



# The Green Meadow School

## 2020-2021 Student and Family Handbook

*The Maynard Public Schools are committed to a superior academic experience for Maynard's students that prepare them to be productive citizens in an interconnected technological world.*

**MAYNARD PUBLIC SCHOOLS**

[maynard.k12.ma.us](http://maynard.k12.ma.us)

**IF YOU NEED THIS DOCUMENT TRANSLATED, WE WILL SEND YOU  
THE HANDBOOK IN YOUR NATIVE LANGUAGE**

**Maynard Public Schools  
3-R Tiger Drive  
Maynard, MA 01754  
978 897-2222**

**MANUAL DEL ESTUDIANTE  
Si necesita este documento traducido, LE ENVIAREMOS  
EL MANUAL EN SU LENGUA MATERNA**

**Maynard Escuelas Públicas  
3-R Tiger Drive  
Maynard, MA 01754  
978 897-2222**

**Manual do Aluno  
Se você precisar deste documento traduzido, nós lhe enviaremos  
O MANUAL em sua língua nativa**

**Escolas Públicas Maynard  
3-R Tiger Drive  
Maynard, MA 01754  
978 897-2222**

**RESPECT-UNDERSTANDING-TRUST**

## Superintendent's Welcome



Dear Students, Parents/Guardians,

In an effort to keep our schools safe and orderly, we have begun to revise our handbooks to reflect common items in all of the Maynard Public Schools. Each year we plan on improving our communication with our constituents. The Administrative team is providing this handbook so that you will be informed of your rights and our expectations. We recommend that student and Parent/Guardian read this handbook together so that when you sign the forms on these two pages, you will be fully informed.

Sincerely,

Brian Haas  
Superintendent of Schools  
3R Tiger Drive  
Maynard, MA 01754

Voice: (978) 897-2222  
Fax: (978) 897-4610

### Student and Parent/Guardian Signature Page

Please sign and return the form below to signify that you have seen your School Handbook and reviewed the contents. An electronic copy of the handbook is available On the school website or a physical copy can be requested from the main office.

**I have reviewed and understand the Student and Parent Handbook for the 2020-2021 school year.**

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## School Committee Policies

### MAYNARD PUBLIC SCHOOLS

[maynard.k12.ma.us](http://maynard.k12.ma.us)

## Maynard School Committee Vision

All students achieve their full potential in an interconnected technological world.

## Mission Statement of the Maynard Public Schools

The Maynard Public Schools are committed to a superior academic experience for Maynard's students that prepare them to be productive citizens in an interconnected technological world.

We will achieve this through incorporation of 21<sup>st</sup> century learning skills and opportunities across disciplines and establishing high academic standards that encourage students and teachers to achieve their full potential. We will ensure that the professional staff, the curriculum, and the facilities function in unison to achieve the best possible learning environment for the students.

We will also provide an educational environment that is supportive of individual differences where all people are valued and respected. Parents and community members are our partners in the educational process and require frequent communication on the state and activities of the Maynard Public Schools.

We will constantly pursue a path of continuous improvement in all of our efforts to keep pace with an ever changing world.

## District Policies and School Committee Regulations

Maynard Public School District Policies and School Committee Regulations apply to all students and staff of the Maynard Public Schools. A complete list of these districts policies can be found online at the Maynard Public School's website under School Committee, or in the school and Superintendent's office.

Relevant policies include: Enrollment/Entrance Age, Promotion and Retention of Students, Child Abuse and Neglect Reporting Procedures, Harassment, CORI, Physical Restraint, Searches, and Memorandum of Understanding between MPS and Maynard Police Department.

<https://sites.google.com/a/maynard.k12.ma.us/maynard-public-school/board-of-education/school-committee-policies>

## School Welcome & Mission Statement

### Welcome to Green Meadow School

This handbook was created to help you learn about our school including instructional and after school programs, expectations, and services. Every day at Green Meadow School is full of opportunities to learn, be creative, be brave, meet new people, make new friends, and have fun.

As you read through this handbook, you will notice that we often refer to *‘being kind, safe, learners.’* These are our core values. They're at the heart of all our efforts at Green Meadow and help us to be our most successful selves.

Please remember that we are here to be collaborative and supportive. While this handbook contains a lot of information, we encourage you to contact the school for additional information or with questions whenever you need it.

We are committed to a strong home/school partnership that supports student learning and helps each child maximize his/her potential. We welcome opportunities for discussion and ongoing sharing of information to help us achieve this important goal.

### Green Meadow School Mission

The mission of the Green Meadow School is to provide a safe and nurturing community where diversity is celebrated, mutual respect amongst adults and children is practiced, and where parents and caregivers are seen as valued partners in laying the foundation of lifelong learning. Green Meadow School creates an environment supportive of courageous endeavors and is committed to helping all children achieve academic excellence through intellectual, creative, and physical challenges, enabling them to function as productive and successful citizens in an ever changing society.

#### Handbook Access

In addition to printed copies sent to each family yearly, we will post a current copy on the school's website. Please contact the school office with any questions that may arise.

## Green Meadow School Staff

Green Meadow Elementary School  
5 Tiger Drive  
Maynard, MA 01754  
(978) 897-8246

SCHOOL HOURS: 8:30 a.m. – 2:50 p.m.  
EARLY RELEASE HOURS: 8:30 a.m. – 11:45 a.m

ABSENTEE LINE: (978) 897-0310  
FAX NUMBER: (978) 897-8298

WEB SITE: [www.maynard.k12.ma.us](http://www.maynard.k12.ma.us)

|   |            |                |
|---|------------|----------------|
| Superintendent of Schools<br><a href="mailto:hellosupt@maynard.k12.ma.us">hellosupt@maynard.k12.ma.us</a> | Brian Haas | (978) 897-2222 |
|---|------------|----------------|

|  |                 |                |
|--|-----------------|----------------|
| Assistant Superintendent<br><a href="mailto:hellosuptcia@maynard.k12.ma.us">hellosuptcia@maynard.k12.ma.us</a> | Jennifer Gaudet | (978) 897-2222 |
|--|-----------------|----------------|

|  |               |                |
|--|---------------|----------------|
| Director of Student Services<br><a href="mailto:hellostudentservices@maynard.k12.ma.us">hellostudentservices@maynard.k12.ma.us</a> | Jeff Ferantti | (978) 897-2138 |
|--|---------------|----------------|

|   |                |                |
|---|----------------|----------------|
| Principal<br><a href="mailto:hellogmcia@maynard.k12.ma.us">hellogmcia@maynard.k12.ma.us</a> | Robert Rouleau | (978) 897-8246 |
|---|----------------|----------------|

|   |                 |                |
|---|-----------------|----------------|
| Assistant Principal<br><a href="mailto:hellogmlo@maynard.k12.ma.us">hellogmlo@maynard.k12.ma.us</a> | Karen Lindquist | (978) 897-8246 |
|---|-----------------|----------------|

|                              |                |                |
|------------------------------|----------------|----------------|
| Special Education Team Chair | Lora Monachina | (978) 897-8246 |
|------------------------------|----------------|----------------|

|                           |                |                |
|---------------------------|----------------|----------------|
| Counselor/504 Coordinator | Ann Rutherford | (978) 897-8246 |
|---------------------------|----------------|----------------|

|              |                |                |
|--------------|----------------|----------------|
| School Nurse | Sarah Bernardi | (978) 897-8246 |
|--------------|----------------|----------------|

|                    |                |                |
|--------------------|----------------|----------------|
| School Secretaries | Kathy Sullivan | (978) 897-8246 |
|--------------------|----------------|----------------|

|  |               |                |
|--|---------------|----------------|
|  | Nancy Dangelo | (978) 897-8246 |
|--|---------------|----------------|

\*To reach a teacher or other staff member, please call the main school number, (978) 897-8246, and leave a message. The teacher will return your call as soon as he/she is able. Staff members are also easily reachable by email. Staff emails can be found in the “Contact Us” section of the school website <https://sites.google.com/a/maynard.k12.ma.us/gmsppb/contact-us> .

# MAYNARD PUBLIC SCHOOLS



## 2021/2022

Superintendent's Office 1-R Tiger Drive

(920) 897-2222

Student Services Office 1-R Tiger Drive

(920) 897-2118

Maynard High School 1 Tiger Drive

(920) 897-4880

Forster School 1 Tiger Drive

(920) 897-6700

Green Meadow School 1 Tiger Drive

(920) 897-4246

### AUGUST

30 Teachers First Day-No School

31 Professional Day - No School

### SEPTEMBER

1 Professional Day - No School

2 Student First Day

3 Student Second Day

6 Labor Day - No School

7 No School

8 Student Third Day

24 Early Release - All Schools

### OCTOBER

8 Early Release - Powder Only

11 Indigenous Peoples Day

- No School

22 Early Release - All Schools

### NOVEMBER

11 Veterans Day - No School

24 No School

25-26 Thanksgiving Holiday

### DECEMBER

1 Early Release - GM Only

3 Early Release - All Schools

24-31 Winter Break

### JANUARY

7 Early Release - All Schools

17 Martin Luther King Day

- No School

28 Early Release - All Schools

### FEBRUARY

4 Early Release - All Schools

21-25 February Vacation

### MARCH

4 Early Release - All Schools

18 Early Release - All Schools

31 Early Release - GM Only

### APRIL

1 Early Release - All Schools

18-22 April Vacation

### MAY

6 Early Release - All Schools

13 Early Release - All Schools

30 Memorial Day No School

### JUNE

3 Early Release - GM Only

18 MHIS Graduation

15 180th Day of School

28 Juneteenth - No School

23 185th Day of School

30 Potential Contingency Days

### Early Release Distances

MHS: 10:38

FS: 11:15

GM: 11:45

| July  | August  | September (19)  |
|---|---|---|
| S M T W T F S   | S M T W T F S   | S M T W T F S   |
| 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30    |
| October (20)  | November (18)   | December (17)   |
| S M T W T F S   | S M T W T F S   | S M T W T F S   |
| 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30    | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| January (28)  | February (15)   | March (21)  |
| S M T W T F S   | S M T W T F S   | S M T W T F S   |
| 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28          | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| April (16)  | May (21)  | June (11)   |
| S M T W T F S   | S M T W T F S   | S M T W T F S   |
| 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30    | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30    |

### Legend

No School - Holiday/Vacation

No School - Staff Professional Day

Early Release GM

Early Release FS

Early Release All Schools

School Committee Meetings are held twice a month. See <https://bit.ly/3iRexL> for more information.

Approved 1/21/22, Revised 3/4/22, 4/1/22



## School Closing and Delays

### School Closing

It is the policy of the School Department to close or delay the opening of school in cases of concerning weather or travel conditions to ensure the safety of all. The Superintendent of Schools will make the decision about school closing or delayed opening after consultation with the Maynard Police Department, the bus company, and the Highway Department. Every effort will be made to make the decision by 5:00 AM. School closings or delayed openings will be announced in the following ways:

- Automated phone call to each home and email to each parent once the decision is made. Generally calls will be made between 5:30 and 6:30 AM. (If the decision to close or delay school is made the evening before, the information will be conveyed at that time.)
- WBZ TV – Channel 4
- Web: <http://wbztv.com/schoolclosings>
- [boston.com/weather](http://boston.com/weather)
- Radio 1030AM (WBZ).
- Whenever possible, the information will be posted on the school website

Parents need to be certain the school has their correct phone, email, and emergency contact information to ensure receipt to the automated messages. Please do not call the fire, police, or the school department to inquire about school closings or delays.

### Delayed Opening

In the event of a delayed opening, school will open between one and two hours after the regular starting time. School will be dismissed at the regularly scheduled time on delayed opening days. No breakfast will be served when there is a delayed opening. The exact length of the delay will be specified on the announcement or in the messages sent. Please note the following delayed opening times:

|                 |               |
|-----------------|---------------|
| One hour delay  | 9:30 opening  |
| 90 minute delay | 10:00 opening |
| 2 hour delay    | 10:30 opening |

Occasionally a “delayed opening” may be revised later to a “school closing” announcement if conditions worsen. Please stay tuned to the TV or radio for a possible cancellation notice after a “delayed opening” announcement. In addition, please check your email and phones for automated messages that will convey this information.

### Emergency Early Dismissal/School Evacuation

In the event that an emergency early dismissal is required, the Green Meadow School will notify families through:

- The automated phone and email messaging system
- Announcements on the school/district website:  
<https://sites.google.com/a/maynard.k12.ma.us/gmspbb>
- WBZ TV – Channel 4
- WBZ’s Website: <http://wbztv.com/schoolclosings>
- Radio 1030AM (WBZ)

Please be certain the school always has your current daytime contact information. Also, parents and guardians are responsible for making arrangements for students in the event of an early dismissal and notifying the school of your emergency dismissal plan in the event you cannot be reached.

If for any reason the Green Meadow School must be immediately evacuated, students and staff will walk together to the Fowler School and parents will be contacted by phone.

## Arrival and Dismissal Routines

### **Regular School Hours**

8:30 AM – 2:50 PM

### **Early Release Hours**

Regularly scheduled early release days occur throughout the year. Dismissal on these dates is 11:45 for all students. No lunch will be served during this time.

These early release days provide opportunities for professional development and parent-teacher conferences. Early release days may also be scheduled in conjunction with vacation dismissals. These dates can be found on the district calendar and the school website. In addition a complete list of early release dates is distributed to all families in the beginning of the year parent information. Reminders are listed in school email/newsletters as well.

### **Arrival**

School begins promptly at 8:30 AM. Students should arrive at school between 8:15 and 8:30 AM.

***Students should not arrive at school prior to 8:15 AM as there is no supervision.*** (An early arrival program is available for all students through the BASEC program. Please contact Michael Clark, Director, if you are interested in this option. Information can be found on the MPS website.)

Adults who are bringing their student to school by car must either park in the Crowe Park parking lot and walk their student to the building OR drive up to crossing guard drop off area at the beginning of Tiger Drive. In the latter case, you must remain in your car while your child exits from the passenger side onto the sidewalk. Once your child has safely exited the vehicle, you must immediately continue down Tiger Drive toward the Fowler School to exit. For the safety of our students please do not drive up to the front of the school or staff parking lot during arrival time unless you need to access the handicap parking.

Adults dropping-off students should bring them directly to the school office without accompanying them to their classrooms. If you have a question or are visiting school for the day, please check-in at the office to obtain information or a visitor's pass.

### **Pets**

**Family pets are not allowed on school grounds.** Please do not bring pets during arrival or dismissal.

### **Morning Routines: First Day of School for Grades 1-3.**

On the first day of school all students will enter the school through the entrance near the library door and meet their teachers in the gym. Staff members will direct students to specified areas for their classes where teachers will escort them to class.

### **Morning Routines: The First Week of School for Kindergarten**

Kindergarten students begin school on a staggered schedule. One half of the kindergarten class will come to school for each of the first two days to allow for smaller class size and the development of routines. Kindergarten teachers will meet their students in the cafeteria on these days. Once the students are in class, a welcome meeting will be held for incoming kindergarten families. Kindergarten students may arrive with their families or take the bus on their assigned day. Specific information regarding this process will be sent to incoming kindergarten families in August. *Please note that the BASEC Program will not begin for kindergarten students during the first week of school.*

### **Morning Routines: Beginning the Second Day of School**

Beginning on the second day of school, from 8:15-8:30 AM, students play outdoors in supervised areas on fair-weather days or line-up inside the building with teacher supervision on inclement-weather days. Upon arrival, staff will notify students whether to follow the indoor or outdoor arrival procedures..

If indoors (due to weather conditions):

- Third graders should enter through the main door and sit in lines near their classroom doors until their teachers on duty notify students that it is time for school to begin.
- First and Second graders should enter the building through the entrance by the library and sit in their designated hallway line locations.
- Kindergarten students should enter the building through the main entrance by the front office and line up on the ramp.

If outdoors (as often possible):

- Students in grades K-3 will play on the playground in front of the school. Before playing, students will put their backpacks in their line spots on the blacktop where they will be called to line-up at 8:25 AM.
- Important Note: During the second week of school, kindergarten students will line up on the ramp in the front entrance until teachers determine the students understand the arrival procedures and can safely join the other students for outdoor arrival.

### **Breakfast**

Students who will have breakfast at school should enter the building and go directly to the cafeteria as soon as they arrive. Students planning on having breakfast at school still need to be in class by 8:30 AM.

### **Tardiness**

Students who have not entered the school building by 8:30 are considered tardy and must check in at the school office for a pass. Tardiness affects not only the late child but disrupts the morning routines of the entire class and takes away from learning time. Help us get a positive start to each day by ensuring that your child arrives on time.

Chronic tardiness may lead to formal notification; meeting with administrators; and, in extreme cases, the filing of a Child in Need of Services (CHINS) report.

### **Absences Excused and Unexcused**

Regular attendance at school is essential for your child's continuing progress. However, we understand that occasional absences may be necessary due to illness, unexpected doctor verified appointments, family emergencies, legal proceedings, religious observances, or extenuating circumstances as determined by the Principal. **Please be aware that while the preceding reasons will be considered excused absences, vacations will not.** Please make every attempt to schedule all routine appointments for your child outside of the school day.

### **Quarantine policy??**

### **Reporting an Absence**

If your child is going to be absent, **call the school absentee line at (978) 897-0310 before 8:30 AM** on the day of the absence to tell the school not to expect your child.

On the absentee line please leave a message with: your name; the child's name, grade level, and classroom teacher's name; and the date and reason for absence. The absentee line is available 24 hours a day. Parents/caregivers need to notify the school only once if they know their child will be out for a definite period of consecutive days for a specified reason. A doctor's note is expected for illnesses of three days or more. Also, a doctor's note may be requested for other absences at the discretion of the building administration.

### **Child Safe Procedure**

To ensure safety for all, it is essential to report any absence. If you do not report your child's absence prior to 8:45 AM, a call will be made to your home or office as a safety check on your child. School staff and, if necessary, the school resource officer will be contacted to follow up until it is known to us that your child is safe. It is important that the school office has updated names and telephone numbers to contact (work, cell and home telephone numbers) in the event of an emergency or if the parent cannot be reached.

### **Absence due to Illness**

If your child has been diagnosed with an infectious disease or illness, please leave a message stating the specific diagnosis on the school absentee line or call the school nurse during regular school hours at (978) 897-8246. To ensure the good health of all the children at Green Meadow, please keep your child home from school if he/she exhibits any of the following symptoms:

- Fever with a temperature 100 degrees or greater – student must be fever free for 24 hours without medication to return to school
- Vomiting or diarrhea – student must be symptom free for 24 hours and tolerating a normal diet to return to school
- Severe cough
- Symptoms of conjunctivitis (pink eye) – if diagnosed, must be on medication for 24 hours before return to school
- Rash of unknown origin

### **Returning to School After Illness**

If you are unsure of the length of time to keep your child home, please check with the school nurse. Some

basic guidelines for returning to school following an illness are:

- Students must not have vomited for 24 hours and tolerating a normal diet.
- Students must be fever free for 24 hours without medication.
- If student has been prescribed antibiotics for an infectious disease, the student must have been taking antibiotics for at least 24 hours.
- Students returning to school after having lice **must** be brought to school by a parent or guardian and seen by the nurse prior to returning to the classroom. The school nurse is responsible for determining whether or not a student is ready to return to school.

### **Dismissal**

Students will be dismissed at 2:50 PM on full days and at 11:45 AM on early release days.

- Students will be released only according to the dismissal plan that parents/guardians have provided to the school.
- For the safety of all children, any changes in dismissal must be submitted to the office in writing **no later than** the morning the change is to occur.
- Students should not walk to and from school unaccompanied. A responsible adult or caregiver should pick up students at dismissal.
- All adults picking up a child should be prepared to show a valid photo I.D. In addition, the school must have written permission from the parents to release any child.
- Students in grades 1-3 who are being picked-up at dismissal will exit by the back door (the far end of the kindergarten wing) and be dismissed by the classroom teacher to a responsible caregiver. Kindergarten students will be dismissed directly at their classroom door to the designated adult.
- Students should not be walking to the Boys & Girls Club by themselves. Parents may register with both the Boys and Girls Club and the school to join a supervised walking group or to take the bus. It is the responsibility of the parents or guardians to make those arrangements, complete all paperwork, and notify the school of the child's dismissal plan.
- Students will be allowed to ride only their assigned bus.

### **Early Pick-Up**

Parents/caregivers should refrain from dismissing children early from school except for cases of illness or injury. It is strongly suggested that doctor and dentist appointments be scheduled after school hours to allow for maximum student learning.

- If a child is to be dismissed during the school day, a note, specifying the dismissal time and naming the adult who will be picking up the child, should be sent to school on or before the morning of the early dismissal. Do not rely on email as it may not be checked in a timely manner.
- Except in the case of emergencies, please do not call the school office to change a student's dismissal plan for the day. Phone messages can be confusing and may not be received in a timely manner which may interfere with the safe dismissal of all.
- The adult requesting the dismissal of the child must report to the school office to pick-up his/her child. If returning to school the same day, a parent or responsible adult must bring the student directly to the school office before the child returns to his/her regularly scheduled day.

### **Walking to and from School**

Students, second grade or below, must be accompanied by an adult or responsible older child when walking to and from school. In the morning, please accompany your child directly onto school grounds to an area supervised by school staff. During pick-up, please let your child's teacher know you are present. By doing so, you indicate to the teacher that you are taking responsibility for your child's safety. (See also Dismissal.)

### **Bicycles/Scooters/Skateboards/Rollerblades**

We do not have provisions to store scooters, skateboards, or roller blades during the school day. Bicycle racks are not available on school grounds, but may be available at Crowe Park. The school is not responsible for the supervision for bicycles left at Crowe Park. **In order to ensure safety for all, the Maynard Police and the school do not allow students to ride bicycles to and from school unless accompanied by a responsible adult.**

#### **Important Information Regarding Bicycles:**

- All bicycles left in Crowe Park should be locked to the bike rack during the school day. Locks must be provided by individual families and are not available through the school.
- The school is not responsible for the security and maintenance of any bicycles stored on bike racks. No provisions will be made for bicycles stored outside during inclement weather.
- Riding bicycles, scooters, skateboards, and rollerblades on school grounds is not allowed. Upon arrival at the corner of Great Road and Tiger Drive where the crossing guards are located, all students and adults must get off their bikes and walk them to the bicycle rack.
- No student will be allowed to be dismissed early and ride their bicycle home unattended.
- Due to the safety concerns caused by ice and snow, students may not ride bicycles to school during the winter.
- Both the district and the Maynard Police Department expect all students to wear bicycle helmets and observe proper bicycle safety rules.

### **Parking and Buses**

Limited parking is available for visitors to the school. Please abide by the following guidelines when coming to school.

- Handicap parking is available near the circular driveway in front of the school as well as in the staff parking lot.
- Other parking in the circular driveway is not permitted between the hours of 7:30 AM and 6:00 PM.
- Parking is never permitted in the fire lane, along the driveway entrance to the school, or on Tiger Drive leading to the Fowler school. The Maynard Police will ticket.
- The parking lot directly across from the school is for staff only during the school day. Even if you find a space available during the day, please remember that we have many staff members who travel between buildings and will need the available spots in order to be available to provide instruction to students.
- Daily parking for families and all visitors is available in the Crowe Park or Fowler School parking lots. For evening events the staff parking lot can also be used.
- Please do not leave children unattended in cars on school grounds at any time.
- The Maynard Police monitor to ensure legal parking and will ticket any noted violations.



## **Idling**

In accordance with Ma. General Law, Part 1, Title XIV, Section Chpt. 90, 16B, The prolonged idling of a motor vehicle, on or within 100 feet of school grounds, is prohibited by law. Do not leave unattended cars idling on school grounds at any time.

## **Buses**

The Maynard Public School District provides free transportation to all students in grades K-6 who live two or more miles from their school. Based on availability, all other students may receive transportation for a fee, regardless of the distance to their homes from their school.

Bus registration generally occurs in April or May. For information about how to arrange for your child to ride the bus, please contact the Superintendent's office at 978-897-8222.

## **Bus Route Procedures**

- Parents/caregivers are asked to help maintain safe and respectful behavior at the bus stops while the children are waiting for the bus to arrive.
- All students should be at the bus stop five (5) minutes before their scheduled pick-up time.
- Students are issued bus passes which they should carry each day (Many students attach this to their school bag). Students are not permitted to ride any bus other than the one indicated on their pass.
- Students are expected to display cooperative, respectful, and safe behavior at all times as they ride on the bus.
- Safety on the bus is our primary concern. If behavior on the bus becomes an issue, parents will be contacted. Bus privileges may be suspended at the discretion of the school administration.
- If your child is having any problems on the bus, please call the school office at (978) 897-8246. (See also "Bus" in the "Conduct" Section.)

## **Not Riding the Bus Today?**

- If your child is not going to ride his/her regular bus home on a given day, the parent/caregiver **MUST** send a signed note to the child's teacher clearly explaining the alternate dismissal plan for which you are giving permission.
- A phone call **will not** be accepted as permission to go home by another means.
- All adults unfamiliar to the staff should be prepared to show proper identification before the child is released to their care.

## **Kindergarten Students Who Ride the Bus**

Kindergarten students ride on the same buses as all the other students. Seats at the front of the bus are reserved for kindergarten students. Siblings will sit with their grade level peers

Kindergarten students will be dropped off **ONLY** if there is a parent or designated person waiting at the bus stop when the bus arrives. If no adult is present to pick-up the kindergarten student, he/she will be brought back to school on the bus to await pick-up by a parent or another adult listed on the child's emergency release form. If for some reason, the person who regularly meets your child at the bus stop is not able to do so, please make alternate arrangements in advance and send in a note to the school to let us know who will be waiting for the bus to meet your child.



### **III. Student Conduct and Attendance**

#### **Core Values & Behavior Expectations (Code of Conduct)**

Green Meadow School is a respectful school where hundreds of students and teachers learn together every day.

**At Green Meadow School...**  
**We are KIND,**  
**We are SAFE**  
**We are LEARNERS.**

We call these our core values and they help us to be our best every day.

#### **To be a learner, we expect all students to:**

Listen to and work well with others.  
Be open to new ideas and share your own ideas.  
Try your best.  
Take risks and learn from your mistakes.  
Ask questions.  
Take responsibility for your learning.

#### **To be kind, we expect all students to:**

Be kind to all students and adults.  
Be respectful to everyone and everything.  
Be kind in words and actions.

#### **To be safe, we expect all students to:**

Keep yourself safe and others safe.  
Use safe words.  
Use safe hands, feet, and body.  
Use all equipment safely.

#### **Being a kind, safe learner at LUNCH**

Walk at all times.  
Wait in line quietly and patiently with your card or money ready.  
Go through the service area only once.  
Use agreed upon classroom table manners.  
Stay seated while eating, with legs kept underneath the table.  
Use an indoor voice.  
Raise your hand if you need assistance.  
Leave your seat only with permission.  
Eat your own food.  
Clean up your own space, including the floor.  
Follow the directions of the teachers/lunch monitors.  
Be kind and respectful.

## **Being a kind, safe learner at RECESS**

### **Have FUN**

- Don't forget to line up immediately after the whistle is blown.
- Remember to pick up anything you brought to recess with you (lunchbox, coat, etc.).

### **Be KIND**

- All games should have fair rules that are followed by all participants.
- Include new and old friends in your games.
- Ask a recess monitor for help if you have a problem.
- Keep your hands to yourself.
- Be kind to nature. (Don't pull on trees and shrubs or bother small creatures.)

### **Be SAFE**

- Stay within sight of a recess monitor at all times.
- Ask a recess monitor for help if you have a problem or question.
- Ask a recess monitor if you need to go inside.
- Throw only balls and Frisbees.
- Use all playground equipment appropriately and help put it away when you're done using it.
- Keep your shoes on and tied.
- Only use the slide one person at a time, seated with their feet going down first. Jumping off, twisting, and running up the slide are dangerous and unacceptable.
- Walk while crossing the play structure -- crawling or sitting on railings is unacceptable and may result in serious injury.
- Only use the playground structure and basketball court with supervision.
- Leave drains alone.

## **Being a kind, safe learner on the BUS**

All bus-riding students are expected to exhibit good conduct and courtesy on the bus and at the bus stop. Students in kindergarten are to sit at the front of the bus, students in grades one and two in the middle, and students in grade three at the back of the bus.

### **Waiting for the bus:**

- Be on time to the bus stop.
- Stand at a safe distance from the designated bus stopping area.
- Stay off the roadway.
- Line up when the bus approaches.
- Be kind and respectful to others waiting for the bus.

### **Riding the bus:**

- Remain seated at all times while the bus is moving.
- Stay in the same seat for the entire bus ride.
- Use quiet voices and appropriate language at all times.
- Treat others with kindness.
- Follow directions given by the bus driver.
- Keep hands, heads, and all other objects inside the bus windows.
- Parents will be held liable for any malicious damage to a bus by a child.
- Do not bring anything that can be harmful or used as a weapon on the bus or to school.

If a student does not follow these rules, the bus driver will issue a warning. If the behavior continues, the child may be given an assigned seat. If this does not result in appropriate behavior, the bus driver will issue a written notice which will be given to the Principal. All bus drivers have pre-printed forms to report violations to the school. The child will speak with a school administrator and the notice will be sent home to the parent/caregiver. Children may be suspended from riding the bus for a specified period of time and the parents/caregivers will be responsible for transporting them to and from school. Riding the bus is a privilege that can be revoked if any student misbehaves, is not courteous, or if he/she endangers the safety of others.

If your child is having difficulty on the bus, please call the school office at (978) 897-8246.

## **Bullying & Harassment Policies and Information**

The Maynard Public Schools are committed to maintain a school environment free of harassment based on race, color, sex, religion, national origin or sexual orientation, gender identity, age, or disability.

Harassment by administrators, certified and support personnel, students, volunteers, vendors and other individuals at school or at school-sponsored or related events is unlawful and is strictly prohibited. The Maynard Public Schools requires all employees, student and visitors to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Harassment includes communications such a jokes, comments, innuendoes, notes, emails, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, sex, national origin, age, gender identity, sexual orientation, or disability.

By law, what constitutes harassment is determined 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 the other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Maynard Public Schools. Persons who engage in harassment, bullying, 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. This policy will be enforced by the Superintendent or appointed designee. The Maynard Public School urges all individuals in the school community to bring any concerns or complaints of harassment or bullying to the attention of appropriate school personnel so that they can resolve the issue.

## Bullying and Hurtful Behaviors

In accordance with our school values, Maynard Public School policy, and Massachusetts state law, bullying and retaliation are prohibited.

### **Proactive Measures**

Staff at all Maynard Public Schools have been trained to prevent, identify, and respond to bullying. In addition to modeling kind and respectful behavior, Green Meadow staff use the Responsive Classroom, Social Thinking, and AI's Pals programs to support students' social and emotional growth. In 2017-2018, we began implementing PBIS (Positive Behavioral Interventions and Supports). A multi-year initiative to establish clear, consistent norms and teach behavioral expectations in a proactive manner.

### **Bullying and Retaliation Definitions (per 603 CMR 49.03)**

***Bullying***, pursuant to M.G.L. c. 71, §37O, means the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- (a) causes physical or emotional harm to the target or damage to the target's property;
- (b) places the target in reasonable fear of harm to himself or herself or damage to his or her property;
- (c) creates a hostile environment at school for the target;
- (d) infringes on the rights of the target at school; or
- (e) materially and substantially disrupts the education process or the orderly operation of a school.

Bullying shall include cyber-bullying.

#### **Bullying may involve, but is not limited to\*:**

- Unwanted teasing
- Threatening/intimidating behavior
- Stalking or cyber-stalking
- Physical violence
- Theft or destruction of school or personal property
- Sexual, religious, racial and/or discriminatory harassment
- Public humiliation
- Social exclusion
- Spreading of rumor or falsehoods

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

### **Reporting Bullying or Retaliation**

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the Principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or

guardians, or other individuals who are not school or district staff members, may be made anonymously. If a school community member would like to make a report of bullying or retaliation, he/she should contact the school's Principal. **(From section V of MPS Bullying Prevention and Intervention Plan)**

|   | There Are Several Methods for Reporting Suspected Bullying Incidents.*  |
|---|---|
| 1 | Contact a school administrator.   |
| 2 | Make a report in person.  |
| 3 | Download a Bullying Reporting Form from <a href="http://www.maynard.k12.ma.us">http://www.maynard.k12.ma.us</a> . |
| 4 | Pick up a Bullying Reporting Form in the school office.   |

#### **Notice to Parents or Guardians**

Upon determining that bullying or retaliation has occurred, the Principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00. **(From section V of MPS Bullying Prevention and Intervention Plan)**

#### **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 not repeated | Not friends but will be repeated           |
| Power not an immediate issue                         | Power close to equal                        | Power is not equal                         |
| Not about hurting                                    | Trying to hurt each other                   | Bully is trying to hurt and/or humiliate   |
| Affect is friendly, mutual                           | Affect is negative, angry                   | Affect varies between the target and bully |

#### **Critical Aspects of Bullying from leading researcher, Dr. Dan Olweus\***

|  |   |  |
|--|---|--|
| <u><b>Frequency</b></u> Bullies target children for a number of reasons, often because they can. However, they generally do not stop this behavior with particular children unless adults intervene. It is a recurring, often constant problem for the target. | <u><b>Power</b></u> The power relationship is inherently unequal. Frequently the bully gains more power and influence among others from his/her behavior. | <u><b>Intent</b></u> Bullies mean to do what they do; generally, they intend to harm, embarrass, or victimize. |
|--|---|--|

**Further Information:**

For additional information about Maynard Public Schools Bullying Prevention and Intervention Plan, please visit the district's website at <https://sites.google.com/a/maynard.k12.ma.us/maynard-public-school/programs/anti-bullying-program> or call the school office.

\*Credit and appreciation for these items given to Northborough/Southborough Public Schools.

**Dress Code**

Children are expected to come to school dressed in appropriate attire that is neat and clean and will allow them to participate in all school activities.

**Label it!**

Parents/caregivers are encouraged to label all of their child's belongings (i.e., lunch-boxes, backpacks, and articles of clothing).

**Gym Class**

Sneakers are required for gym classes.

**Winter Wear**

During the winter months, we go outside to play daily. Snow pants, jackets, boots, mittens/gloves, and hats are necessary if the children are to play in the snow. Children who are not adequately dressed must remain on the paved surfaces.

**Inappropriate Clothing**

Green Meadow relies on families and students to exhibit good judgment in their manner of dress and to respect the rights of others. School authorities do have the legal right to forbid articles of clothing which endanger the health or safety of the student or others, cause a disruption in a classroom or school, or present a potential maintenance or safety problem.

Inappropriate items of clothing include: cutoff shorts; mesh shirts; shirts revealing the navel; boxer shorts being worn as regular shorts; overly baggy pants; clothing with offensive printed messages, meanings, or gestures; and clothing that advertises or promotes weapons, alcohol, drugs, or tobacco. Students are not permitted to wear flip-flops, sneakers with wheels, hats, visors, bandannas, non-prescription sunglasses, or sweatbands in the school building at any time.

Students wearing inappropriate clothing may be sent to the office and asked to either turn an inappropriate shirt inside out or to call home to make arrangements to change their clothes.

**STUDENT CONDUCT**

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific

rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

SOURCE: MASC

LEGAL REF.: M.G.L. [71:37H](#); 71:37H1/2; 71:37H3/4; 71:[37L](#); [76:16](#); 76:[17](#); 603 CMR 53.00

## STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication and made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

### **Suspension**

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions

and supports.

### **Notice of Suspension**

Except for emergency removal, or an in-school suspension of less than 10 days, the Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

### **Emergency Removal**

The Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and 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 Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent 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 Principal, student, and parent; 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 applicable law and regulation.

The Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

### **In School Suspension – Not More Than 10 Days Consecutively or Cumulatively**

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

### **Principal's Hearing – Short Term Suspension of up to 10 Days**



The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the 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, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public 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.

#### **Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)**

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; 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; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

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

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information: The process for appealing the decision, including that the student or parent 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 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 Principal's determination on appeal.

If the student is in a public 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 suspension takes effect.

### **Superintendent's Hearing**

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall 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 upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

### **Expulsion**

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

### **Academic Progress**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

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 develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent 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 staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

## **Reporting**

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); 71:37H3/4; 76:17; 603 CMR 53.00

## **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. Students—and their parents and/or guardians—who believe that a student has received unfair treatment may bring forward their grievance. Appeals of individual disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent and on to the School Committee if a policy needs to be approved or changed.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner.

## **STUDENT ABSENCES AND EXCUSES**

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to

ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

### **Absence Notification Program**

Each Principal will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence. Each Principal or designee shall meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

### **Consequences of Misconduct**

As a preschool through 3<sup>rd</sup> grade school, we view every experience as an opportunity to learn. We expect all students to behave appropriately as outlined in our behavior expectations, but know that sometimes students will need help in this area. Consequences for inappropriate behavior will be determined by the educator in charge at the time of the incident, the classroom teacher, or an administrator as appropriate to the situation.

The age of the student, frequency of the inappropriate behavior, special needs of the child, and seriousness of the behavior will influence the consequence given. Parents will be notified of inappropriate school behavior. For repeated inappropriate behavior, educators and parents will work together to implement strategies which will assist the student in developing the skills necessary to avoid the inappropriate behavior.

Simple consequences may include actions such as:

- Having the student take a moment away from the activity to adjust their behavior before returning

- Discussing the inappropriate behavior and agreeing on a preferable behavior
- Having a student fix (to the best of his/her ability) something he/she broke
- Having a student complete unfinished work
- Having a student apologize to another student

More serious consequences may include actions such as:

- A student-administrator conference
- A student-teacher or student-administrator developed behavior contract/plan
- Temporary loss of special privileges (i.e. You can not play with a specific toy during choice time if you repeatedly break it by playing too roughly with it.)

Very serious consequences may include actions such as:

- An in-school suspension
- Going home for the rest of the day
- Suspension\*
- Expulsion\*

\*Suspensions and expulsions are subject to due process. All suspensions require a reentry meeting with the parent, student, and Principal.

### **In Accordance with MA General Law Chapter 71, Section 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, 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) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.

## **Disciplinary Due Process**

(In accordance with MA law. Language adapted from Alice M. Barrows Elementary School Handbook, Reading Public Schools, Reading, MA)

### **Short-Term Disciplinary Sanctions**

Except where circumstances require the student's immediate removal from the school environment, prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

### **Long-Term Disciplinary Sanctions**

Prior to the imposition of any disciplinary sanction that might result in the student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney (at private expense) and may examine and present witnesses and documentary evidence. Following this hearing, the hearing officer (Principal/School Committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c.76 §17, M.G.L. c.71 §37H, M.G.L. c.71, §37H1/2. Within five (5) school days of any disciplinary appeal hearing, the reviewing hearing officer (Superintendent/School Committee) will render a written decision on the student's appeal.

## **Special Needs Students – Discipline and the Behavior Code**

Students with special needs as defined by The Individuals with Disabilities Education Act of 2004 and

Chapter 71B of the Massachusetts General Laws (Children with Special Needs), shall be subject to all provisions in this handbook with the following stipulations:

1. The Principal (or designee) will keep a record of student suspensions. If a student with special needs is suspended for ten (10) consecutive school days, and sometimes ten (10) cumulative school days, then the school must convene a manifestation determination meeting. At this meeting, relevant members of the student's TEAM shall review all relevant information in the student's file, the IEP (or 504 plan if applicable), teacher observations, and other relevant information by the parents to determine:
  - a. If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; and
  - b. If the conduct in question was the direct result of the school district's failure to implement the IEP.

If either (a) or (b) is applicable, the conduct shall be determined to be a manifestation of the student's disability. If the student's conduct was determined to be a manifestation of the disability, the TEAM shall conduct a functional behavior assessment (FBA) and implement a behavior intervention plan (BIP) if no FBA had been done prior to the conduct. If a BIP had been developed prior to the conduct, review and modify the existing BIP if necessary to address the behavior, and unless an Interim Alternative Educational Setting is in place, return the student to his/her previous placement, unless the school and parents agree to a change in placement as part of the modification of the behavior plan.

2. A student may be assigned to an Interim Alternative Educational Setting (IAES) for forty-five (45) school days if the student is found to:
  - Be in possession of a weapon in school or at a school function;
  - Possess or use illegal drugs, including alcohol, in school or at a school function; or
  - Sell or solicit controlled substances in school or at a school function.

A student may also be placed in an IAES by agreement of the parent(s) and school personnel.

3. The school may seek an order for the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) school days over parental objection if:
  - School personnel has demonstrated by substantial evidence that maintaining the current placement is substantially likely to result in injury to the student or others;
  - Current placement is inappropriate;
  - School personnel has made reasonable efforts to minimize the risk of harm in the current placement.

The BSEA has policies and procedures in place to expedite disputes regarding discipline. August 2008

## **Other Conduct**

### **Fundraising/Soliciting**



The only fundraising/product sales which are permitted on school grounds are those which directly support the school/school programs and have been approved by the Principal and the Superintendent.

### **Smoking**

Smoking and tobacco products are not allowed on school property at any time.

### **Telephones**

School telephones are primarily for school business use. We encourage students to take responsibility for ensuring that they have their homework, permission slips, and lunches and that their after school plans are arranged before they come to school. When it is necessary, we will allow students to use the office telephones and certainly they can always use them in case of emergency. Sending students to school with cell phones is not allowed and they will not be permitted to use them during the school day.

If a student is found using a cell phone during school hours, the phone will be taken and held in the office until the child's parent/guardian comes to retrieve it during a meeting with the Principal.

## **IV. Academics and Academic Services**

### **Educational Services**

#### **Counseling**

Counseling services are available to all students by teacher and/or family referral. Parents may contact the school counselor with any concerns or questions regarding their child and/or school adjustment.

School adjustment counseling services may occur with students individually or in small groups. Small lunch groups are also facilitated for children as needed. The school counselor works with families to strengthen the home-school partnership and to support the family as a whole. In addition, the counselor works with classrooms of students to assist in the development of social curriculum and problem-solving skills.

Counseling services for special education students are determined by the Team and specified in the child's individualized education plan (IEP) and are provided by either the school counselor or school psychologist.

#### **Building Based Support Team**

The Building Based Support Team (BBST) provides a team approach to problem solving regarding students' academic, social, emotional and/or behavioral issues. The team consists of classroom teachers, administrators, specialists, special educators, and the Green Meadow Adjustment Counselor and School Psychologist. The BBST uses a systematic process to identify, implement, document and analyze interventions and use of instructional strategies to enable students to progress effectively in general education. The team uses information gathered from these interventions to determine if the interventions should continue or if a special education evaluation is appropriate. For more information on the BBST, contact the School Principal.

#### **Title I**

Title I is a federally funded program designed to provide additional support to students as needed. At Green Meadow the Title I program provides in-class regular education literacy support in grades 1-3.

### **English Language Education**

The Maynard Public Schools provides English language instruction and support to students who are Limited English Proficient (LEP) according to General Law c. 71A. The ESL Teacher provides English Language Development (ELD) instruction focusing on developing students' listening, speaking, reading and writing skills. For more information on English Language Education, contact the ESL Teacher/Coordinator, or the Director of Student Services.

### **Preschool**

The Green Meadow Preschool program uses a developmental approach to meet the needs of preschool aged children. Within the preschool classroom, children are provided with instruction and opportunities to learn, explore, interact, problem solve, and develop the confidence to use their skills in and out of the classroom. To realize this, learning activities are based upon an individual child's abilities and interests within a safe, structured, and predictable environment. In this setting, through the instruction and facilitation of preschool special educators, preschool assistants, special education aides, and service providers, children with and without special needs learn, grow, and play together. The Green Meadow Preschool Program follows the Massachusetts Department of Early Education and Care Guidelines for Preschool Learning which provides a solid foundation for learning and school success. The curriculum is implemented through a thematic, multi-sensory and hands-on approach, allowing for many "teachable moments" throughout the day. The Green Meadow Preschool is accredited by the National Association for the Education of Young Children (NAEYC). The Green Meadow Preschool is in session Monday through Thursday throughout the school year. There are morning, afternoon, and full-day classes. Registration for preschool begins in January when an Open House is held. Enrollment is limited and is on a first-come first-served basis. For more information please visit our website or call the School Principal.

### **Preschool Screenings**

Under the provisions of Massachusetts General Laws, 603 CMR 28:00 and IDEA, the Maynard Public Schools conducts preschool screenings throughout the school year. A screening is a way to observe a child's development in the areas of pre-academics, speech and language, gross and fine motor, and social skills. A screening can identify areas of concern that may require further evaluation. Parents/caregivers who have concerns about their preschooler's development should call the Department of Student Services at (978) 897-2138 for more information about scheduling a screening.

### **Preschool Summer Program**

During the summer, the Green Meadow Preschool program operates a 5-week program. Registration for the summer program occurs in the spring of the school year. Space is available on a first-come, first-served basis. For more information, call the Department of Student Services at (978) 897-2138.

### **Special Education and Related Services**

The Maynard Public Schools provide special education services in accordance with IDEA and CMR 28.00. Eligibility for special education is determined by the presence of a disability which impacts a student's ability to make effective progress in the general education curriculum and for whom specialized instruction is required. Students may be referred for a special education evaluation by the Building Based Support Team (BBST) following interventions, or directly by school personnel or parents. Within five (5) days of an evaluation request, a consent form authorizing an evaluation of the student will be sent to the

parents. Forty-five (45) days after the district receives the accepted evaluation consent, an evaluation will be conducted to determine if the student is eligible for special education services. If a student is determined eligible for special education, the educational team will write an Individualized Education Program (IEP) which defines the type of frequency of services.

Related services are supportive services which are required for a student with disabilities to benefit from special education. Such services include, but are not limited to, speech and language therapy, occupational therapy, physical therapy, counseling, and specialized transportation.

Specific questions about the special education evaluation process and/or special education and related services at Green Meadow should be directed to the Green Meadow Special Education Team Chair or to the Director of Student Services.

### **Homeless Students**

The Maynard Public Schools follow the McKinney-Vento Homeless Education Act ensuring educational rights and protections for children and youth experiencing homelessness. Homeless children and youth are defined as “individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.” This definition shall include: 1) children and youth who share the housing of other persons due to loss of housing, economic hardship, live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or wait for foster care placement; 2) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; 3) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; 4) migratory children who qualify as homeless because they are living in circumstances described above; and 5) unaccompanied youth not in the physical custody of a parent or guardian.

The district will work with homeless students and their families to provide stability in school attendance and ensure students are able to participate in our free meal programs.

For more information contact the Maynard Public Schools Homeless Liaison, Director of Student Services or Green Meadow Principal.

(See also, Maynard Public Schools “School Committee Policy #525” in “Selected Policies and Procedures.”)

### **Section 504**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law to protect people with disabilities by eliminating barriers. Students with disabilities who are not eligible for special education may require accommodations and met the eligibility criteria for having a Section 504 Accommodation Plan. Students who may be eligible have an impairment that substantially limits one more life activity, including learning. The 504 plan is written to assure that the student will be provided with the appropriate accommodations.

Specific questions about Section 504 and the evaluation process for a 504 plan should be directed to the School Adjustment Counselor/Green Meadow 504 Coordinator or the Director of Student Services/District 504 Coordinator.

## **Section 504 Procedural Safeguards**

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling conditions.
- Have the school district advise you of your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations, and/or receive auxiliary aids/devices, or related services as to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided non-disabled students.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- Examine all relevant records to decisions regarding your child's identification, evaluation, educational program and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate or misleading. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to appeal.
- File a local grievance if you believe you or your child has been discriminated against under Section 504 (see Non-Discrimination Grievance Procedures).
- Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement in the event that the grievance procedure had led to a decision with which you disagree. You and the student may take part in the hearing and have an attorney represent you.

**All programs, activities and employment practices of the Maynard Public School District are offered without regard to age, disability, national origin, color, race, religion, gender, gender identity, sexual orientation, or housing status.**

## **Non-discrimination Grievance Procedures**

The Maynard Public School District is committed to ensuring that all of its programs and facilities are accessible to all students, employees and members of the public. We do not discriminate on the basis of age, disability, national origin, color, race, religion, gender, gender identity/expression, sexual orientation, or housing status with regard to our education programs, activities or employment practices.

Any alleged discriminatory practices within the scope of Title IV, Title IX, Section 504, or any other civil rights laws should be addressed through the following grievance procedures.

1. If you believe you or your child has been discriminated against, you should file a complaint with the Director of Student Services. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance. The Director of Student Services will investigate and document the complaint, and mail a written reply to the complainant within ten (10) school days of meeting with the complainant.
2. If the complaint is not satisfactorily resolved through Step 1, the complainant may file a written appeal to the Superintendent. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the Superintendent's Office within ten (10) school days of receiving the Director of Student Services' response. The Superintendent shall review all written materials and schedule a meeting to hear the appeal at the earliest possible date after receipt of the appeal. Within ten (10) school days of that meeting, the Superintendent will issue a written response to the appeal.
3. In the event that the complaint is not resolved through Step 2, the complainant may file a request for a hearing before an impartial hearing officer. Such a request must be filed no later than ten (10) school days after the date of the Superintendent's decision in Step 2. The impartial hearing officer shall not be an employee of the District and will be an attorney or educator knowledgeable about civil rights laws. The hearing officer will provide the complainant and the District with the opportunity to present oral and/or written information on the grievance. The complainant and the District may be represented by counsel of their choosing and at their own expense. The hearing officer will render a decision as expeditiously as possible after the conclusion of the hearing.

Director of Student Services, 3R Tiger Drive, Maynard - (978) 897-2138

Superintendent, 3R Tiger Drive, Maynard - (978) 897-2222

Office of Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900,  
Boston, MA 02110-1491 – 617-223-966

### **Digital Learning - Using Students' Work, Photos, and Voices in Technology Projects**

Each year families will receive a "Parent/Guardian permission form for Media Publishing." This form gives the school consent to use your child's work, photo, and/or voice in media publications and on the school website.

As an important component of 21<sup>st</sup> Century learning, students will have the opportunity to use photography, video, or audio recording as part of a class-project or self-assessment. In such cases, the photo or recording will not be shared outside the school without your explicit permission. If you have any

concerns or questions about this, please let your child's teacher know.

As an integral part of learning, students will be accessing the internet for information and to access learning sites. All use of technology and the internet is carefully supervised and monitored by staff in order to ensure security.

### **Homework**

Teachers will assign appropriate homework to students. Homework may either be short-term or long-term assignments. The expectation is that students will be able to complete this work independently based on classroom instruction. In the event that your child experiences difficulty, you may provide guidance or send the homework in incomplete with a note explaining the difficulty the student experienced. In this way, the teacher will be able to provide additional instruction to the student to target learning needs.

The school also strongly recommends that students read, or are read to, on a daily basis. Many teachers provide reading logs to document reading beyond the school day.

**Teachers will make every effort to help students catch-up after missing school for excused absences such as illness. Teachers are not responsible for preparing work for students to make up due to unexcused absences such as vacations during school days.**

If your child experiences ongoing difficulty with homework, please contact your child's teacher to schedule a meeting to discuss this concern.

### **Student Assessments and Progress Monitoring**

The learning progress and skill acquisition of all students is monitored using a wide variety of formal and informal assessments. Depending on the grade level, students will be assessed through a range of assessments such as DIBELS, DRA, STAR Reading and Math. Analysis of assessment results is used to inform daily instruction and maximize student learning by targeting specific skills or providing extension.

In addition to school-based assessments, third grade students participate in the Massachusetts Comprehensive Assessment System (MCAS) state standardized tests in Math and Reading. The school will notify families of testing dates each year. All students must participate in these assessments.

Students with Individualized Education Plans (I.E.P.'s) or 504 plans will receive all testing accommodations identified in the plans on all appropriate assessments.

### **Health Services**

#### **Children Who Become Ill at School**

The nurse does not have the authority to diagnose illness or prescribe medicines. If a child becomes sick in school, the nurse assesses the situation and decides whether a child needs to go home. The child's parents/caregivers will be called and it is the responsibility of the parent or caregiver to pick-up a sick child in a timely fashion. If this is not possible, the parent must arrange transportation and supervision of the child. Occasionally, if a child is feeling very tired or has a minor complaint, he/she may rest for a while in the nurse's office until ready to go back to class. It is very important that the information on the

student's emergency card be accurate and updated regularly.

### **Health Services**

The school nurse is available throughout the day to see students for illnesses, accidental injuries, and medication administration. The nurse maintains the School Health Records, immunization records, BMI screening, vision and hearing screening and oversees the Fluoride Mouth Rinse program.

A current physical exam is required for kindergarteners, third graders, and any student transferring into the district.

In order to keep children healthy at school, parents/caregivers should keep children home who are feeling sick. The following are guidelines for determining whether or not to send your child to school. If you can answer "yes" to any of these questions, your child should be kept at home:

- Is your child running a fever? (a temperature 100 degrees or greater)
- Has your child vomited in the last 24 hours?
- Does your child have diarrhea?
- Does your child have an earache?
- Does your child have a severe cough?
- Do you suspect Strep Throat or Conjunctivitis (pink eye)?
- Is your child's energy level lower than normal and they are just not acting in the usual manner?

Please follow these guidelines when determining whether or not your child is ready to return to school following an illness:

- Following a fever your child must be fever-free for 24 hours without any medication.
- No vomiting or diarrhea for 24 hours and tolerating a normal diet.
- A throat culture has come back negative.
- Your child has been on antibiotics for a full 24 hours.

If a child becomes ill at school, the parent will be called to pick up the child. The child will be made as comfortable as possible in the Health Room until the parent arrives. In consideration of all of the other children and staff, sick children will not be allowed to attend school.

If your child needs to take any medications during the school day we must have orders from a doctor. Please contact the school nurse to obtain the necessary forms and to make arrangements for the medication administration during school. Do not send any medications to school with your child. This includes prescription medications, cough drops, aspirin, vitamins, and any other over-the-counter medications.

If your child has been sent home because of head lice you must apply the necessary treatment and you must accompany the child back to school the next school day.

If you have any questions or concerns about health issues, the nurse can always be reached at the Green Meadow School at (978) 897-8246.

### **Medication (Maynard School Committee Policy #532)**

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. The regulations governing the administration of medications as promulgated by the Department of Public Health have been adapted for use in the Maynard Public Schools and are available from the school office/nurse. Self-administration of medications by a student is provided for in the regulations available from the school office/nurse.

(See also Maynard Public Schools “Administrative Regulation #532.1,” )

### **Life Threatening Allergies (LTA) (School Committee Policy: #644)**

In order to minimize the incidence of life threatening allergic reactions, the Maynard Public Schools (MPS) will maintain a system-wide emergency plan for addressing life threatening allergic reactions and maintain an Individual Healthcare Plan (IHP) for any student whose parent/guardian and physician have informed the school in writing that the student has a potentially life threatening allergy. The protocols will be managed by the school nurses.

### **Students with HIV Infection (School Committee Policy: #570)**

A child who has AIDS or is infected with HIV, the virus that causes AIDS, and their family have certain rights under the law. Also, the Massachusetts Department of Education and Massachusetts Department of Public Health have a written policy that informs schools how they should act in order to protect those rights. The following is a summary of that policy:

1. Every school-age child has the right to a public education. A child, whether sick or not, has the same right to go to school, attend classes and participate in school activities and programs as any other student. Some children with AIDS or HIV infection have special needs. A child has the right to a public education that deals with these special needs.
2. A child and their family have the right to keep their medical condition private. Since HIV cannot be caught by everyday contact with a person who has it, families are not required to tell anyone at the school if their child has AIDS or HIV infection. Parents/guardians may, however, choose to tell certain people at the school so that they may offer better care and education for their child. For example, a parent might want the school nurse to know about their child's health, because the child may take medications or need other special care. Or a parent might want to tell their child's teacher. It is the family's decision who to tell and when.

The School Committee does recommend that, in the best interest of the child and the schools, a family with a child who has AIDS/HIV should notify the child's teacher, school nurse and Principal.

3. If an individual at school tells other people about their child's condition without the parents' permission, they have the right to sue the individual for violating their child's privacy.
4. A parent may give people at school permission to tell certain other people that their child has AIDS or HIV infection by saying so in writing.

If a parent gives their permission in writing, it would be difficult to make a mistake about who they wanted to know about their child's health. It is in the schools' interest to have a form that the parent signs telling them who these people are in detail. They may provide the form to sign, or the parent may want to write their own. People who work at the Department of Education and the Department of



Public Health can help you with this.

DEPARTMENT OF EDUCATION  
AIDS/HIV Program  
(781)388-6324

#### **Accident Insurance (Maynard School Policy #381)**

Student accident insurance shall be made available each fall to all students. Families shall bear the full cost of this insurance. Families shall be made aware, through student handbooks, that if they fail to purchase student insurance this does not make the school financially responsible in the event a student is injured.

Please call the school office if you would like a flyer about the accident insurance or go to <http://www.maynard.k12.ma.us/documents-to-download> .

## **V. Extracurricular Activities**

#### **Extended Day Program - Excellence in Care, Enrichment and Learning (EXCEL)**

Maynard EXCEL is a public school operated, tuition-based before and after school child care and enrichment program. The program provides a safe caring environment for children in a “home away from home” setting.

For further information or to register please call Lois V. Cohen, Director, or Michelle King, Administrative Assistant, at (978) 897-8021. Offices are located at Green Meadow School, 5 Tiger Drive. Programs are offered 7:00 - 8:30 AM and dismissal - 6:00PM.

## **IV. General Information**

### **Enrollment, Procedures for all Students**

The following documentation are the basic requirements for student enrollment and must be complete prior to the beginning of the school year.

- Copy of birth certificate
- Health form with immunizations
- Copy of records request (transfer students only)
- 3 Proofs of residency
- Home language survey
- Residency Affidavit

At enrollment, you will receive:

- Copy of student/parent handbook
- Lunch application form for free/reduced lunch
- Emergency Information Form
- School calendar

## **School Meal Program**

It is important for children to begin their day with a nutritional breakfast. For your convenience, breakfast is available at the Green Meadow every morning at 8:10 AM. Children will be given time to eat breakfast in the cafeteria.

Lunch is available including hot and cold meals with milk and dessert. Milk is available for purchase. The cafeteria has implemented a debit card system to be used for the purchase of breakfast, lunch, and/or milk. You may send a check payable to Maynard Food Service. Parents/caregivers are urged to make use of this debit system as this allows the lunch lines to move much faster and easier.

Lunch menus are available on the district website. All lunches are designed to meet daily nutritional requirements. Students may bring lunch from home and parents are encouraged to provide a nutritional meal. Green Meadow has a “no candy” policy and we request that parents/caregivers honor this. If a student should forget lunch money, lunch will be served and a note will be sent home to the parent/caregiver. If a student persists in coming to school with no lunch money, he/she will be given a sandwich and milk and the parent/ guardian will be contacted.

The cafeteria is staffed by food service workers who prepare the lunches and serve the children. There are also lunch room duty staff members supervising and assisting the children during the lunch period. Their responsibilities include helping the children with any problems and maintaining a respectful atmosphere in the lunchroom.

### **Free and Reduced Meals**

The school system does provide free or reduced meals to families whose income falls within certain guidelines. Applications for free or reduced meals are available in the office and District website. They are sent home the first week of school or given to a parent/caregiver upon registration of a student during the year. If your financial situation changes during the school year, please call the school office to request an application for free or reduced meals. This can be filled out at any time during the year.

### **Lunch**

There are four student lunch periods during the school day. Students have the same lunch period every day. Depending on their class assignment and/or grade level, students will either have lunch and then recess or recess and then lunch.

**Lunch will not be served on any early release days.** Please also see the “School Meal Service” and “Free and Reduced Meal” portions of the “School Services” section of this handbook.

### **Snacks**

All students will have the opportunity to eat a snack provided by their families in their classrooms. Parents/caregivers are encouraged to send nutritious snacks. Carrot sticks, raisins, celery, crackers, cheese, fruit, and yogurt are some examples of nutritious snacks. Parents will be notified if a student in the class has an allergy to certain foods. In that case, we will designate the classroom and require all families to avoid foods containing the allergen in all lunches and snacks.

**Recess**

We value recess as a time for unstructured, creative play. Recess also provides students with a valuable opportunity to develop their social skills and build friendships. Students have scheduled recess times during the school day. We go outside for recess in all seasons, whenever weather permits (see Conduct, Dress Code for winter wear guidelines). Playground equipment is provided. Students may not bring in additional equipment from home to use during this time.

In order to maintain student safety, games involving contact such as football are not permitted during recess. Students are expected to be inclusive and welcoming to others to ensure a positive recess experience for all.

In the event that students have difficulty with appropriate and safe play during recess, families will be contacted and disciplinary actions may be implemented as needed.

**Specials**

Kindergarten, first, second, and third grade students have regularly scheduled specials, including: art, library, music, computer science, world language, wellness, and physical education classes each week. Your child's classroom teacher will notify you on which day your child has each special so that you can be certain your child will come to school prepared (i.e., library books, sneakers, art clothes, and third grade recorders). Each specialist provides students with a rich curriculum consistent with the Massachusetts Curriculum Frameworks.

Additionally, the school counselor works with all K-3 classrooms on social and emotional learning.

**Safety**

As a school we have embraced the core values: We are kind. We are safe. We are learners. All members of the school community are expected to demonstrate behaviors consistent with these core values. Accordingly, we are committed to providing a kind and safe learning environment for all members of the Green Meadow community. We strive to maintain both the physical and social-emotional safety of all students.

As part of our safety procedures, school doors are locked during the school day. To enter the building every visitor must ring the front door bell, be buzzed in by an office staff member, and report directly to the main office to sign-in and identify the purpose for being in the school. Students are not permitted to leave school grounds during the day unless a parent/guardian notifies the classroom teacher and signs them out in the office. All adults dismissing students should be prepared to provide proper identification upon request.

Special safety presentations such as Fire Safety and "Officer Phil" programs are presented to students annually. In conjunction with the fire and police departments, our school has practice lockdown and fire drills both for exiting the school in case of internal danger and finding safe locations inside the school in case of external danger. Teachers explain and guide our youngest learners through these drills in a thoughtful and age-appropriate manner. All adults and visitors in the building must participate in these drills as well.

## **Field Trips**

Field Trips may be planned to enhance and extend the curriculum. Written permission must be given in order for students to participate in field trips. In cases where there is a fee for attending the field trip, financial assistance is always available. Please contact your child's teacher, the school office, or the school counselor to access this option. Is it essential that all students have a signed permission form in order to participate in any field trip.

## **Walking Field Trips**

Often our students and teachers participate in activities that are within walking distance of the school. In an effort to facilitate these activities, we ask families to complete a "Walking Field Trips" form at the beginning of each school year to allow students to participate throughout the year. Teachers will inform parents whenever students will be walking together as a class under staff supervision.

## **Lost and Found**

All clothing and other personal articles should be labeled with each student's name. Since many items are similar, it is essential that they all be labeled. Items that have been found that appear to be of value are kept in the office. Other articles are collected and displayed in our "lost and found corner" in the cafeteria, located at the base of the set of stairs closest to the office. Parents and children are strongly encouraged to check the lost and found regularly for any missing items. Unclaimed articles are donated to local charities periodically, generally in mid-December and at the end of the school year.

## **School-Family Communication**

### **Communication between Families and School**

At Green Meadow School we believe strongly in the importance of a home school partnership. We encourage frequent, open communication to foster a positive and productive educational experience for all students.

At the beginning of each school year, teachers will share their system of communication with families which may include sharing information through: conferences, meetings, phone calls, emails, newsletters, school-home journals, and/or school and district web pages. During the fall Curriculum Night as well as through other forms of communications, each teacher will share this process with families. It is our goal to respond to any form of communication within 48 hours with an acknowledgement, response, or scheduled meeting. Should you call during school hours, the office will take a message and deliver it to the appropriate staff member during non-instructional times.

Please note that emails sent to teachers during the school day may not be received by the teacher until the students have left for the day. Please call the school office during the day with important, time-sensitive information.

Please do not send emails to teachers or the office during the day to request a change in dismissal. We cannot guarantee that these messages will be received and disseminated in a timely fashion which could

compromise student safety.

### **Suspected Child Abuse or Neglect**

Each staff member at the Green Meadow School is a mandated reporter. If a staff member suspects child abuse or neglect, he/she is obligated to report this to the Department of Children and Families and to proper authorities within the Maynard Public Schools. The Principal may speak to the child's parents about this procedure, but is not obligated to do so.

### **Communicating Concerns/Sharing Information**

Whenever questions or concerns arise, please contact the teacher to schedule a meeting or conversation to explore the issue and work toward a resolution. Follow-up conversations including the Principal may be scheduled if the concern continues. It is our goal to work collaboratively toward resolution.

### **Parent Teacher Conferences**

Regularly scheduled parent conferences are held in December and March during early release times as well as before and after the school day. These conferences provide opportunities to discuss your child's individual progress, skill development, and social emotional growth.

These conferences are facilitated by the classroom teacher and are comprised of various members of your child's instructional team. Service providers such as special educators, Title 1 instructional staff, and the school counselor may attend the conference to provide you with a comprehensive understanding of your child's progress and well as the support he/she needs to ensure access to curriculum.

In addition to these formal times, conferences can be scheduled throughout the year as needed. Either the teacher, service provider, or the parent/guardian may request a conference to be scheduled during a mutually convenient time. Parents or Guardians should feel free to contact the school at any time about any aspect of their child's education.

### **Progress Reports/Report Cards**

Progress Reports are issued three times during school year, in December, March, and June. Progress reports distribution in December and March occurs just prior to the scheduled parent conferences to facilitate discussion.

Please note that these progress reports indicate your child's progress toward grade-level standards and learning benchmarks. Specific discussion during conferences will detail your child's overall rate and level of progress as well as their individual skill development.

### **School Notices**

Information regarding school events is shared via a number of avenues, including email blasts, the Maynard Public School and Green Meadow Websites, and backpacks. **If you do not have access to the internet, please contact the office to request hard copies of electronic information.**

Thursday has been designated as “***Backpack Thursday***” at Green Meadow School. This means that notices and flyers, will typically be sent home in student folders on Thursdays. Each child will have a special backpack folder in which all notices, bulletins, newsletters, etc. will be sent home. Please be sure

to check and empty your child's folder each Thursday. The folder should be returned to school the following day. **Please note that only school related information can be included in newsletter/email blasts. Organizations such as scouts and recreation are welcome to submit flyers for approval for backpack distribution. It is important to note that we will only distribute non-profit and community information. Advertisements for business or other marketing information will not be distributed through the school.**

### **Classroom Events**

Each classroom/grade level schedules a variety of events from publishing parties to class plays throughout the year. Classroom teachers will make you aware of these special opportunities to visit school in advance of the events. We understand that not all families can be available during the day to attend these events. Please be certain to let your child's classroom teacher know if you are unable to attend and we will make arrangements for a staff member to share the event with your child.

## **Annual School-Wide Events**

### **Curriculum Night**

Curriculum Night is held early each fall to provide you with an overview of the year to come. During this evening presentation, teachers will share curriculum expectations as well as classroom routines and procedures with parents and guardians. ***Children should not attend this evening in order to facilitate a focused, adult discussion.***

### **Open House**

A Spring Open House event will be held each April. During this special family evening, students will have the opportunity to share all the learning that has occurred throughout the school year. Displays and collections of student work highlight and celebrate the progress and achievement of all. We ask on these evenings that students model for their families the same kind, safe, respectful behavior that we use during the school day.

### **Book Fairs**

Book Fairs are held twice a year both during the school day and during the evening in conjunction with curriculum night and open house. Students and families have the opportunity to purchase books to benefit the school library.

### **Field Day**

Each June, the Physical Education Teacher conducts a challenging field day event for K-3 grade students. The Physical Education teacher will seek the support of parent volunteers to assist with supervision and organization in order to make this program successful. Requests for volunteers with specific information regarding assistance needed will be distributed in the spring.

### **Concerts**

A concert schedule is published at the beginning of each school year and can be obtained at any time by contacting the music teacher or the school office. In addition, concert dates will be published on the school calendar. First and second grade concerts are held once a year in the morning. Third grade students present one evening concert while kindergarten families are invited to attend "open music classes," an opportunity to participate in their child's music experience..

**PTO Events**

The Green Meadow PTO sponsors several events and fundraising activities over the course of the year including: the Back-to-School Picnic in the fall, Holiday Shoppe, Craft & Vendor Fair, and Annual Tiger Trot. We encourage you attend and participate in these events. They provide wonderful opportunities to spend time with other members of our school community. Monthly PTO meetings are held to discuss initiatives and activities. All Green Meadow families are members of the PTO. Membership is open to all families (see also “PTO”).

**School Pictures**

Each year individual and class pictures are taken by a professional photographer who visits the school. Advanced notice is given to the students and the parents. Packages are available for purchase. If a child is absent or if the photo quality is not as expected, retakes are scheduled at a later date. All students receive a class picture even if they do not purchase a picture package.

**Parent Coffees**

Parent Coffee and Conversations facilitated by the school counselor and building administration are held throughout the year. These meetings provide opportunities for open discussion or targeted conversation on specific topics of interest. Parents are encouraged to participate in the important conversations.

**Other Events**

Each year we continue to add new events that enhance our community. Events such as Bingo for Books, Service Day, and Math Night, to which you and your children will be invited, may be scheduled.

**Visitors to the School**

We hope that you are able to visit the school many times throughout your child's Green Meadow experience. Classroom visits must be arranged ahead of time with your student's classroom teacher or School Principal. For more information about the Maynard Public Schools' policy on school visitors, please see the appendix for School Committee Policy #210.

**If you are visiting our school:**

- Please sign in upon arrival at the front office. You will be given a badge that you must wear throughout the school.
- Before leaving, visitors should sign out of the office and turn in their badges.
- Please be respectful of our parking regulations. Visitor parking is available at Crowe Park. Please do not park in the bus circle or staff lot.
- Parents who would like a conference with a teacher or to visit a classroom should schedule a specific time with the teacher in advance. The teacher will notify the office of the scheduled appointment time.
- Please use behavior and language in accordance with our school's core values and expectations when visiting the school.

**Dropping something off for a student during the school day**

If a parent/caregiver needs to bring something for his/her child to school, please bring it to the main office for the child to pick up or to be delivered to the classroom. Please do not go directly to the classroom during the school day.

## **Parent Participation and Volunteering**

Volunteering is encouraged at our school. Volunteers provide valuable support and resources for the classroom teacher. Teachers may ask volunteers to work with specific students, help with small group activities, read with the students, or assist in the preparation of materials. In addition to the classroom, opportunities exist to volunteer in other areas such as the library, art room, or the office. Volunteer opportunities are also available through the PTO. Please speak with the classroom teacher or the PTO if you are interested in volunteering.

We appreciate and encourage parental involvement. In order to maintain safety and confidentiality for all students and staff, all volunteers must adhere to the following procedures:

### **Badges**

All parents and visitors must come to the main office upon arrival and sign in before going to any other section of the building. The office staff will provide visitor badges which must be worn while in the building or participating in a school event. Visitor badges provide an important signal to adults and children that the office knows who is in the building.

### **CORI Forms/Fingerprinting**

State law requires schools to obtain all available Criminal Offender Record Information (CORI) about any and all volunteers and employees who “may have direct and unmonitored contact with pupils” under the schools’ supervision. For example, parents who volunteer as field trip chaperones, library or office assistants, or lead nature walks will now have to submit to the CORI process before any involvement in the schools. All CORI information is confidential and privacy will be maintained. Only select have access to the CORI information which will be stored in a locked, secure site at the central office.

CORI forms will be distributed to all volunteers through the school office. Forms must be completed and returned as soon as possible.

Fingerprinting verification is required of all staff and substitutes based on state regulations. Similar requirements may be required of volunteers in the future. Specific information regarding the process will be provided at that time.

### **Confidentiality**

We value the privacy of each child and ask the same of all visitors and volunteers. While volunteering, information you may unintentionally obtain related to a particular child is considered confidential. It would be inappropriate to share or discuss this information at any time.



## Committees

In addition to volunteering in the school office or classrooms, there are several school-based groups that would welcome your help as a family or community member.

### **Green Meadow School Council**

The Green Meadow School Council is composed of parents, teachers, the School Principal, and an appointed community member. In accordance with the guidelines established by the Massachusetts Department of Elementary and Secondary Education, the council meets regularly to participate in discussions and projects which guide the school's growth and development. The charge of the School Council is to:

- Assist in the identification of the educational needs of the students attending the school;
- Make recommendations to the Principal for the development, implementation and assessment of the school improvement plan; and
- Assist in the review of the annual school budget.

Please contact the School Principal if you are interested in serving on the school council.

### **Green Meadow PTO**

The purpose of the Green Meadow PTO is to assist in serving the total school community toward the betterment of the educational process within, and relative to, the school. The PTO shall be an extension of the educational process. The work of the PTO shall be carried on through committees, conferences, and projects.

The PTO provides our school with valuable supports and enrichment programming throughout the year. Participation in the PTO is also a wonderful way to connect with families and have a positive impact on the community. PTO Meetings are generally held the second Tuesday of the month in the Green Meadow Cafeteria at 7:00 PM.

For more details visit the PTO Website: <https://gmpto.org>

### **SEPAC - Special Education Parent Advisory Council**

Massachusetts Special Education Regulations state that each School Committee shall establish a Special Education Parent Advisory Council (SEPPAC). A SEPAC is a formally organized group of individuals committed to the best possible services for children with special needs. A SEPAC:

- Promotes a network of parents and forum to share information;
- Advises the school district on special education programs, training needs, and policy;
- Promotes communication between PAC members; local, state and national organizations, councils and groups;
- Promotes understanding, acceptance, and inclusion within the community; and
- Provides informational forums for parents, students, educators, and professionals.

SEPAC is open to parents, educators, and members of the community. Maynard SEPAC meetings are held

in the Fowler School Library from 7:00 pm to 9:00 pm on the first Monday of each month. For more information, visit the Parent Advisory Council Section of the Maynard Public Schools website at <http://www.maynard.k12.ma.us/for-parents/parents-as-partners>.

## FERPA

The Maynard Public Schools will conduct itself in accordance with the requirements of the federal Family Educational Rights and Privacy Act (“FERPA”)(20 U.S.C. § 1232g), Massachusetts student record law (M.G.L., c. 71, §§ 34A, 34B, 34D, 34E, 34H), and the accompanying regulations to those laws. These each school building within the District maintain copies of Massachusetts *et seq.* 20 U.S.C. § 1232g.

Student records, which are described below, contain information which may be of importance to you in the future. Because of this, you have the opportunity to examine and receive copies of any or all records prior to their destruction.

In accordance with the Department of Elementary and Secondary Education regulations, different parts of the record will be destroyed at two points in the future. The majority of the information will be destroyed within five years.

Specifically, the information to be destroyed within five (5) years from now includes:

- Results of standardized tests, including college boards, personality and intelligence tests
- Record of school-sponsored extracurricular activities
- Evaluations and reports by teachers, counselors and others
- Attendance data
- All other information not listed below

The following information may be destroyed after 60 years:

- Identifying information regarding student and parent or guardians
- Course titles and grades received
- Grade level completed and year completed

You have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction. If you have any questions regarding your child’s student record, please contact the Guidance Office at 978-897-0406.

Parents are obligated to notify the school of any changes in custody orders. If a student is the subject of any temporary/permanent custody orders, decree or agreement, either signed by the judge of the probate court in the case of an order or decree, or signed by both parents in the case of an agreement should be on file in the Principal’s Office. This documentation is necessary to provide a guardian with access to student’s records, the right to have a student dismissed, the right to have access to a student’s teachers, and similar issues.

## Appendix

### Family Educational Rights & Protection Act Student Records

#### A. General Provisions

The student record contains all information concerning a student that is kept by the school district and which personally identifies the student; it consists of the temporary record and the transcript. For purposes of these procedures, custodial parent refers to a divorced or separated parent who has physical custody of the child, and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their child's student record, or may have to follow certain procedures in order to access the student record. See Section C below.

The rights outlined below may be exercised by the custodial parent(s)/guardian(s) for a student under the age of 14 years, or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18 years or older may, in writing, deny his custodial parent(s)/non-custodial parent(s) access to his/her student record, with the exception of transcripts, report cards and/or progress reports.

Each eligible student and custodial parent/guardian, except as limited herein for certain parents, has the right to see the student record for that student within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The District may charge a reasonable fee to cover the costs of reproduction of the records.

The student's record is available to authorized school personnel who work directly with the student, or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. The term "authorized school personnel" includes, but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, nurses, administrative office staff, and clerical personnel. Authorized school personnel include those employed by the District or under contract with the District as an independent contractor. Authorized school personnel do not need permission to see student records.

No information in the student's record is available to any third party outside the school system without written permission from the eligible student and/or parent and/or guardian, unless the requesting party is listed as an exception by the Student Records regulations. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records, or upon transfer to another school district. However, eligible students and/or their parents/guardians will

generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers, technical schools, and colleges.

An eligible student and parent/guardian have the right to request to add relevant information to the student's record as well as the right to request removal of information believed to be untrue or incorrect.

Parent(s), guardians, or students may also request a complete copy of the Massachusetts student record regulations, 603 CMR 23.00 *et seq.*, from the District, or access these regulations on the website of the Department of Elementary and Secondary Education (<http://www.doe.mass.edu/lawsregs/stateregs.html>).

#### B. Directory Information Notice

The Maynard Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 *et seq.*

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information; such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 *et seq.*

Parents/Guardians are notified, by inclusion of this document in the student Handbook, that Maynard Public Schools will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Principal on or before the 15th day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

### C. Rights Of Certain Divorced or Separated Parents

It is necessary for divorced parents to submit a copy of the custody agreement or order, and any subsequent changes made thereto, to the District so that District personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access his/her child's 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 or to the custodial parent 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.

The District shall place in the student's record any 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).

**Non-Custodial Parent Access:** In the case of a non-custodial parent who is eligible to access the student record, i.e., does not fit any of the four (4) categories under 1-4 above, the non-custodial parent must submit a written request for the student record to the School Principal. Upon receipt of the request, the Principal and/or his/her designee shall 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 under 1-4 above.

When the student record is released to the non-custodial parent, the school will 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 will be marked to indicate that they shall not be used to enroll the student in another school.

### D. Amending a Student Record

1. A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the Principal with a written request that the information be added to the student record.

2. A parent has the right to request in writing deletion or correction of any information contained in the student's record, except for information which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:
  - a. If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the Principal or his/her designee to make the objections known.
  - b. The Principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the Principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.
  - c. If the Principal's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the Principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
  - d. If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

E. Notice On Transfer To Other Schools

Pursuant to 603 CMR 23.07(g), Parents/Guardians are notified, by inclusion of this document in the student Handbook, that the District forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

F. Destruction of Records

1. The temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates, or withdraws from Maynard Public Schools. Parents/Guardians are notified, by inclusion of this document in the student Handbook, of this destruction. When the student transfers, graduates or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than that contained in the school Handbook, will be provided to the student or his parent/guardian of such destruction.
2. In addition, each year, the Principal and/or teachers and/or other service providers may destroy the

following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions/expulsions/exclusions), any notes from the parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the documents be provided to them, rather than be destroyed. No additional notice, other than that contained in the school Handbook, will be provided to the student or his parent/guardian of such destruction.

G. Display/Publication of Student Work

Parents/Guardians are notified, by inclusion of this document in the Student Handbook, that there will be occasions when student work is seen and is on display within the school; for example, at open houses, exhibits, fairs, on bulletin boards, etc. Unless a parent/guardian informs the District in writing no later than September 15 of each school year, the District will assume that this publication/display of the student work is acceptable to the parent/guardian.

Complaint Procedure

In addition to the appeal procedure, above, a parent/guardian/eligible student may file a complaint with the Family Policy Compliance Office (FPCO) of the federal Department of Education. The FPCO has the authority to interpret and decide issues involving student records under FERPA. FPCO's address is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
Washington D.C. 20202-5920

**The school administration has the authority to amend this handbook at any time, with the approval of the School Committee.**