

Miriam F. McCarthy School

Student Handbook



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Welcome From The Principal

Welcome! The staff and I look forward to working with your child(ren) and you during the school year! We are committed to creating a safe, caring, inclusive, and challenging environment in which all students are actively engaged in learning. It is our goal to challenge students to reach their highest potential academically, socially, and physically. To achieve our goal we teach students to respect themselves and others, to understand and appreciate differences, and to hold themselves to high standards and expectations for achievement.

We are happy to share with you the information presented in this handbook that will help you and your child(ren) become more familiar and comfortable with your school. We hope it will answer many of your questions and be used as a reference guide throughout the school year. Since we believe that communication between home and school is vital, you can expect a folder every Friday that contains pertinent school information, a weekly e-mail update, and a monthly newsletter from the PTO. Please be an active participant in school activities and monthly PTO meetings. We want you to have the opportunity to learn with the children and the faculty and to share the excitement of your child's experience.

Together we can make the coming school year a successful one. If you have any questions or concerns, do not hesitate to initiate contact with the school. Once again, welcome to our McCarthy School community!

--Matthew Hanlon, Principal

Nondiscrimination Policy

The Framingham Public Schools do not discriminate based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status, or any other status protected by law. Any concern related to the implementation of this policy may be addressed directly to the building principal, the Superintendent of Schools (508-626-9117), or the 504 Coordinator (508-626-9132). The Boston office of the Massachusetts Commission Against Discrimination is located at One Ashburton Place, Boston, MA 02108.

McCarthy School Basics

How to Reach Us

Call 508-626-9161. Follow voice prompt to leave a message or speak to a staff member. The office hours are 7:45 am to 3:15 pm.

Other Numbers

Framingham School's Department of Transportation -- 508-626-9179

School Superintendent's Office -- 508-626-9117

Framingham Schools' Parent Information Center -- 508-424-3420

Metrowest YMCA Elementary Extended Day -- 508-879-4420, ext. 54

Please also check our website: www.framingham.k12.ma.us/mccarthy.cfm

School Hours

School hours are from 8:15 am to 2:15 pm. Children may arrive at the school playground for supervised play no earlier than 8:00 am. Children having breakfast at school may enter the cafeteria at 8:00 am. The first bell rings at 8:10 am at which time the teachers meet the children on the playground and lead them to their classrooms. All children must be in the classroom by 8:15 am. At dismissal, children should leave school grounds immediately.

Morning Kindergarten is from 8:15 am to 10:55 am.

On early-release days, school hours are 8:15 am to 12:15 pm. All children (except half-day kindergarten) will have lunch at school on early-release days, regardless of their regular lunch schedule.

Absences

If your child will be absent from school, please call the school at 508-626-9161 and follow the voice prompt. Give your child's full name, his/her teacher's name, and the reason for the absence. To ensure the safety of the children, if you do not call in your child's absence, the school will call you. Please also send a note to the classroom teacher when your child returns to school.

Lateness

If your child is not in the classroom at 8:15 am, he/she is late and must report to the office for a tardy slip. In cases of excessive tardiness, the town attendance officer will be notified.

Early Dismissal

If you need to have your child dismissed from school during the school day, please send a note to the classroom teacher. If someone other than a parent/guardian is picking up, they need to provide a picture ID. Go to the office and ask that your child be called from his/her classroom. You must also sign the dismissal log. If your child returns to school, please also sign your child back in at the office.

Clothing Guidelines

Clothing that is disruptive to the educational process is not acceptable at school. Students may not wear clothing that advertises drugs, alcohol, or depicts vulgarity. Students' shirts should extend to the wasteline and not be transparent. Students are not allowed to wear tank tops, straps of less than 1 inch width, spandex tights unless layered, or short-shorts. For safety purposes, flip-flops are also not allowed. Hats must be removed prior to entering the building.

School Expectations

We use our STAR Program to consistently promote expected school behaviors. It is a school wide program that allows us to use a common language when discussing expectations with students throughout the building. The letters in the acronym stand for Safety, Tolerance, Attitude, and Responsibility.

Safety – We use gentle hands, feet, and words.

Tolerance – We accept all bodies, all minds, all abilities, all colors, all shapes, and all sizes.

Attitude – We think positively. “We can do it!” We expect success, we work hard to achieve success, and we encourage others.

Responsibility – We take care of ourselves, take care of our things, take care of each other, and take care of our school.

This approach to managing behaviors focuses on the positive. Students will be acknowledged for exhibiting the STAR behaviors that we expect. We have a variety of different incentives that classes and individual students can earn for exhibiting exemplary behaviors.

Getting to School and Home Again

Walking

Children in grades k through 5 who walk to McCarthy School should cross at major intersections.

Crossing Guards are on duty at these major intersections:

- Flagg Drive and Normandy Road
- Concord Street and Normandy Road
- Union Avenue and Walnut Street

Bicycling

Students in grades 4 and 5 are allowed to ride bicycles to school only if they follow these guidelines:

1. Students must have a permission slip (available in the office) signed by their parents and sent to the teacher.
2. All students must wear a helmet.
3. For the safety of the walkers, students must walk their bicycles on school property.
4. All students riding their bicycles to school must have a chain and a lock.
5. Bicycles must be locked into a bike rack at the rear of the building.
6. Failure to follow these rules will result in loss of bicycle-riding privileges.

Buses

Bus routes are published in the *Metrowest Daily News* during the last week of August and on the Framingham Schools' website (www.framingham.k12.ma.us). Buses generally begin their routes at 7:10 am and arrive at the school by 8:00 am. If your child is the only one at a stop (especially if the bus stops directly in front of your house), please stand near the curb to be visible to the driver.

Bus safety is of the utmost importance, both at bus stops and while riding. Children should always use the seat belts installed on all buses. If the seat belts on your child's bus are broken or missing, call the Transportation Office at 508-626-9179. Please impress upon your children the importance of proper behavior on the bus: stay seated; refrain from loud noise and boisterous activity; save the front seats for kindergartners; and cooperate with the bus driver at all times. Pupils whose conduct is improper may lose the privilege of riding the bus. Quoting from the *Elementary Handbook on Rights and Responsibilities*: *If a student's conduct interferes with the safe operation of the bus or causes damage, a conference will be arranged with the student, parents, driver and principal, at which time the parents and student will be notified in writing that future incidents will result in the loss of privileges for a longer period of time. Your child could eventually lose his/her bus privileges for the remainder of the school year.*

All bus students must ride home on their assigned bus and get off at their assigned bus stop. Permission to ride a different bus or go home with a friend will not be honored.

Parent Drop Off and Pick Up

When you drive your child to school or pick your child up, please follow these procedures:

Parking Lot Safety Procedures

During arrival and dismissal times buses and emergency vehicles ONLY may use the driveway directly in front of the school. Parents are allowed to use this driveway at other times, but please remember to move your car, especially during mid-day kindergarten drop-off.

- Please observe all No Parking/Handicapped Zones.
- Please do not drop-off or park anywhere but at the designated areas.
- Do not stop on Flagg Drive to drop off your child.
- Do not leave children unattended in cars.
- Do not leave cars running.
- Please drive slowly through the parking lot!
- Do not pass other cars when dropping off unless directed by school staff.

Morning Drop-Off

Plan to arrive between 7:55 am and 8:10 am (Parents must wait for staff member on duty). Parents should drop off children in the Drop-Off Area, which is along the sidewalk that runs from the flagpole to the parking lot exit. Please pull your car all the way forward (as close to Flagg Drive as possible), parallel to the curb, so that other cars may line up behind your car. Children should exit the right-hand side of the car onto the sidewalk and then walk to the front entrance and follow staff instructions on where to line up. If your child needs help or will take a long time to exit the car, please park in the Visitor Parking. Do not park in the Drop-Off Area until 8:30 am! The Fuller lot does have designated McCarthy parking spaces which are suitable when Flagg Drive is safe to cross.

Picking Up

Children who do not take the bus are released through the "Walker" doors at the rear of the building or at designated "Parent Pick-Up" locations. It is important to note that children exiting through the "Walker" doors have no supervision and they will be released even if the parent is not visible.

For that reason, most parents prefer to use Parent Pick-Up, where teachers supervise the students before and during the exit process. Parents wait outside the door for their child/children. Teachers will not let a child leave the building until his/her guardian is at the lobby door. Parents should instruct their children not to dash out the door when they spot their parent approaching the building.

If your plans change and your child must be released in a different manner, a parent must notify the teacher in advance.

Parents should please always refrain from congregating inside the front entrance or on the benches in front of the office area during arrival and dismissal times. Please do not arrange to meet your child at the bench outside the office -- this area quickly becomes congested and confusing!

Snow Days

If school is cancelled you will receive a phone message from our automated ConnectEd system. School seldom closes early because of snow, but in extreme conditions this could occur. You will be notified by our automated ConnectEd system as well.

Academics

Curriculum

A complete description of the curriculum for each grade level is available in the school office. A brief overview of the curriculum for each grade is also available on the school website.

Classes

There are six self-contained special education classrooms. These students include with regular education classrooms for some subject areas and specials.

Parent Conferences

These conferences are held twice each year, fall and spring, usually on early-release days (Thursday afternoons) for teachers and parents to discuss the child's progress. Free child care is available.

In addition, parents may request a conference, either by calling the school or by writing the teacher directly. Some teachers are able to communicate via e-mail; please check with your child's teacher to see if this is an option.

Report Cards

Report cards are sent home in January and June.

Placement

Each spring the principal and teachers work to provide the best placement for all children for the following school year. They strive to create classes that are compatible and heterogeneous. The criteria used are academic development, race, gender, class size, and peer support systems. On "Move Up Day" students will receive their room assignment for the upcoming year.

Academic Records

Framingham maintains your child's official transcript for sixty years. The transcript contains your child's name, address, phone number, date of birth, grades, grade level completed and the year completed, as well as the name, address, and phone number of parents or guardians. The district also maintains a "Temporary Record" that contains all information not in the official transcript, such as standardized test results, extracurricular activities, and evaluations by teachers, counselors, and other school staff. The temporary records will be removed seven years after the departure from the Framingham School District. Consistent with the Education Reform Act, the District will transfer a student's record to a new school outside of the Framingham District without prior consent from the parent. Under state law, a non-custodial parent must submit a written request for the student record to the principal annually.

MCAS

The Massachusetts Comprehensive Assessment System (MCAS) is designed to meet the requirements of the Education Reform Law of 1993. The MCAS tests are based on the learning standards in the Massachusetts Curriculum Frameworks.

The MCAS testing schedule will be posted on the school website in the fall. MCAS tests are administered in the following content areas:

- Grade 3: ELA Reading Comprehension
 Mathematics

- Grade 4: ELA Composition
 ELA Reading Comprehension
 Mathematics

- Grade 5: ELA Reading Comprehension
 Mathematics
 Science and Technology/Engineering

For more information, frequently asked questions, and sample questions, please check out:
www.doe.mass.edu/mcas/overview.html

Academics and Academic Intervention

Media Permission

Occasionally student photos and work may be posted on the school or District web pages and/or the local newspaper. You have the right to request that this information not be released without your prior consent by notifying the school office in writing by October 1.

Title I

Through this federally funded program, McCarthy School is entitled to receive additional academic support. The federal government requires that Title I schools obtain the support of parents in promoting the education of children. The Home/School Involvement Compact, outlined below, emphasizes the important contribution that parents and school staff make to enhance your child's learning.

Teacher Responsibilities:

- 1) Teach necessary concepts to your child.
- 2) Try to be aware of the needs of your child.
- 3) Regularly communicate with you on your child's progress.

Student Responsibilities:

- 1) Do my class work on time.
- 2) Return corrected work to my parent/caregiver.
- 3) Be at school on time, unless I am sick.
- 4) Be responsible for my own behavior.
- 5) Pay attention and do my work.

Parent/Caregiver Responsibilities:

- 1) Review my child's assignments with him/her.
- 2) Give my child a quiet place to study.
- 3) Make sure my child gets enough sleep at night.
- 4) Make sure my child is at school on time.
- 5) Spend at least 15 minutes a day reading with my child.
- 6) Attend Open House and parent conferences.

Sage

Sage is a system-wide service providing a differentiated program of work concentrating on higher-level thinking skills for learners in grades 2 through 5. Children may be referred for Sage services by parents and/or teachers. All referrals will be evaluated to determine if the child's learning potential will be maximized by Sage services, held weekly in a separate classroom. Written parental consent is necessary for a child to be evaluated or serviced. Parents seeking information or requesting referral forms should contact the Sage Office at 508-626-9134.

Student Support Services

Services to Our Parents and Children

A Student Support Team, consisting of one social worker, one guidance counselor, and one psychologist, is available to promote successful development at school and at home. Remember that you are your child's best advocate and the Student Support Team wants to know what your concerns are. An appointment may be made by phone or written request to meet with this team.

Special Education

Special education is available within McCarthy School. When necessary, an assessment will be made with parents, principal, classroom teacher, and the Student Support Team. If a student is found to be in need of services an IEP (Individualized Education Plan) will be created and implemented.

Physical Therapy

An occupational therapist is available for children requiring help with physical problems, motor skills, etc. Parental permission is required.

Speech Therapy

Two full-time speech therapists work in the school. Parental permission is required.

School Nurse

McCarthy's nurse's office is open during school hours every day of the week. In addition to assisting with injuries and illness, the school nurse administers medications according to regulation. For more information, see "Health Programs" on page 13.

Out of the Classroom

Lunch

Families will receive a monthly lunch menu with daily choices of a hot entree, a cold entree, a peanut-butter and jelly sandwich, or a peanut-butter and fluff sandwich. Applications for free or reduced lunch are sent home on the first day of school. A new application must be filled out each year and for each child in the family. For online prepayment for lunch go to <http://www.framingham.k12.ma.us/foodservice.cfm>

Recess

All children enjoy a 15-minute recess on the playground in good weather or in the classroom during inclement weather. Recess gives children a break from classroom work and a chance for physical activity. On the playground, children will use the equipment properly and stay in sight of an adult. Children must be respectful of each other at all times. "Wild" behavior (play-fighting, out-of-control tag, karate, etc.) is not allowed.

Snacks

Children in all grades may bring a snack to eat at recess.

Breakfast

Children wishing to purchase breakfast at school may do so beginning at 7:55 am. In addition, children of families meeting certain income criteria are eligible for a federally funded breakfast subsidy. Applications for this program are available in the office.

Birthday Treats

If you wish to send in a treat for the class on your child's birthday, please consult with the classroom teacher in advance regarding food allergies. Non-edible items are encouraged, such as a book donated to the classroom or library in your child's name, a new board game for the classroom, pencils, markers, stickers, bookmarks, or trinkets.

After-School Care

The Metrowest YMCA operates the Extended Day program at McCarthy School every weekday afternoon. For more information, call 508-879-4420, ext. 54.

Staff Gifts

Framingham School Department policy strongly discourages individual gifts from pupils to teachers. Gifts to a teacher by an entire class, for special reasons, shall be permitted only by permission of the Superintendent of Schools. If you would like to acknowledge a particular teacher during the holidays, it is suggested that you send a note of appreciation to the teacher or to the Superintendent of Schools for the teacher's personnel file. Also, you may donate a book to the McCarthy School Library in the teacher's name. These forms are available in the McCarthy office. Finally, the office keeps a "Wish Book" listing teachers' classroom needs. Please feel free to consult the Wish Book to determine what a certain teacher has requested.

School Health Programs

School nurses promote the health and well being of every student in Framingham Public Schools by providing high quality nursing care in each school during school hours. All school health programs and requirements stated below comply with state and federal laws, Massachusetts Department of Public Health regulations, and Framingham Public Schools policies which are available from your school nurse or can be accessed on the School Health Services website.

Immunizations

To attend Framingham Public Schools, all students in grades Pre-K-12 must be fully immunized. Official documentation of required immunizations must be provided to your school nurse before your child can begin school at any age. Your school nurse can provide you with a list of required immunizations or you can find it on the School Health Services website.

Only medical and religious exemptions from immunization requirements are acceptable. If there are medical reasons why your child has not been immunized, a statement from your healthcare provider must be provided to your school nurse. Please state a religious exemption in writing to your school nurse.

Physical Examinations

Every student in Framingham Public Schools must provide documentation of a physical examination performed by a healthcare provider, conducted within 12 months prior to entry to school or within 30 days after school entry. Students must also provide documentation of physical examinations in kindergarten, Grades 1, 4, 7, and 10.

School Health Screenings

Vision and Hearing Screening:

All students receive regular vision and hearing screenings. Your school nurse will notify you with any concerns or abnormal findings and refer your child to your healthcare provider for further evaluation.

Postural Screening:

Postural screening, to assess for scoliosis and/or early signs of spinal problems, is conducted annually for all students in grades 5-9. Your school nurse will notify you with any concerns or abnormal findings and refer your child to your healthcare provider for further evaluation. You may waive your child's postural screening by stating your preference in writing to your school nurse.

Body Mass Index (BMI) Screening:

Schools are required to measure height and weight of students in grades 1,4,7, and 10 and use those figures to calculate each student's BMI. Your school nurse will provide you with a confidential report of your child's BMI. You may waive your child's BMI screening by stating your preference in writing to your school nurse.

Medication Policy

Prescription medication may be given in school only after the school nurse receives written orders from the student's healthcare provider/dentist and signed consent from the parent/guardian. New medication orders are required at the start of the school year and expire at the end of each school year. Only medications in original prescription containers, currently prescribed by a physician and brought to the nurse's office by a parent or other adult, will be given at school. All medications taken during the school day must be stored in the Nurse's office and be picked up by a parent/guardian before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

Under certain circumstances, in consultation with the school nurse, a student may self-administer asthma inhalers, insulin, or Epi-pens® during the school day. Contact your school nurse for more information. Over the counter (OTC) medications including Advil, Tylenol, etc. can be given during the school day after the parent/guardian completes an OTC medication permission form available on the School Health Services website or from your school nurse. The form must be completed each school year.

Students with Special Health Care Needs

Families are strongly encouraged to communicate any student health concerns to the school nurse. If your child has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other medical or mental health issue requiring special health services during school hours and/or is assisted by medical technology, please meet with your school nurse prior to school entry.

McCarthy School PTO

McCarthy School has a long tradition of dedicated parents and teachers volunteering their time and talents to enrich our children's education and to make the school a comfortable and welcoming place for everyone.

The PTO (Parent-Teacher Organization) facilitates communication among all members of the school community, advocates for all children, and raises funds to supplement our children's educational experience

The PTO meets once a month. At the meeting, we discuss and vote on current projects and future plans, and hear reports about other school activities from the principal and other PTO chairpersons. Membership in the PTO is free. Please join us for a meeting to hear more about the activities.

By volunteering for the PTO you will be an active part of our community and your child will realize school is important to your family. With so many varied events and activities, parents can always find a convenient project to help with, regardless of work schedule; there are many weekend, evening, and daytime meetings and activities.

McCarthy School Council

The School Council, a vehicle adopted as part of the Education Reform Act, allows parents the opportunity to participate in the decision-making process, which in turn helps improve the educational opportunities for all students. At McCarthy School, the School Council is composed of the principal, three teachers, three parents, and two community members. The School Council advises the principal on budgetary priorities, school climate, and educational matters. An election is held at the beginning of the school year for the parent representatives. Meetings are held monthly. The entire school community is welcome at the meeting.

Miriam F. McCarthy School Staff

Principal Matthew Hanlon
Office Manager Christine Chesmore

Office Aide Elena Nardizzi
Nurse Judy Wester

Kindergarten

A15 Michelle Gerard/Alex Goldberg/Diane Comstock
B2 Laurel Martin
B3 Bonnie Newman/Laurand Bryant
B8 Jennifer Chirco
B9 Lorraine Dray/Heather Degnan/Melissa Nordman

Grade 1

A16 Doreen Leavey/Allison Nelson
B4 Kristine Parker/Jen Jenkins/Robin Goldweitz/Jen McCarthy
B5 Dorothy Hamilton
B7 Diane Czajak
B1 Marylou Rawlings/Marilyn Castoldi Gr. 1/2

Grade 2

B23 Samantha Lowe/Jane Murray/Wendi Ciccarelli
B25 Gayle Goldstein
B31 Shawna Graham
B33 Patricia Towle
C4 Mika Coburn/Deb Chin

Social Worker Paulo Araujo

Counselor Mariann DeAraujo

Psychologist Meg Cabot

Occupational Therapist Carol Skaggs

Speech Shannon Call

Patty Lynn

Jackie Noone

Art C5 Lynn Taylor

Erin Malloy (M/T)

Linda Forman (Th)

Music D9 Christine Del'Olio

Laura Beck (W/Th)

Phys. Ed. Mike Crosby

Brad Paul (Th/F)

Grade 3

B6 Jim Parr
B26 Marjie Brockman/Robin Eisenberg
B28 Sara Burgwinkle
B29 Kathy Kenney-Marshall
B30 Lisa Zanella/Michaela Schult/Rob Fuller

Grade 4

C26 Nicole Karpierz
C27 Cheryl Botelho
C29 Marianne Gately
C30 Nancy Golden/Cecelia Gloski
C35 Joanne Simpson/JudyJo Drake

Grade 5

C3 Lori Brockway/ Ron Johnson
C6 Dan Santos/Michelle Crandell/Amirtham Daniel
C7 Meeghan Stone
C8 Bobbi Voss
C9 Elena Staroselsky

Resource Sarah Kakish/Sheryl Gochros
Nancy Shor/Anne Bilotti

Math Coach Vicky Barstow

Wilson Tutor Michelle Masella (M,T,W)
Melissa Stuchins (T,F)

ABA Specialist Jackie Cueroni

Health Michelle Kinsella (F)(Gr 5)

Computer Bob Neshe

Sage Robin Ciporkin

Librarian Chris Doyle/Joleen Morenzetti

Literacy Specialist Deb Bishop

Title I Judy Hack & Peggy Wright

Custodians Bill Good/Roland Burke

Cafeteria Cheryl Kapalis/Elena Nardizzi/
Kelly Mello

Book Room Pat Slavin

Framingham Public Schools: Elementary Rules, Regulations, Process and Procedures

Core Beliefs of the Framingham Public Schools

Non Discrimination Statement

Bullying

School Health Services:

- School Health Screenings

- Medication Policy

- Students with Special Health Care Needs

School Attendance

Transportation Rules and Regulations

Student Suspension, Exclusion and Expulsions

FPSNET Student Acceptable Use Guidelines

Public Notice Protective Regulations

American with Disabilities Act

Sections 504 of the Rehabilitation Act of 1973

Chapter 622 of The Massachusetts General Laws and Title IX of the Federal Education Amendments of 1972

Sexual Harassment and Unlawful Discrimination Policy

Grievance Procedures

Core Beliefs of the Framingham Public Schools

Learning is the central purpose of schools

For Framingham, this means that:

- All students can learn.
- Learning is an active, not passive activity.
- The purpose of assessment is to improve instruction.
- All decisions are made to further the academic success of every student.
- Professional conversations/meetings focus on instructional topics.

Human differences are to be respected

For Framingham, this means that:

- Each person will be made to feel valued, respected and safe within the Framingham school community.
- Understanding and respect for diversity is an integral part of the district's program of studies.
- The staff of the Framingham schools will reflect the diversity of our community.
- The schools of Framingham will reflect the diversity of our community.

Collegiality and professionalism characterize the school community

For Framingham, this means that:

- Frequent, continuous, concrete and precise talk about teaching between teachers.*
- Teachers plan, prepare, and evaluate teaching materials together.*
- Teachers teach each other about the practice of teaching.*
- Everyone in the Framingham school community will be actively engaged in professional growth through reflective study and professional evaluation.
- Schools actively engage parents/guardians in the child's education.

Individuals are responsible for their behavior and decisions

For Framingham, this means that:

- Each individual is responsible for modeling behaviors consistent with the core beliefs of the district.
- Each individual is accountable for creating a positive and safe learning environment.
- Each individual accepts responsibility for his/her decisions.
- Professional growth is achieved through identifying personal goals, taking appropriate actions and evaluating the results of these actions.

**Courtesy of Judith Warren Little, University of California*

Non-Discrimination Statement

The Framingham School Committee is committed to a policy of nondiscrimination in relation to race, national origin, religion, gender, age, sexual orientation, or recognized disabilities. In keeping with the requirements of Federal and State laws, the Framingham School district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students; in their assignment to schools and classes; and in their discipline; in location and use of facilities; and in educational offerings and materials. The Framingham School Committee encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their concerns to the administration.

Bullying

The Massachusetts Bullying Prevention and Intervention Law Chapter 92 of the Acts of 2010 (*an Act Relative to Bullying in Schools*) was signed into law on May 3, 2010. It requires that school leaders create and implement strategies to prevent and address bullying. The safety and well being of all students is a serious concern for school personnel as well as members of the larger community. Incidents of bullying and harassment will not be tolerated by Framingham Public Schools.

Bullying is defined as:

- Repeated Conduct
- Physical or emotional harm or
- Damage to a victim's property
- Hostile environment at school for the victim;
- Infringes on the rights
- Materially and substantially disrupts the education process or the orderly operation of a school

Off- school grounds bullying may be dealt with at school when:

- If it creates a hostile environment at school for the victim or
- Materially and substantially disrupts the education process or the orderly operation of the school

Bullying is unacceptable in the school and will be dealt with on a case by case basis. Students will be informed at the beginning of the school year about anti-bullying behavior and how they are expected to conduct themselves. Teachers and adults in the building will report any bullying activities to the administration when it is observed. All bullying behavior will be dealt with and a log discussing the incident and follow-up meetings will be recorded. Discipline or intervention actions may be taken with the aggressors and parents will be notified.

What is bullying?

1. The behavior must be repeated. If a behavior occurs only once, it may constitute harassment, but it is not bullying.

2. The behavior must be unwanted, offensive, threatening, insulting, humiliating, or causes the target to feel so stressed, injured or threatened that it interferes with is/her educational performance.

3. There must be an imbalance of power between the victim and the aggressor. "Bullying" is a systematically or chronically inflicting physical hurt or psychological distress on one or more students or employees.

Bullying may involve but is not limited to:

- | | |
|--|---|
| 1. unwanted teasing | 7. sexual, religious, or racial harassment |
| 2. threatening/intimidating behavior | 8. public humiliation |
| 3. stalking or cyberstalking | 9. social exclusion, including incitement and or coercion |
| 4. cyberbullying | 10. rumor or spreading of falsehoods |
| 5. physical violence | |
| 6. theft or destruction of school or personal property | |

Here are some differences between bullying and other forms of conflict:

Rough Play	Fighting	Bullying
Usually friends often will do the same things again	Usually not friends, Typically actions not repeated	Not friends but actions will be repeated
Power not an immediate issue	Power close to equal	Power is not equal
Not about hurting	Trying to hurt each other	Bullying is trying to hurt, humiliate
Effect is friendly, mutual	Effect is negative, angry	Effect varies between victim and bully

How do I file a report of bullying?

There are several methods for reporting suspected bullying incidents:

- Contact your school by phone and report it to school personnel
- Make a report in person or complete the Incident Report Form online at www.framingham.k12.ma.us

What happens next?

- Administrators will acknowledge receipt of your report
- A preliminary review of the incident may be conducted to determine need for the investigation
- If warranted, an investigation will be conducted and completed
- Parents of the target and the aggressor will be notified of the results and the school will take appropriate action

Resources about Bullying:

- www.framingham.k12.ma.us for Framingham Bullying Prevention and Intervention Plan
- <http://webhost.bridgew.edu/marc/> Massachusetts Aggression Reduction Center at Bridgewater State College
- <http://www.doe.mass.edu/> Massachusetts Department of Elementary and Secondary Education

School Health Services

School nurses promote the health and well being of every student in Framingham Public Schools by providing high quality nursing care in each school during school hours. All school health programs and requirements stated below comply with state and federal laws, Massachusetts Department of Public Health regulations, and Framingham Public Schools policies which are available from your school nurse or can be accessed on the School Health Services website.

Immunizations

To attend Framingham Public Schools, all students in grades Pre-K-12 must be fully immunized. Official documentation of required immunizations must be provided to your school nurse before your child can begin school at any age. Your school nurse can provide you with a list of required immunizations or you can find it on the School Health Services website.

Only medical and religious exemptions from immunization requirements are acceptable. If there are medical reasons why your child has not been immunized, a statement from your healthcare provider must be provided to your school nurse. Please state a religious exemption in writing to your school nurse.

Physical Examinations

Every student in Framingham Public Schools must provide documentation of a physical examination performed by a healthcare provider, conducted within 12 months prior to entry to school or within 30 days after school entry. Students must also provide documentation of physical examinations in kindergarten, Grades 1, 4, 7, and 10.

School Health Screenings

- **Vision and Hearing Screening:**

All students receive regular vision and hearing screenings. Your school nurse will notify you with any concerns or abnormal findings and refer your child to your healthcare provider for further evaluation.

- **Postural Screening:**

Postural screening, to assess for scoliosis and/or early signs of spinal problems, is conducted annually for all students in grades 5-9. Your school nurse will notify you with any concerns or abnormal findings and refer your child to your healthcare provider for further evaluation. You may waive your child's postural screening by stating your preference in writing to your school nurse.

- **Body Mass Index (BMI) Screening:**

Schools are required to measure height and weight of students in grades 1,4,7, and 10 and use those figures to calculate each student's BMI. Your school nurse will provide you with a confidential report of your child's BMI. You may waive your child's BMI screening by stating your preference in writing to your school nurse.

Medication Policy

Prescription medication may be given in school only after the school nurse receives written orders from the student's healthcare provider/dentist and signed consent from the parent/guardian. New medication orders are required at the start of the school year and expire at the end of each school year. Only medications in original prescription containers, currently prescribed by a physician and brought to the nurse's office by a parent or other adult, will be given at school. All medications taken during the school day must be stored in the Nurse's office and be picked up by a parent/guardian before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

Under certain circumstances, in consultation with the school nurse, a student may self-administer asthma inhalers, insulin, or Epi-pens® during the school day. Contact your school nurse for more information.

Over the counter (OTC) medications including Advil, Tylenol, etc. can be given during the school day after the parent/guardian completes an OTC medication permission form available on the School Health Services website or from your school nurse. The form must be completed each school year.

Students with Special Health Care Needs

Families are strongly encouraged to communicate any student health concerns to the school nurse. If your child has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other medical or mental health issue requiring special health services during school hours and/or is assisted by medical technology, please meet with your school nurse prior to school entry.

School Attendance

Daily attendance in school is mandatory by law. Parents and guardians are legally responsible for the daily attendance of children under their care. Every effort should be made to keep absenteeism to a minimum. Children who are not in school cannot benefit from the daily instruction that will ensure their academic success. Framingham Public Schools abide by Chapter 76, Sections 1 and 2 of the Massachusetts General Laws. Cases of chronic or habitual truancy will be reported to the Supervisor of Attendance who has the authority to file a criminal complaint in court against the responsible parent and/or guardian.

Parents/Guardians may excuse students for reasons of illness a maximum of 5 school days per year. After the 5th absence students will be marked as unexcused unless a doctor's note is provided to the school nurse.

The following reasons only shall be considered Excused Absences:

- Religious holiday or Observance
- Illness or Injury accompanied by a doctor's note after 5th day
- Death of a family member
- Visit to another educational setting
- Medical or Dental appointment accompanied by a doctor's note
- Court appearance

The following examples shall be considered Unexcused Absences:

- All Vacations occurring during the school day
- Transportation problems (missing the bus)
- 5 or more sick days without a doctor's note
- No notification of absence to the school by the parent or guardian
- Delay in obtaining immunizations

Transportation Procedures

School bus transportation is a privilege rather than a right. As such, students are to conduct themselves properly on the bus. Students will be transported to and from a designated bus stop.

Please note: Kindergarten students will not be dropped off at a bus stop unless there is an adult waiting to receive them. If an adult is not present children will be returned to their assigned school and parent/guardians will be notified. Repeated offenses may result in the loss of bus transportation privileges and parent/guardians will be responsible for transporting their children to school.

Student misconduct will result in the following consequences:

- First offense in which a student's conduct interferes with the safe operation of the bus or causes damage will result in a conference will be arranged with the student, parents,

driver and principal, at which time the parents/guardians and student will be notified in writing that future incidents will result in the loss of privileges.

- Second offense - 3-day suspension of busing privileges;
- Third offense - up to 10 day suspension of bus privileges
- Fourth offense - up to 20 day suspension of bus privileges
- Fifth offense - bus privileges suspended for up to the rest of the school year.

Parents have the option of requesting a hearing with the driver and principal regarding any discipline report about their student. The principal may require a parent conference for any student reported for bus discipline infractions.

(See policy JFCC for complete policy.)

Student Suspension, Exclusion and Expulsion

It is the policy of the Framingham School Committee to insure that an environment exists within each of the schools that is safe, orderly, and respectful towards all students, staff and visitors. The School Committee believes that a productive, positive, learning environment requires that disciplinary procedures be uniformly and fairly applied. The Discipline Policy which follows provides authority to impose three distinct forms of discipline on an escalating scale— suspension, exclusion, and permanent expulsion.

Depending upon the nature and severity of the offense committed, these disciplinary sanctions may be imposed subject to the observance of certain due process hearing rights as defined in the policy. The School Committee intends that the Framingham Public Schools be safe, and intends that the administration and school principals be given the full range of authority to prevent, address, and punish school-related violence and other behavior that is not conducive with attendance in a public school.

A. SUSPENSION

1. Purpose and Rationale

- a. The suspension of any student shall be used as a disciplinary measure only in the case of a serious offense upon the part of the pupil, or when, in the opinion of the principal, a continuum of offenses makes it necessary to use this kind of action.

Suspension is a next to last resort in seeking modification of student behavior. It is an interruption in the student's education, less in severity only to permanent expulsion by School Committee action.

Every administrative effort should be exerted to keep the student in school. Suspension should be invoked only when it will clearly serve to assist the student in further understanding the effect of his/her behavior on his/her education and/or the education of others.

- b. The duration of each suspension should be strictly limited to a period of time relevant to the correction of the student's behavior.

Suspension is at no time to be construed as strictly a punitive measure. Any exercise of student suspension in a manner which is arbitrary or capricious is to be avoided as a professional responsibility.

- c. The suspension of a special needs student must be consistent with the regulations described in Policy JG.
2. No suspension shall exceed three (3) consecutive school days unless the Superintendent or his/her designee has granted prior approval for said action.
 3. In suspension cases, the applicable procedure as noted below shall be used:
 - a. No suspension shall be invoked unless the student involved is personally advised of the specific nature of the offense and is provided an opportunity to present his/her views of the incident.

If there is, in the opinion of the principal or vice-principal, a discrepancy in the accounts of what constituted the incident or if suspension is for offense which might lead to court action, or consideration of expulsion, or is otherwise of an unusually serious nature, the parent should be advised immediately of the student's right to a formal hearing at the school level.

At such hearing, the student may, if he or she chooses, be represented by counsel and may present evidence on his/her own behalf. At the conclusion of such formal hearing, the student and the parent shall be advised of the student's right of appeal to the office of the Superintendent of Schools.

- b. It shall be the responsibility of the School Administrator that, prior to suspension being imposed, the student shall be fully aware of the school rules which have been violated and, insofar as possible, have a full understanding of the expectation of the school as to his/her conduct and the reasons underlying the expectation. For this reason, it is expected that rules of student behavior shall be made known to all students on an annual basis.
- c. Before sending a pupil out of the school building, the parent or guardian shall be notified by telephone that this is being done, or
- d. If the parent or guardian cannot be reached by telephone, the student shall be kept in the school office until dismissal time.
- e. If a suspended student is disrupting the school process, in a situation where the

parent or guardian cannot be reached by telephone, the police should be called to escort this student out the building and to his/her home.

- f. In all suspension cases, a letter shall be sent by the principal or vice-principal to the parent or guardian that the pupil will not be reinstated until a satisfactory parent-school conference has been held. Furthermore, a copy of this letter of notification will be sent to the Superintendent and Supervisor of Attendance. Where necessary, such letters shall be translated into the native language of the parent. It is anticipated that the Guidance Department will exercise a supportive role in any conference involved in the suspension process.
- g. A student shall have the opportunity to make up assignments and tests missed during a period of suspension. The initiative in making such arrangements rests with the student.

Note: It is not expected that exclusion or permanent expulsion will be used at the elementary level.

Framingham Public Schools Network Student Acceptable Use Policy Guidelines

1. Educational Objectives

- 1.1. The purpose of the Framingham Public Schools Network (FPSNET) is to facilitate communications in support of student education, staff professional development, and education research. Use of FPSNET must be in support of the educational objectives of the Framingham Public Schools.

2. Terms and Definitions

- 2.1. *FPSNET* refers to the Framingham Public Schools Network (fpsnet.net and fpsnet.org) and all associated resources. This includes, but is not limited to: workstations and peripherals, printers, network infrastructure, operating systems, software applications, domain structures, user accounts, e-mail, and Internet access.
- 2.2. *User* refers to any student or staff member with an FPSNET account or anyone else provided access to resources associated with FPSNET.
- 2.3. This policy applies to all FPSNET users, and to the use of FPSNET and all associated resources whether or not they are connected to the network or physically on school property, and any device that is not the property of the Framingham Public Schools but is used to connect to FPSNET or any of its resources.

3. Privilege vs. Right

- 3.1. Access to FPSNET is a privilege, not a right. Use of FPSNET requires the user to take full responsibility for his or her actions. Inappropriate use might result in cancellation

of this privilege or more serious penalties as stated in Section 7 of this document.

4. Privacy

- 4.1. In order to protect student's schoolwork, user folders and e-mail boxes carry individualized security that protects from any account, other than the specific user's or a network administrator's, gaining access. To
- 4.2 There is no expressed or implied level of privacy regarding the content of student user folders, email boxes, or any other use of the FPSNET and associated resources.
- 4.3. The Office of Technology monitors network activity and stored content on a regular basis and reserves the right to take those actions necessary to maintain the operational integrity of FPSNET and its resources.

5. Appropriate Network Activity

- 5.1. Activities in support of the *Educational Objectives* as stated in Section 1, and that do not violate other school or district policies, are acceptable and appropriate.
- 5.2. Responsible users: 1) know they are part of a larger, global community and their actions reflect upon themselves and their school; 2) use resources efficiently and under proper supervision by staff; and 3) understand prompt reporting of technical problems, or inappropriate behavior, to a supervising staff member benefits all users by maintaining the functional integrity of FPSNET and associated resources.

Inappropriate Network Activity

- 6.1. The following activities are considered inappropriate use of FPSNET. Activities not listed and determined by the appropriate school officials to fall outside of *Section 5: Appropriate Network Activities*, will also be treated as inappropriate network activities.
 - 6.1.1. Intentionally obtaining copies of or modifying: files, pass words, or data belonging to another user without that person's expressed permission.
 - 6.1.2. Vandalism or theft of hardware, software applications, files, and configurations. This includes attempting to introduce viruses, or other malicious code, into FPSNET or into other systems via FPSNET.
 - 6.1.3. Intentionally bypassing or attempting to bypass FPSNET security, including attempts to bypass Internet filtering.
 - 6.1.4. Installing software that has not been approved by the Director of Technology or designee.
 - 6.1.5. Revealing personal information about others on the Internet.
 - 6.1.6. Revealing personal information about yourself without the expressed permission of a supervising staff member.
 - 6.1.7. Intentional storage, viewing, or distribution of materials considered inappropriate within a school environment (e.g., pornography, materials in support of criminal activities, language that is abusive, obscene, or sexually explicit, etc.).
 - 6.1.8. Accessing web mail, other than that provided by the Framingham

Public Schools.

- 6.1.9. Violating the legal protection of copyright, including the use of materials or ideas without properly citing its source.
- 6.1.10. Activities designed to harass other users.
- 6.1.11. Advertising or advocating for non-school related activities or for-profit organizations, campaigning for political office, or "chain letters".
- 6.1.12. "Chats" and games, unless approved, directed, and supervised by an appropriate member of the school faculty or administration. The Director of Technology must expressly approve the storage, installation, and use of such files or applications.

7. Consequences

- 7.1. In cases where it has been determined that a user has acted inappropriately, and depending on the extent and nature of the infraction and with consideration of the user's previous behavior, the appropriate administrative staff in consultation with the Director of Technology may take the following actions against the user:
 - 7.1.1. Restricted network access.
 - 7.1.2. Temporary or permanent loss of user account and privileges to access FPSNET and all associated resources.
 - 7.1.3. Disciplinary action up to and including suspension and expulsion.
 - 7.1.4. Legal action, including criminal prosecution, as appropriate under local, state, and federal law.

8. Liabilities

- 8.1. Framingham Public Schools will not be responsible for the accuracy, nature, or quality of information obtained from the Internet.
- 8.2. Framingham Public Schools makes no guarantees, expressed or implied, with regard to the reliability or availability of FPSNET resources or the Internet.
- 8.3. Framingham Public Schools is not responsible for unauthorized financial obligations resulting from access to the Internet.
- 8.4. Framingham Public Schools is not responsible for costs, liabilities, or damages users might incur as a result of using FPSNET, including but not limited to, corruption of data or damage to personal property.

PUBLIC NOTICE PROTECTIVE REGULATIONS

The Framingham Public Schools does not discriminate based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status or any other status protected by law. Any concern related to the implementation of this policy may be addressed directly to the building Principal or the Superintendent of Schools. Grievance Procedures for the district can be found on the Framingham Public Schools website:

<http://www.framingham.k12.ma.us>

As related to disabilities, the District complies with the following two Federal Civil Rights Laws:

AMERICANS WITH DISABILITIES ACT

Program applicants, participants, members of the general public, employees, job applicants and others are entitled to participate in and benefit from all Framingham Public Schools' programs, activities, and services without regard

to disability. Copies of this notice are available, upon request, in alternative print formats (large print, audio tape, Braille, computer disk, etc.) Our grievance procedure, self-evaluation, as well as ADA policies, practices and procedures

are also available. Inquiries, requests, and complaints should be directed to: Dr. Steven Hiersche , Superintendent of Schools, 31 Flagg Drive, Framingham, MA 01701, 508-626-9117(voice), 508-626-9126 (TTY), 508-626-9119 (Fax).

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Framingham Public Schools complies with Section 504 of the Rehabilitation Act of 1973 which protects the rights of individuals with disabilities in programs and activities that receive federal funding. Section 504 regulations require the provision of free and appropriate public education to eligible students, reasonable accommodations and procedural safeguards.

Grievance procedures are available upon request. Inquiries concerning the application of Section 504 may be referred to the 504 Coordinator at 508-626-9197 or to the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

The Framingham Public Schools also complies with the following State and Federal Statutes and School Committee Policy:

CHAPTER 622 OF MASSACHUSETTS GENERAL LAWS AND TITLE IX OF THE FEDERAL EDUCATION AMENDMENTS OF 1972

Regulations governing the application of Chapter 622 of the Massachusetts General Laws, Acts of 1971, were issued in June of 1975. Chapter 622 specifies

"No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study in such public school on account of race, color, sex, religion, national origin, or sexual orientation."

These regulations focus on the services, programs and opportunities offered to students. The Chapter 622 Regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content, and extra curricular and athletic activities. Title IX of the Educational Amendments of 1972 became effective in July of 1975 and is concerned only with discrimination on account of sex, while extending protection against sex discrimination to the employment practices of a school or school district.

Title IX states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance." Title IX rules and regulations require education institutions receiving federal assistance to adopt a notification policy concerning Title IX. A copy of this policy and/or any regulations or inquiries regarding Title IX or Chapter 622 may be

obtained by contacting, Dr. Steven Hiersche, Superintendent of Schools & Title IX Coordinator for the Framingham Public Schools, 31 Flagg Drive, Framingham, MA 01701, 508-626-9117.S

SEXUAL HARASSMENT AND UNLAWFUL DISCRIMINATION POLICY

It is the policy of the School Committee to maintain a work and education environment in the Framingham Public School that is free of sexual harassment and of discriminatory actions based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status, or any other status protected by law. Unlawful employment discrimination and sexual harassment by employees or students will not be tolerated.

Any concern related to the implementation of this policy (or a request for a copy of the full policy) may be addressed to the building Principal, or to the Superintendent of Schools (508-626-9117). The Boston Office of the Massachusetts Commission Against Discrimination is located at One Ashburton Place, Boston, MA 02108.

GRIEVANCE PROCEDURES

Grievance Procedures for Students Regarding Complaints Alleging Discrimination in all Protected Categories

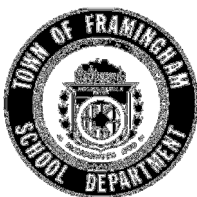
*** Grievance Procedure and Timelines**

The first step is to stop the offensive conduct by confronting the person who is harassing and by requesting that the discriminatory behavior stop.
Students should have adult support when taking this step.

- 2) If this process does not work, the victim should contact the building principal or some other responsible adult in the building. Guidance Counselors are always available to help students in the process.
- 3) Within thirty (30) days of the harassing or discrimination event, the victim speaks to the principal – or another adult who immediately brings it to the attention of the principal. The details of the complaint should be in writing.
- 4) The Principal will investigate and give a written response to both parties within twenty (20) days.
- 5) Disciplinary actions will be taken as deemed appropriate. Issues of confidentiality and non-retaliation against the person filing the complaint will be fully respected by principals and any district investigators.
- 6) Along with building Principal, the Superintendent of Schools, Director of Curriculum and Staff Development and the Director of Human Resources, can all be contacted as part of the complaint process.
- 7) All final complaints or appeals are directed to the Superintendent of Schools 508-626-9117 who will report back on any complaint/appeal within fifteen (15) days.

*The Equal Employment Opportunity Commission or the Massachusetts Commission Against Discrimination are the government agencies that can be appealed to if the victim is not satisfied with the district's handling of the complaint.

Please visit the **District Website at framingham.k12.ma.us** for the Complete presentation of Policy GBCC (also JFCK) regarding harassment and discrimination.



Framingham Public Schools

Mission Statement

The mission of the Framingham Public Schools, a system that understands and values our diversity, is to educate each student to learn and live productively as a critically thinking, responsible citizen in a multicultural, democratic society by providing academically challenging instructional programs taught by a highly qualified and diverse staff and supported by comprehensive services in partnership with our entire community.