in “My School Bucks” you will need to register as a new user. You will be asked to create a username and password and will be given the opportunity to add any number of children to your account. When adding a child, you will be asked for his/her Student ID. Please reference you Pay and Ride Program Application for the unique identification number. *Please note that during checkout there will be a 3.95% transaction fee added to your total transportation credit card purchase or twenty-five cents (\$0.25) for ACH transactions. This fee is paid directly to myschoolbucks.*
- C. If you pay online, Pay and Ride applications must be completed and submitted in order for students to be assigned a bus.
- D. If you are eligible for free or reduced lunch, you do not need to make a payment, but you are required to submit the Pay and Ride Application each year. You must fill out a new Free or Reduced Lunch form each year as soon as they become available in the summer. If you are no longer eligible for free or reduced lunch, you will be contacted by the Transportation Office to make full payment before your child will be assigned a bus. All transportation procedures apply even if you do not have to make a payment.
- E. No payments will be refunded without approval from the Business Administrator.

TRANSPORTATION/BUS BEHAVIOR (also found under Code of Conduct)

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Regular student transportation is a privilege, not a right, and is dependent upon the student’s good behavior while on the bus.

The principal or his/her designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the student has previously been involved in misbehavior on the bus, and other circumstances. The following general guidelines, however, will be used by principals in determining penalties for disobedience or misbehavior.

- | | |
|-------------------|---|
| 1. First Offense | a warning or up to three days off the bus |
| 2. Second Offense | up to one week off the bus |
| 3. Third Offense | up to one month off the bus |
| 4. Fourth Offense | up to one year off the bus |

There are no refunds of bus fees for the situations described above. Other penalties, including suspension from school, may also apply.

TRANSPORTATION TO ALTERNATIVE ADDRESS

Transportation to alternate addresses, including daycare centers and afterschool programs for those students who are not regular riders of the bus in question, can be provided only if the daycare or afterschool provider is located in the same school district and those students have the same transportation schedule consistently every day of the week for the entire year without variations or deviations. For instance, students could be transported Monday, Wednesday, and Friday to daycare and Tuesday and Thursday to their home, but this would have to remain the same all year. Students can only ride the bus that has been assigned to them.

Enrollment Analysis			As of Date:		9/24/2020						
2020/2021 vs 2019/2020											
	Pipeline (1)	<u>2020/2021</u>	2020/2021	<u>2019/2020</u>	Diff	Remote	Continuim		Ave Class	Ave Class	
	As of ---->	(2)	& Pipeline	(3)	(Row F - I)	Pathway		Sections	Size	Size	
Hansen		9/23/2020	9/23/2020	3/1/2020		9/23/2020				(In School)	
K	6	80	86	83	3	17	69	4	17	9	
1		90	90	75	15	11	79	4	20	10	
2	1	78	79	78	1	16	63	3	21	11	
3	2	80	82	89	-7	21	61	3	20	10	
4	2	85	87	87	0	18	69	3	23	12	
5		83	83	84	-1	10	73	4	18	9	
Total	11	496	507	496	11	93	414	21	20	10	
JFK											
K	2	59	61	88	-27	10	51	4	13	6	
1		82	82	84	-2	23	59	4	15	7	
2		78	78	88	-10	16	62	4	16	8	
3		82	82	77	5	15	67	4	17	8	
4		77	77	84	-7	10	67	4	17	8	
5		87	87	84	3	18	69	4	17	9	
Total	2	465	467	505	-38	92	375	24	16	8	
Luce											
K	2	78	80	83	-3	11	69	4	17	9	
1	1	73	74	80	-6	19	55	4	14	7	
2	1	79	80	65	15	19	61	3	20	10	
3		60	60	93	-33	11	49	3	16	8	
4	2	93	95	79	16	11	84	4	21	11	
5		79	79	77	2	14	65	3	22	11	
Total	6	462	468	477	-9	85	383	21	18	9	
Total Elementary		1423	1442	1478	-36	270	1172	66			
GMS											
6	2	241	243	296	-53	45	198				
7	3	283	286	250	36	53	233				
8	1	245	246	232	14	37	209				
Total	6	769	775	778	-3	135	640				
CHS											
9		214	214	215	-1	24	190				
10		210	210	262	-52	27	183				
11	1	265	266	263	3	40	226				
12 (4)		268	268	244	24	44	224				
Total	1	957	958	984	-26	135	823				
Sub-Total - K-12	26	3149	3175	3240	-65	540	2635				
Preschool		26	26	96	-70	9	17				
Grand Total	26	3175	3201	3336	-135	549	2652				
						17.15%					
(1) - Pipeline is registrations in process.											
(2) - Actual enrollment numbers in the 2020/2021 Rediker database.											
(3) - Actual 3/1/2020 enrollment											
(4) - Includes SP students											

Elementary Remote Pathway				
Grade	Remote Pathway Enrollment	Sections	Aver. Class Size	
K	38	2	19	
1	53	2	27	
2	51	2	26	
3	47	2	24	
4	39	2	20	
5	<u>42</u>	<u>2</u>	<u>21</u>	
	270	12	23	
Elementary School Enrollment				
	<u>Continuum</u>	<u>Sections</u>	<u>Average Class Size</u>	<u>SC Class Size Guidelines</u>
Hansen				
K	69	4	17	16-20
1	79	4	20	18-20
2	63	3	21	18-20
3	61	3	20	20-24
4	69	3	23	20-24
5	73	4	18	20-24
Total	414	21	20	
JFK				
K	51	4	13	16-20
1	59	4	15	18-20
2	62	4	16	18-20
3	67	4	17	20-24
4	67	4	17	20-24
5	69	4	17	20-24
Total	375	24	16	
Luce				
K	69	4	17	16-20
1	55	4	14	18-20
2	61	3	20	18-20
3	49	3	16	20-24
4	84	4	21	20-24
5	65	3	22	20-24
Total	383	21	18	
RLP				
K	38	2	19	16-20
1	53	2	27	18-20
2	51	2	26	18-20
3	47	2	24	20-24
4	39	2	20	20-24
5	42	2	21	20-24
	270	12	23	
	1442	78	19	

**Town of Canton
Community Preservation Committee
FY 22 CPA Pre-Application Form
Due date: Rolling – No later than 5:00 pm on Friday, October 9, 2020**

PROJECT NAME: DEAN S. LUCE ELEMENTARY SCHOOL PLAYGROUND REPLACEMENT

PROJECT SPONSOR OR ORGANIZATION: CANTON PUBLIC SCHOOLS

CONTACT NAME: BARRY S. NECTOW

ADDRESS: 960 WASHINGTON STREET, CANTON, MA 02021

TELEPHONE NUMBER: 781-820-5060

EMAIL: NECTOWB@CANTONMA.ORG

PROJECT LOCATION/ADDRESS: 45 INDEPENDENCE STREET, CANTON, MA 02021

ESTIMATED AMOUNT OF FUNDING NEEDED: \$283,838 (See Attached Budget)

IS THE PROJECT ALLOWABLE? Please use the chart below to determine eligibility for CPA funding in one or more of the CPA project categories. If you are unsure about whether or not your project is allowable, please contact CCPC Administrator at ccpc@town.canton.ma.us.

Determining Project Eligibility				
	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes – if acquired or created with CPA Funds	Yes	Yes XXXXXX	Yes – if acquired or created with CPA Funds

For a more detailed chart with definitions, please visit: <http://www.communitypreservation.org>

REQUEST CATEGORY (check all that apply):

- Community Housing – **Please note # of housing units proposed/preserved:**
- Historical Resources
- Open Space – **Please note # of acres in parcel to be acquired/preserved:**
- Recreation

BRIEF DESCRIPTION OF PROJECT:

The Dean S. Luce Elementary School (“Luce”) playground is a heavily used elementary school students as well as the Canton community. The playground is outdated and a few pieces of equipment are unusable to nonexistence of replacement parts. The proposed project would fully replace the playground equipment with modern, state of the art equipment and structures.

ESTIMATED BUDGET:

<i>CPA Funding</i>	\$270,322
<i>Other Funding Sources (if applicable)</i>	\$13,516
<i>Total Project Cost</i>	\$283,838

ANTICIPATED MAINTENANCE COSTS (please describe any ongoing costs and source of funding):

School playgrounds are inspected annually and any deficiencies noted are addressed immediately. The proposed playground would be built with materials with very long warranties so it is anticipated that maintenance would be minimal. The surface area may need annual replacement, depending upon the type used.

ANTICIPATED COMPLETION DATE (please provide estimated project timeline):

The playground would be replaced during the summer of 2022.

Does the project have the support of relevant town boards/committees/organizations?

Conservation Commission

Playground & Recreation Commission

Historical Commission

Select Board

Housing Authority

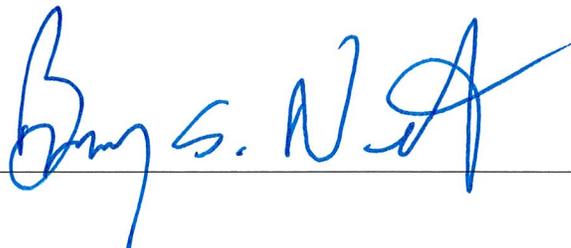
Other (please specify):

Planning Board

Summarize how the proposed project will benefit the Town of Canton and meet the goals of the Community Preservation Act:

The Luce playground is heavily used outside of school hours and during the summer. Replacing the outdated and unusable equipment with a new, state of the art structure would attract more use from area residents.

Applicant Signature:



Date:

9-25-2020

Luce Playground Replacement Preliminary Budget		
Sep-20		
Playground Equipment:		\$125,855
MHEC Discount		(\$7,551)
Poured in Place rubber safety surfacing:		\$64,700
Removal and Disposal of existing equipment:		\$3,000
Excavation:		\$11,800
Install of Play Equipment:		\$48,000
Install of stone sub-base:		\$14,000
Freight:		\$10,518
Sub-total		\$270,322
Contingency	5%	\$13,516
Total Project Costs		\$283,838





DEAN S. LUCE ELEMENTARY SCHOOL

MEO20526 • 09.22.2020



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COVID-19 Expenses and Projection

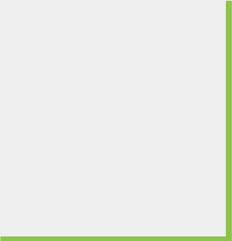
October 1, 2020				
Sources of Funds				
Cares Act - Municipal Funds for Schools				\$1,388,667
Cares Act - School Funds from DESE				\$745,000
ESSER Grant				\$105,000
Remote Learning Technology Essentials				\$79,265
Operating Budget - School				\$300,000
Total Sources				\$2,617,932 [a]
Expenses				
Expenses Category	Object	Amount	Projection	
		Through	Through	
		9/30/2020	6/30/2021	
PURCHASE of SERVICE	52000	\$11,500		
BUILDING MAINT & SUPPLIES	52420	\$112,533	\$150,000	
SUPPLIES	54000	\$317,421		
SUPPLIES & MATERIALS	54001	\$215,434	\$250,000	
EQUIPMENT PURCHASE	58500	\$257,190	\$150,000	
TECHNOLOGY	58508	\$1,003,854	\$100,000	
Total		\$1,917,932	\$650,000	\$2,567,932 (b)
COVID Related Staffing Costs				
Staffing the Remote Learning Pathway				
Position	FTE	Cost/Position		Total Cost
One Year Positions	20	\$50,000		\$1,000,000
Ed. Assts.	3	\$25,000		\$75,000
Total - Staffing the Remote Learning				\$1,075,000
Additional Staffing - Covid Related				
One Year Custodians	4	\$50,000		\$200,000
Ed. Assts.	17	\$25,000		\$425,000
Total - Additional Staffing - Covid Related				\$625,000
COVID Related Staffing Costs				\$1,700,000 [c]
Total Covid Related Costs				\$4,267,932 [d] [b +
Surplus/Shortfall				(\$1,650,000) [a - d]
Expense Variables				
Utilities				
Transportation				
Tuition				

	A	B	C	D
1	Funding Options for School Committee Budget Deficit			
2	10/1/2020			
3				
4				
5	<u>Option 1</u>			
6				
7	Deficit Amount		(\$1,650,000)	
8				
9	Sources of Funds			
10				
11	Fincom Reserve Transfer		\$250,000	[1]
12	Spec. Education Reserve Transfer		\$250,000	[2]
13	State Aid*		\$582,636	[3]
14	Free Cash Transfer		\$567,364	[4]
15	Total Sources of Funds		\$1,650,000	
16				
17	Budget Deficit Amount		\$0	
18				
19	<u>Option 2</u>			
20				
21	Deficit Amount		(\$1,650,000)	
22				
23	Sources of Funds			
24				
25	Fincom Reserve Transfer		\$600,000	[1]
26	Spec. Education Reserve Transfer		\$550,000	[2] [5]
28	School Department Revolving Accounts		\$500,000	[5]
29	Preschool Revolving	\$200,000		
30	Athletics	\$150,000		
31	Building Rental	\$150,000		
32	Total Sources of Funds		\$1,650,000	
33				
34	Budget Deficit Amount		\$0	
35				
36	[1] Requires Fincom Approval			
37	[2] Requires SB and SC Approval			
38	[3] State Aid from incremental state aid voted by the legislature - \$800K+			
39	in total (Town Meeting Required)			
40	[4] Town Meeting Required and Free Cash has to be certified beforehand			
41	[5] Funds to be replenished through appropriation at May 2021 ATM			



Canton Public Schools School Year 2020/2021

School Committee
October 1, 2020



DPH COVID-19 Metrics



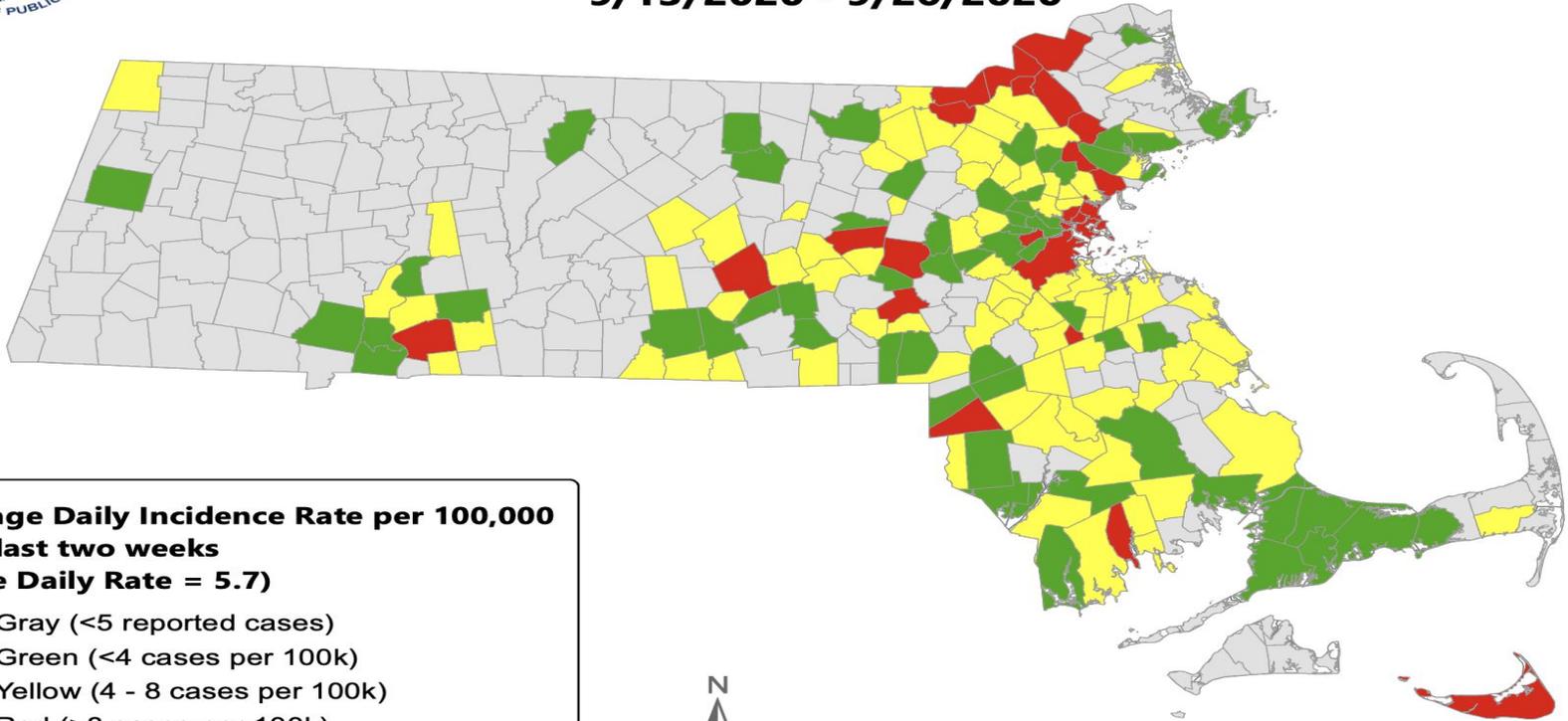
DPH COVID-19 Dashboard

New color-coded metric*		DESE expectation for learning model
RED	Average daily cases per 100,000 is greater than 8	Remote
YELLOW	Average daily cases per 100,000 is between 4 - 8	Hybrid OR Remote (if extenuating circumstances)
GREEN	Average daily cases per 100,000 is less than 4	Full-time in-person OR Hybrid (if extenuating circumstances)
UNSHADED	Fewer than 5 total cases over the past 14 days. Generally, this is for communities with small populations and very few cases.	

**Measured as a 14-day rolling average and will be reported weekly as part of the online DPH dashboard*



Massachusetts Department of Public Health COVID-19 Dashboard - Wednesday, September 30, 2020
**Average Daily Incidence Rate (per 100,000, PCR only) for COVID-19
in MA by City/Town Over Last Two Weeks
9/13/2020 - 9/26/2020**



**Average Daily Incidence Rate per 100,000
over last two weeks
(State Daily Rate = 5.7)**

- Gray (<5 reported cases)
- Green (<4 cases per 100k)
- Yellow (4 - 8 cases per 100k)
- Red (>8 cases per 100k)



1 inch = 20 miles

* Unknown Official City/Town (N = 22)
Cases are excluded when City/Town is unknown.

Bureau of Infectious Disease and Laboratory Sciences

* Data as of 30SEPT2020
and are subject to change.

State Dashboard- Through September 16, 2020

City/Town	Total Case Count	Case Count (Last 14 Days)	Average Daily Incidence Rate per 100,000 (Last 14 days) ¹	Relative Change in Case Counts ²	Total Tests	Total Tests (Last 14 days)	Total Positive Tests (Last 14 days)	Percent Positivity (Last 14 days)	Change in Percent Positivity ³
Canton	347	8	2.5	No Change	10267	1537	10	0.65%	Lower

State Dashboard- Through September 30, 2020

City/Town	Total Case Count	Case Count (Last 14 Days)	Average Daily Incidence Rate per 100,000 (Last 14 days) ¹	Relative Change in Case Counts ²	Total Tests	Total Tests (Last 14 days)	Total Positive Tests (Last 14 days)	Percent Positivity (Last 14 days)	Change in Percent Positivity ³
Canton	369	21	6.5	Higher	12168	1760	25	1.42%	Higher

Transition to Hybrid



Self Screening / Close Contacts

Canton Public Schools COVID-19 SYMPTOM SCREENING CHECKLIST FOR STAFF/STUDENTS



- Fever or chills**
- New or worsening cough**
- Muscle or body aches**
- New loss of taste or smell**
- Sore throat**
- Nausea, vomiting or diarrhea**
- New or worsening shortness of breath or difficulty breathing**
- Fatigue when in combination with other symptoms**
- Headache when in combination with other symptoms**
- Congestion or runny nose when in combination with other symptoms**

Students or staff experiencing symptoms as above should **stay home** and **cannot** come to school.

Canton Public Schools COVID-19 SYMPTOM SCREENING FOR STUDENTS



Students must **self-screen** for COVID-19 symptoms each day before entering school buildings.



Scan the QR code or [click here](#) to access the form.

Students experiencing symptoms should **stay home** and **cannot** come to school. Caregivers must call the school to report their child's absence and inform the school nurse:

CHS: 781-821-5050
GMS: 781-821-5070
HANSEN: 781-821-5085
JFK: 781-821-5080
LUCE: 781-821-5075
RODMAN: 781-821-5060

Canton Public Schools PROTOCOL: STUDENT/STAFF IS A CLOSE CONTACT OF A POSITIVE CASE



Who is considered a close contact or potential close contact?



Any individual, or whole cohorts, who came within 6 feet of a person infected with COVID-19 for at least 10-15 minutes.

Close contacts will be notified by the local health department and be instructed to monitor their symptoms and self-quarantine for 14 days. An individual may be identified as a potential close contact by the school.

Note: Testing is not required by the district, and does not shorten the 14-day self-quarantine period. However, if symptoms develop the individual should contact a healthcare professional.

If the close contact tests **NEGATIVE** for COVID-19:

The student or staff member must remain symptom free for 24 hours to return and follow a 14-day self-quarantine.

If the close contact tests **POSITIVE** for COVID-19:

The student or staff member should:



Stay home



Notify the school and close contacts



Monitor Symptoms



Assist the school or local health department with contact tracing



Answer calls from the local board of health

The student will need to stay in **isolation for at least 10 days, AND** until they have been **fever free for 24 hours, AND** experienced **improvement in symptoms, AND received clearance** from public health authority contact tracers.

School Committee Questions



Teaching and Learning



MCAS Update

- Students in Grades 11 and 12 will have 2 opportunities to take their ELA and Math MCAS: January and May
- Students in Grades 10-12 do not need to take STE, if they haven't yet as long as they have a passing grade in a related course.
- Grade 9 students will take STE exam this year or next year
- Students in grades 3-8 will take exams in April and May
- Additional guidance for MCAS Alt.

Remote Learning Pathway

- Weekly communication
- RLP Administrator
- Elementary Materials distribution schedule:
 - October 15, October 29, November 12
- GMS and CHS will distribute from their buildings on their schedule
- Teachers will notify parents if there are materials to pick up

School Committee Questions



Technology and Digital Learning

- Strengths and Challenges
 - Devices
 - Video Conferencing platforms
 - Connectivity
 - Support

School Committee Questions

